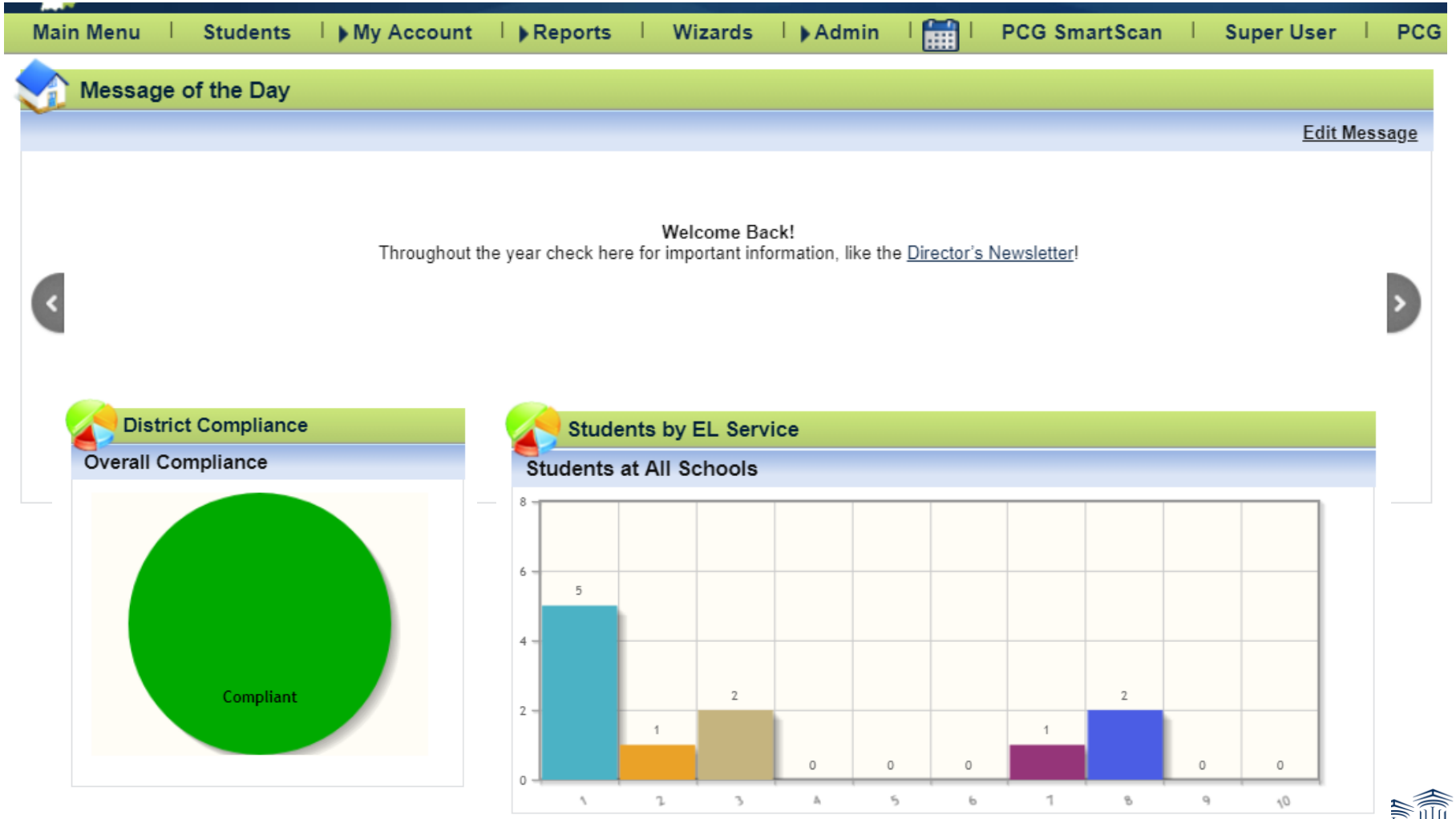
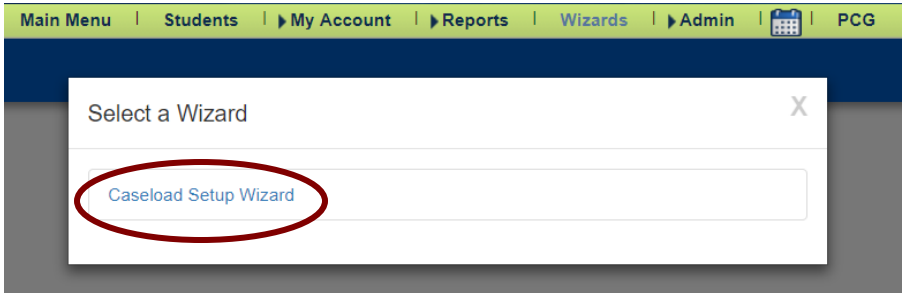
The Main Menu contains a number of Widgets that provide quick links and a snapshot of your information.

Some Widget examples are shown below:



To View or Adjust your caseload

- From the Main Menu, click on **Wizards**, then **Caseload Setup Wizard**



- **Remove** individual students from caseload (by unchecking the appropriate relationship checkbox and saving the change by clicking on **UPDATE THE DATABASE**
- Add students by clicking on the **ADD MORE STUDENTS TO CASELOAD** button and follow the next steps (described on the next page)

Current EL Specialist/Teacher	Team Member	Student	Access School	Grade	DOB	Current EL Specialist/Teacher
Check All / Check None	Check All / Check None					
☐	☐	Adam Test	TS	4	04/18/2007	Adam Pitt
☐	☐	Jane Test	TS	3	09/15/2010	Kristin EL Admin
☐	☑	Leela Test	TS	1	06/01/2012	Valerie Beard
☐	☐	Valerie Test	TS	3	08/17/2009	Valerie Beard
☐	☐	Bridget Test1	TS	1	01/01/2012	
☐	☐	Christy Test1	TS	1	01/01/2012	

Add Students to Caseload

Add Students to Caseload, then Find More

To Add a student to a Users caseload

- Add students by clicking on the **ADD MORE STUDENTS TO CASELOAD** button
- Search for student(s) by desired criteria (Grade, School, Last Name, etc.) then click View Students
- Locate the students to be added from the search results, check the appropriate box to the left of the students name to establish the relationship (you may be permission restricted to one selection), then click **UPDATE THE DATABASE**

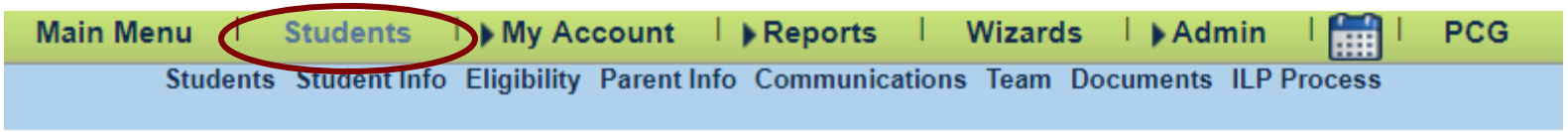
Current EL Specialist/Teacher Check All Check None	Team Member Check All Check None	Student	Access School	Grade	DOB	Current EL Specialist/Teacher
☐	☐	Adam Test	TS	4	04/18/2007	Adam Pitt
☐	☐	Jane Test	TS	3	09/15/2010	Kristin EL Admin
☐	☑	Leela Test	TS	1	06/01/2012	Valerie Beard
☐	☐	Valerie Test	TS	3	08/17/2009	Valerie Beard
☐	☐	Bridget Test1	TS	1	01/01/2012	
☐	☐	Christy Test1	TS	1	01/01/2012	

(4 Students)

Add Students to Caseload

Add Students to Caseload, then Find More

Click on the Students tab.



