

EL Screener Quick Start Guide (District)

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**, **Year**, and **School**. **Grade** and **Student** filters will not populate if no school is selected. Click **Go**.



Search by GTID:

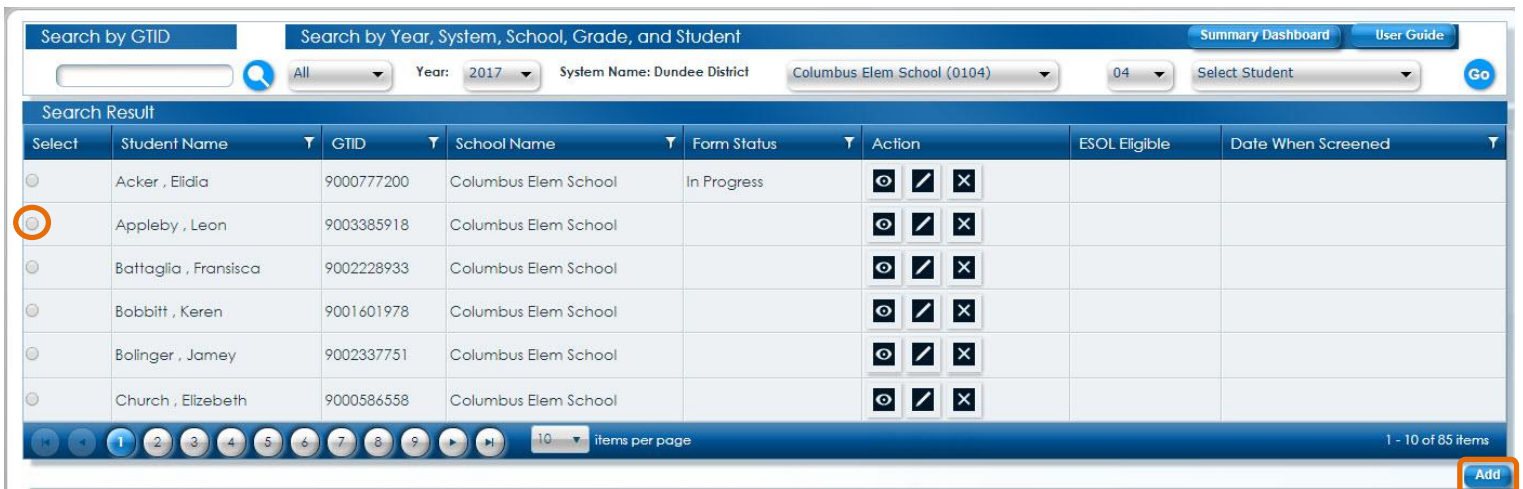
Search by Year, System, School, Grade, and Student: All | Year: 2017 | System Name: Dundee District | Select School | Grade | Select Student | **Go**

Search Result

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

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



Search by GTID:

Search by Year, System, School, Grade, and Student: All | Year: 2017 | System Name: Dundee District | Columbus Elem School (0104) | 04 | Select Student | **Go**

Search Result

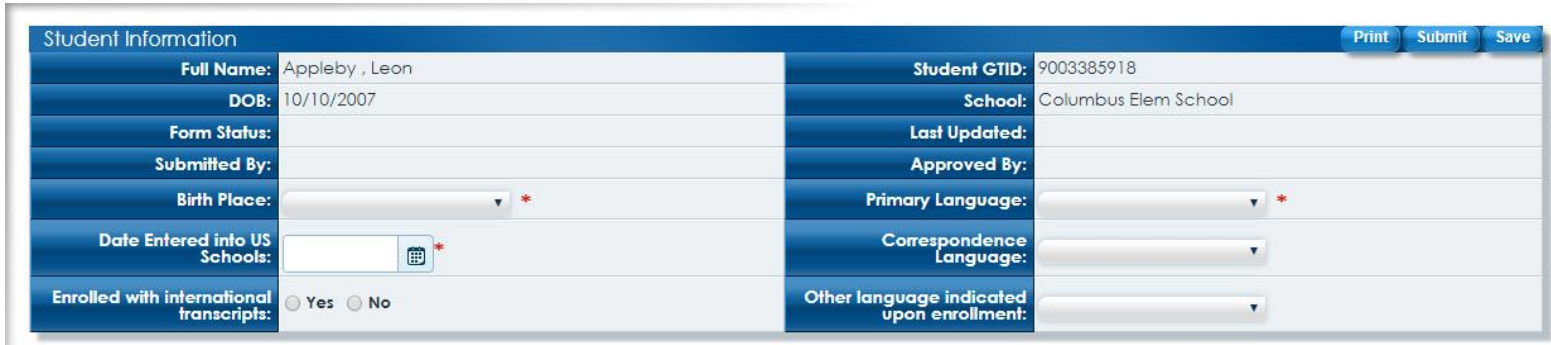
Select	Student Name	GTID	School Name	Form Status	Action	ESOL Eligible	Date When Screened
<input type="radio"/>	Acker, Elidia	9000777200	Columbus Elem School	In Progress	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
<input checked="" type="radio"/>	Appleby, Leon	9003385918	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"/>		

