



Recommendations for Training Staff at Approved Private Special Education Programs (APSEPs)

A select number of students identified in the Public School Information System (PSIS) are enrolled in out-of-district facilities. The English Learner Assessment Coordinator (ELAC) in each reporting district is responsible for ensuring that these students, identified as English learners (EL), participate in LAS Links testing when in Grades k-12. District ELACs will need to work closely with district staff to identify students placed outside the district, particularly in out-of-state facilities. These students are also included in the Student Management System in the Outplaced Schools folder and each reporting district determines how these students will be tested.

If the student is placed out-of-state, the Accommodated/Paper Test Form C is required for the 2021-22 school year. Online testing of Form E Operational Field Test (OP FT) is not allowed outside of Connecticut. **Out-of-state students must use an Accommodated/Paper Test form ordered by January 7, 2022. If after January 7, please email LASLinksPM@datarecognitioncorp.com.**

- Student placed in APSEP will be listed under “Outplaced Schools” in the Student Management System to access when creating rosters for online testing only. Creating rosters and placing students in online test sessions will not be necessary if the students are being tested on an Accommodated/Paper form.

ELAC District Responsibilities

- Confirm the EL status for any student enrolled in an out-of-district facility.
 - o (Remember to ensure this student is not dually identified and eligible for an Alternate Assessment and therefore, not participating in the LAS Links administration.)
- Students currently in APSEPs will be listed under the Outplaced School site ‘6199’ for each reporting district. This is the site name and number in the DRC INSIGHT Portal when testing. This outplaced site must be used to place the student in a test session in order to test the student and for the scores to be reported accurately.
- Train all test administrators and ensure internet connectivity to the DRC Portal.
- Once the test session is created under the Outplaced School site ‘6199’ at your district, testing procedures will be same as students tested in the district.
 - o Ensure the student is aware of how to use the tools for testing – Online Tools Training
 - o Print the test tickets
 - o Test the student in the DRC INSIGHT Online Assessment