

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

Some Widget examples are shown below:

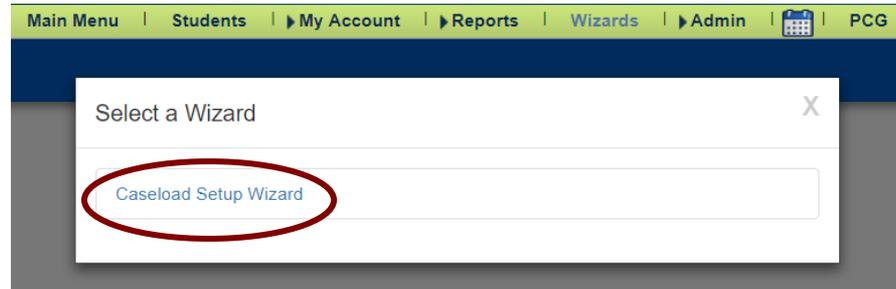
The screenshot displays the Main Menu interface with the following components:

- Navigation Tabs:** Main Menu | Students | My Account | Reports | Wizards | Admin | PCG SmartScan | Super User | PCG
- Message of the Day:** A section with a house icon and an [Edit Message](#) link. The message reads: "Welcome Back! Throughout the year check here for important information, like the [Director's Newsletter!](#)"
- District Compliance Widget:** Titled "District Compliance" with a sub-header "Overall Compliance". It features a large green circle with the word "Compliant" inside.
- Students by EL Service Widget:** Titled "Students by EL Service" with a sub-header "Students at All Schools". It contains a bar chart with 10 bars representing different service categories.

Service Category	Number of Students
1	5
2	1
3	2
4	0
5	0
6	0
7	1
8	2
9	0
10	0

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					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adam Test	TS	4	04/18/2007	Adam Pitt
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jane Test	TS	3	09/15/2010	Kristin EL Admin
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Leela Test	TS	1	06/01/2012	Valerie Beard
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Valerie Test	TS	3	08/17/2009	Valerie Beard
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bridget Test1	TS	1	01/01/2012	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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		Team Member		Student	Access School	Grade	DOB	Current EL Specialist/Teacher
Check All	Check None	Check All	Check None					
<input type="checkbox"/>		<input type="checkbox"/>		Adam Test	TS	4	04/18/2007	Adam Pitt
<input type="checkbox"/>		<input type="checkbox"/>		Jane Test	TS	3	09/15/2010	Kristin EL Admin
<input type="checkbox"/>		<input checked="" type="checkbox"/>		Leela Test	TS	1	06/01/2012	Valerie Beard
<input type="checkbox"/>		<input type="checkbox"/>		Valerie Test	TS	3	08/17/2009	Valerie Beard
<input type="checkbox"/>		<input type="checkbox"/>		Bridget Test1	TS	1	01/01/2012	
<input type="checkbox"/>		<input type="checkbox"/>		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
P1	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.

Main Menu | **Students** | ▶ My Account | ▶ Reports | Wizards | ▶ Admin |  | PCG

Select a Student

<u>School</u>	<u>Grade</u>	<u>Name</u>	<u>STN</u>	<u>Age</u>	<u>Date of Birth</u>	<u>EL Case Manager</u>	<u>EL Status Code</u>
TS	4	Adam Test	1209	11 Years	04/18/2007	Adam Pitt	
TS	3	Jane Test	5546	7 Years	09/15/2010	Kristin EL Admin	
TS	3	Leela Test	60120120	6 Years	06/01/2012	Valerie Beard	
TS	3	Valerie Test	11111	9 Years	08/17/2009	Valerie Beard	

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

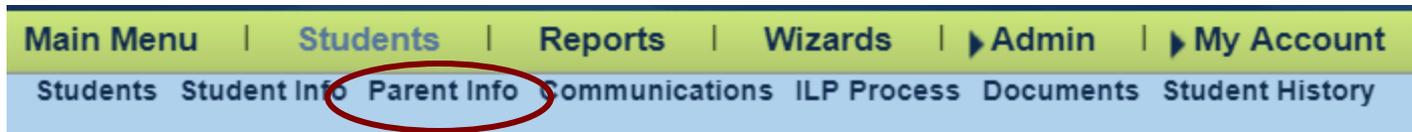
All documents can be viewed by clicking on the document name in the *Document* column

