Locating Student Score Reports in ORS:

A Quick Primer for Receiving and Sending Districts

Sending and Receiving Districts

Throughout the school year, students may move from District A (a sending district) to District B (a receiving district). The movement of student score report information across districts both for sending and receiving districts can be handled through the Online Reporting System.

Receiving Districts

During the year, a student may arrive in a new district (a receiving district). In these cases, district or school administrators may want to access this student's score reports in the Online Reporting System (ORS). The process for retrieving these score reports is outlined below:

- Add the newly received student to TIDE in your district.
    - Note this student SSID *must be entered EXACTLY*; and must match their SSID that was used to test in their previous district.
    - For instructions on how to add the student to TIDE, please see the TIDE User Guide section titled Add Students (p. 23)
    - Once the student is added to TIDE, the system will recognize that the student has a new relationship with the receiving district and will end their relationship with the sending district. *The sending district should not delete the student or perform any other actions*.

- After the student is added to TIDE, you will now be able to search for this student in ORS. Please note, this process does happen in near real-time and this 'transfer of relationship' to your district should occur within a few minutes. If for some reason the relationship does not seem to have carried through to ORS after a 24-hour period please contact the Iowa ELPA21 HelpDesk at: iowaelpa21helpdesk@air.org or 1-855-873-5710.

- To locate the newly received student score report in ORS, please follow the steps below:
    - Click on Score Reports (see below):

o Select the 2nd radial button (see below): *Scores for my current students*

o After you have selected the 2nd radial button, click on the *Search Students* icon:
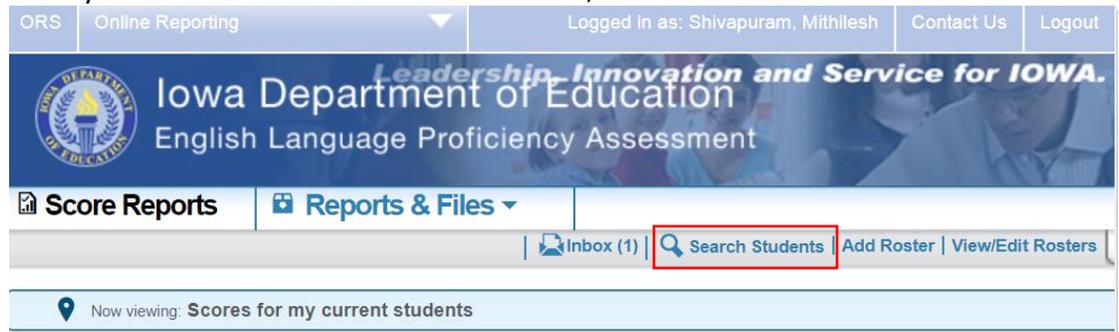
o Enter the student's SSID into the search bar and you will find the results for the newly received student.

Sending Districts

A sending district or school administrator may still wish to include the scores of a student who has recently moved out of their district when analyzing data for program decisions. If the sending district no longer has access to the student in TIDE because the receiving district has already added this student, the sending district must use the steps below:
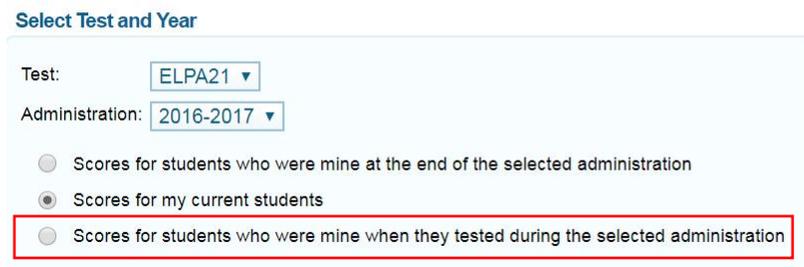
- Click on Score Reports (see below):
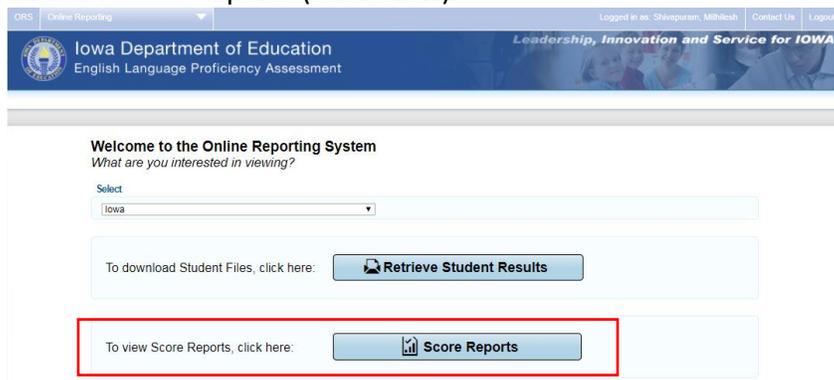
- Select the 3rd radial button (see below): *Scores for students who were mine when they tested during the selected administration*
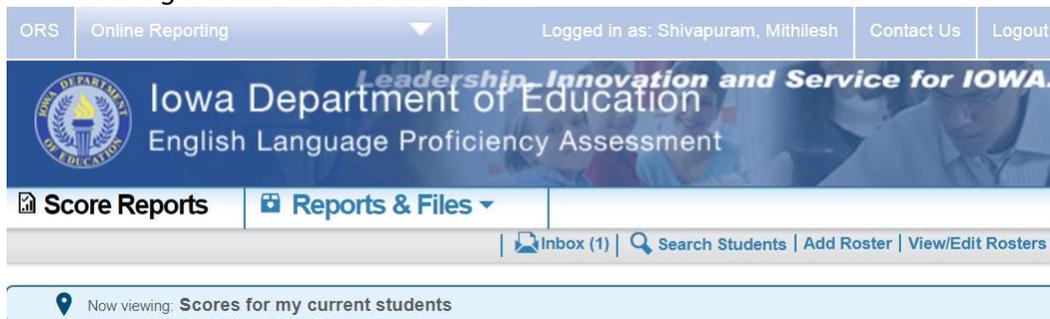
- The data for all students who tested in the district for the selected administration will be included in the resulting displays, regardless if a student has since transferred to a receiving district.

- To search for the score report of a student who has left the sending district, but has not yet been added by the receiving district, the sending district should use the first radial button (*Scores for students who were mine at the end of the selected administration*).