



Kentucky Department of Education (KDE - OAA)

## Student Data Review and Rosters



# SDRR Roster User Manual for ACCESS/ Alternate ACCESS®

Kentucky Department of Education

Office of Assessment and Accountability

KDE:OAA:DADI:jd:cw 12/7/15

**Important Notes/New Features.....3**

**Online Help .....4**

**Welcome Screen .....6**

**Log In .....7**

**Home Page .....8**

**Student Listing .....12**

**Filters .....13**

**Actions and When to Use .....14**

**Change Student Information .....14**

**Non-Participation Status .....16**

**Updating Change Requests .....18**

**Data Review Change Listing .....21**

**Export to Excel or PDF .....25**

## Important Notes/New Features

### On the Home Page:

- The announcements box is updated with new information as needed during the roster window.
- A large red Help button is at the top of every page.
- 20 minute timeframe before automatic logout for inactivity (feature requested in SDRR survey).
- Large buttons on the home page indicate which sections of SDRR are open by their color – green is open, red is closed, yellow is finalizing. Users can click on the button to navigate to the appropriate section, or directly on the links within each button.
- There is information which is easily visible that indicates and links to the number and status of student changes.
- There is a list of tasks to accomplish during the roster period, so that users can check them off as they are completed.
- The student listing and change listing may be downloaded after the roster period ends by clicking on the Download link on the home page.
- Save exports in PDF or Excel format (can also use filters before exporting).
- A site for practice and training is found at <https://oaa-adc.education.ky.gov/Sandbox/>, uses the same credentials, and is available any time.

### On the Student Listing:

- Export and Filter buttons at the top and bottom of the student listing page (feature requested in SDRR survey).
- Larger numbers to navigate the student listing, and a bullseye effect on mouse over (feature requested in SDRR survey).
- Additional options on the Filter menu, including IEP, EL, lunch status, and non-participation status (feature requested in SDRR survey).
- Visible count of students onscreen, including filtered results (feature requested in SDRR survey).
- Additional column sorting onscreen, and the sorting is retained when exporting to PDF (feature requested in SDRR survey).
- District/School codes included in Excel export (feature requested in SDRR survey).
- Ability to easily navigate to an open change request for a student, and return to the student listing.
- Some data is not being collected for assessments. This includes: migrant status, ESS, gifted and talented, vocational, disability type, specific accommodations used during testing, and 504 status.
- Student information is changed directly in Infinite Campus – including Name, SSID, Date of Birth, Gender, Grade, Tested School, Race/Ethnicity.
- The following can be changed directly on the screen: Non-Participation Status, IEP, EL/LEP, and Accommodations.
- The testing school can make changes to demographics for a student.
- Mark students as Non-Participating by double clicking on that student's row under the Non Part column and selecting the appropriate reason, providing additional detail if needed.

- Remove an approved Non-Participation by double clicking on it and selecting [Remove Non-Participation] in the drop down list.
- Ability to choose multiple filters before applying them. Users can make multiple filter selections, and then click the button to apply them.
- Add or delete students.

On the Change Listing:

- Ability to filter changes by status, school, test type, etc.
- Export change listing to PDF or Excel (can also use filters before exporting).

We hope these changes are useful, and encourage users to provide feedback or suggestions to [KDEAssessment@education.ky.gov](mailto:KDEAssessment@education.ky.gov).

## Online Help

On the top right of each page within SDRR, users will see a large red Help button:



Click on this button to open an online help tool in a new browser tab or window. Click on the radial button for the issue you have a question about, click on Continue at the bottom, and there will be links, information, and resources to assist you.

# SDRR Help

Manuals and screencasts can be found here:

<http://education.ky.gov/AA/DISTSUPP/Pages/Student-Data-Review-and-Reporting.aspx>

## I need help with:

- Determining accountability for a student
- Logging in to SDRR or a forgotten password
- Adding a student
- Cohort graduation data review
- Incorrect demographic/IEP/LEP information showing in SDRR for a student
- ACCESS or Alternate ACCESS
- Dropout data review
- A general question about assessment, test materials, etc.
- A question about College Career Readiness (CCR)
- Something is not functioning correctly in SDRR
- A question about End of Course exams
- A change request was Denied or More Information was requested
- Our spring summative testing window showing in SDRR is incorrect or has changed
- General help with using SDRR
- 504 Plans/accommodations
- I have a suggestion for improving SDRR
- Something else

Continue »

## Welcome Screen

To log in, open your web browser, and navigate to <https://oaa-adc.education.ky.gov/>. You will see this page.