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

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

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



Parents/Guardians

Baxter Hunter

Del ?	Pos	New Pos ?	Name *	Relation ?	Home Ph ?	Work Ph ?	Cell Ph ?	?
<input type="checkbox"/>		<input type="checkbox"/>	Brandon and Kristin	Both Parents	2192910000			Details

[Update the Database ?](#)

[Add New Parent/Guardian ?](#)

[Associate with Existing Parent/Guardian](#)

ILP Process

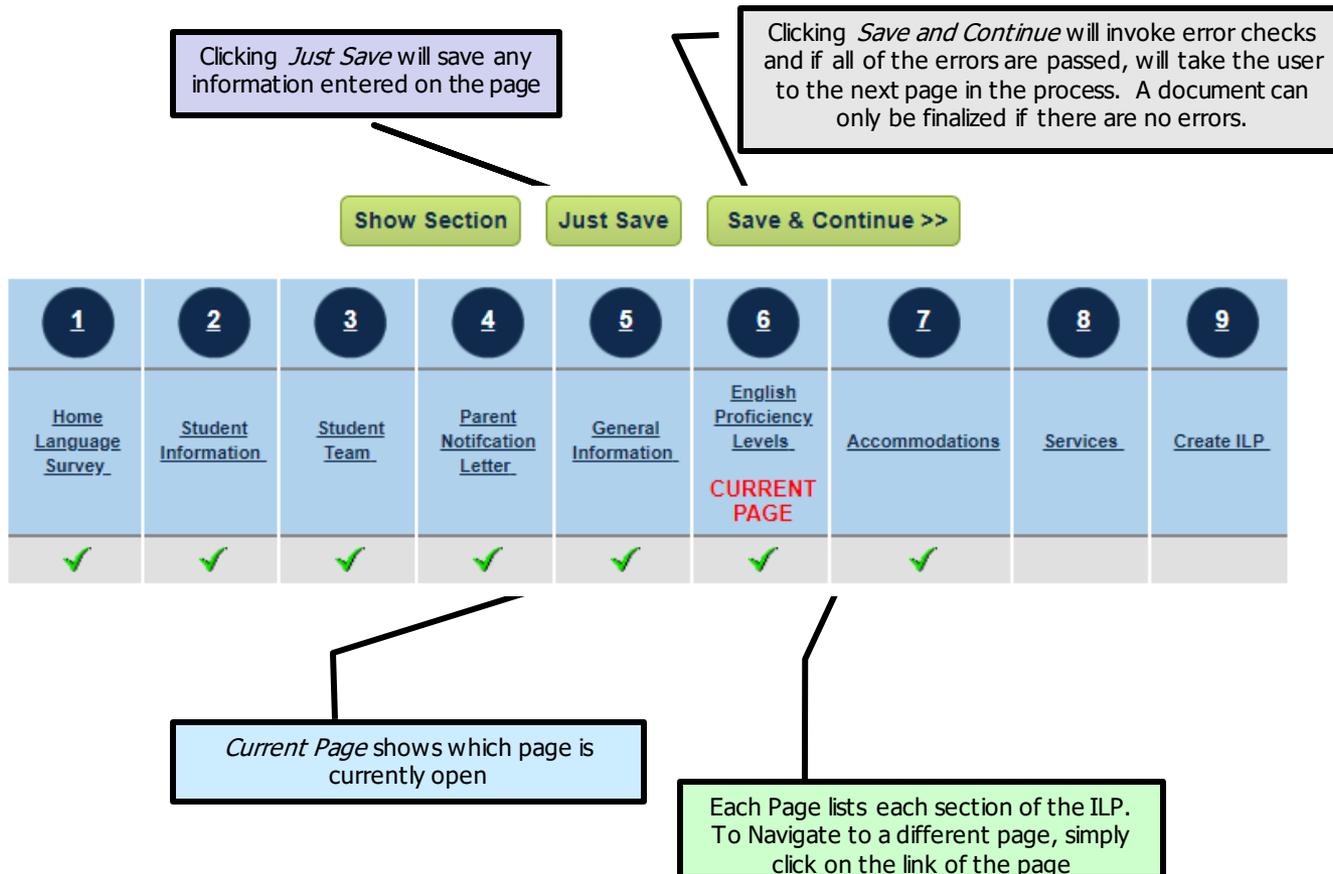
Leela Test

- 1 Home Language Survey 
- 2 Student Information 
- 3 Student Team 
- 4 Parent Notification Letter 
- 5 General Information 
- 6 English Proficiency Levels 
- 7 Accommodations 
- 8 Services 
- 9 Create ILP

ILP – Menu 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.



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

1 Home Language Survey

Adam Test

Just Save

Save & Continue >>

What is the native language of the student?	English English <input type="checkbox"/> Other
What language(s) is spoken most often by the student?	English English <input type="checkbox"/> Other
What language(s) is spoken by the student in the home?	German German <input type="checkbox"/> Other
Date Parent/Guardian completed HLS:	08/23/2018



Permitted file extensions are: PDF, DOC, DOCX, XLS, XLSX, PPT, PPTX, TXT, RTF, TIF, JPG, and PNG
No file may be greater than 1000.00 MB in size.

File	Name (if not provided the file name will be used)
Upload File: <input type="button" value="Choose File"/> No file chosen	<input type="text"/> <input type="button" value="Save"/>

No uploaded files for Adam Test.

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:	<input type="text"/>
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 >>

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.

Current EL Specialist/Teacher: ?

Name	Relationship
Kristin EL Admin	
Valerie Beard	
John and Jane Test	Both Parents

Select LEP Team ?

Select LEP Team Members

Baxter Hunter

LEP Case Manager: EL Teacher Test

