Transfer Student Guidance

The purpose of this guide is to provide the steps that will need to be completed by the LEA Assessment Manager (LAM) or School Test Coordinator (STC) to transfer students in ADAM.

A transfer is defined as a change in a student's enrollment as reported to OSSE. Transfers can occur between schools within the same LEA or between schools in two different LEAs. Transfers must show an OSSE Stage 5 enrollment in order for the student profile to update in the ADAM nightly feed.

The below table describes required actions based on test status and LEA/school transfer:

Test Status	Transfer within LEA	Transfer Outside of LEA
Not Started	The LAM or STC at the receiving school must move the student into the desired proctor group and begin testing as normal.	The LAM or STC at the receiving school must move the student into the desired proctor group and begin testing as normal.
In Progress **Reseat** **Exited** **Submitted**	The LAM must move the student to the desired proctor group at the receiving school to continue testing. When the student logs into TestNav with their new, updated test code, the testing school will update in ADAM to the receiving school. The LAM or STC at the receiving school can move the student to the required section using the proctor dashboard if needed.	The LAM at the receiving school needs to submit a ticket via the OSSE Support Tool (OST) requesting the proctor group update within the receiving school. When the student logs into TestNav with their new test code, the testing school will update in ADAM to the receiving school. Then, the LAM or STC at the receiving school can move the student to the required section using the proctor dashboard if needed.

Once a transfer is complete, the LAM/STC should verify accommodations, assignment tags, and reporting organization under the student user profile:

Rostering > Users > search for transferred student > Edit button in "Actions" column