Kentucky Department of Education (KDE - OAA)

# Student Data Review and Rosters



Home > Login Logout

Welcome!

SDRR is designed to assist district personnel in reviewing the accuracy of the assessment results in a timely fashion so that accurate results may be shared with the public as quickly as possible.

This application will enable district personnel to locate errors in student data, submit data review requests, and track the progress of each request online. Users are no longer required to upload data review requests via a web portal.

SDRR will be used to conduct web-based data reviews for all state required assessments, including the **Kentucky Performance Rating for Educational Progress(K-PREP)**, **EXPLORE**, **PLAN**, **ACCESS for ELLs**, **ACT** and other tests.

Please use your user name and password.

**DAC** - Please use [KDE Web user ID and password](#) to login or contact your local WAAPOC to gain access.

**OAA Staff and Admin** - Please contact Application Admin/developer to gain access.

**School Staff and Related Users** - Please contact your local WAAPOC to gain access.

 Toll Free : 1-866-538-7435

Local : 1-502-564-2002

 E-mail : [ketshe1pdesk@education.ky.gov](mailto:ketshe1pdesk@education.ky.gov)

### Registered Users

User Name:

Password:

If you do not have a KDE web user name, [click here](#) to register.

Before your third try, [click here](#) if you have forgotten your user name and/or password.

If you think your account has been disabled, or for technical support and content issues, please use our [KDE User Help System](#).

### Security Disclaimer!

While we take every precaution to protect all information and data you share with us, there are ways you can protect yourself. Always keep your password to yourself and never allow anyone to log in under your user name and password. If you must leave your computer, be sure to save your work and log out of the system.



Please note that SDRR now works in Internet Explorer, Firefox, Safari, and Chrome. The application works on PC or Mac. There is no need to change the screen resolution.

District Assessment Coordinators (DACs) will log in with the same user name (which must be in ALL CAPS) and password used to access the secure web applications provided by the Office of Knowledge, Information, and Data Services (KIDS). All DACs have already been provided access, and the District WAAPOC can add school and district level users access by granting them the appropriate permissions for their school(s) upon request of the DAC. **The Office of Assessment and Accountability does not manage user names or passwords; those are handled on a local level by the District WAAPOC.** There is a link below the log in box to request a hint if you have forgotten your user name and/or password.

## Log In

Enter your user name and password where indicated, in the blue box on the right side of the login page. If you are a DAC, district-level user, or a BAC with access to multiple schools, you will see a pop-up box (as shown below) appear asking you to select the data you wish to view. This can be changed later without logging out (also as shown below). DACs are encouraged to select the District, as this will give access to all schools' data. BACs with access to multiple buildings should select the first school they wish to review.

<p>Data from <b>multiple</b> schools are available to you. However, you may only access one entity at a time. Please select a school or district that is available to you from the list below, and the selected data will load automatically.</p> <div data-bbox="537 945 921 1136"><ul style="list-style-type: none"><li><input checked="" type="radio"/> Adair County - Data Editor</li><li><input type="radio"/> Adair County High School - Data Editor</li><li><input type="radio"/> Atherton High School - Data Editor</li><li><input type="radio"/> Jefferson County - Data Editor</li></ul></div> <p data-bbox="648 1170 810 1203"><input type="button" value="Go"/> <input type="button" value="Cancel"/></p>	<div data-bbox="1514 938 1866 1089"><p>Your Location: <b>Adair County</b></p><p><input type="button" value="Change Access Location"/></p></div>
---	---

# Home Page

After log in, the Home Page will appear:



### Access

This module is the location for cleaning up student accountability and demographic data. It is used ONLY during specific Access Data Review periods...

