



Chicago Public Schools

Manual Assignment of Initial Proficiency (2006-2007 only)



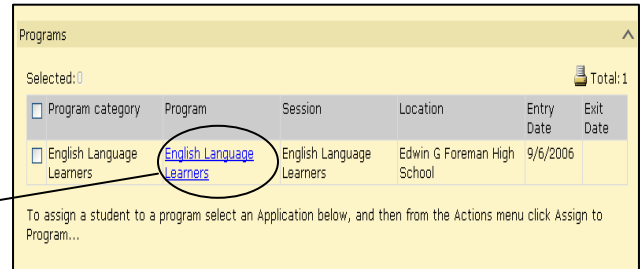
Overview: This document provides instruction for completing the initial row in the ELL Proficiency Grid on the student program participation page.

1. Login and perform Search for the student

2. Once located, click on the student name hyperlink. This opens the student record.

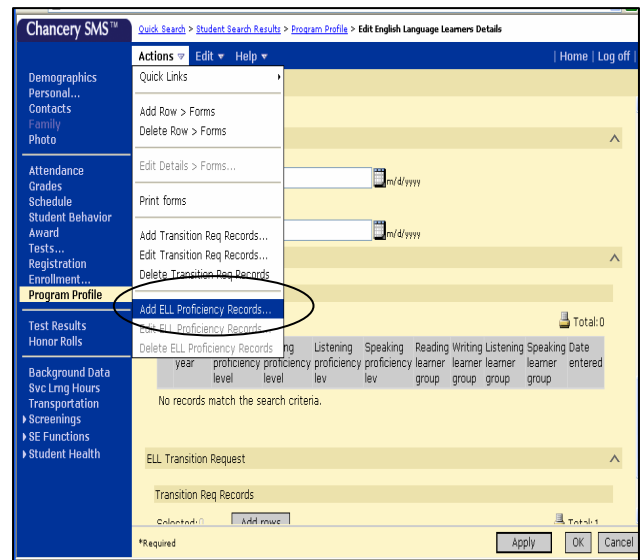
3. From the left hand (blue) menu pane, select **Program Profile**.

4. Next, click on the **English Language Learners** hyperlink. This yields the program information screen.



5. From the Actions menu, select **Add ELL Proficiency Records**.

6. Click **OK**



7. This will provide the **ELL Proficiency Records** screen. The bi-lingual lead teacher will use this screen to assign initial Program year, Proficiency and Learner Group values.

8. One values have been assigned, click **OK**

9. Click **OK** from the main program information screen.