Parents, etc. who will receive LEP Information:

Parent Name(s)	Relationship
<input checked="" type="checkbox"/> Brandon and Kristin	Both Parents

Other Users at Graf School Of Greatness who can access LEP Information:

User Name	View Only?
<input checked="" type="checkbox"/> EL Admin Test	<input type="checkbox"/>
<input checked="" type="checkbox"/> Classroom Teacher Test	<input type="checkbox"/>

ident's LEP Team who is not a user in this system, you will need to first add that person on the "Parents" page, which allows adding other persons besides parents, e.g. a Student

Update the Database ?

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.

4 Parent Notification Letter

Adam Test

Program Information - Select method(s) of instruction that will be used: Program Models		
Yes	No	Program Models
Yes	<input type="checkbox"/>	Transitional Bilingual Education (TBE)
<input type="checkbox"/>		ESL
<input type="checkbox"/>		Pull-out ESL
<input type="checkbox"/>		Content-based ESL
<input type="checkbox"/>		Regular education program
<input type="checkbox"/>		ESOL
Yes	<input type="checkbox"/>	Sheltered English
Yes	<input type="checkbox"/>	Structured Immersion
<input type="checkbox"/>		Heritage Language
<input type="checkbox"/>		Dual Language/Immersion

Include Parents/Guardians in Letter

Notification Date: 

ILP Documents

- Parent Notification Proficiency - Initial
- Parent Notification Proficiency - Exit
- Annual 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

4 Parent Notification Letter

Baxter Hunter

ILP Documents

Annual Parent Notification Letter

Parent Notification Proficiency - Initial

Parent Notification Proficiency - Exit

Create Draft

Create Final

Documents created for Baxter Hunter

Date Created	Document Type	Type
09/17/2018	Annual Parent Notification Letter	(Draft)

Just Save

Save & Continue >>

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

5 General Information Leela Test

Show Section Just Save Save & Continue >>

Please note any general observations about the student's English Language development.