[Jump to Top](#)

From : 10/1/2013 9:00:00 AM EDT To : 4/30/2016 5:00:00 PM EDT

SDRR Tasks	Quick Links	Changes
<input type="checkbox"/> Mark students who were enrolled during the testing window or eligible to test, but did not take the assessment(s), as non-participating. Keep original copies of documentation at the district for audit purposes.	<a href="#">Access Student Listing</a> * <a href="#">ALT ACCESS</a> * <a href="#">ACCESS</a> <a href="#">Access Change Listing</a> <a href="#">Download - Access</a>	<div style="background-color: #fff9c4; padding: 5px; border: 1px solid #ccc;">  Total : 0                 </div> <div style="background-color: #fff9c4; padding: 5px; border: 1px solid #ccc;">  New : 0                 </div> <div style="background-color: #fff9c4; padding: 5px; border: 1px solid #ccc;">  Updated - Need Info : 0                 </div> <div style="background-color: #fff9c4; padding: 5px; border: 1px solid #ccc;">  Denied : 0                 </div> <div style="background-color: #fff9c4; padding: 5px; border: 1px solid #ccc;">  Closed : 0                 </div> <div style="background-color: #fff9c4; padding: 5px; border: 1px solid #ccc;">  Approved : 0                 </div> <div style="background-color: #fff9c4; padding: 5px; border: 1px solid #ccc;">  Pending OAA Approval : 0                 </div> <div style="text-align: right; font-size: x-small;"> <a href="#">[All Reports]</a> ▼                 </div>
<input type="checkbox"/> Double check to be sure that information in the non-participation request matches Infinite Campus (such as withdrawal date). Update both SDRR and IC as needed.		
<input type="checkbox"/> Add any students who are enrolled in the testing grade(s) but are not on the roster. SSID is required to add a student.		
<input type="checkbox"/> Delete any students who withdrew prior to the testing window.		
<input type="checkbox"/> Review demographic information for students and make corrections (this includes Name, SSID, Date of Birth, Gender, Ethnicity/Race, LEP/EL, IEP, Accommodation).		
<input type="checkbox"/> Mark students as Yes/No if they have an IEP or Program Services Plan and received accommodations during testing or assessment. Need to indicate the specific accommodations by domain (reading, writing, speaking and listening) received.		
<input type="checkbox"/> Be sure to review all available assessments- ACCESS and Alternate ACCESS.		
<input type="checkbox"/> Review Roster Change Listing in SDRR, noting any Denied or Updated changes for possible further action.		

- The large buttons indicate which sections of SDRR are open by their color – green is open, red is closed, yellow is finalizing.

Users can click on the button to navigate to the appropriate section, or directly on the links within each button.

- The dates that ACCESS is open are displayed in the ACCESS section.
- On the left, there is a list of tasks that should be completed during the roster window. As the tasks are completed users can check them off on the list, and any incomplete tasks will be shown in bold for a quick visual check of remaining work to do during rosters.

SDRR Tasks
<input type="checkbox"/> Mark students who were enrolled during the testing window or eligible to test, but did not take the assessment(s), as non-participating. Keep original copies of documentation at the district for audit purposes.
<input type="checkbox"/> Double check to be sure that information in the non-participation request matches Infinite Campus (such as withdrawal date). Update both SDRR and IC as needed.
<input type="checkbox"/> Add any students who are enrolled in the testing grade(s) but are not on the roster. SSID is required to add a student.
<input type="checkbox"/> Delete any students who withdrew prior to the testing window.
<input type="checkbox"/> Review demographic information for students and make corrections (this includes Name, SSID, Date of Birth, Gender, Ethnicity/Race, LEP/EL, IEP, Accommodation).
<input type="checkbox"/> Mark students as Yes/No if they have an IEP or Program Services Plan and received accommodations during testing or assessment. Need to indicate the specific accommodations by domain (reading, writing, speaking and listening) received.
<input type="checkbox"/> Be sure to review all available assessments- ACCESS and Alternate ACCESS.
<input type="checkbox"/> Review Roster Change Listing in SDRR, noting any Denied or Updated changes for possible further action.
<input type="checkbox"/> Update any student changes that are marked as Updated by OAA staff, to provide the information requested.
<input type="checkbox"/> Before the end of the Roster window, export copies of the Roster Student Listing and Roster Change Listing, storing them securely in the

- There are links to go directly to the Student Listing for a particular test or all tests, as well as Change Listing, and a link to download copies after the window ends.

