Edit Approved “Forms”

NEW- District Admins can NOW edit Gifted & EL forms even after they have been APPROVED.
When the Gifted Eligibility form and the EL Screener form were created, the business rule was put in place that the form could NOT be edited once it was approved. Many districts have found this to be a burden. Based on your feedback, we have made this change. If the student is still within your district, even an approved form CAN now be edited. How to edit the approved forms isn’t much different than before, because all that we really changed were the business rules.

**EL Screener**

After searching for the student that you wish to EDIT the approved form, the District Admin would simply click on the “pencil” (which used not to be there). In the below example we are editing “Audet, Joseph” GTID# 9000038361.

Please notice in the below screens shot, as the District Admin I can filter on “Screened” for “All” schools and “All” grade levels.

Once that student’s form opens- the District Admin would simply click the “Save” button (without making any changes to the form). Please recall, this is the same way an “Approver” un-submits a form.
After saving the form, the user can close the student’s form. When the District Admin returns to the list of “Screened” forms, the District Admin will notice the student’s form is no longer displayed. The reason is because the previous student’s [“Audet, Joseph” GTID# 9000038361] form is no longer “Screened”.

If the District Admin now does a search (in our example we did a GTID search), the District Admin notices that the student’s form now shows as “In Progress”. Now, the “Submitter” or the “Approver” can make any edits to this form or they may wish to delete the form completely.

See next page for Gifted Eligibility
Gifted Eligibility

Regarding editing an approved form, Gifted Eligibility works the same as EL Screener. After searching for the student that you wish to EDIT the approved form, the District Admin would simply click on the “pencil” (which used not to be there). In the below example we are editing “Birchfield, Quinn” GTID# 9002461689. This works whether the form has been approved as “Eligible” or “Not Eligible”. Please notice in the below example, I chose “Eligible” for “All” Schools.

Once that student’s form opens- the District Admin would simply click the “Save” button (without making any changes to the form). Please recall, this is the same way an “Approver” un-submits a form.

After saving the form, the user can close the student’s form. When the District Admin returns to the list of “Eligible” forms, the District Admin will notice the student’s form is no longer displayed. The reason is because the previous student’s [“Birchfield, Quinn” GTID# 9002461689] form is no longer “Eligible”.

[Images of form editing and saving process]
If the District Admin now does a search (in our example we did a GTID search), the District Admin notices that the student’s form now shows as “In Progress”. Now, the “Submitter” or the “Approver” can make any edits to this form or they may wish to delete the form completely.

We hope you will find these changes beneficial and will eliminate most of the requests for DOE to edit.