

Recommendations for LAS Links Test Administration for Students Placed Out-of-District

A small number of students identified in the Public School Information System (PSIS) are enrolled in out-of-district facilities, including some that are out-of-state. The English Learner Assessment Coordinator (ELAC) in each reporting district is responsible for ensuring that students identified as English learners/multilingual learners (ELs/MLs) participate in LAS Links testing in Grades K–12. These students are also included in the Data Recognition Corporation (DRC) [INSIGHT Portal's](#) Student Management System in the “Outplaced Schools” folder.

ELAC District Responsibilities

- **NEW:** All ELACS must participate in a required Accommodated Paper Order Training. ELACs must participate in one training before receiving access to the order form for paper materials. Please note that ELACs **must attend one training course** in its entirety to receive the Accommodated Paper Order Form. Registration can be found on the links below.
 - [November 18, 2026](#)
 - [December 17, 2026](#)
- Confirm the EL/ML status for any Grade K–12 student enrolled in an out-of-district facility and determine if the student is eligible to participate in the LAS Links with accommodations as determined by the finalized and implemented plan in CT-SEDS.
- Each Approved Private Special Education Program (APSEP) has a designated District Administrator for Testing in TIDE (DA) to support testing of enrolled students with disabilities. Please communicate with them to set up testing sessions.
- Train all staff on test procedures and security when administering assessments in APSEPs.
- Order materials no later than **February 12, 2027, and mail them to the out-of-state program.**
- Provide Accommodated Paper Materials to the out-of-district facility as needed, ensuring the online transcription of the LAS Links by **March 5, 2027.**

In-State Facilities:

- Students identified as EL/ML in Grades K–12 placed outside the district, including APSEPs, will be listed under “Outplaced Schools” (DRC Site Code 6199) in the Student Management System of the INSIGHT Portal online testing only. This Outplaced School site code must be used by the district.
- Unless noted in the finalized and implemented IEP or Section 504 Plan, the ELAC should coordinate with the out-of-district facility so the sending district can assess the student using the online test.
- If the student has an IEP/Section 504 Plan that has determined a need for an Accommodated Paper Form, the sending district needs to be aware of the following:
 - The need for an Accommodated Paper Form must be documented as an accommodation within INSIGHT as long as the accommodation is documented within the finalized plan in CT-

SEDS.

- Students tested using an Accommodated Paper Form will be placed in an online test registration by DRC for Form E Online Transcription. A test ticket will be generated for the online transcription of the completed on the Accommodated Paper Form.
- Accommodated Paper Forms **must be returned** to the LEA's ELAC for online transcription.
- Accommodated Paper Forms must be transcribed into the DRC Test Distribution System by **March 5, 2027**, by the LEA's ELAC. **Late materials will not be accepted, scored, or reported.**
- The secure storage until all scores are official within EdSight. The district ELAC will receive communication from the CSDE regarding the secure destruction/shredding of materials.

Out-of-State Facilities:

- **Online testing using Form F is not allowed outside of Connecticut.** Out-of-state students must use an Accommodated Paper Test Form; **these should be ordered by February 12, 2027.**
- The ELAC should provide training on test administration, security, and returning of secure materials to the test administrators who will be administering the LAS Links Accommodated Paper Test Form.
- Students identified as EL/ML in Grades K–12 placed outside the district will be listed under “Outplaced Schools” (DRC Site Code 6199) in the Student Management System of the INSIGHT Portal. This Outplaced School site code must be used.
- Materials must be ordered no later than **February 12, 2027**, and mailed to the out-of-state program by the LEA.
- Online transcription of Form E must be entered into DRC INSIGHT Assessment Portal as a testing accommodation.
- Please note the Accommodated Paper Forms must be returned to the LEA's ELAC no later than **February 26, 2027**, to ensure compliance with the deadline for online transcription of the test materials into the testing platform by **March 5, 2027**, by the LEA. **Late materials will not be accepted, scored, or reported.**

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