<p style="text-align: right;"><b>Quick Links</b></p> <p><a href="#">Access Student Listing</a></p> <ul style="list-style-type: none"> <li>* <a href="#">ALT ACCESS</a></li> <li>* <a href="#">ACCESS</a></li> </ul> <p><a href="#">Access Change Listing</a></p> <p><a href="#">Download - Access</a></p>	<p style="text-align: center;"><u>Test Types</u></p> <p style="text-align: center;">All Tests – includes both assessments ACCESS Alternate ACCESS</p>
---	---

- There are counts for the different student change statuses. These are clickable links; users can click on the number of Updated or Denied, for example, and go directly to that subset of change requests. Users can also click on the link for Change Listing to see all changes for the school or district, and use the filter on that page to navigate to subsets of changes.

Changes	
	Total : <a href="#">55</a>
	New : <a href="#">2</a>
	Updated - Need Info : <a href="#">0</a>
	Denied : <a href="#">0</a>
	Closed : <a href="#">0</a>
	Approved : <a href="#">53</a>
	Pending OAA Approval : <a href="#">0</a>
<input type="button" value="[All Tests]"/> ▼	

- Total – all changes requested for school or district
- New – changes which have not yet been processed by OAA
- Updated – Need Info – changes which have been updated by OAA, and additional information is needed from the school/district
- Denied – changes which were not approved by OAA (additional changes may be requested for the same student, but the denied changes will remain in SDRR and will not disappear) – note that the denied change request will give an explanation for the denial, and may include next steps for the user to complete
- Closed – change request was cancelled by school or district

- Approved – changes which have been processed by OAA or were automatically approved (such as demographic changes)
- Pending OAA Approval – Non-participation changes which have been updated by school/district and are waiting for OAA action

## **Student Listing**

- Click on All Tests on the home page, or select a specific test type to see only that subset. The student listing will appear:

Test	Full Name	Grade	SSID	DOB	Gender	Race/Eth	Testing School	Non Part	IEP	EL/LEP	Accommodation
ACCR	AALBERTS, JAVONTAE	11	9999999999	06/21/1996	M	Hisp: Yes Race: W	Adair County High School	-	No	Yes	No
ACCR	AALBERTS, WID	12	9999999999	12/17/1995	F	Hisp: Yes Race: W	Adair County High School	-	No	Yes	No
ACCR	AALDERS, SONJA M	07	9999999999	10/29/1999	F	Hisp: Yes Race: W	Adair County Middle School	-	No	Yes	Yes - EL/LEP
ACCR	AALDERS, SONJA	08	9999999999	04/20/1999	F	Hisp: Yes Race: W	Adair County Middle School	-	No	Yes	Yes - EL/LEP
ACCR	AAMER, KASEY TAYLOR	07	9999999999	09/27/2001	M	Hisp: Yes Race: W	Adair County Middle School	-	No	Yes	No
ACCR	AARDEMA, ERIC	08	9999999999	03/02/1999	M	Hisp: Yes Race: W	Adair County Middle School	-	No	Yes	No
ACCR	AARDEMA, MAKENZIE NICOLE	08	9999999999	08/27/2000	F	Hisp: Yes Race: W	Adair County Middle School	-	No	Yes	No
ACCR	AARON, ABIGAIL SPRING MARIE	04	9999999999	03/08/2004	F	Hisp: Yes Race: W	Adair County Elementary School	-	No	Yes	No
ACCR	AARON, ALEXANDER AUGUSTINE	08	9999999999	11/30/1999	M	Hisp: No Race: AS	Adair County Middle School	-	No	Yes	Yes - EL/LEP
ACCR	AARON, AMMAR ALEXANDER	03	9999999999	05/19/2005	M	Hisp: Yes Race: W	Adair County Elementary School	-	No	Yes	No
ACCR	AARON, BRASEN THOMAS	03	9999999999	04/25/2005	M	Hisp: Yes Race: W	Adair County Elementary School	-	No	Yes	No
ACCR	AARON, CHANDLER DAWN	00	9999999999	06/19/2008	F	Hisp: Yes Race: W	Adair County Primary Center	-	No	Yes	No
ACCR	AARON, JORDAN	03	9999999999	03/21/2005	M	Hisp: Yes Race: W	Adair County Elementary School	-	No	Yes	Yes - EL/LEP
ACCR	AARON, KYNDALL BROOKE	00	9999999999	08/05/2007	F	Hisp: Yes Race: W	Adair County Primary Center	-	No	Yes	No
ACCR	AARON, MADELYN M	01	9999999999	09/04/2007	F	Hisp: No Race: AS	Adair County Primary Center	LOCKED	No	Yes	No
ACCR	AARON, MADELYN	01	9999999999	03/18/2007	F	Hisp: Yes Race: W	Adair County Primary Center	-	No	Yes	No

- The student listing may be saved/exported in Excel or PDF formats by clicking on the buttons at the bottom left.

