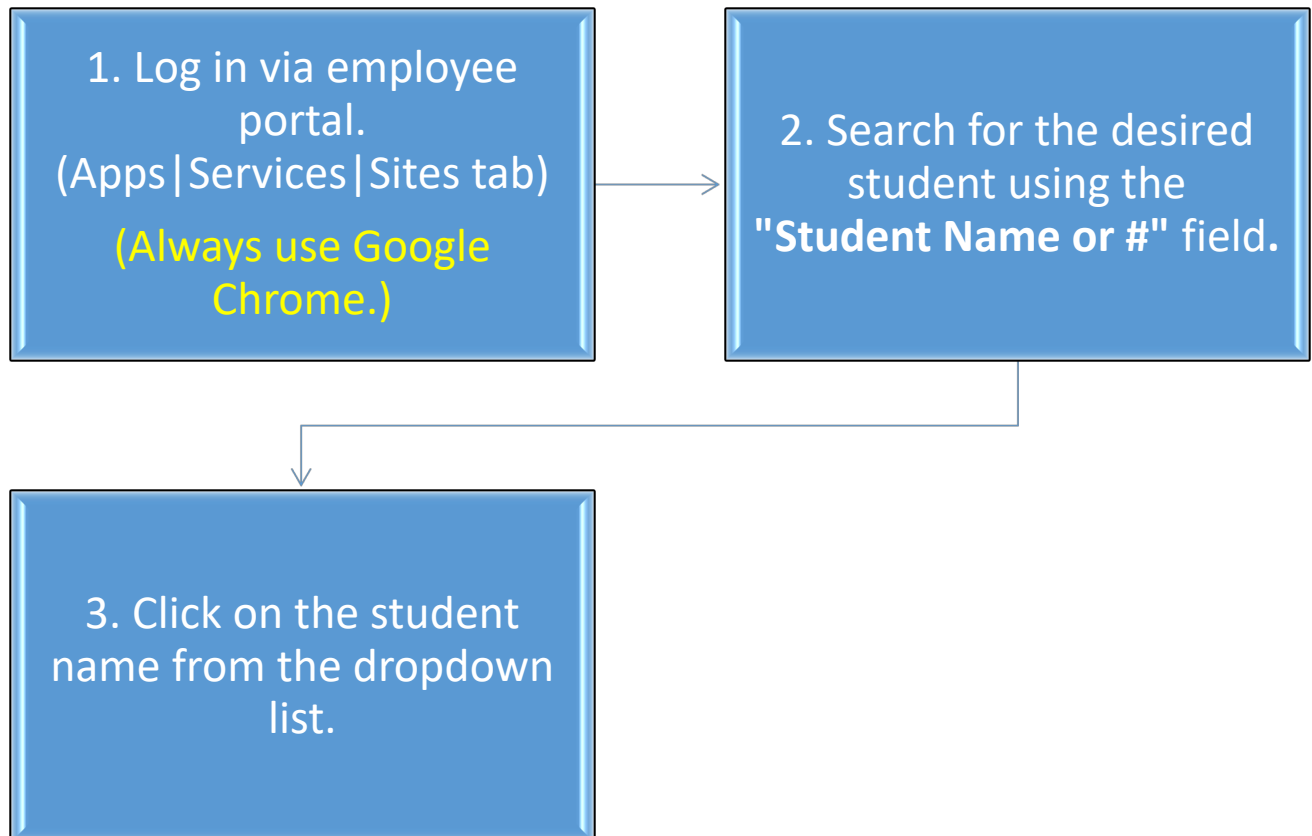


HOW TO CONDUCT A MEETING-OTHER & PRINT STUDENT MEETING REPORT



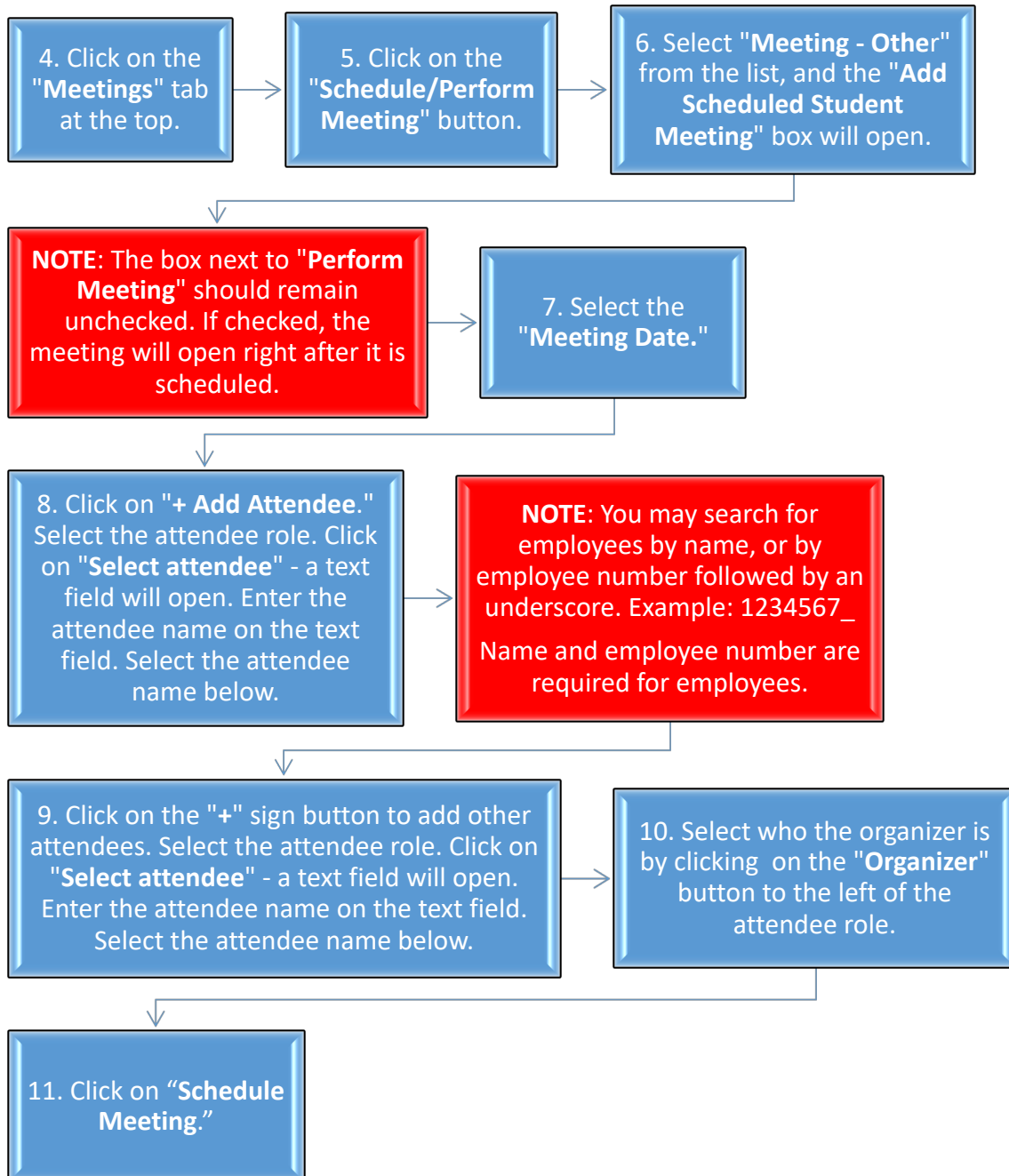
HOW TO CONDUCT A MEETING-OTHER & PRINT STUDENT MEETING REPORT

Selecting a Student



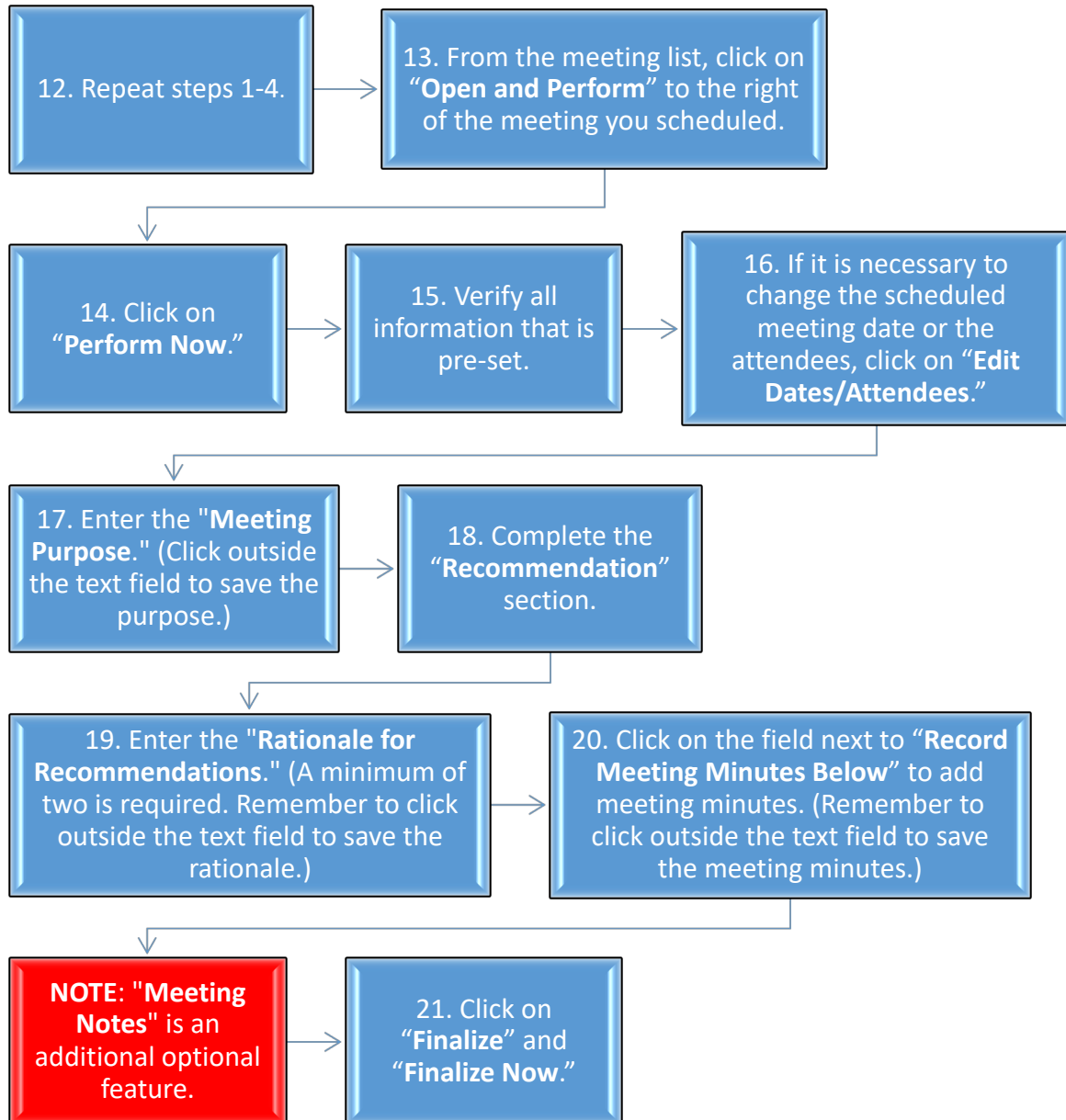
HOW TO CONDUCT A MEETING-OTHER & PRINT STUDENT MEETING REPORT

Schedule a Meeting-Other



