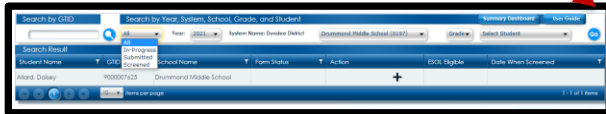
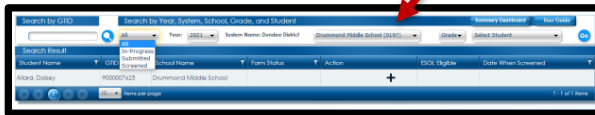


## How to Create a Form

1. Click the EL Screener tile to access the EL Screener landing page. Perform a search via **GTID** or **Grade, Student, Status,** and **Year.** Click **Go.**



2. To start a new form, click the **+** sign.



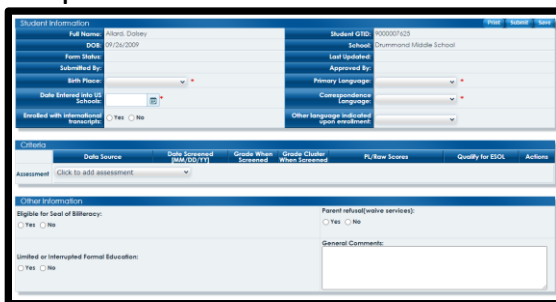
3. This is the EL form. The first section is for **Student Information.** The red asterisk **\*** indicates a required field. An incomplete form can be saved at any time in the process by clicking



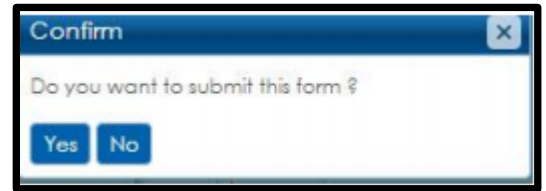
the **Button** which marks it as **in progress.** Complete the **Criteria** and **Other Information** sections. Click



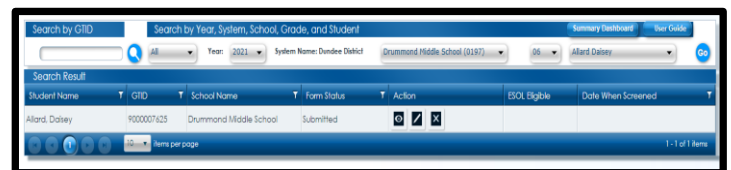
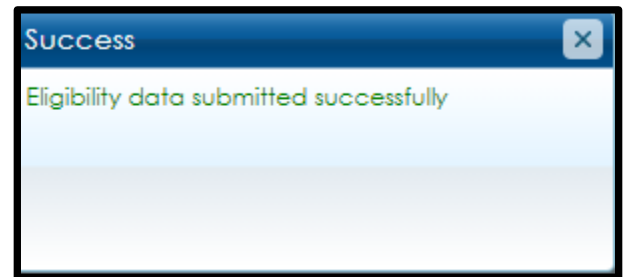
the **button** to mark the completed form as **submitted**



4. Answer the prompt.



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



- View an existing form.



- Edit an existing form.



- Delete an existing form.

Once a form has been **Screened**, only view access is permitted. The district/school's approver now needs to approve the form.