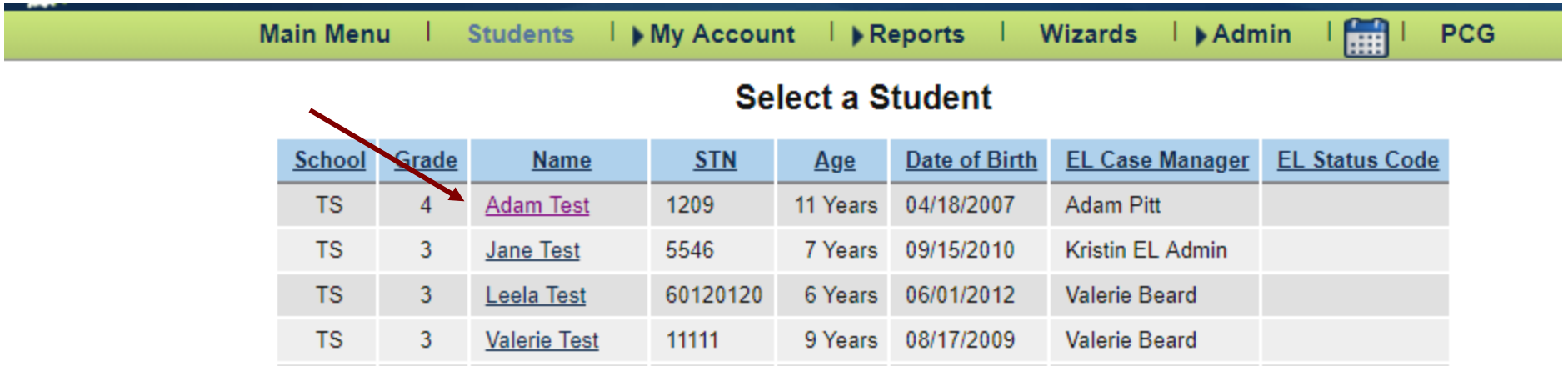
This will open your caseload

Select a Student (Caseload of Ricardo McDaniel)

Name	STN	Age	Date of Birth	Dis	EL Status Code	CP	EL Case Manager	EL Comp Score
Sally Andretti	IN00365	10 Years	08/01/2008	MD	M2	✓	EL Admin Test	
Test Arroyo	000013	6 Years	08/01/2012	OHI	NO	✓	EL Admin Test	
Trisden Irvine	118905926	12 Years	08/01/2006	SLD	M2	✓		
Assessment Test	TEST0000004	9 Years	08/01/2009	LI,CD	M2	✓	EL Admin Test	
Behavior Test	98930709A8	13 Years	08/01/2005	SLD,SI	M2	✓	EL Admin Test	
Charlotte Test	SP348	12 Years	11/13/2006	ED	EL	L	EL Admin Test	2.5
Leela Test	73452953	12 Years	08/01/2006	CD,SI,LI	M1	✓	EL Admin Test	5.1

Code	Definition	Documents Generated
Blank	No data on record/English speaker	No documents
NO	Student has language other than English on Home Language Survey, but no assessment data	No documents
PI	Student was proficient on initial assessment	Parent Notification Proficiency – Initial letter
EL	Student is current English Learner	Annual Parent Notification Letter Parent Notification Proficiency – Exit *(if proficient scores during current school year)* ILP
M1	Student in first year of monitoring	Monitoring Letter
M2	Student in second year of monitoring	Monitoring Letter
PE	Student is proficient and exited program	No documents

Click on the Student's name to enter the students record.



Student History - Events

Specific events are saved into the students history. Events are significant actions that need to be recorded.

- Eligibility and continuing eligibility dates
- Final ILPs, IEPs, ISPs, 504 Plans
- Progress or Report Cards

All documents can be viewed by clicking on the document name in the *Document* column

To access a student's history, from the Main Menu click on the *Students* button and then search for the student. Once a list of students names appear that match the search, click on the compliance symbol (green checkmark, yellow triangle or red stop sign) to the left of the students name

Event ID	Event Date*	Event Type	Disability	Begin Date	End Date	User	Document	Date Created	
1099	05/13/2014	Section 504 Eligibility Determination	7	05/13/2014	05/13/2017	Ricardo McDaniel	504-Eligibility Report (Eligible) (ID# 143)	12/29/2014 12:18 (219 days)	Details
1129	10/14/2014	Section 504 Plan	7	10/14/2014	10/14/2015	Lindsay Beineke	504-Service Plan (ID# 158)	01/06/2015 13:10 (211 days)	Details
1136	11/20/2014	Gifted Eligibility Determination	09	11/20/2014		Lindsay Beineke		02/13/2015 14:31 (173 days)	Details
1150	02/02/2015	LEP Plan	09	02/03/2015	02/02/2016	Kristin Graf	LEP Plan (ID# 223)	06/23/2015 13:24 (43 days)	Details