HOW TO CONDUCT A MEETING-OTHER & PRINT STUDENT MEETING REPORT

Open and Perform a Scheduled Meeting-Other

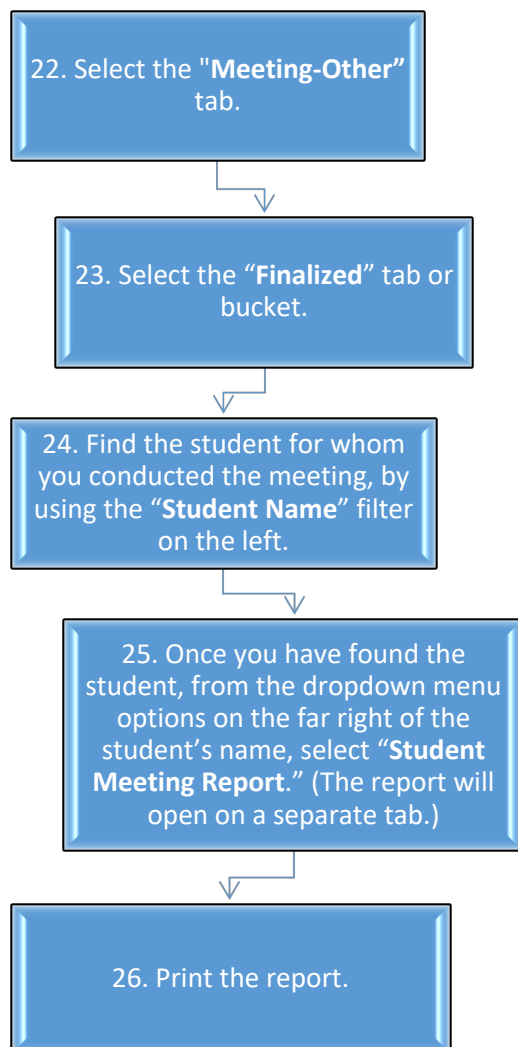


HOW TO CONDUCT A MEETING-OTHER & PRINT STUDENT MEETING REPORT

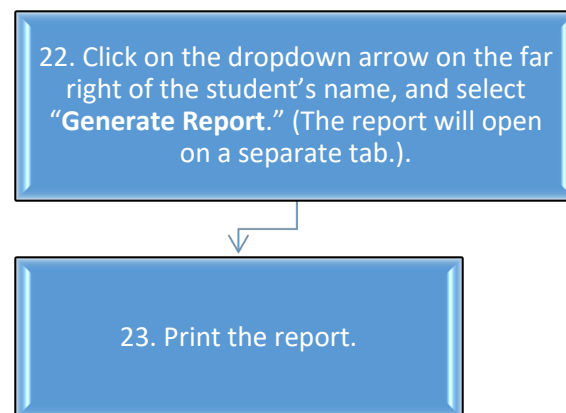
Print Student Meeting Report

NOTE: Once the meeting is finalized, ELLevation will direct you to the “**Meeting Center.**” You may print the “**Meeting Report**” from (a) the “**Meeting Center**” or from (b) the “**Meetings**” tab in the “**Student Profile.**”

a. From the “Meeting Center”.



b. From the “Meetings” tab in the “Student Profile.”



NOTE: Remember to collect all required signatures and file the report in the “**ESOL Program Records**” folder.