ELP Band Exit Guidance: Single Sign-On Instructions

In order to submit a request to exit a student based on ELP band committee:

1. Log onto Single Sign On. Select "Accountability Reporting"



2. Select District Data from the "Your District" drop down



3. Select a School site and then select "Student Assessments ELP"



4. Select the student that meets the criteria for exit (e.g. composite of 4.3-4.7). Please note that you can only submit one request per student.

DVR	Exit Request		Year	STN	First Name	Middle Name	Last Name	Туре	Grade	Composite Score	Composite Perf Level
									۲		
		View	2018								4.3
0		View	2018								
8	8	View	2018								
	8	View	2018								
0		View	2018								
		View	2018								
		View	2018								
		View	2018								

5. Once you've selected the student you wish to request an ELP Band exit, click 'Create ELPA Band Committee Exit Request' on the top of the screen.

	C Create DVR for Missing Assessment(o)	
YEAR 2018 •	Crossele DISR for Estading Assessment(s)	Create ELPA Band Committee Exit Request

6. In the Request box, explain how the student meets the criteria and attach the <u>Access for ELLs 2.0: ELP</u> <u>Band Committee Rubric or Alt ACCESS Rubric.</u>

Type request h	ere	(
A Please type in	a request before saving (minimum 20 characters)	
	SUPPORTING DOCUMENTS	

7. Hit "Save" or "Save and Return"

C Connert	D Down	B One of the other	4
S cancel	Save	Save and Return	

8. The exit requests are reviewed and granted by committee. Once a request has been reviewed, it will be "granted" or "denied". Granted students will be "exited" and count as "on-track" for purposes of Accountability.