1 - 10 of 85 items

Add

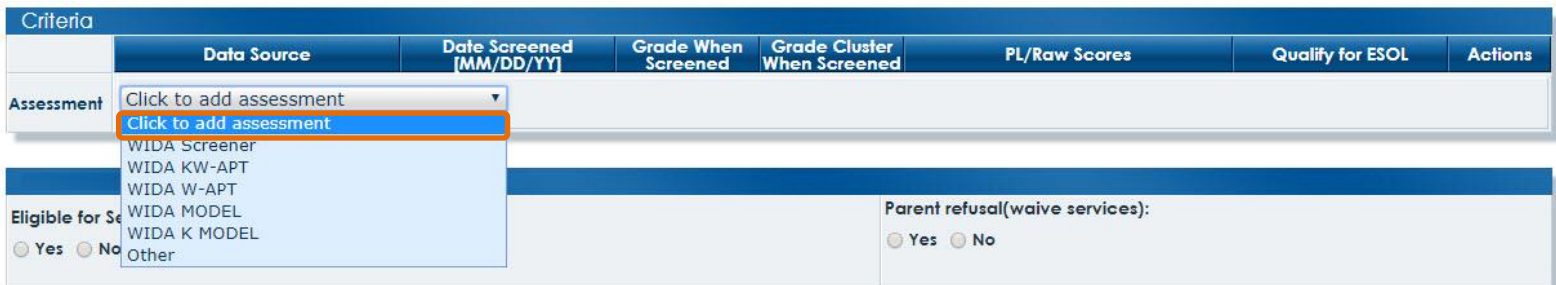
This is the EL form. The first section is for **Student Information**.

 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.