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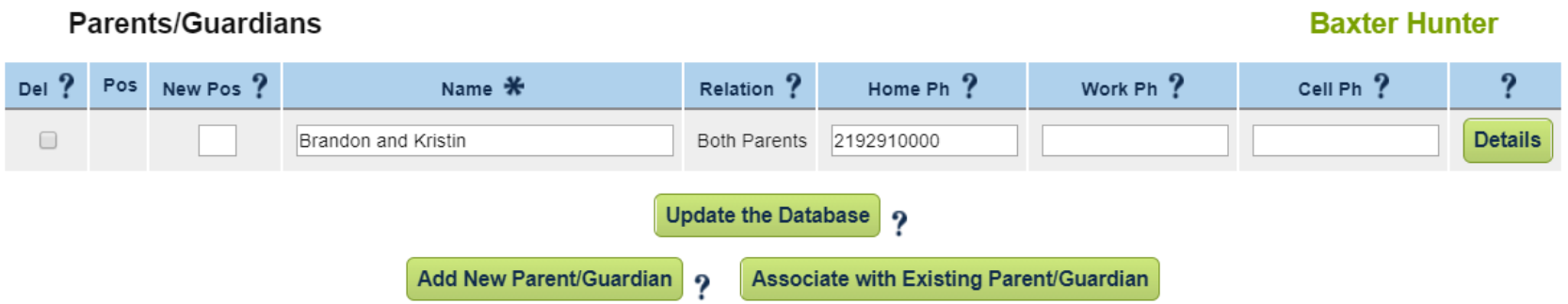
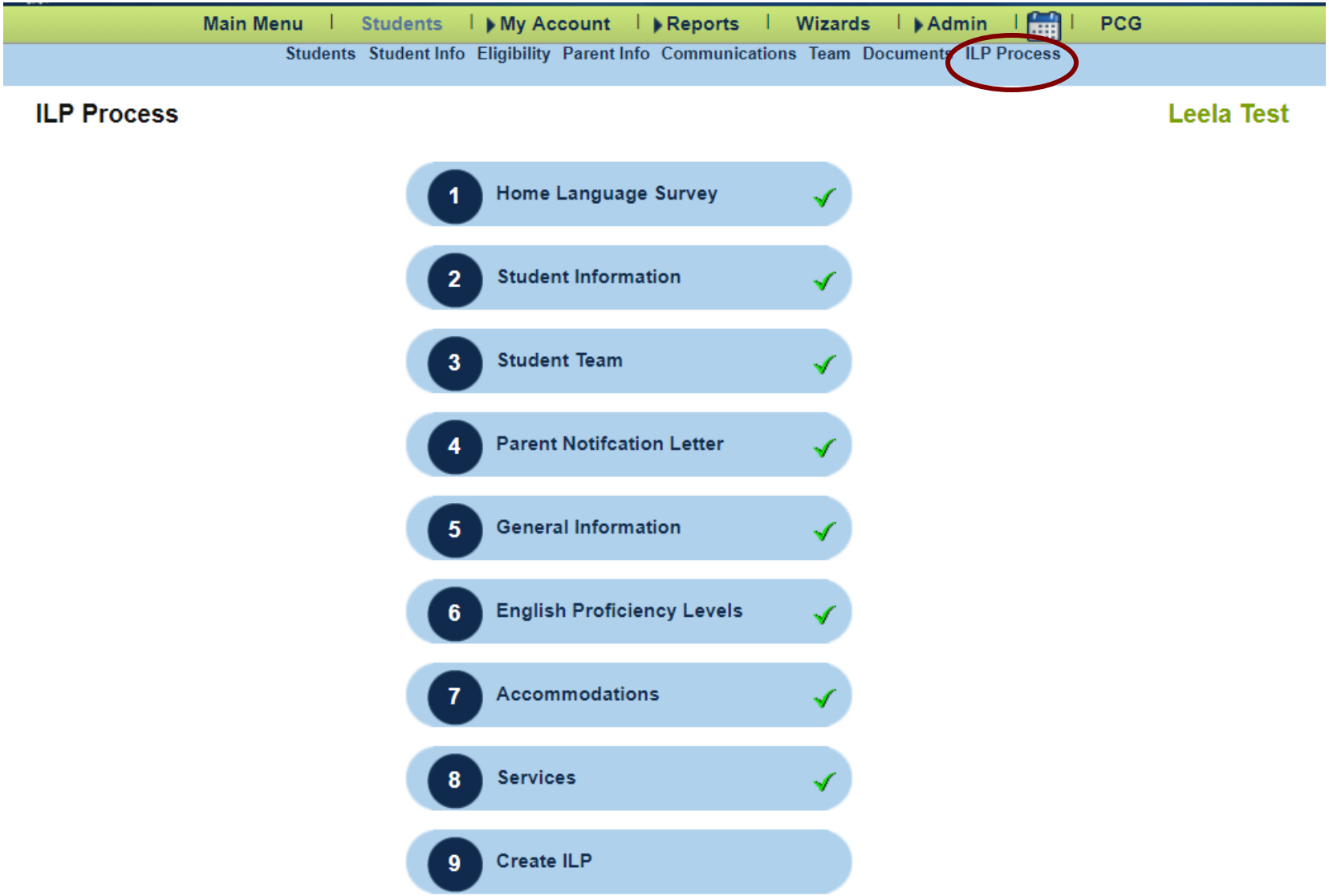
You can view Parent and Guardian Info under the Parent Info Tab

- Name, address, relationship, and phone can be updated here.



ILP Process



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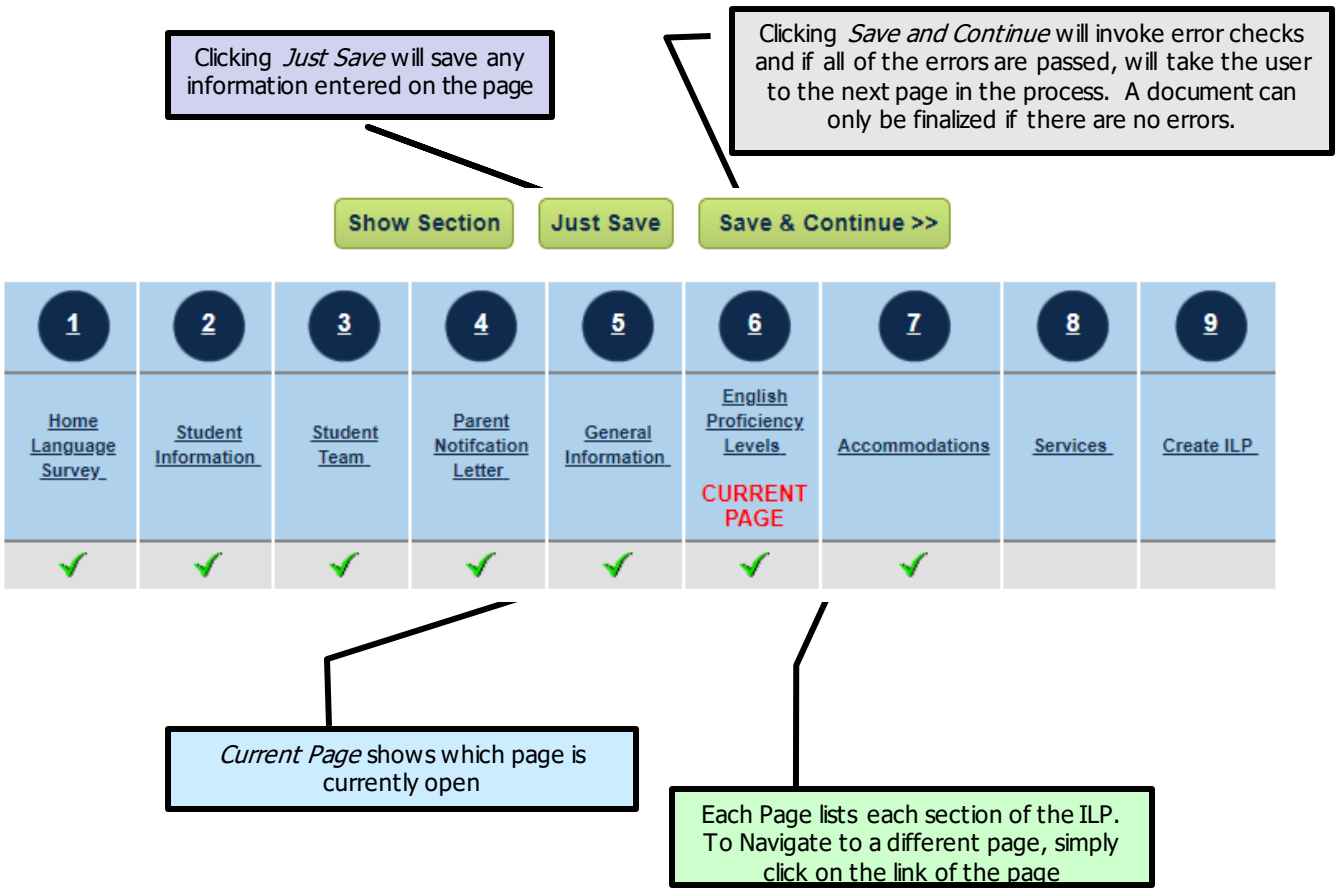
ILP – Menus and Navigation

