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 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**.

To start a new form, toggle the applicable student and click on the **add** button.
This is the EL form. The first section is for **Student Information**.

![Student Information](image)

- 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.

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

![Criteria](image)

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

![Other Information section](image)

Answer the prompt.

![Confirm prompt](image)

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

![Search Result](image)

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

ℹ️ 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.

Answer the prompt.

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