## Filters

1. Click on the Filters button at the bottom left.
2. You can filter the student list to view different groups as follows:
  - By all students
  - By first letter of last name
  - By grade level

- By assessment/test type
- By lunch status
- By non-participation reason
- By EL/LEP status

3. District level users will also be able to filter by schools within their district. School level users will only see their own school.

Select as many filters as you wish, and click Apply. To reset filter selections and start over, click the Clear Filter Selections button. Click the Cancel button to close the filter menu and return to the student list.

If filters have been applied, the export will reflect those selections.

### ***Actions and When to Use***

<p>Mark as Non-Participating</p>	<ul style="list-style-type: none"> <li>• Student was actively enrolled, but did not complete the assessment for one of the allowable reasons.</li> <li>• Do NOT mark students as Non-Participating if they withdrew weeks or months prior to the assessment and/or are actively enrolled in another school/district.</li> <li>• Do NOT mark students as Non-Participating if they are repeating the grade or took the test last year. If students are enrolled in the testing grade, they should be tested.</li> </ul>
----------------------------------	--

### ***Change Student Information***

- All student information can be viewed on the Student Listing, and any of the fields can be changed by double clicking the relevant item.
- This includes all information being collected during rosters – name, SSID, date of birth, grade, gender, race/ethnicity, Non-Participation status, IEP, EL/LEP, lunch status, tested school and accommodations.

- A student must be marked “Yes” in the IEP and/or EL/LEP field before the Accommodations field becomes available. Accommodations are marked as Yes or No – there is a need to indicate the specific accommodations by domain (speaking, listening, reading and writing) used by a student. Students will have to be identified as having an IEP or PSP in order to have accommodations marked as Yes.
- Please note that 504 status is not being collected, nor are any accommodations related to 504 status. Students with a 504 can use the allowed accommodations during assessment, but OAA does not have to report that information federally.
- To change items onscreen, double click on the relevant field, use the drop downs or checkboxes to make changes, and click the Submit button, depending on the field being changed. Click the Cancel button to return to the Student Listing without making any changes to the student.
- Students with an open change request that has not been finalized yet will have LOCKED on that field. Users can double click on LOCKED to view, update, edit, or close the change request, and will also be able to navigate back to the Roster Student Listing.

Student Name	
First Name:	<input type="text" value="BRAXTON"/>
Middle Name:	<input type="text" value="COOPER"/>
Last Name:	<input type="text" value="ABNER"/>

Ethnicity	
Is Hispanic:	<input type="text" value="No"/> ▼
American Indian/Alaskan Native:	<input type="checkbox"/>
Asian:	<input type="checkbox"/>
Black/African American:	<input type="checkbox"/>
Pacific Islander/Hawaiian:	<input type="checkbox"/>
White:	<input checked="" type="checkbox"/>

## ***Non-Participation Status***

To mark a student (who was enrolled during the testing window, but did not take the assessment) as Non-Participating:

- Double click on the student's row in the Non Part column on the Student Listing.
- Use the drop down to select the appropriate reason, and complete the information requested on screen. The information requested will vary by Non-Participation type.
- For Medical, please enter the information from the paper form signed by the doctor for this student. Please note that there should be an acute medical situation for non-participation to be approved. A chronic condition would not qualify for non-participation. If the student receives instruction with a chronic condition, they can be assessed as well. If a student had multiple hospitalizations, the start date of the most recent should be entered on the non-participation request form. This field is not required, however, as not every student has a hospitalization history.

**Non-Participation Reason for ALEXANDER AUGUSTINE AARON**

Test Type: ACCR	Non-Participation Type: <input type="text" value="**Choose a Non-Participation Type**"/>
Enter Non-Participation Information: <b>No more information is needed, please proceed and submit the change request.</b>	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

If Extraordinary Circumstance is chosen, then requestor must provide a detailed reason.

Absence is not adequate.

Examples:

- Student placed in protective custody
- Extreme trauma to student
- Parental kidnapping

- Click on Submit at the bottom.
- Keep a copy of all documentation at the district for audit purposes.
- Please note that you can also remove an existing, approved Non-Participation by selecting [Remove Non-Participation] from the dropdown list.