At the top and bottom of each page, there are menus and buttons that can be used to navigate through the ILP Process.

After each page has been visited, a green check mark ✓ or a red x ✗ will be displayed to indicate if all of the error checks on the page have been fulfilled.



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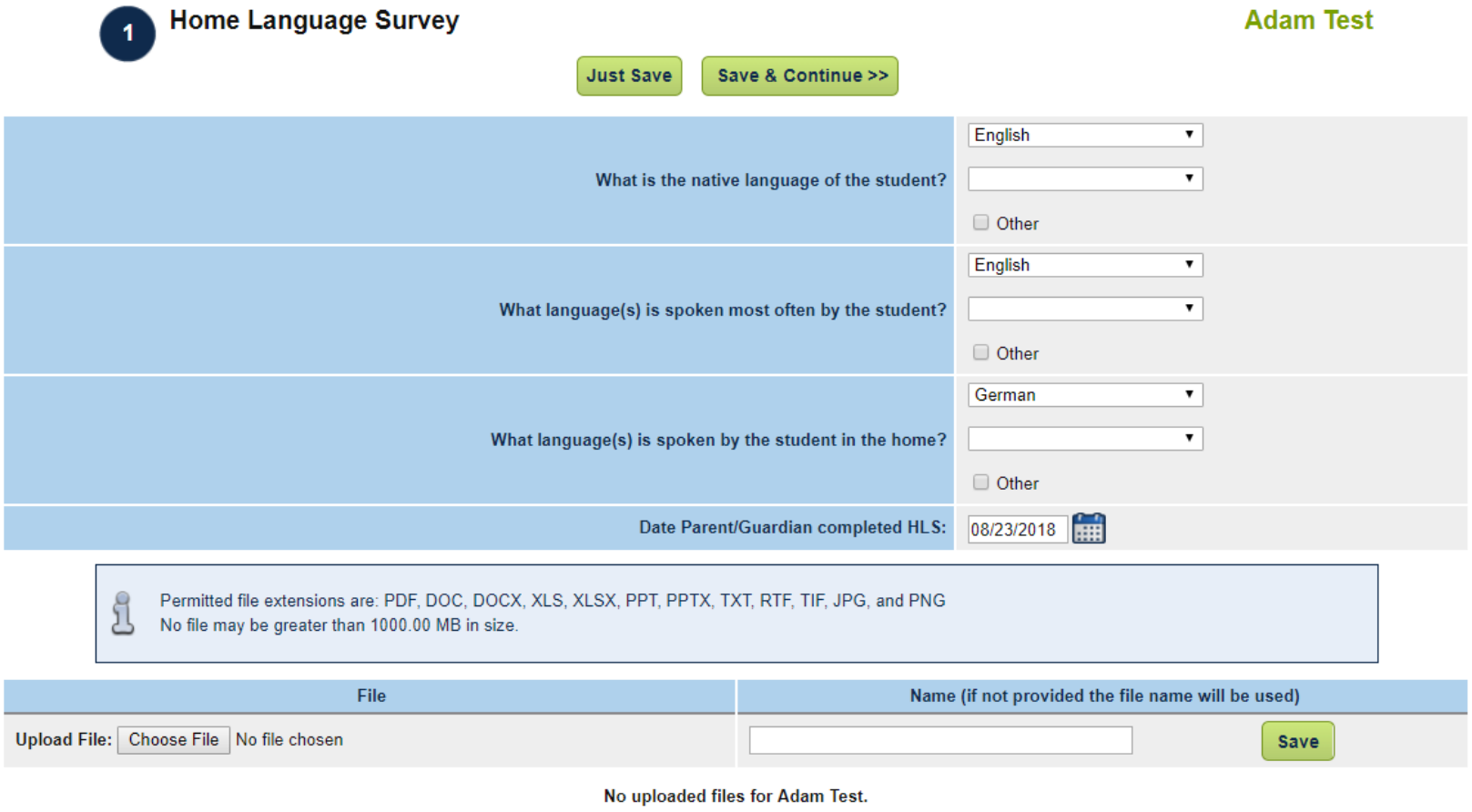
ILP – Home Language Survey

You can enter the Home Language Survey on this page. You can upload a copy of the survey at the bottom of the page:

- You must enter the Date Parent/Guardian Completed HLS
- Click "Choose File" to attach the survey file
- You can rename the file on this page as well