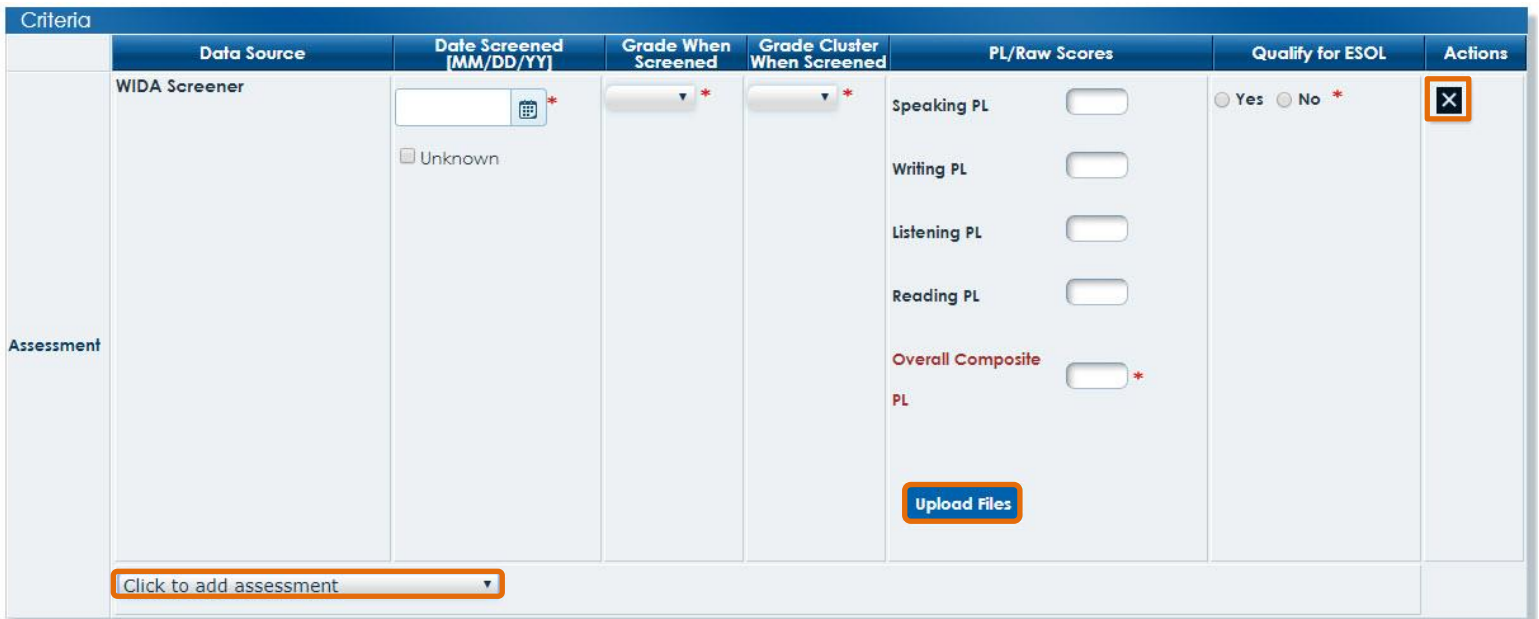
The screenshot shows the 'Student Information' section of the EL form. It contains two columns of fields. The left column includes: Full Name (Appleby, Leon), DOB (10/10/2007), Form Status, Submitted By, Birth Place (dropdown with a red asterisk), Date Entered into US Schools (calendar icon with a red asterisk), and Enrolled with international transcripts (radio buttons for Yes/No). The right column includes: Student GTID (9003385918), School (Columbus Elem School), Last Updated, Approved By, Primary Language (dropdown with a red asterisk), Correspondence Language, and Other language indicated upon enrollment (dropdown). At the top right, there are buttons for Print, Submit, and Save.

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




The screenshot shows the 'Criteria' section of the EL form. It features a table with columns: Data Source, Date Screened (MM/DD/YY), Grade When Screened, Grade Cluster When Screened, PL/Raw Scores, Qualify for ESOL, and Actions. A dropdown menu is open under 'Data Source', showing options: 'Click to add assessment', 'WIDA Screener', 'WIDA KW-APT', 'WIDA W-APT', 'WIDA MODEL', 'WIDA K MODEL', and 'Other'. Below the table, there are radio buttons for 'Eligible for Services' (Yes/No) and 'Parent refusal(waive services):' (Yes/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.



The screenshot shows the 'Criteria' section with 'WIDA Screener' selected in the 'Data Source' column. The 'Date Screened' field has a calendar icon and a red asterisk. The 'Grade When Screened' and 'Grade Cluster When Screened' fields also have dropdown menus and red asterisks. The 'PL/Raw Scores' column has checkboxes for Speaking PL, Writing PL, Listening PL, Reading PL, and Overall Composite PL (with a red asterisk). The 'Qualify for ESOL' column has radio buttons for Yes/No and a red asterisk. The 'Actions' column has a delete button icon (a square with an X). An 'Upload Files' button is located at the bottom of the table. A dropdown menu at the bottom left shows 'Click to add assessment'.


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




Other Information	
Eligible for Seal of Biliteracy: <input type="radio"/> Yes <input checked="" type="radio"/> No	Parent refusal(waive services): <input type="radio"/> Yes <input checked="" type="radio"/> No
Limited or Interrupted Formal Education: <input type="radio"/> Yes <input checked="" type="radio"/> No	General Comments: <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.

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


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"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No * Approver Elig Decision <input checked="" type="radio"/> ESOL Eligible <input type="radio"/> ESOL Not Eligible <input type="button" value="Accept"/>	
	<input type="checkbox"/> Unknown			Writing PL <input type="checkbox"/> Listening PL <input type="checkbox"/> Reading PL <input type="checkbox"/> Overall Composite PL <input type="text" value="97"/> * <input type="button" value="Upload Files"/>		
Click to add assessment 						

Answer the prompt.

Eligibility Confirmation

 Mark this student Eligible for ESOL?

The status 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		