

## Transfer Student Procedures

The District Test Coordinator (DTC) or designated MAP-A Coordinator must use the following procedures when students who qualifying for or are enrolled in the MAP-A Assessment move/transfer before, during, or after the MAP-A Assessment window. The transfer deadline is January 3, 2014.

### 1) Student Transfers into the District **Prior** to the Transfer Deadline

If a student who qualifies for the MAP-A Assessment moves into the district **prior** to the transfer deadline, the receiving district must do the following:

- a. Enroll the student in the MAP-A via the enrollment website:

<http://map-aenrollment.arc.missouri.edu/>

**NOTE:** ARC will ship a bar-coded student binder to the district.

- b. Administer the MAP-A Assessment to the student during the collection windows.
- 2) Student Transfers into the District **After** the Transfer Deadline  
If a student who qualifies for the MAP-A Assessment moves into the district **after** the transfer deadline, the receiving district must do the following:
    - a. Do not administer **any** statewide assessments (MAP-A, the Grade-Level, or any End-of-Course Assessments) for the student for the school year.
    - b. Mark the student's enrollment date in the June student core enrollment.
  - 3) Student Transfers **Within** the District During the MAP-A Assessment Window  
If a student enrolled in the MAP-A Assessment moves or transfers from one building to another **within the same district** before or during MAP-A administration, the district must do the following:
    - a. Update the building code information via the enrollment website:  
<http://map-aenrollment.arc.missouri.edu/>
    - b. Forward the MAP-A binder for that student from the sending building to the receiving building.
    - c. Continue the MAP-A Assessment for the student.
  - 4) Student Transfers Out of the District During the MAP-A Assessment Window
    - a. If a student enrolled in the MAP-A Assessment has been in the district for 50% + 1 day of the number of days in either MAP-A collection window and then the student moves or transfers out of the district, the district must return the bar-coded student binder to ARC in the shipment with the district's other MAP-A submissions by the return shipping deadline of March 7, 2014. The district is accountable for the student and the student will receive a score for the portion of the binder that the student completed. Do NOT ship the binder to any other district.
    - b. If a student enrolled in the MAP-A Assessment has been in the district for less than 50% + 1 day of the number of days in the first MAP-A collection window, and then the student moves or transfers out of the district, the district must do the following:
      - Remove the student from the district's MAP-A enrollment: <http://mapa.missouri.edu>
      - Return the bar-coded student binder to ARC in the shipment with the district's other MAP-A submissions by the return shipping deadline of March 7, 2014. Do NOT ship the binder to any other district.
      - Submit a letter on district letterhead, signed by the superintendent, with the following information:
        - County/District Code
        - School Code
        - Student Name
        - MOSIS ID Number
        - Grade Level
        - Content Area
        - Detailed explanation of why the student did not participate in the MAP-A
      - Mail the letter to:
        - Accountability Data
        - PO Box 480
        - Jefferson City, MO 65102-0480
      - File a copy of the letter at the district for any future reference.

## Transfer Student Procedures

The following chart outlines the actions to take depending upon the MAP-A enrollment change and transfer date.

MAP-A Enrollment Change	Transfer Date	Action
Transfer Into District	Through January 3, 2014	<ul style="list-style-type: none"> <li>● Enroll via MAP-A Enrollment Website.</li> <li>● Complete MAP-A administration.</li> </ul>
Transfer Out of District	Through January 3, 2014	<ul style="list-style-type: none"> <li>● If already enrolled, original enrolling district deletes student from enrollment via MAP-A enrollment website.</li> <li>● Send MAP-A binder to ARC in March with the rest of your MAP-A submissions.</li> </ul>
Transfer Into District	January 6, 2014 – February 28, 2014	<ul style="list-style-type: none"> <li>● Do not enroll in MAP-A, the Grade-Level, or the End-of-Course Assessments.</li> </ul>
Transfer Out of District	January 6, 2014 – February 28, 2014	<ul style="list-style-type: none"> <li>● Follow step 4 of the Student Transfer Procedure detailed on page 3.</li> </ul>
Transfer Into District	After February 28, 2014	<ul style="list-style-type: none"> <li>● Do not enroll student in MAP-A, the Grade-Level, or End-of-Course Assessments.</li> </ul>
Transfer Out of District	After February 28, 2014	<ul style="list-style-type: none"> <li>● Submit MAP-A binder to ARC for scoring.</li> </ul>
Transfer Within District	Any time after enrollment	<ul style="list-style-type: none"> <li>● Update building code information via MAP-A enrollment website.</li> <li>● Complete MAP-A administration.</li> </ul>

## MAP-A Return

Completed MAP-A binders should be submitted to the District Testing Coordinator or designated MAP-A Coordinator, who is responsible for returning completed MAP-A binders to ARC. MAP-A return packages must be shipped no later than March 7<sup>th</sup>, 2014.