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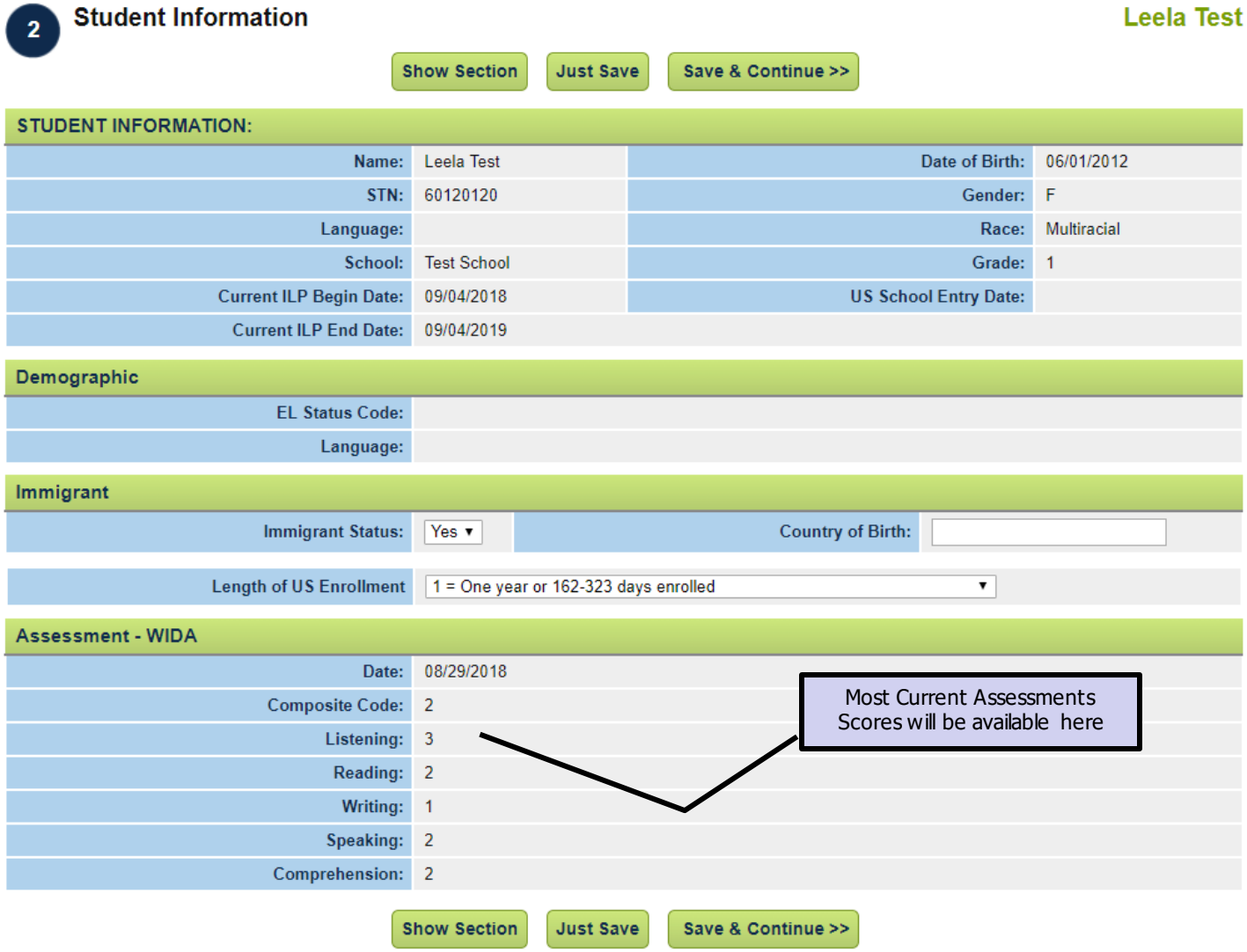
ILP – Student/Parent/Meeting Information

Provides demographic info, most recent test scores. You can note Immigrant Status and Length of US Enrollment here.



2 Student Information — Leela Test

Show Section | Just Save | Save & Continue >>

STUDENT INFORMATION:

Name:	Leela Test	Date of Birth:	06/01/2012
STN:	60120120	Gender:	F
Language:		Race:	Multiracial
School:	Test School	Grade:	1
Current ILP Begin Date:	09/04/2018	US School Entry Date:	
Current ILP End Date:	09/04/2019		

Demographic

EL Status Code:	
Language:	

Immigrant

Immigrant Status:	Yes	Country of Birth:	
Length of US Enrollment	1 = One year or 162-323 days enrolled		

Assessment - WIDA

Date:	08/29/2018
Composite Code:	2
Listening:	3
Reading:	2
Writing:	1
Speaking:	2
Comprehension:	2

Most Current Assessments Scores will be available here

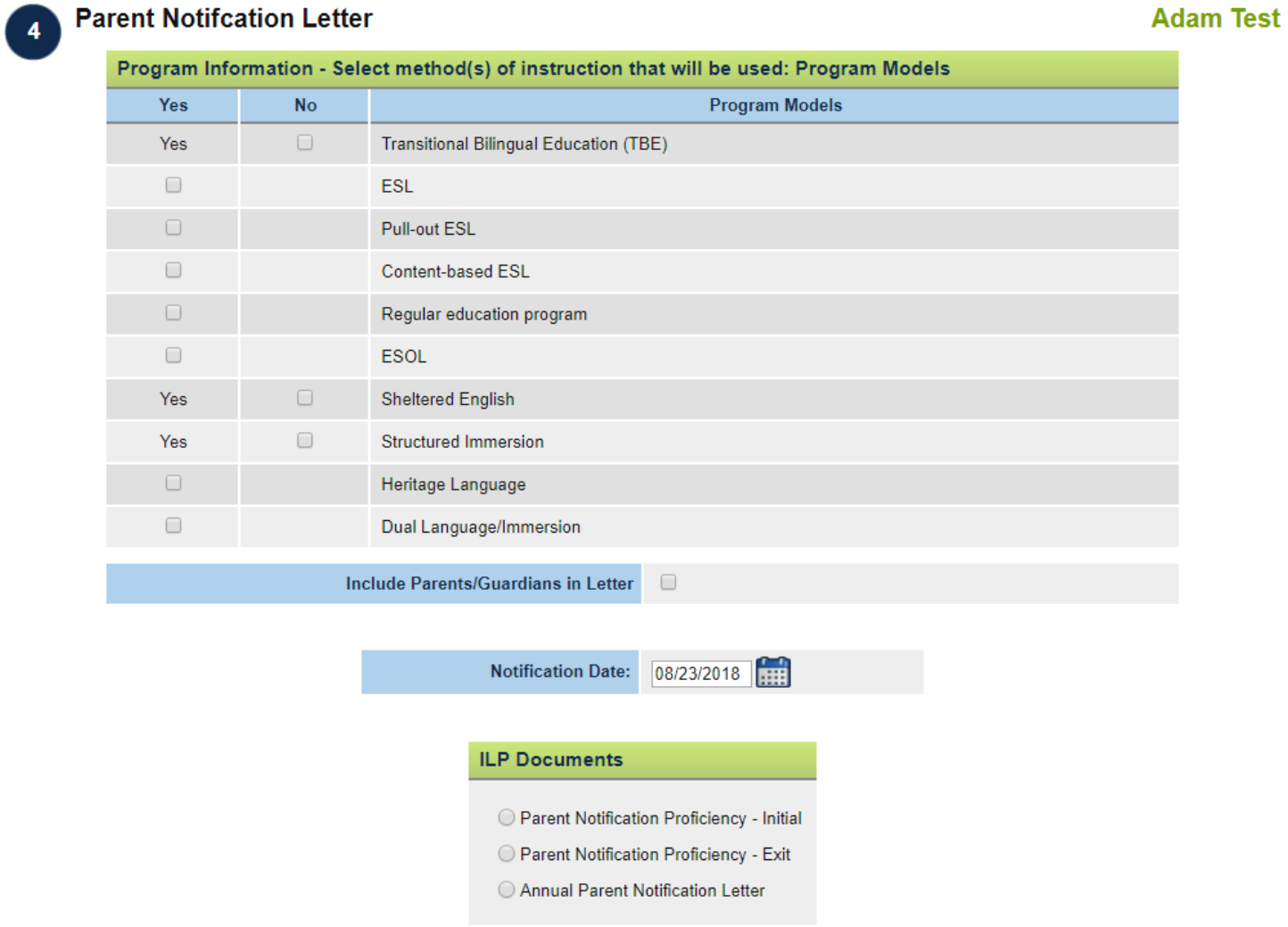
Show Section | Just Save | Save & Continue >>

