







Additional Material Order Form for the SD ELP Assessment (ACCESS)

This process is to be completed for student's who were not captured in SD DOE's initial Pre-ID uploading process and need MATERIALS. The Pre-ID process is used to load students into test sessions and place initial order of ACCESS for ELLs testing materials.

- Step 1: School enrolls new student that qualified for EL program (per home language survey AND screener) after December 1, 2020. 
- Step 2: Identify student as EL in Infinite Campus. 
- Step 3: School has no overage materials and determines that additional materials are needed. 
- Step 4: Fill out Additional Materials Order template. Template can be found [here](#). 
- Step 5: Send Additional Materials Order template to DOEAssessment@state.sd.us 
- Step 6: Ensure you receive a verification email that additional materials have been ordered. 

If you have questions, please contact Yutzil.Becker@state.sd.us