**TO ALL SCHOOLS PARTICPATING IN CBT** … While setting up students for CBT ELA, Math and Science Testing, schools may have students move in and/or out of their schools where student moves in Nextera will need to be done. Please read all the information below before you request a Nextera Admin student move.

When a student moves out of your school, all you need to do is put a reason not tested of “Not Enrolled” in Nextera for that student’s content area.

When a student moves into your school before or during the NYSED testing window:

* Make sure the student’s demographic and enrollment data is in Level 0 and pushed up to Level 1 as soon as possible so that the NYSSIS system can assign a NYSSIS ID to the student. This process takes place over night (*be sure to check for any load errors the next day*) so you should be able to access the NYSSIS ID for the student the next day. **Both NYSISS ID and Local ID are required for a Nextera Student Move Request**.
* **Important**! Please make sure you are working with the student’s previous school to find out what NYSED exams the student may **have already completed**, **have not started** or **have started but had not completed**.
* Have the following information available to you **before** you complete a Nextera Student Move Request (*you may need to have your Registrar office help you obtain this information*):

**Please Note:** We will not be able to complete a student move in Nextera without all the information listed below.

* + Student **Name**
	+ Student **Local ID**
	+ Student’s **NYSSIS ID**
* **Previous** district/school information: District/school name **AND beds-codes**
* **Current** district/school information: District/school name **AND beds-codes**
* **Content area exams** the student **completed** in the previous school.
* **Content area exams** the student had **NOT started** in the previous school.
* **Content area exams** the student **started but did not complete** in the previous school.
* **What Nextera Class the student will be added to in the Current school’s Nextera (ELA, Math and/or Science)**
* **Once you have completed the Nextera Student Move Request Form, make sure to click the [SUBMIT] button at the bottom of the form! NOTE: ONLY one student at a time can be requested via this form.**

**Please NOTE: For new students to your school, that come from a school outside the Monroe County area (Monroe RIC):**

* These students’ move requests will take more than a day to complete as we submit these through NYSED and work with the RIC that covers the previous school’s area.
* This includes students coming from Rochester City School District.

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CLICK AND HOLD CONTROL KEY - THEN CLICK THE LINK BELOW TO ACCESS THE NEXTERA STUDENT MOVE REQUEST TEMPLATE

**[[Link to 2024-SAFT NEXTERA STUDENT MOVE REQUEST TEMPLATE]](https://forms.office.com/r/gX5CYBpSSW)**

Questions contact Mari-Ellen Maloney – mmaloney@bocesmaars.org OR 585-349-9025