

# School Data Bank Services



## Assessment Services – Scoring & Training

### **Reminders & Important Guidelines**

*NYSESLAT Intra-District Transfers*

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# NYSESLAT: Intra-District Transfers During the Testing Window

**NYSESLAT materials shipped from MetriTech should be used at the school that originally ordered them.** All MetriTech materials are linked and accountable to that school's BEDS code.

If a student transfers between buildings in the same district:

- Booklets should *not* travel between buildings; Extra booklets should be used from the inventory at the new school.
- In place of the MetriTech student ID label, the new school should *hand-write the student's information* (Name, ID, DOB).



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- If MetriTech booklets/labels physically transfer with the student, the transfer **must be documented on school letterhead by the principal** of the school that originally ordered the serial numbers. This correspondence should be emailed to MetriTech ([nyseslat@metritech.com](mailto:nyseslat@metritech.com)) so that the inventory can be adjusted accordingly by their Operations Team.



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**Materials shipped from the RIC (Student Data Services) *can* follow the student between buildings** (answer sheets and smaller RIC student ID labels), though extras may also be used.

- The original building should not mark the student as “not enrolled”!

