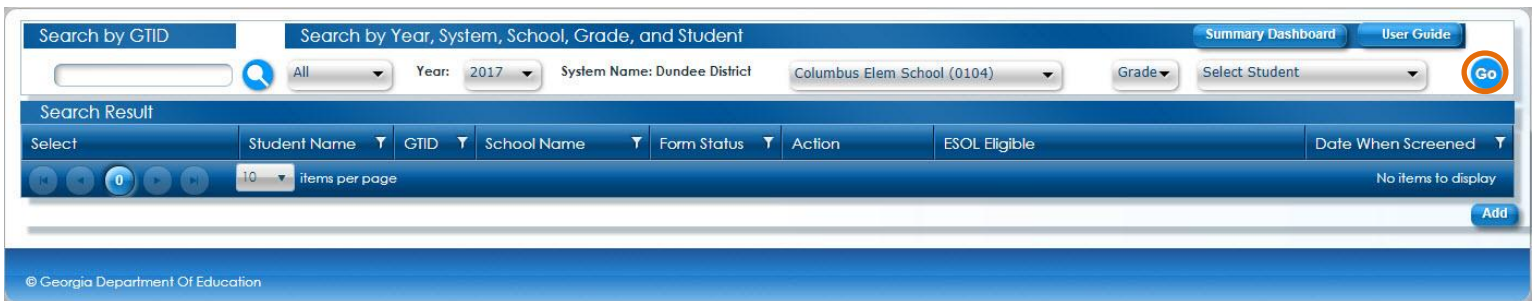


# EL Screener Quick Start Guide (School)

## Begin a New Form

1. Log on to your Student Information System (SIS).
2. Select the Statewide Longitudinal Data System (SLDS) link.
3. Select **EL Screener** EL Screener from the menu.

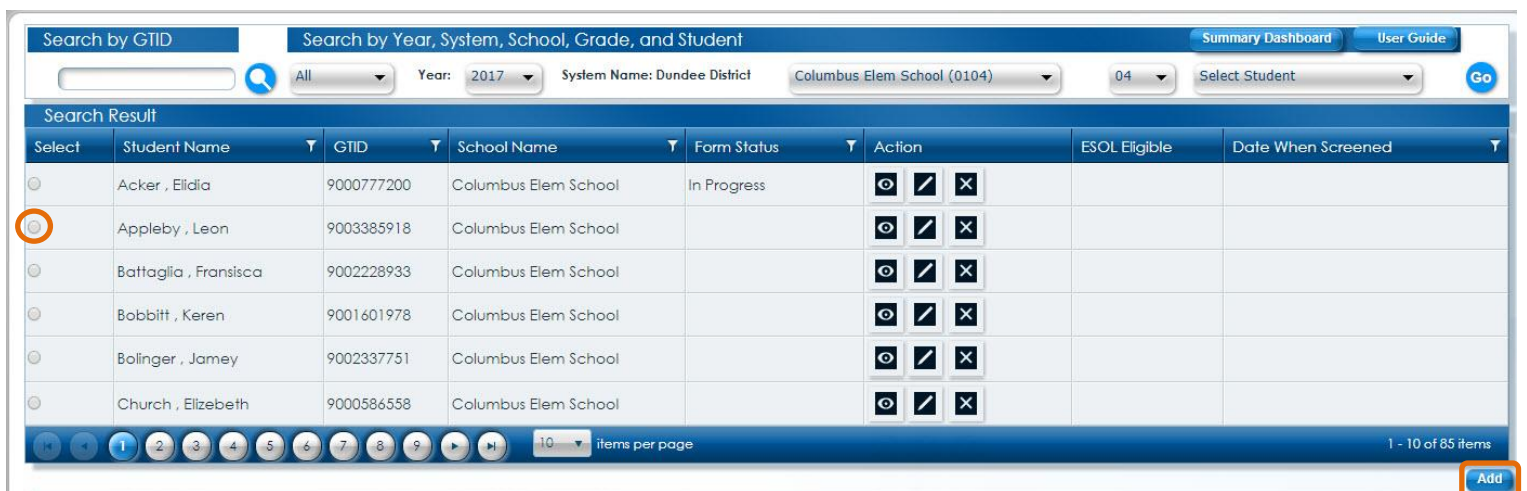
This is the EL Screener landing page. Perform a search via **GTID**, **Status**, and **Year**. Click **Go**.



