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The following Educator Portal processes are used by a student moving to a new school after re-testing.

| Highly Recommended | | | |
|---|--|--|---|
| Student Moves | t Z } [• Z • % o } | Highly Recommended Process to Use | End Result |
| To new school within same district | Anybody with permissions to exit or enroll a student | ^ d CE v • (CE % o CE } Educator Portal Interface | Already completed testlets from sending school move with the student when rostered. The Test Progress column is updated. Testing continues seamlessly. |
| To a new school in a different district | Anybody with permissions to exit or enroll a student | Sending district/school exits the student. Receiving district/school uploads the student using the Enrollment File Template. | Already completed testlets from sending district/school move with the student when rostered. The Test Progress column is updated. Testing continues seamlessly. |

| Alternate Process | | | |
|---|--|---|---|
| Student Moves | t Z } [• Z • % o } | Alternate Process to Use | End Result |
| To a new school in a different district | SEA has the ability to transfer a student anywhere in the state. | ^ d CE v • (CE % o CE } Interface <div style="border: 1px solid black; background-color: yellow; padding: 5px;"> <p>STOP: Submit Transfer form in Synclicity</p> <p>An email from both the sending and receiving DAs indicating that it is permissible for CDE to move the student must be sent to Arti Sachdev or Jasmine Carey.</p> <p>DONOT email student Personally Identifiable Information (PII).</p> </div> | Already completed testlets from sending district/school move with the student when rostered. The Test Progress column is updated. Testing continues seamlessly. |

The following Educator Portal processes are not recommended when a student moves to a new school after he/she begins testing.

| NOT-Recommended | | | |
|---|--|---|--|
| Student Moves | Who's Responsible | NOT Recommended Process to Use | End Result |
| To a new school in the same district and the sending school exits the student. | Anybody with permissions to exit or enroll a student | If the receiving district/student uses the "Find Student" feature in the User Interface, and continues to activate the student in the UI, then... | <p>Testlets from sending school DO NOT MOVE with the student when rostered.</p> <p>The receiving district user MUST call the Service Desk to check for testlets taken at the sending school.</p> |
| To a new school in a different district and the sending district/school exits the student. | | | <div style="background-color: red; color: black; text-align: center; padding: 10px; margin: 10px 0;"> <p>STOP: Do not activate the student using the "Find Student" feature in the User Interface.</p> </div> |

NOTE: The three transfer methods are for students who started testing before moving. If the DAC/SAC can verify that the student did **NOT** start testing, then the DAC can use the "Find Student" feature in the User Interface. In Educator Portal: Settings – Students – Transfer Students.