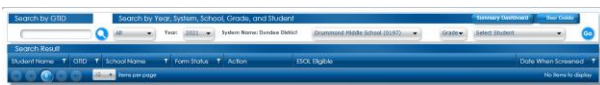



- The Approver can
 - Add, view, edit, delete and submit a new form.
 - Edit and delete an "In-Progress" or "Submitted" form.
 - Mark a form as "ESOL Eligible/Not Eligible."
 - Add a new form or a student who already has a form with the status "In-Progress" or "Submitted."
 - Edit, delete, or create a new form with the status "Screened."

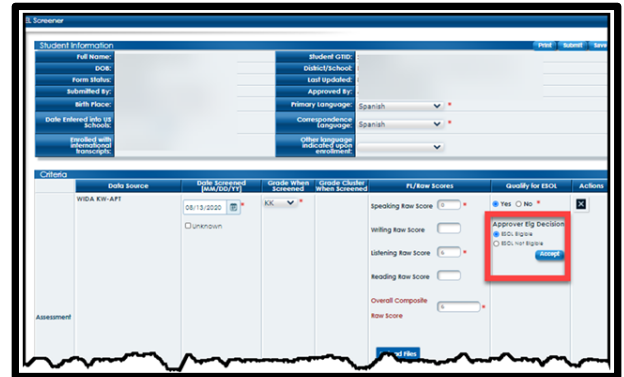
- To approve a form, search for students marked as submitted. Click **Go**.



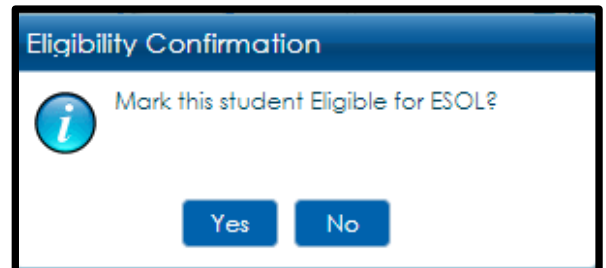
- To approve a form, click the edit icon  of the student needing to be approved.



- In the Criteria/Qualify for ESOL section, select eligibility, and click **Accept** button.



- Answer the prompt.



The status is updated. Once a form has been **Screened**, it can be viewed, edited, approved, or new information can be added.