Participation Counts & Shipping Address
Entering participation counts in PearsonAccess^{next}

November 27, 2024 – December 8, 2024

The Spring 2025 AZELLA Reassessment is a paper-pencil test administration for Kindergarten and Grade 1 with Unit 5 administered using TestNav to capture the students' responses. Units1, 2, 3, and 5 of the Grades 2-3 Reassessment Test are administered online, while Unit 4 will be a paper-pencil administration. The Grades 4-12 Reassessment Tests will be a full online test administration.

Participation (Enrollment) Counts must be entered in PearsonAccess^{next} for Kindergarten and Grades 1, 2, and 3 students with an EL need. This is also the time for DTCs to review and verify the shipping addresses for the district(s) and inform ADE about missing schools including private schools that will be participating in the Spring AZELLA Reassessment Test administration. This is a **limited time window with limited access** for the AZELLA DTC to complete these tasks for the Spring 2025 AZELLA Reassessment Test administration in PAN.

Shipping Address

Review the shipping address for your district(s) as shown in PAN for the **Spring 2025 AZELLA Reassessment Test** administration. If the shipping address shown in PAN is incorrect, you must email ADE's AZELLA Team (AZELLA@azed.gov) with the district name, entity number, and the correct address. Addresses from one AZELLA test administration in PAN do not transfer into another AZELLA test administration in PAN. The addresses that are provided to Pearson by ADE come from the *Education Organization System* (EOS) in ADEConnect and may be different than where you want the testing materials and reports to be shipped to. All shipping addresses must be a district or charter facility. You may **not** use a **personal home** or **personal business** or a P.O. box address.

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Missing School Information

When participating schools, including private schools, are missing from the list of schools under the district or charter district, the AZELLA DTC must notify ADE's AZELLA Team so that the schools can be added to PAN. The schools' legal names and entity ID numbers must be included in the correspondence to ADE's AZELLA Team.

Participation (Enrollment) Counts – Grades K-3

When you review and enter EL participation counts in PearsonAccess^next, you are providing the number of EL students that will be administered a Kindergarten, Grade 1, and Grades 2 and 3 Reassessment test because these grade levels require paper tests. Participation, or Enrollment Counts, are not entered for students in grades 4-12 because those tests are full online tests and do not include student paper testing materials.

Student demographic data is **not** included in the Participation Counts. This is strictly a headcount of EL students at specific grade levels in schools. **This is a counting task.**

Districts and charters that have schools that serve Kindergarten, Grade 1, Grade 2, and Grade 3 students must enter a current count of EL students by school in PearsonAccess^next. If there are no ELs in a grade level, districts must enter a count of zero. Districts and charters that do not have any schools that serve K-3 students do not have to complete the Participation Counts task.

Participation counts will be used to print and process initial orders for paper test materials such as Test Books, Test Administration Directions, and Test Coordinators Manuals, and return shipment materials that will be automatically shipped and arrive at districts between January 14 – 20, 2025. If the Participation Counts have been completed and submitted through PAN no later than December 6, 2024, you will **not** need to place an **initial** order for materials.

Only the assigned District Test Coordinator for the AZELLA Reassessment Test Administration in PearsonAccess^next has permissions to enter participation counts and complete this task.

Note for Districts with participating private schools: Participation counts for private school students in Grades K, 1, 2, and 3 must be entered in PearsonAccess^next. If a participating private school does not appear in your school list, please send an email to azella@azed.gov to have the school added.

Note for Test coordinators with more than one district: Test Coordinators with more than one district must enter participation counts for each of their districts for the schools that serve Grades K, 1, 2, and 3.

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The following student headcounts will need to be verified and/or manually **added** to the K-3 student counts for the Spring 2025 AZELLA Reassessment Test.

- All Kindergarten and Grades 1, 2, and 3 students with an EL need showing on your EL73 Report **PLUS:**
- All Kindergarten and Grades 1, 2, and 3 students with an EL need who were administered the AZELLA Placement Test on and after October 5, 2024 (Placement Tests that cycled out with Cycle 6 and will cycle out with Cycle 7) and received an Overall Proficiency Level of less than proficient must be added to the prepopulated counts in PAN.
- Students with an EL need who have transferred into your school(s) after November 15, 2024, must be **added** to the prepopulated counts.