The screenshot shows the EL Screener landing page with search filters set to Year: 2017, System Name: Dundee District, and School: Columbus Elem School (0104). The search result table is empty, displaying "No items to display".

| Select              | Student Name | GTID | School Name | Form Status | Action | ESOL Eligible | Date When Screened |
|---------------------|--------------|------|-------------|-------------|--------|---------------|--------------------|
| No items to display |              |      |             |             |        |               |                    |

To start a new form, toggle the applicable student and click on the **add** Add button.

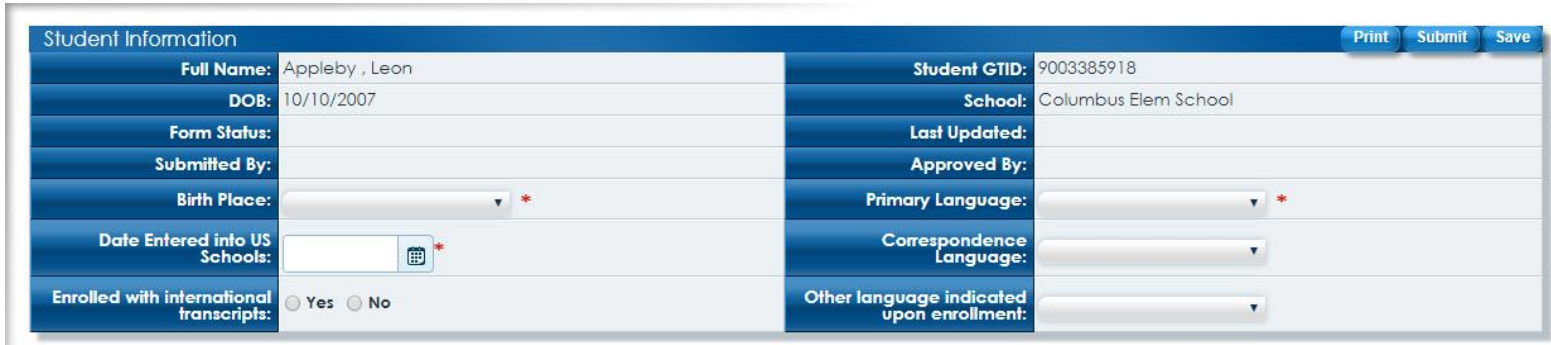


The screenshot shows the EL Screener landing page with search filters set to Year: 2017, System Name: Dundee District, and School: Columbus Elem School (0104). The search result table displays a list of students. The 'Add' button is highlighted in the bottom right corner.

| Select                           | Student Name          | GTID       | School Name          | Form Status | Action   | ESOL Eligible | Date When Screened |
|----------------------------------|-----------------------|------------|----------------------|-------------|--|---------------|--------------------|
| <input type="radio"/>            | Acker , Elidia        | 9000777200 | Columbus Elem School | In Progress | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |               |                    |
| <input checked="" type="radio"/> | Appleby , Leon        | 9003385918 | Columbus Elem School |             | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |               |                    |
| <input type="radio"/>            | Battaglia , Fransisca | 9002228933 | Columbus Elem School |             | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |               |                    |
| <input type="radio"/>            | Bobbitt , Keren       | 9001601978 | Columbus Elem School |             | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |               |                    |
| <input type="radio"/>            | Bolinger , Jamey      | 9002337751 | Columbus Elem School |             | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |               |                    |
| <input type="radio"/>            | Church , Elizebeth    | 9000586558 | Columbus Elem School |             | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |               |                    |


This is the EL form. The first section is for **Student Information**.

