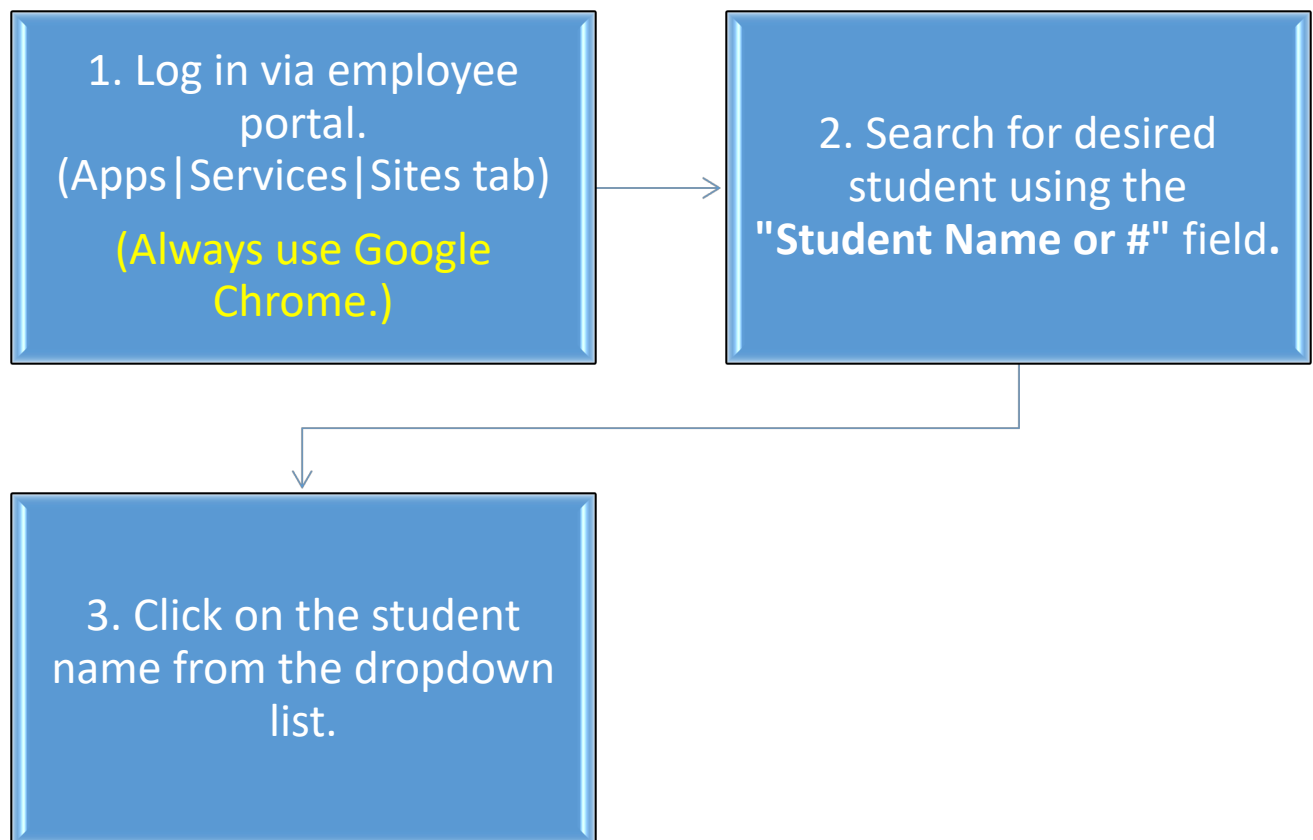


# HOW TO CONDUCT A PROMOTION / RETENTION MEETING & PRINT STUDENT MEETING REPORT



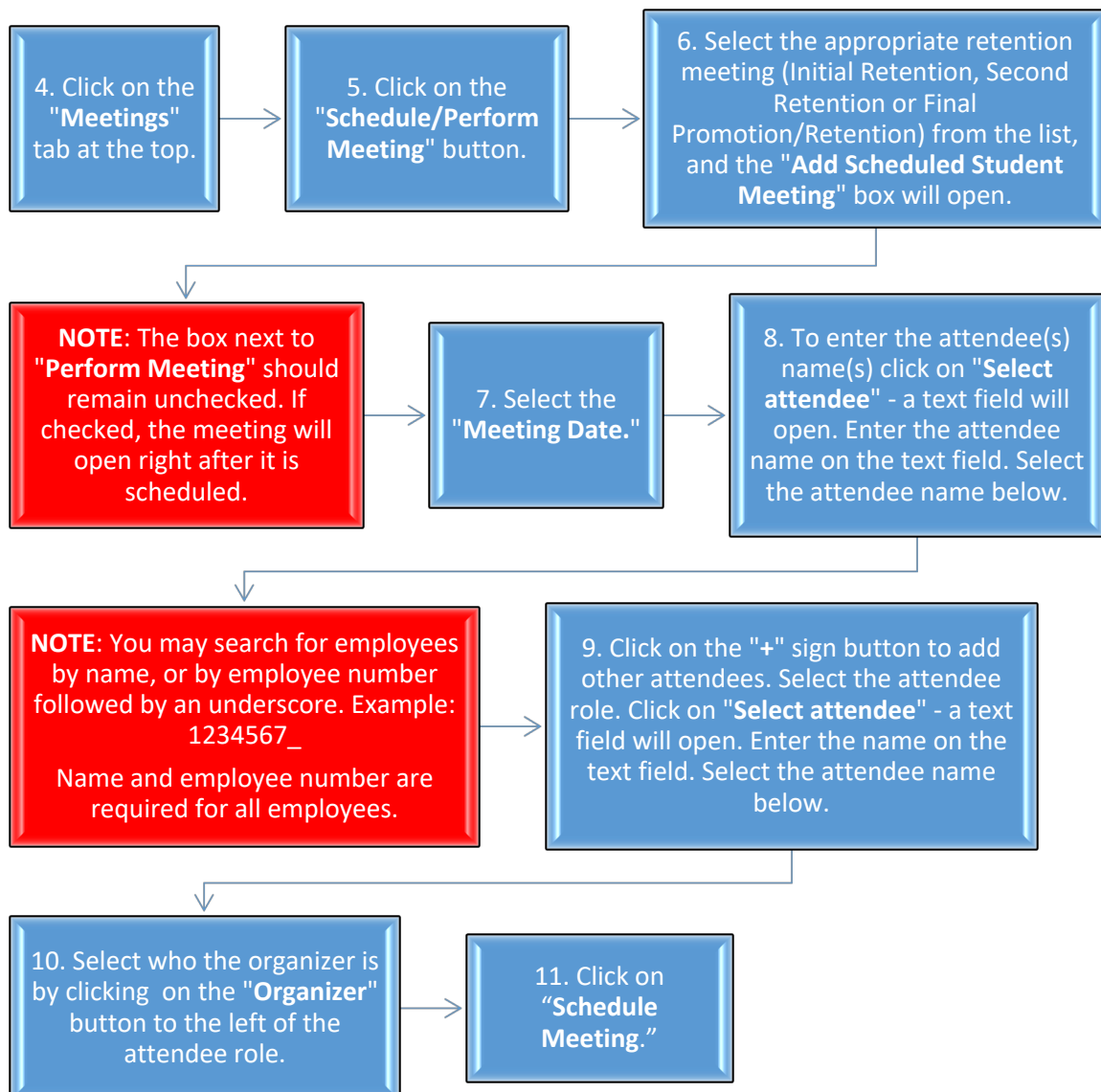
## HOW TO CONDUCT A PROMOTION/RETENTION MEETING & PRINT STUDENT MEETING REPORT

### Selecting a Student