Entering Participation Counts in PearsonAccess^{next} 12 steps

To review AZELLA Reassessment Kindergarten through Grade 3 Participation (Enrollment) Counts:

1. Verify the test administration is set to Spring 2025 AZELLA Reassessment.

   Arizona > AZELLA > Spring 2025 AZELLA Reassessment **1**

2. Go to the **SETUP** section, from the **Select an action** drop-down menu, select **Organizations**.

   Setup
   - Import / Export Data
   - Students
   - Testing Groups **2**
   - Organizations

3. On the Organizations screen, click the **Search** menu arrow.

   AZELLA Reassessment **3**

   Q Search ▼

4. Next, place a check in the **Show all results** box.

   ☑ Show all results **4**
   This action clears ...ch and filters

5. On the Organizations screen, place a check in the box next to each school that serves Kindergarten and Grades 1, 2, and 3.

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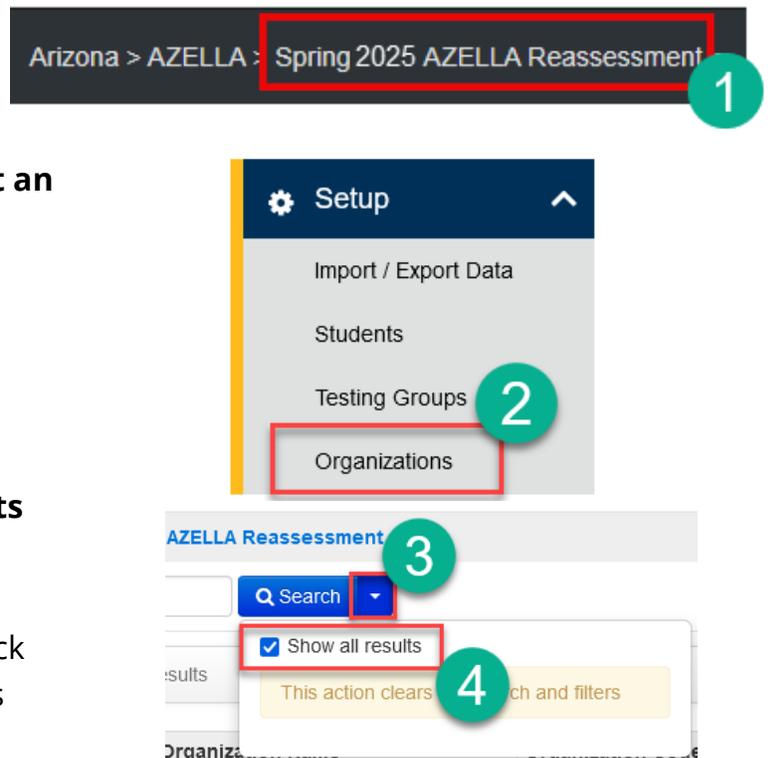
6. Click the **Start** dropdown menu and select **Edit Enrollment Counts**.

7. On the Tasks for Organizations screen, click on the **Edit Enrollment Counts** tab.
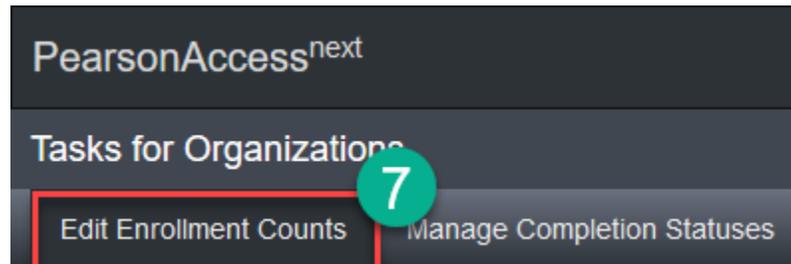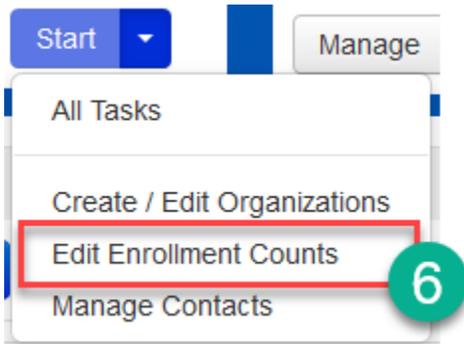
8. On the Tasks for Organizations **Details** screen, select a school from the list on the left side of the page and click the **plus sign (+)** to expand the Participation Count information for the highlighted school.

9. Preloaded EL student Participation Counts are displayed by grade level. Review the counts and edit, if needed, based on each school's current enrollment of EL students in that grade level.
   o When a grade level (K-3) does not have any EL students, then a zero must be entered for that grade level at that school.

10. When participation counts are accurate for each grade, place a check in the **Enrollment Counts Entry Complete** checkbox.

11. Click the **Save** button.

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12. If there are multiple schools, select the next school by clicking on the school's name in the Organizations list and repeat steps 9-11 for **each school**.

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