PUBLIC CONSULTING GROUP

The Team page allows you to create the student's team. You can change/assign the EL Specialist/Teacher, as well as add others to the team.

ILP – Parent Notification Letter

The Parent Notification Page allows you to assign the Program Models, which will copy to the services page, and generate the necessary documents for the student.

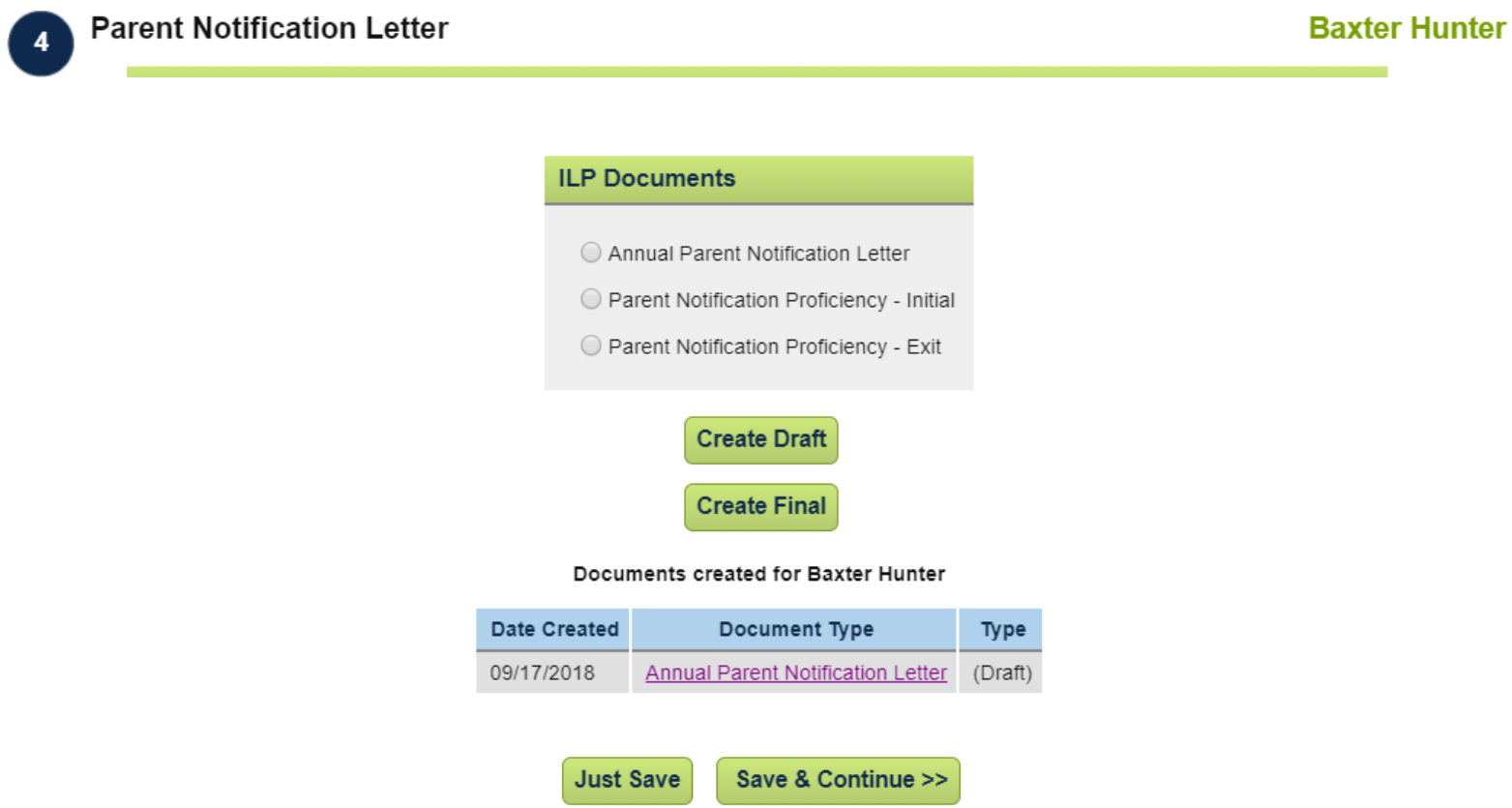


PUBLIC CONSULTING GROUP

ILP – Parent Notification Letter

On the Parent Notification Page, you can create a Draft or Final Document and view other documents that have been created

- Create Draft – see a draft of the letter
- Create Final – final version of the letter will be saved in the system



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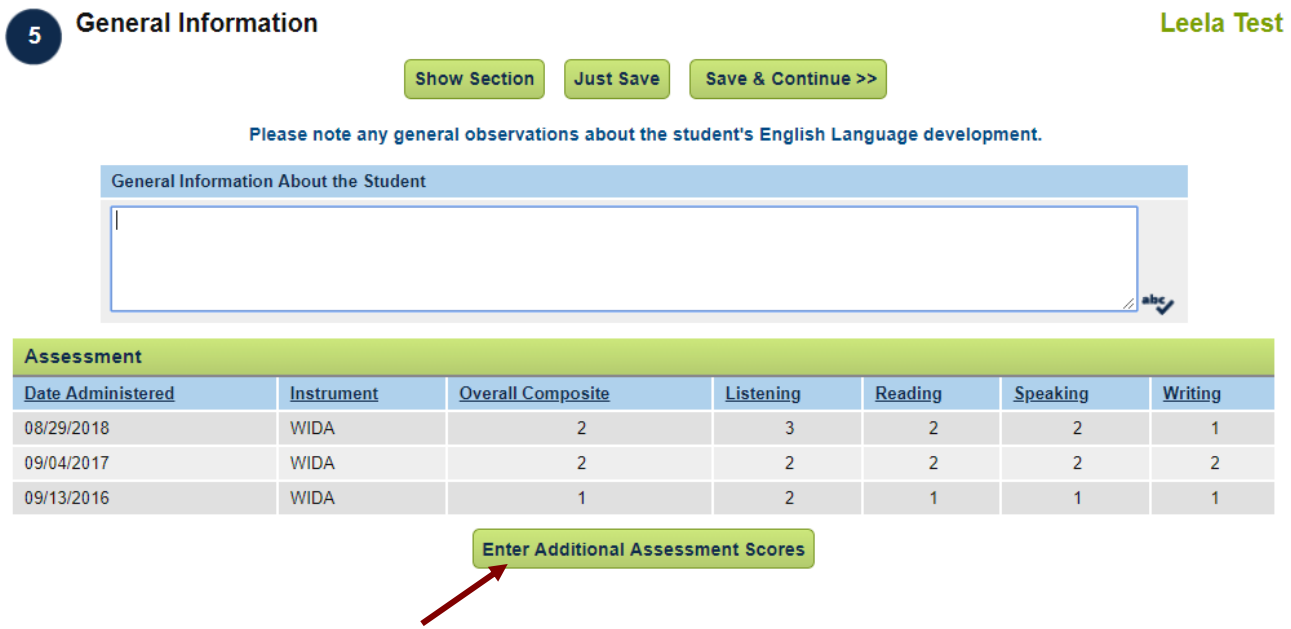
ILP – General Information