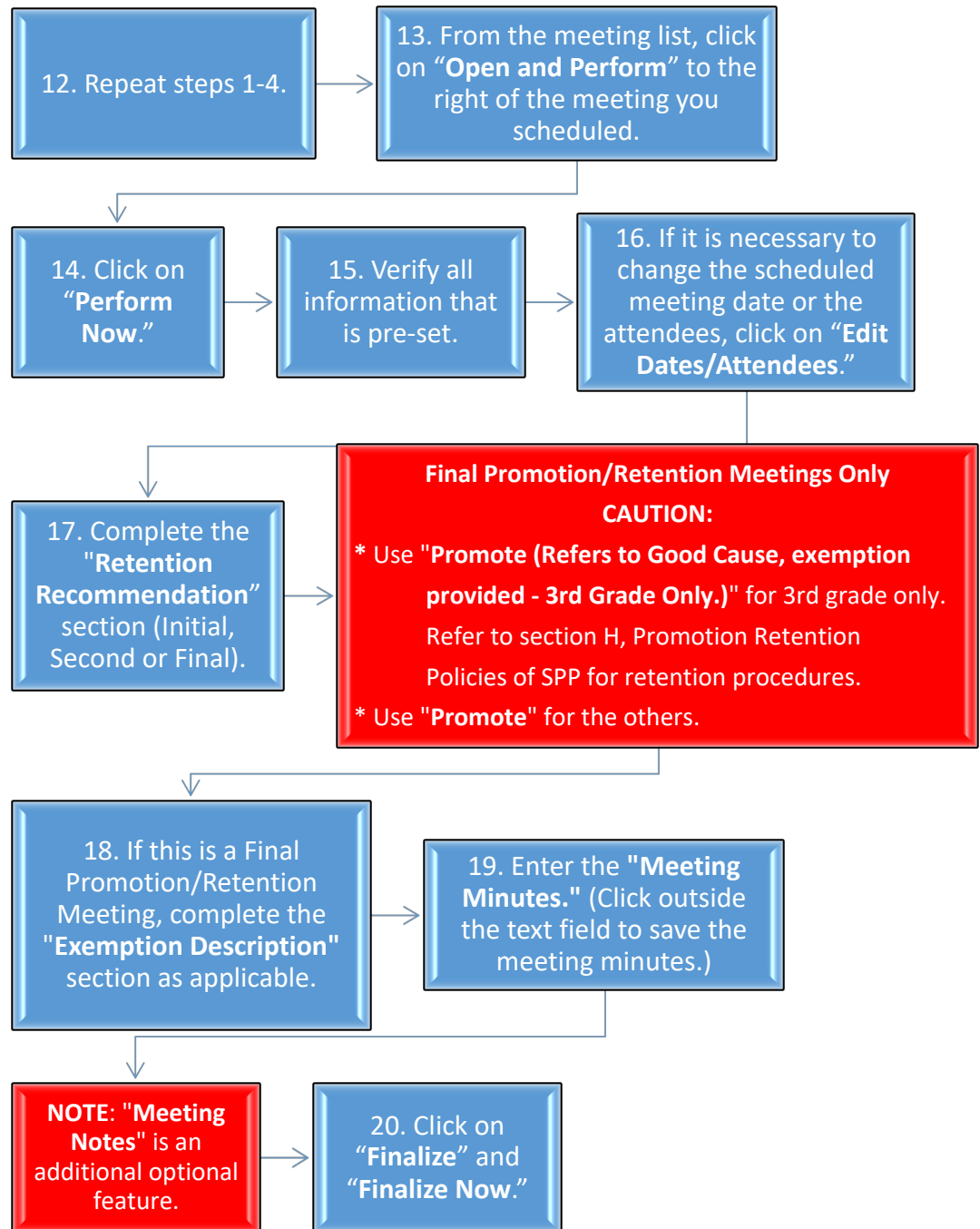
## HOW TO CONDUCT A PROMOTION/RETENTION MEETING & PRINT STUDENT MEETING REPORT

### Schedule a Retention Meeting



## HOW TO CONDUCT A PROMOTION/RETENTION MEETING & PRINT STUDENT MEETING REPORT

### Open and Perform a Scheduled