General Information About the Student

Assessment						
Date Administered	Instrument	Overall Composite	Listening	Reading	Speaking	Writing
08/29/2018	WIDA	2	3	2	2	1
09/04/2017	WIDA	2	2	2	2	2
09/13/2016	WIDA	1	2	1	1	1

Enter Additional Assessment Scores

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

5 General Information Leela Test

Just Save Save & Continue >>

Add Assessment

Instrument WIDA

<< Back Just Save Save & Continue >>

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.

6 English Proficiency Levels Leela Test

Show Section Just Save Save & Continue >>

▶ Overall English Proficiency

▼ English Proficiency - Reading

Student's score is: 2

Begin using features of non-fiction text to aid comprehension, Use learning strategies (e.g., context clues), Identify main ideas, Match figurative language to illustrations (e.g., "as big as a house")

Observations

▶ English Proficiency - Writing

▶ English Proficiency - Speaking

▶ English Proficiency - Listening

Show Section Just Save Save & Continue >>

Click the down arrow to open the levels. 

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

7 Accommodations

Leela Test

Show Section

Just Save

Save & Continue >>

IEP Accommodations

Limited English Proficiency: Listening



- Repeat Item Audio
- Student provided a paper test format

All accommodations provided to students on state and district assessments should be provided to students on a regular basis throughout the school year when possible.

▶ State and District Assessment Accommodations

▶ Classroom Assessment Accommodations

▶ Instructional Accommodations

Show Section

Just Save

Save & Continue >>

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.

8

Services

Adam Test

Show Section Just Save Save & Continue >>

▼ Services

Yes	No	Services
<input checked="" type="radio"/>	<input type="radio"/>	Transitional Bilingual Education (TBE)
<input type="radio"/>	<input checked="" type="radio"/>	ESL
<input type="radio"/>	<input checked="" type="radio"/>	Pull-out ESL
<input type="radio"/>	<input checked="" type="radio"/>	Content-based ESL
<input type="radio"/>	<input checked="" type="radio"/>	Regular education program
<input type="radio"/>	<input checked="" type="radio"/>	ESOL
<input checked="" type="radio"/>	<input type="radio"/>	Sheltered English
<input checked="" type="radio"/>	<input type="radio"/>	Structured Immersion
<input type="radio"/>	<input checked="" type="radio"/>	Heritage Language
<input type="radio"/>	<input checked="" type="radio"/>	Dual Language/Immersion

Position	EL Service	Location Of Services:
<input type="checkbox"/>	Transitional Bilingual Education (TBE)	General Education Classroom ▼ <input type="checkbox"/> Other
	Narrative:	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>
	Begin:	<div style="display: flex; justify-content: space-between;"> <div> <input type="text"/> </div> <div> <input type="text"/> </div> <div> Amount of Time: <input type="text"/> min ▼ </div> <div> Frequency: <input type="text"/> day ▼ </div> </div>

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

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

9 Create ILP

* ILP Date:	08/30/2018
* Plan Purpose:	<input type="text"/>
* Plan Beginning Date:	08/30/2018
* Plan End Date:	10/30/2018
* Date copy was sent to Parent:	09/30/2018
Parent refused EL services in ILP:	<input type="checkbox"/>
Date of Refusal:	<input type="text"/>
Additional Comments:	<div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div>

Meeting Participants	
Name	Position
Adam Test	Student*
John and Jane Test	Parent
Kristin EL Admin	<input type="text"/>
Valerie Beard	<input type="text"/>
Adam Pitt	<input type="text"/>
Add More Participants	

Include Parents/Guardians in Letter

[Create Draft ILP](#) [Display Updated Errors](#)

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

Documents

Baxter Hunter

Documents:

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

<u>Doc ID</u>	<u>Date Generated</u> ?	<u>Document</u> ?	<u>Status</u>	<u>Change Tab</u>
11064	09/17/2018	ILP	PDF (Draft)	<input type="text" value=""/>
11063	09/17/2018	Annual Parent Notification Letter	PDF (Draft)	<input type="text" value=""/>

(2 Documents)

Update the Database

Upload External Attachment(s)