

Maryland Portal Student Transfer Policy

Student Transfer Policy from One School to Another WITHIN One LEA

If a student is transferring between schools **within** an LEA, the STC from the receiving school must first contact the LAC to assist with the transfer. The LAC must look up the student by their SASID in the portal and if found enroll the student into the new school. If the student is not found, the LAC should ask the STC to enroll the student. Refer to pages 47 to 48 in the *Portal User Guide* for step by step instructions to enroll a student. **Do not unenroll the student from the previous school.** If a student has already started an assessment, their test tickets will need to be downloaded and printed as PDF. The student test ticket PDF will need to be securely transferred to the new school via the Secure Server.

Student Transfer Policy from One LEA to another LEA (Single Student Transfer)

If a student is transferring **between** LEA after the final Pre-ID Window has closed, the LAC will be responsible for requesting the student from their previous LEA and approving enrollment transfer requests. Only LACs will be able to request student transfers to and from an organization that is not associated with their user account. Refer to pages 49 to 52 in the *Portal User Guide* for step by step instructions on using the Enrollment Transfer tool to move students from one LEA to another.

Important: If the student has already started a test, their test tickets will need to be securely transferred to the new school. Test sessions Do Not transfer with the student.

LACs may contact Cognia at LSMISA.GovHelpDesk@cognia.org or 866-207-8804 to request that helpdesk staff complete student transfers between LEAs. The LAC must provide the following information to Technical Support:

The LAC must first provide their LEA information:

1. Name and Title - should be LAC
2. LEA Name and Number
3. Their contact information (caller's LAC number and email)

The technical support representative will verify their information based off of the LAC list provided by MSDE.

The LAC will then need to provide the student information:

1. Student SASID
2. Student Last Name
3. Student First Name
4. Middle Name or Initial (Optional)
5. Date of Birth
6. Gender

The technical support representative, will log in to the portal as a state-level user, search for the student and then enroll the student into the new LEA and school. **Do not unenroll the student from the previous school.** If a student has started an assessment, the technical support representative will print the current student test ticket as a PDF. This PDF will be posted to the Secure Server in the vendor folder. Cognia will reach out to MSDE notifying them of a student test ticket posted that will need to be moved to a folder for that LAC.

Student Transfer Policy from One LEA to Another LEA (Multiple Student Transfer)

If an LAC has multiple students that are changing schools **between** LEAs, the LAC must complete the Multiple Student Transfer Excel file (File Layout below) and post it the Secure Server. The LAC will then need to notify the State data specialist, Ranjani Thunga, at ranjani.thunga@maryland.gov that the file has been posted. MSDE will make the transfer between the LEA Folder and the Vendor Folder on the Secure Server. MSDE will contact Cognia to let them know of the transfers that need to be made.

Multiple Student Transfer File Layout

Column Header	Description
SASID	Student State ID Number (10 digits)
First Name	
Last Name	
Middle Name or Initial	(Optional Field)
Date of Birth	
Gender	
LEA Name	Name of the LEA student is transferring to
LEA Number	Number of the LEA student is transferring to
School Name	Name of the School student is transferring to
School Number	Number of the School student is transferring to

A Cognia representative, will log in to the portal as a state-level user, search for the student and then enroll the student into the new LEA and school. **Do not unenroll the student from the previous school.** If a student has started an assessment, the Cognia representative will print the current student test ticket as a PDF. This PDF will be posted to the Secure Server in the vendor folder. Cognia will reach out to MSDE notifying them that a student test ticket(s) posted will need to be moved to a folder for that LAC. LAC may also notify the State data specialist, Ranjani Thunga, at ranjani.thunga@maryland.gov about this upload to expedite the process.

This transfer process will be complete within 24 hours of the initial request during the normal testing week. Weekends will not be included in the 24 hour timeline (i.e, Friday requests will be completed by COB on the following Monday.)