Retention Meeting

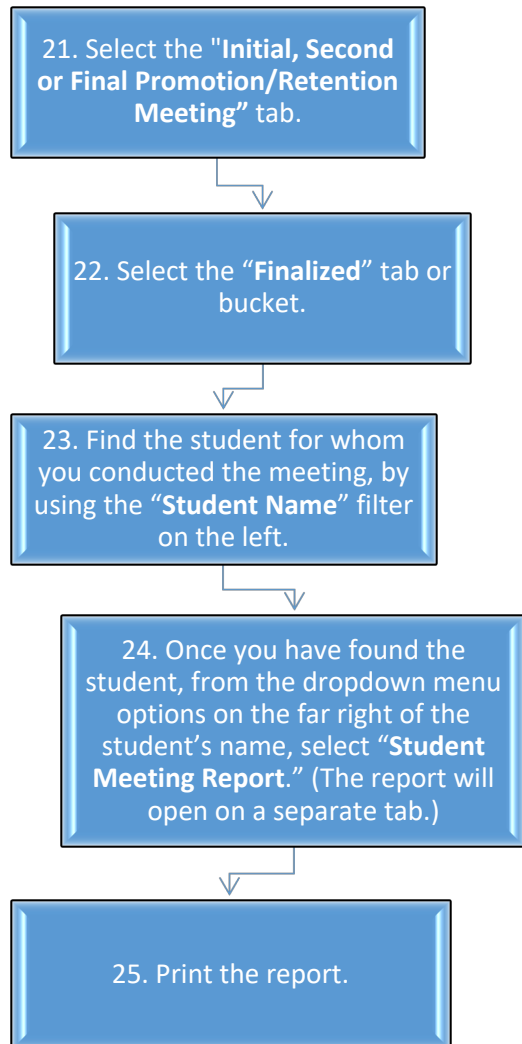


## HOW TO CONDUCT A PROMOTION/RETENTION MEETING & PRINT STUDENT MEETING REPORT

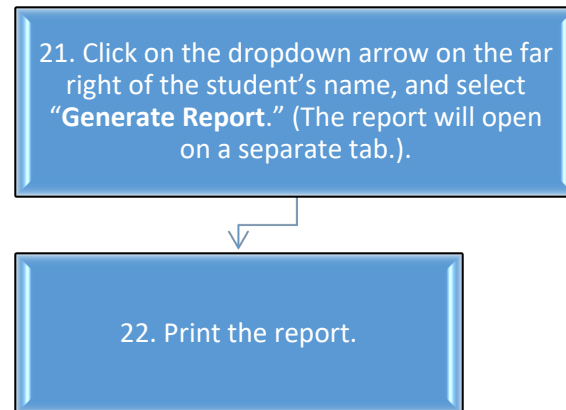
### Print the Student Meeting Report

**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.