## Updating Change Requests

Once a change has been requested, the field on the student listing will show as LOCKED until the change request is resolved. No new change requests can be made for this field until the current change request is finalized or cancelled. If the change request needs to be updated with additional information, edited, or cancelled, it can be accessed in three ways:

- by clicking on the appropriate change request count on the home page (Updated – Need Info, as shown below)
- by clicking on Change Listing on the home page
- by double clicking on the LOCKED field on the Student Listing, which brings up the information shown on the next page

Changes	
 Total : 115	
 New : 1	
 Updated : 3	
 Denied : 8	
 Closed : 6	
 Approved : 90	
 Pending OAA Approval : 7	
[All Tests] ▼	

Quick Links
<a href="#">Access Student Listing</a>
▪ <a href="#">ALT ACCESS</a>
▪ <a href="#">ACCESS</a>
<a href="#">Access Change Listing</a>
<a href="#">Download - Access</a>

ACCR	AARON, JORDAN	03	9999999999	03/21/2005	M	Hispanic: Yes Race: W	Adair County Elementary School	-	No	Yes	Yes - EL/LEP
ACCR	AARON, KYNDALL BROOKE	00	9999999999	08/05/2007	F	Hispanic: Yes Race: W	Adair County Primary Center	-	No	Yes	No
ACCR	AARON, MADELYN M	01	9999999999	09/04/2007	F	Hispanic: No Race: AS	Adair County Primary Center	LOCKED	No	Yes	No
ACCR	AARON, MADELYN	01	9999999999	03/18/2007	F	Hispanic: Yes Race: W	Adair County Primary Center	-	No	Yes	No

NonParticipation Unavailable for ALLEN ABBOD

This field is presently locked with a submitted change pending OAA approval. If this is an error, please cancel the request by clicking on the link below.

**Pending Change Details:**

Change Number: 1075  
 Old Value: -  
 New Value: Foreign Exchange Student

[Click To View Change](#)

- Click on the circled link as shown above to update, change, or cancel the change request, or click on Ok at the bottom to return to the student listing.

- After clicking on Click To View Change, the information will appear. Users can return to the student listing by clicking the link at the top, update or edit the change request/provide information requested by OAA by clicking on the icon in the Details column, or cancel the request by clicking on the red X.

[Return To Student Listing](#)

<a href="#">Details</a>	<a href="#">Cancel Change</a>	<a href="#">Test Type</a>	<a href="#">Full Name</a>	<a href="#">Requester</a>	<a href="#">Requesting Entity</a>	<a href="#">Change Type</a>	<a href="#">Submitted</a>	<a href="#">Updated</a>	<a href="#">Completed</a>
		EXPL	(b)(6);(b)(7)(C)	BetaTester	Adair County	Accountable School	9/5/2013 2:39 PM	-	

- Users can provide additional information as shown below, or can edit the request.

**Ticket Information For : ADAMS, TRAVIS**

**NonParticipation Change** **Test Type: ACCR**

Changed To:	Changed From:	Change Request Date:	Change Approved Date:	Change Status:	<input type="radio"/> Approved <input type="radio"/> Denied <input type="radio"/> More Info  <input type="button" value="Submit"/>
Reached Fully English Proficient	[Remove Non-Participation]	12/5/2014 1:17		New	

Change Reason:

---

Provide Approval/Denial/Request more information reason here:

---

**Summary**

Change # :	693	Req. Entity :	Adair County	Created Date :	12/5/2014 1:17:00 PM	Req. Id:	FieldTester
Req. District :	Adair County	Updated Date :		SSID :	9999999959		

## Change Listing

- Click on Change Listing on the home page, or click on the appropriate link on the right side of the home page. The counts on the Home page are clickable links – if the user clicks on the number of Updated or New changes on the home page, that subset of changes will appear onscreen.

Changes	
Total :	115
New :	1
Updated :	13
Denied :	10
Closed :	16
Approved :	90
Pending OAA Approval :	1
<input type="button" value="[All Tests]"/>	

- The default view on the Change Listing is Total – which includes all changes submitted for this school/district.
- You can filter the list to view the following change statuses:

The image shows a 'Filters' dialog box with the following elements:

- District:** A dropdown menu with an asterisk (\*) selected.
- School:** A dropdown menu with an asterisk (\*) selected.
- Change Status:** A dropdown menu with an asterisk (\*) selected, and a list of options: Closed, Completed, Denied, New, Pending, and Updated.
- Test Type:** A dropdown menu with an asterisk (\*) selected.
- Buttons:** 'Apply Filters' and 'Cancel' buttons are located at the bottom of the dialog.