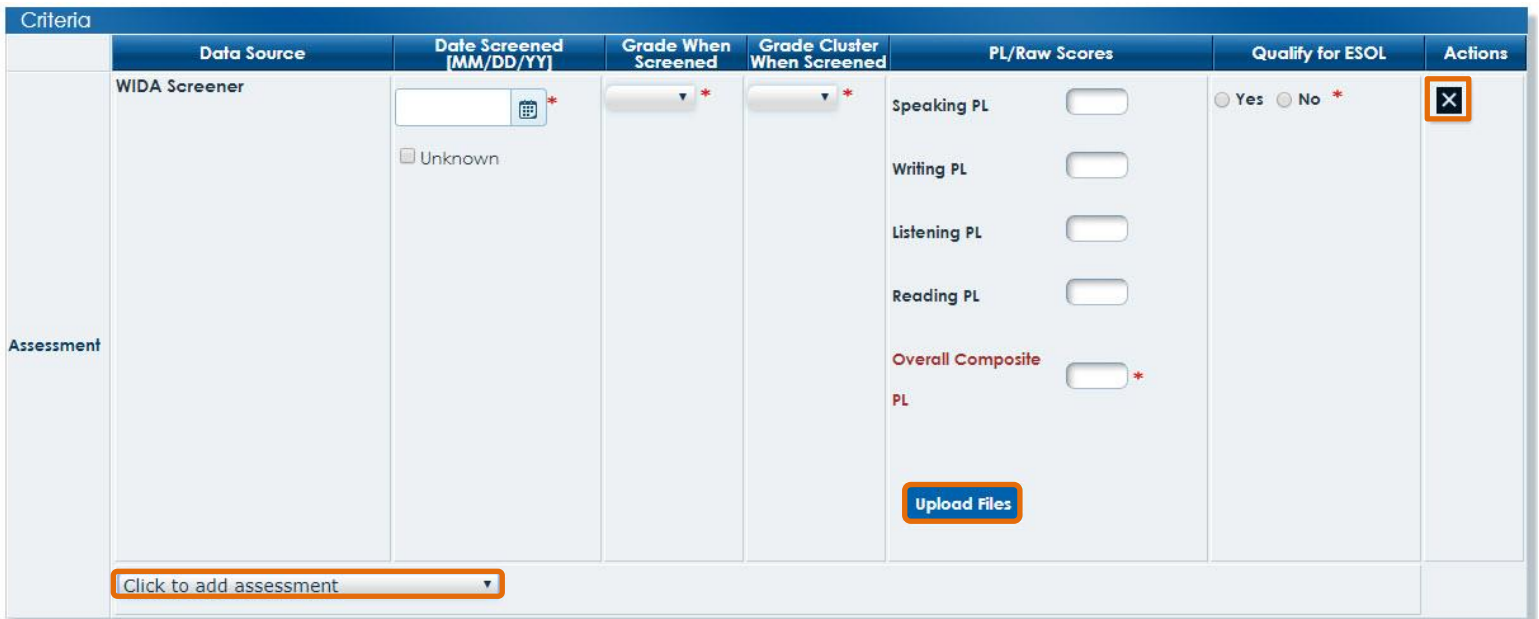

 The red asterisk  indicates a required field. An incomplete form can be saved at any time in the process by clicking on the **Save**  button.


| Student Information                      |  | Print                                     | Submit                 | Save |
|--|--|---|------------------------|------|
| Full Name:                               | Appleby , Leon   | Student GTID:                             | 9003385918             |      |
| DOB:                                     | 10/10/2007   | School:                                   | Columbus Elem School   |      |
| Form Status:                             |  | Last Updated:                             |                        |      |
| Submitted By:                            |  | Approved By:                              |                        |      |
| Birth Place:                             | <input type="text"/> *   | Primary Language:                         | <input type="text"/> * |      |
| Date Entered into US Schools:            | <input type="text"/>  * | Correspondence Language:                  | <input type="text"/>   |      |
| Enrolled with international transcripts: | <input type="radio"/> Yes <input type="radio"/> No   | Other language indicated upon enrollment: | <input type="text"/>   |      |

This is the **Criteria** section. Click on the drop-down menu and select an assessment.

| Criteria   |  |                          |                     |                             |  |                  |         |
|--|--|--------------------------|---------------------|-----------------------------|--|------------------|---------|
|  | Data Source  | Date Screened [MM/DD/YY] | Grade When Screened | Grade Cluster When Screened | PL/Raw Scores                                      | Qualify for ESOL | Actions |
| Assessment   | <input type="text" value="Click to add assessment"/> |                          |                     |                             |  |                  |         |
|  | <input type="text" value="Click to add assessment"/> |                          |                     |                             |  |                  |         |
|  | WIDA Screener  |                          |                     |                             |  |                  |         |
|  | WIDA KW-APT  |                          |                     |                             |  |                  |         |
|  | WIDA W-APT   |                          |                     |                             |  |                  |         |
|  | WIDA MODEL   |                          |                     |                             |  |                  |         |
|  | WIDA K MODEL   |                          |                     |                             |  |                  |         |
|  | Other  |                          |                     |                             |  |                  |         |
| Eligible for Services                              |  |                          |                     |                             | Parent refusal(waive services):                    |                  |         |
| <input type="radio"/> Yes <input type="radio"/> No |  |                          |                     |                             | <input type="radio"/> Yes <input type="radio"/> No |                  |         |

After selecting an assessment, complete the required fields. Supporting documents can be attached via the **Upload Files** button. Additional assessments can be applied via the **Click to add assessment** drop-down menu. Use the **delete** button  to remove an assessment.

