Process for Updating PearsonAccess Next During PBA Testing

1. Schools and districts should continue to send all student updates and PNP changes to SIS.
2. Beginning Monday, March 2nd SIS will begin nightly uploads of transferred students without deleting the existing student records in PearsonAccess Next.
3. These transfers WILL be dependent upon the prior school exiting the student.
4. These uploads will not contain PNP information to eliminate the risk of overwriting any accommodations that may have been entered by the receiving school. Receiving schools must ensure that that PNP data is correct.
5. Schools who need to test students prior to a completed SIS transfer should first try to add that student by hand using “Create/Edit Students” under the “Setup” drop down menu.
6. If schools receive the error that “A student record already exists...” then, in order to test, they must add the student using the Sensitive Data Role.
7. ISBE will add the Sensitive Data Role only to organization leader (superintendent, director, etc.) who then will have the ability to grant it to others within their organization. The Sensitive Data Role will be added to profiles by noon, March 3rd.
8. Schools and districts who modify their data using the Sensitive Data Role assume full responsibility for their changes.
9. Importing students using the Sensitive Data Role requires uploading a CSV file to PearsonAccess Next.
10. ISBE will record training on student uploads and the risks of the Sensitive Data Role and release it later in the week.
11. Schools using the import function with the Sensitive Data Role will be responsible for entering the PNP information.
12. Sensitive Data Role will not be used to modify the EOY data until SIS and ISBE announce that the major EOY data loads are complete.

Questions on importing student files with the use of the Sensitive Data Role should be directed to the Pearson Support Center at 888-493-9888 or parcc@support.pearson.com. The SIS Help Desk at 217-558-3600 will continue to support questions about the transfer process and the EOY data uploads.