





New Student ADD Process 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. 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: Fill out New Student template and only fill out the required fields. Template can be found [here](#). 
- Step 4: Send New Student template to DOEAassessment@state.sd.us 
- Step 5: Ensure you receive a verification email that student has been successfully added for testing. 