The General Information Page allows you to enter any information unique to the student and also shows the student's score history.



You can also manually enter assessment scores from the screener test here.

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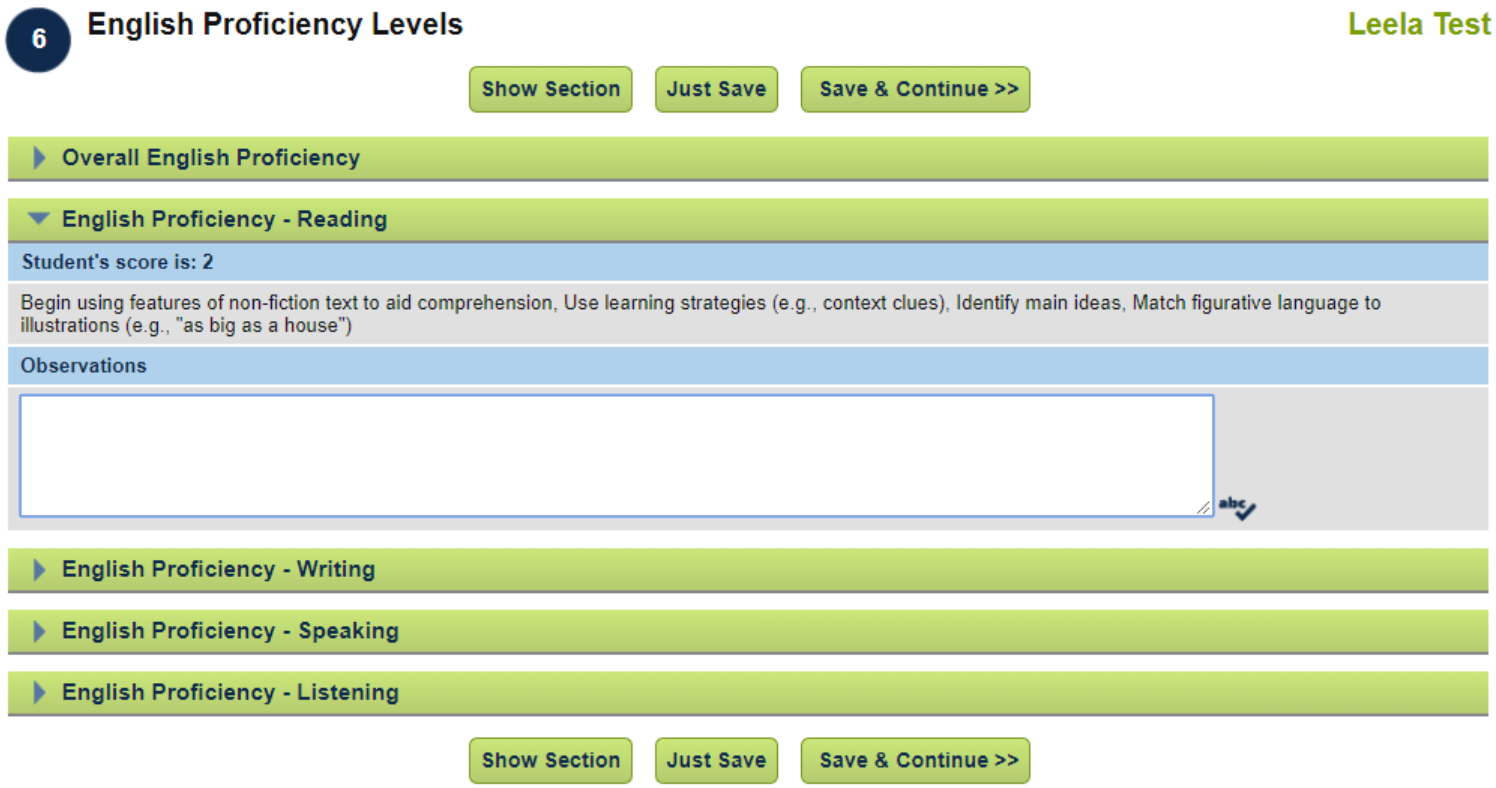
ILP – English Proficiency Levels

The student's scores and the appropriate Can Do Descriptors will populate to this page. You also have the opportunity to add additional observations if you would like.



Click the down arrow to open the levels.

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ILP – Accommodations

Add appropriate accommodations on this page. If the student has an IEP, those accommodations will appear at the top of this page for reference.

