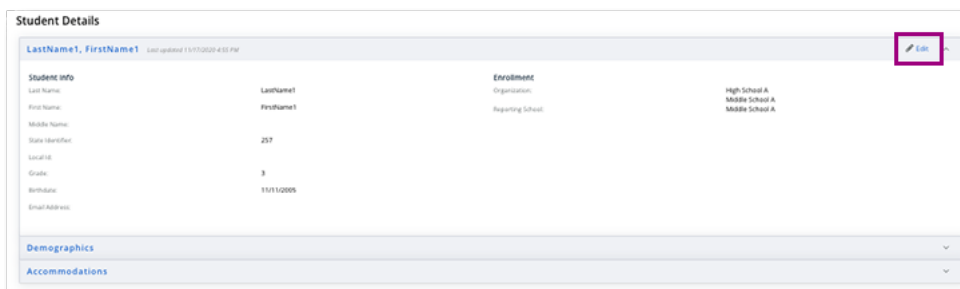


# Updating a Student's Reporting School vs. Updating the Reporting School for a Test Attempt

## Update a Student's Reporting School

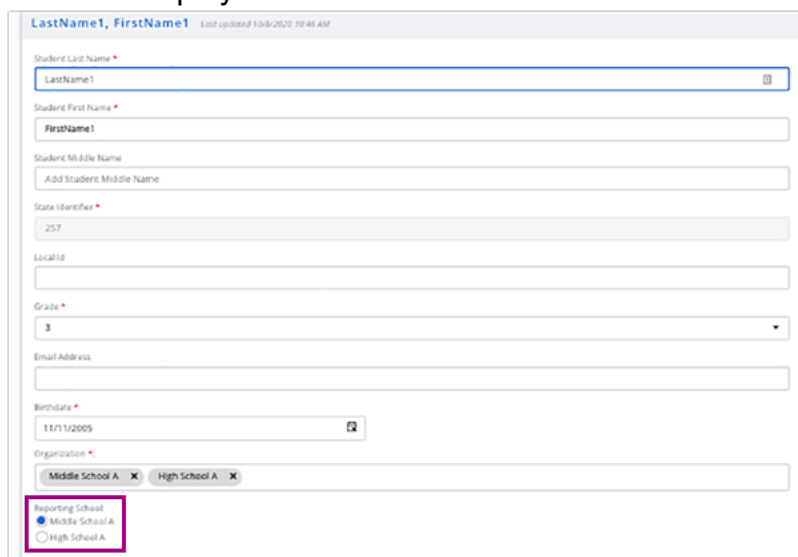
### Step-By-Step

1. From the main menu, click **Students**.
2. Scroll to find the student's name or search for his or her name and click it.
3. Click **Edit**.



The screenshot shows the 'Student Details' page for a student named 'LastName1, FirstName1'. The page is divided into two main sections: 'Student Info' and 'Enrollment'. The 'Student Info' section contains fields for Last Name, First Name, Middle Name, State Identifier (257), Local ID, Grade (3), Birthdate (11/11/2005), and Email Address. The 'Enrollment' section shows the student is enrolled in 'High School A', 'Middle School A', and 'Middle School A'. An 'Edit' button is visible in the top right corner of the page.

4. Select a reporting school. \*If the student is enrolled in only one school, the system internally identifies the school as the student's reporting organization but does not display it within the Student Details.



The screenshot shows the 'Student Details' page with the 'Reporting School' section highlighted. The 'Reporting School' section has two radio buttons: 'Middle School A' (selected) and 'High School A'. The 'Organization' section shows 'Middle School A' and 'High School A' as selected organizations. The 'Edit' button is also visible in the top right corner of the page.

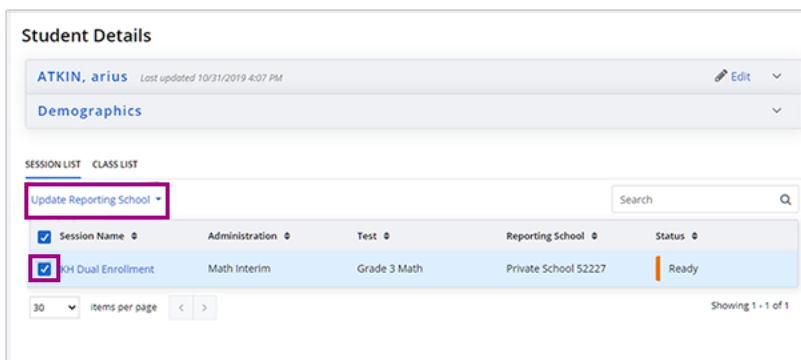
5. Click Save.



## Update the Reporting School for a Test Attempt

### Step-by-Step

1. From the main menu, click **Students**.
2. Scroll to find the student's name or search for his or her name and click it.
3. Select a test attempt(s).



4. From the Update Reporting School dropdown, select the new reporting school.

