

## Recommendations for LAS Links Test Administration for Students Placed Out-of-District

A small number of students identified in the Public School Information System (PSIS) are enrolled in out-of-district facilities, including some that are out of state. The English Learner Assessment Coordinator (ELAC) in each reporting district is responsible for ensuring that these students, identified as English learners/multilingual learners (ELs/MLs), participate in LAS Links testing 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 Data Recognition Corporation (DRC) [INSIGHT Portal's Student Management System](#) in the "Outplaced Schools" folder.

If the EL/ML student is placed out-of-state, the LAS Links Accommodated/Paper Test [Form E is required](#) for test administration for the 2024-25 school year. **Online testing using Form F is not allowed outside of Connecticut.** Out-of-state students must use an Accommodated/Paper Test Form; **these should be ordered using the 2025 LAS Links Accommodated Paper Materials Form by February 7, 2025.**

- Students identified as EL/ML in Grades K-12 placed outside the district, including Approved Private Special Education Programs (APSEPs), will be listed under "Outplaced Schools" (site 6199) in the Student Management System of the INSIGHT portal online testing only. This outplaced site must be used to place the student in an online test session to test the student and for the scores to be reported accurately.
- Online test sessions will not be necessary if the students are being tested using an Accommodated/Paper form.
- Please note the Accommodated/Paper forms need to be scheduled for UPS return from the reporting districts ELAC no later than **February 28, 2025**. Therefore, it is suggested that out-of-district facilities return all LAS Links materials to the reporting district by **February 20, 2025**. This early return of materials to the reporting district allows them to ensure compliance with the deadline for return to DRC for scoring. **Late materials will not be scored.**

### ELAC District Responsibilities

- Confirm the EL/ML status for any Grade K-12 student enrolled in an out-of-district facility.
- Confirm if the student is also dually identified (both a student with disabilities and EL/ML). If yes, then determine if the student is eligible to participate in
  - the Connecticut Alternate Assessment of English Language Proficiency (CAAELP) (based on PPT determination using the Connecticut Alternate Assessment System Eligibility Form in CT-SEDS); or
  - the LAS Links with accommodations as determined by the finalized and implemented plan in CT-SEDS.
- Each APSEP has a designated District Administrator for Testing in TIDE (DA) to support testing of enrolled students with disabilities. Please communicate with them to set up testing sessions. Initial topics for discussion may include:
  - Does the EL/ML who is dually identified have a significant cognitive disability?
  - Does the EL/ML who is dually identified require accommodations for the LAS Links?
  - Does the EL/ML require one-to-one support?
- Train all test administrators in test procedures and test security.
- If testing online (**not an option for out-of-state facilities**), ensure internet connectivity to the DRC Portal. Support student understanding of online test tools by accessing the [Online Tools Training Practice Test](#) prior to testing.
- Order materials no later than February 7, 2025, and mail them to the out-of-state program before the start of the test window.
- Provide Accommodated/Paper Materials to the out-of-district facility as needed, ensuring return of materials to DRC by February 28, 2025.