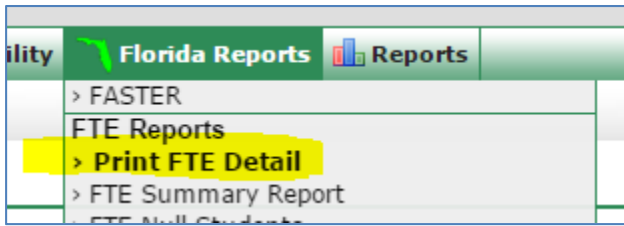
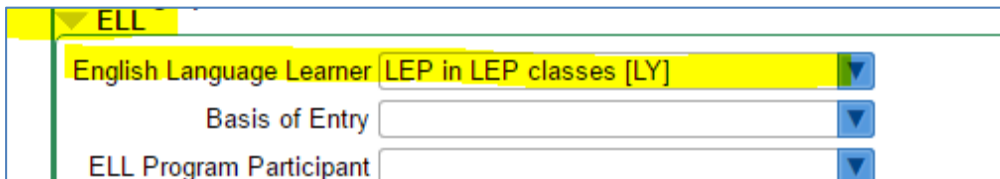


# How to Print ESOL Educational Plans

1. Click on Florida Reports
2. Click on Print FTE Detail



3. Click on More Search Options
  - a. Click on ELL
  - b. English Language Learner = LY
  - c. If you want to print it for a single student you can list the students ID or name in the More Search Options.



4. Select All students
5. Select the proper Survey (i.e. Survey 1,2,3,4).
6. Effective Date = is the date you are printing the ELL plans
7. Marking Period = Full Year
8. Format = Course List
9. Periods in a school day
  - a. If your homeroom is in Period 00 then uncheck

A screenshot of a web application's search and filter section. It contains several options: 'All Students' (selected with a radio button), 'Students with less than 1500 minutes', and 'Students with less than 2025 minutes'. Below these is a 'Survey' dropdown menu set to 'Survey 2'. The 'Effective Date' is set to 'October 4, 2016'. The 'Marking Period' is set to 'Full Year'. The 'Format' is set to 'Course List' (selected with a radio button). At the bottom, there are checkboxes for 'Periods in the School Day' for periods 01 through 07, all of which are checked.

Example above shows a Middle School with seven periods.

10. Sort Schedule Sheets = Alphabetically by Student name
11. Letter Template = ESOL Educational Student from LH
12. **UNCHECK Both Boxes: Search ALL Schools and Include Inactive Students**
13. Click Download Schedules
  - a. Be Patient - This may take some time to download

Sort Schedule Sheets Alphabetically by Student Name ▼

Letterhead Template ESOL Educational Student Form LH ▼

☐ Print Multiple Copies for Custodial Contacts at Separate Addresses

☐ Search All Schools

☐ Include Inactive Students

Download Schedules Reset

Once the report is created you have **two options**:



Option 1. Print the ESOL Educational Plans

Option 2. Download the report and save as a PDF

1. Downloading will take another few minutes.
2. The Save As box will appear.
3. Save the file in the location of your choice

File Name should contain: LY ESOL Educational Plan (MM/DD/YY) that the report was run. Once you've downloaded the report to a PDF you can then print the report.

