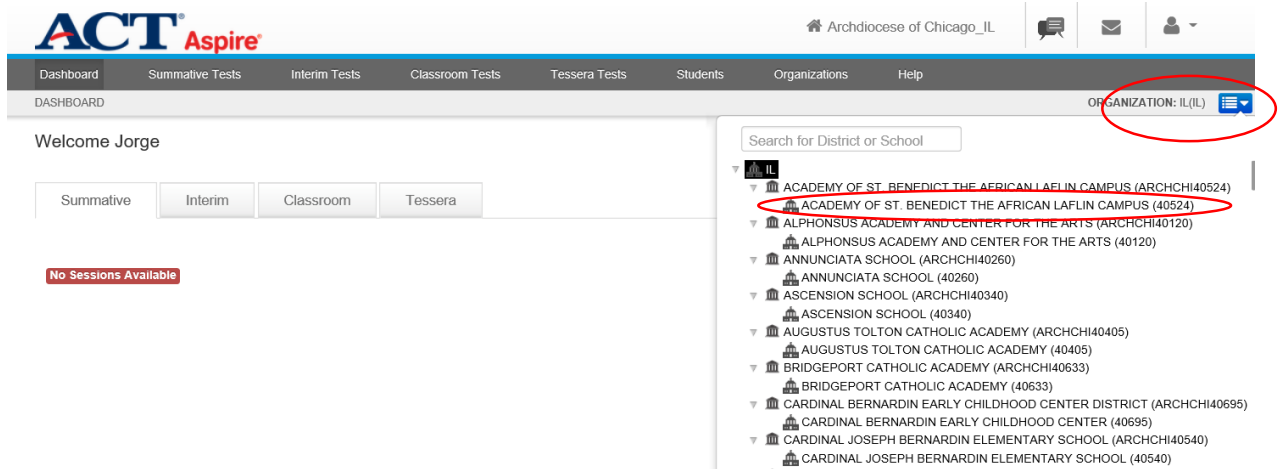


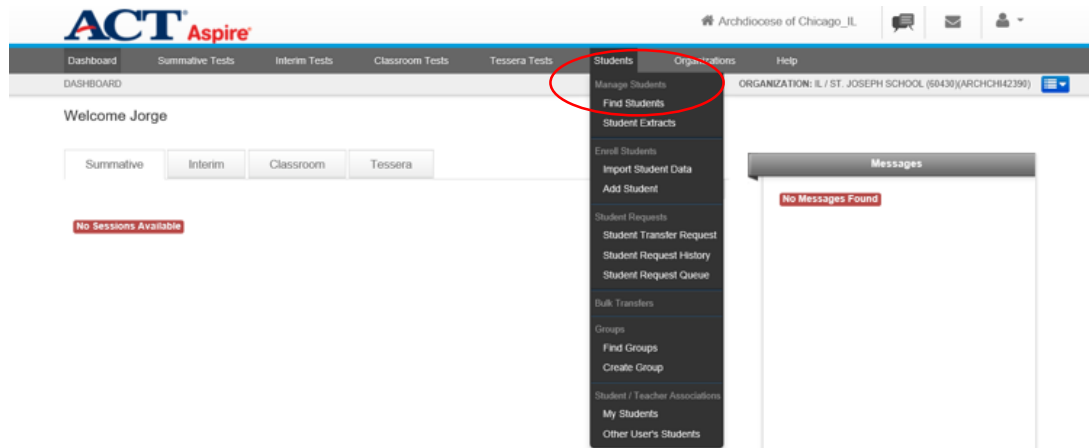
## Verify Students in the ACT Aspire Portal

1. Log into the ACT Aspire portal.
2. Select the “School Level” by clicking on the blue drop-down icon and click the name of the school that only has the school code in parenthesis.



The screenshot shows the ACT Aspire portal dashboard for the Archdiocese of Chicago\_IL. The top navigation bar includes 'Dashboard', 'Summative Tests', 'Interim Tests', 'Classroom Tests', 'Tessera Tests', 'Students', 'Organizations', and 'Help'. The 'Students' menu is highlighted with a red circle. Below the navigation bar, the dashboard displays 'Welcome Jorge' and a 'No Sessions Available' message. On the right side, there is a search box for 'District or School' and a list of schools. The school 'ACADEMY OF ST. BENEDICT THE AFRICAN LAFLIN CAMPUS (40524)' is circled in red, indicating it is the selected school.

3. Hover the mouse over “Students” and click “Find Students.”



The screenshot shows the ACT Aspire portal dashboard for the Archdiocese of Chicago\_IL. The top navigation bar includes 'Dashboard', 'Summative Tests', 'Interim Tests', 'Classroom Tests', 'Tessera Tests', 'Students', 'Organizations', and 'Help'. The 'Students' menu is highlighted with a red circle, and the 'Find Students' option is also highlighted with a red circle. Below the navigation bar, the dashboard displays 'Welcome Jorge' and a 'No Sessions Available' message. On the right side, there is a search box for 'District or School' and a list of schools. The school 'ACADEMY OF ST. BENEDICT THE AFRICAN LAFLIN CAMPUS (40524)' is circled in red, indicating it is the selected school.

- Click on the “Grade” drop-down menu, click on one grade, and then click on the blue “Search” button.

The screenshot shows the ACT Aspire 'Find Students' interface. At the top, there is a navigation bar with tabs for Dashboard, Summative Tests, Interim Tests, Classroom Tests, Tessera Tests, Students, Organizations, and Home. Below this is a sub-header 'DASHBOARD / FIND STUDENTS' and a 'Find Students' section. In this section, there are several search filters: 'By School Details' (Student ID), 'By Student Details' (First Name), 'By Teachers' (Email), and 'By Groups' (Name). The 'Grade' dropdown menu is open, showing a list of grades from 4 to 10, with 'Grade 4' selected. The 'Search' button is highlighted with a red circle. The 'Clear' button is also visible.

- Review the roster of students. Delete students that transferred to a public school. *Keep the students that transferred to a Catholic school* in the portal; and communicate to the school where the student transferred to that they are to initiate a “transfer request.” After the transfer request is initiated by the school where the student transferred to, the student will no longer appear on the roster.