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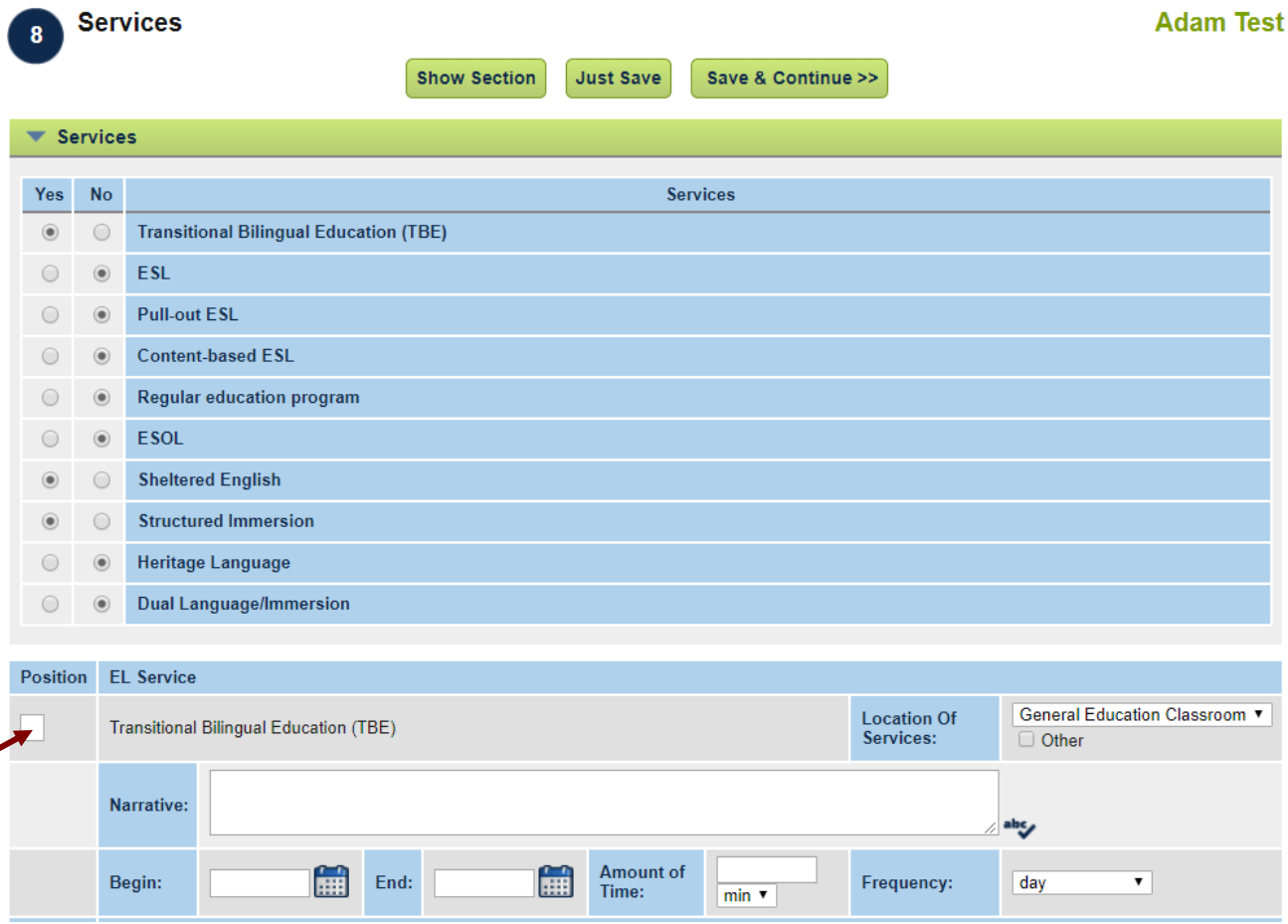
Add appropriate services on this page. Program Models chosen on the Parent Notification page will populate here. You can provide further details for those services below the list.



You can change the position of the services by using the "Position" column. Just type the number you want each service to be.

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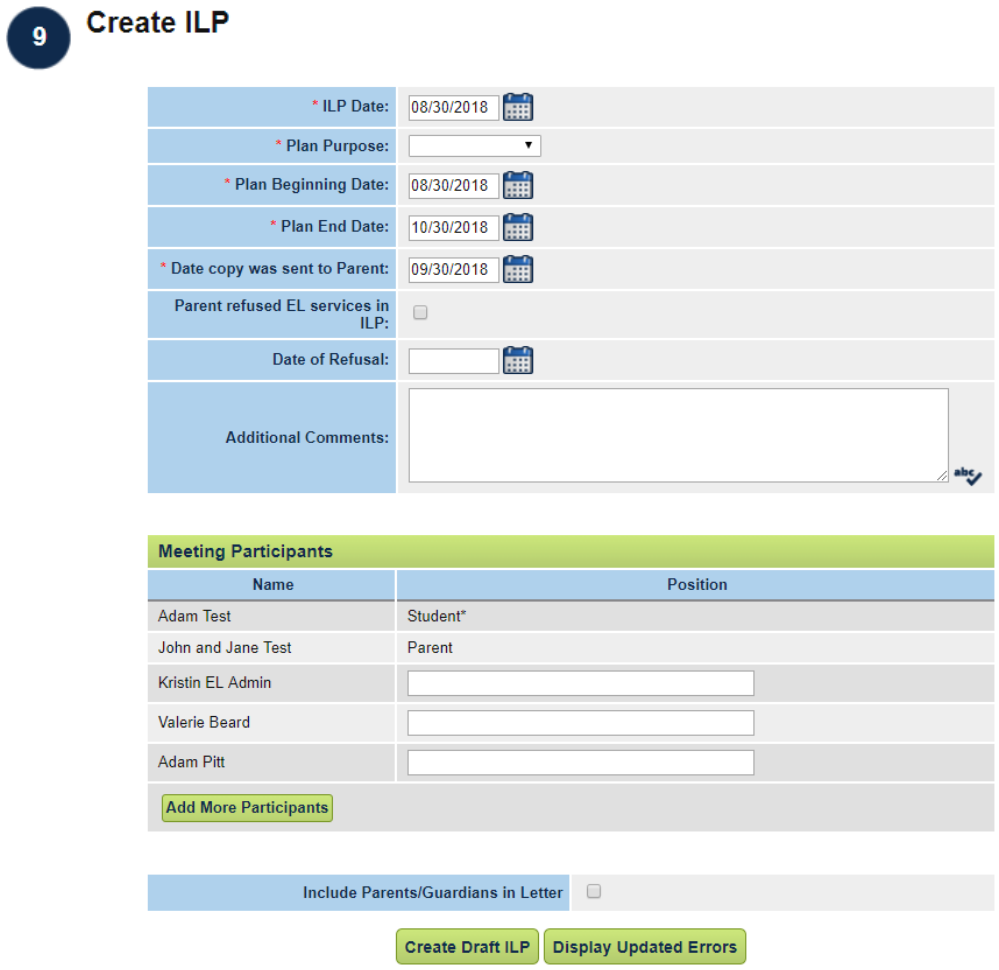
Here you can create the final document, both in Draft and Final form.

- If you don't see a Create Final ILP button, you haven't completed all of the required fields.
- Click on "Display Updated Errors" to see what is missing



All documents created for the student can be viewed on this page

Documents

Baxter Hunter

Documents:

- ILP
- Parent Notification Letter Exit
- Annual Parent Notification Letter
- Initial Parent Notification Letter

Letters: (No Letters Available)

Create Draft (will be saved for 30 days) ?

Create Final Document (will be saved) ?

(NOTE: Use the "Create Final Document" button to create a Proposed IEP.)

Upload External Document(s)

Documents created for Baxter Hunter

Doc ID	Date Generated ?	Document ?		Status	Change Tab
11064	09/17/2018	ILP	PDF	(Draft)	
11063	09/17/2018	Annual Parent Notification Letter	PDF	(Draft)	

(2 Documents)

Update the Database

Upload External Attachment(s)