| Criteria   |  |  |                        |                             |   |  |   |
|------------|--|--|------------------------|-----------------------------|---|--|---|
|            | Data Source  | Date Screened [MM/DD/YY]   | Grade When Screened    | Grade Cluster When Screened | PL/Raw Scores                               | Qualify for ESOL                                     | Actions   |
| Assessment | WIDA Screener  | <input type="text"/>  * | <input type="text"/> * | <input type="text"/> *      | Speaking PL <input type="text"/>            | <input type="radio"/> Yes <input type="radio"/> No * |  |
|            |  | <input type="checkbox"/> Unknown   |                        |                             | Writing PL <input type="text"/>             |  |   |
|            |  |  |                        |                             | Listening PL <input type="text"/>           |  |   |
|            |  |  |                        |                             | Reading PL <input type="text"/>             |  |   |
|            |  |  |                        |                             | Overall Composite PL <input type="text"/> * |  |   |
|            |  |  |                        |                             | <input type="button" value="Upload Files"/> |  |   |
|            | <input type="text" value="Click to add assessment"/> |  |                        |                             |   |  |   |


This is the **Other Information** section. Complete this section. Click the **Submit** button  to send the completed form.




| Other Information  |   |
|--|---|
| <b>Eligible for Seal of Biliteracy:</b><br><input type="radio"/> Yes <input checked="" type="radio"/> No         | <b>Parent refusal(waive services):</b><br><input type="radio"/> Yes <input checked="" type="radio"/> No |
| <b>Limited or Interrupted Formal Education:</b><br><input type="radio"/> Yes <input checked="" type="radio"/> No | <b>General Comments:</b><br><div style="border: 1px solid #ccc; height: 50px;"></div>                   |




Answer the prompt.

**Confirm** ✕


Do you want to submit this form ?




A success prompt will be displayed. Close the prompt using the close  button. The status will be updated on the landing page.

| Search Result         |                |            |                      |             |   |   |   |
|-----------------------|----------------|------------|----------------------|-------------|---|---|---|
| Select                | Student Name   | GTID       | School Name          | Form Status | Action  |   |   |
| <input type="radio"/> | Acker , Elidia | 9000777200 | Columbus Elem School | In Progress |  |  |  |
| <input type="radio"/> | Appleby , Leon | 9003385918 | Columbus Elem School | Submitted   |  |  |  |

-  - View an existing form.
-  - Edit an existing form.
-  - Delete an existing form.


# Approval Process

Click on the view icon  of the student needing to be approved. In the **Criteria** section select an eligibility and click on the **Accept** button.



















| Criteria  |  |                     |                             |  |  |   |
|---|--|---------------------|-----------------------------|--|--|---|
| Data Source   | Date Screened [MM/DD/YY]   | Grade When Screened | Grade Cluster When Screened | PL/Raw Scores  | Qualify for ESOL   | Actions   |
| WIDA Screener   | 11/26/2017  * | 05 *                | 3-5 *                       | Speaking PL <input type="checkbox"/><br>Writing PL <input type="checkbox"/><br>Listening PL <input type="checkbox"/><br>Reading PL <input type="checkbox"/><br>Overall Composite PL 97 * | <input checked="" type="radio"/> Yes <input type="radio"/> No *<br><b>Approver Elig Decision</b><br><input checked="" type="radio"/> ESOL Eligible<br><input type="radio"/> ESOL Not Eligible<br><input type="button" value="Accept"/> |  |
| <input type="button" value="Upload Files"/>   |  |                     |                             |  |  |   |
| Click to add assessment  |  |                     |                             |  |  |   |

Answer the prompt.

**Eligibility Confirmation**

 Mark this student Eligible for ESOL?

The form is updated. Once a form has been **Screened**, only view access is permitted.

| Select                | Student Name          | GTID       | School Name          | Form Status | Action   | ESOL Eligible | Date When Screened |
|-----------------------|-----------------------|------------|----------------------|-------------|--|---------------|--------------------|
| <input type="radio"/> | Acker , Elidia        | 9000777200 | Columbus Elem School | In Progress |    |               |                    |
| <input type="radio"/> | Appleby , Leon        | 9003385918 | Columbus Elem School | Screened    |    | Y             | 11/26/2017         |
| <input type="radio"/> | Battaglia , Fransisca | 9002228933 | Columbus Elem School |             |    |               |                    |
| <input type="radio"/> | Bobbitt , Keren       | 9001601978 | Columbus Elem School |             |    |               |                    |
| <input type="radio"/> | Bolinger , Jamey      | 9002337751 | Columbus Elem School |             |    |               |                    |
| <input type="radio"/> | Church , Elizebeth    | 9000586558 | Columbus Elem School |             |    |               |                    |