- The asterisk (\*) will include all change statuses.
- On this screen, you can view the detailed information about the change request, see the status of your submitted changes, view/update the information on change requests, and cancel the change if needed.
- Changes can be cancelled by clicking on the red X by that student's name.
- Click on the icon in the Details column to view or update the change request for this student. Only changes that have not yet been completed may be updated.

Details	Cancel Change	Test Type	Full Name	Requester	Requesting Entity	Change Type	Submitted	Updated	Completed
		ACCR	AARON, MADELY	BetaTester	Adair County	EL/LEP	6/16/2014 11:07:00 AM	6/16/2014 11:07:23 AM	6/16/2014 11:07:00 AM
		ACCR	AARON, MADELY	BetaTester	Adair County	IEP	6/16/2014 11:07:00 AM	6/16/2014 11:07:19 AM	6/16/2014 11:07:00 AM
		ACCR	AARON, MADELY	BetaTester	Adair County	Race	6/16/2014 11:07:00 AM	6/16/2014 11:07:11 AM	6/16/2014 11:07:00 AM
		ACCR	AARON, MADELY	BetaTester	Adair County	Gender	6/16/2014 11:07:00 AM	6/16/2014 11:07:07 AM	6/16/2014 11:07:00 AM
		ACCR	AARON, MADELY	BetaTester	Adair County	DOB	6/16/2014 11:07:00 AM	6/16/2014 11:07:02 AM	6/16/2014 11:07:00 AM
		ACCR	AARON, MADELY	BetaTester	Adair County	DOB	6/16/2014 11:07:00 AM	6/16/2014 11:06:55 AM	6/16/2014 11:07:00 AM
		ACCR	AARON, MADELY	BetaTester	Adair County	DOB	6/16/2014 11:07:00 AM	6/16/2014 11:06:48 AM	6/16/2014 11:07:00 AM
		ACCR	AARON, MADELY	BetaTester	Adair County	SSID	6/16/2014 11:07:00 AM	6/16/2014 11:06:44 AM	6/16/2014 11:07:00 AM
		ACCR	AARON, MADELYN T	BetaTester	Adair County	Full Name	6/16/2014 11:07:00 AM	6/16/2014 11:06:37 AM	6/16/2014 11:07:00 AM
		ACCR	AARON, MADELY	BetaTester	Adair County	Full Name	6/16/2014 11:07:00 AM	6/16/2014 11:06:31 AM	6/16/2014 11:07:00 AM
		ACCR	AARDEMA, ERIC	BetaTester	Adair County	LEP Accommodation	6/16/2014 11:04:00 AM	6/16/2014 11:03:50 AM	6/16/2014 11:04:00 AM
		ACCR	AARON, RUBY	BetaTester	Adair County	NonParticipation-RFEP	6/16/2014 11:03:00 AM	-	-
		ACCR	AARON, AMMAR ALEXANDER	BetaTester	Adair County	NonParticipation-IFEP	6/16/2014 11:03:00 AM	-	-
		ACCR	AALBERTS, WID	BetaTester	Adair County	NonParticipation-IFEP	6/16/2014 11:03:00 AM	-	-

Save Excel Save PDF Filters

- If a change request has been denied, it will remain in the SDRR system so that we have a complete record. However, a new change may be made for the student, and OAA staff will be clear in stating why the change was denied. Users should review Denied requests to determine if further action is needed for the student.
- Users with district level access can view, update and close changes submitted by school level users.
- Users should review Updated change requests – these are changes that cannot be approved without additional information from the school or district, as requested by OAA.
- To update a change when OAA has requested additional information, use the filter to select Updated changes. Click on the icon on the left to open the change request. Type any new or requested information in the text box, as shown below, and click Submit.

