



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.



6. In the Request box, explain how the student meets the criteria and attach the [Access for ELLs 2.0: ELP Band Committee Rubric or Alt ACCESS Rubric](#).

A screenshot of a form interface. The top section is titled 'REQUEST' and contains a text input field with the placeholder text 'Type request here...'. Below the input field is a red warning message: 'Please type in a request before saving (minimum 20 characters)'. The bottom section is titled 'SUPPORTING DOCUMENTS' and features an 'Upload...' button. To the right of the button, it lists accepted file types: '.pdf, .doc, .docx, .xls, .xlsx, .jpg, .png, .csv, .txt'. A blue question mark icon is located in the top right corner of the 'SUPPORTING DOCUMENTS' section.

7. Hit "Save" or "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.