

Maryland: Program School Student Policy

If a student will need to take the MCAP Government or LS MISA assessment at a Program School outside of their Home School, the LAC will need to multi-enroll their student. This can be done using the Pre-ID file upload process. Users will be able to do a bulk upload to the Portal of their student changes on the Pre-ID file. Before you enroll your student at the Program School, you will need to ensure that the student was already enrolled by the Pre-ID upload or manually entered in at their Home School. This will allow for reports to be sent to the Home School.

Paper materials will not be automatically ordered based on the second Pre-ID window. If the student has paper accommodation needs, they will need to order those through the Additional Materials window.

Student Enrollment in the Program School

LACs will need to follow the procedure below to manually multi-enroll their Program School students. The LAC must look up the student by their SASID in the Portal and, if found, enroll the student into the Program School. Refer to pages 48 to 50 in the *Portal User Guide* for step by step instructions to enroll a student. **Do not unenroll the student from the Home School.** The student must be enrolled at both the Home School and the Program School. The student will test at the Program School, but the scores will be sent to the Home School.

If help is needed to manually enroll the student into the Program School, the LAC will need to contact Cognia at LSMISA.GovHelpDesk@cognia.org or 866-207-8804. 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, search for the student and then enroll the student into the Program school.