Ticket Information For : ADAMS, TRAVIS				
NonParticipation Change				Test Type: ACCR
Changed To:	Changed From:	Change Request Date:	Change Approved Date:	Change Status:
Reached Fully English Proficient	[Remove Non-Participation]	12/5/2014 1:17		New
Change Reason:				
Provide Approval/Denial/Request more information reason here:				
<div style="text-align: right;"> <input type="radio"/> Approved  <input type="radio"/> Denied  <input type="radio"/> More Info   <b>Edit</b>  <input type="button" value="Submit"/> </div>				
Summary				
Change # :	693	Req. Entity :	Adair County	Created Date :
				12/5/2014 1:17:00 PM
Req. District :	Adair County	Updated Date :		Req. Id:
				FieldTester
			SSID :	9999999959
<input type="button" value="Reset Ticket"/> <input type="button" value="Cancel"/>				

Please note that all information requested by OAA must be updated in SDRR. Information cannot be provided by phone or e-mail. This is to ensure that there is a complete, auditable record of all student-level changes.

The field on the student listing will show as LOCKED until an open change request is resolved, and no additional changes can be made to this field until this change is finalized. If the change request needs to be updated with additional information, it can be accessed either by double clicking on the LOCKED field on the Student Listing, or by clicking on Change Listing on the Home Page.

If additional requested information is not provided by the school/district, the change will not be approved and no changes will be made to the non-participation status. For that reason, it is important to respond to requests for more information and review Updated changes periodically.

## Export to Excel or PDF

Click on one of the export buttons at the bottom left.

ACCR	AARDEMA, MAKENZIE NICOLE	08	9999999999	08/27/2000	F	Hispanic: Yes Race: W	Adair County Middle School	-	No	Yes	No
ACCR	AARON, ABIGAIL SPRING MARIE	04	9999999999	03/08/2004	F	Hispanic: Yes Race: W	Adair County Elementary School	-	No	Yes	No
ACCR	AARON, ALEXANDER AUGUSTINE	08	9999999999	11/30/1999	M	Hispanic: No Race: AS	Adair County Middle School	-	No	Yes	Yes - EL/LEP
ACCR	AARON, AMMAR ALEXANDER	03	9999999999	05/19/2005	M	Hispanic: Yes Race: W	Adair County Elementary School	-	No	Yes	No
ACCR	AARON, BRASEN THOMAS	03	9999999999	04/25/2005	M	Hispanic: Yes Race: W	Adair County Elementary School	-	No	Yes	No
ACCR	AARON, CHANDLER DAWN	00	9999999999	07/09/2008	F	Hispanic: Yes Race: W	Adair County Primary Center	-	No	Yes	No
ACCR	AARON, JORDAN	03	9999999999	03/21/2005	M	Hispanic: Yes Race: W	Adair County Elementary School	-	No	Yes	Yes - EL/LEP
ACCR	AARON, KYNDALL BROOKE	00	9999999999	08/05/2007	F	Hispanic: Yes Race: W	Adair County Primary Center	-	No	Yes	No
ACCR	AARON, MADELYN M	01	9999999999	09/04/2007	F	Hispanic: No Race: AS	Adair County Primary Center	LOCKED	No	Yes	No
ACCR	AARON, MADELYN	01	9999999999	03/18/2007	F	Hispanic: Yes Race: W	Adair County Primary Center	-	No	Yes	No
ACCR	AARON, NANAMI NICOLE	01	9999999999	08/03/2006	F	Hispanic: Yes Race: AI,W	Adair County Primary Center	-	No	Yes	No
ACCR	AARON, NATHAN	03	9999999999	05/26/2005	M	Hispanic: Yes Race: W	Adair County Elementary School	-	No	Yes	No
ACCR	AARON, RUBY	02	9999999999	07/08/2005	F	Hispanic: Yes Race: W	Adair County Primary Center	-	No	Yes	No
ACCR	AARON, WESLEY ISAAC CHARLES	04	9999999999	03/09/2003	M	Hispanic: Yes Race: W	Adair County Elementary School	-	No	Yes	No

1 2

Save Excel
Save PDF
Filters

Both the change listing (Excel or PDF formats) and the student listing (Excel format) may be exported, and filters may be applied prior to exporting if needed.

**IMPORTANT NOTE:** The Excel and PDF exports are provided as a convenience to school and district staff, and are intended to be used in identifying students whose information is incorrect and to provide information about changes. Making changes to an exported file will NOT result in SDRR changes. Requests for SDRR changes MUST be made online in the application.

OAA is seeking input from users for improvement. Please e-mail [KDEAssessment@education.ky.gov](mailto:KDEAssessment@education.ky.gov) with any suggestions for improvement.

