JOB AID
PROCESSING ESY PARENT CONFIRMATION LETTERS RECEIVED AT SCHOOL

Step 1	
	ESY Applications Student ID [ ] School Year [2017 ▾] LD [All ▾] **3** Last Name [ ] First Name [ ] Date of Birth [ ] Cur School [Select School ▾] Application Status [All ▾] **2** Entered Date from [ ] **1** to [ ] [Search] [Download] **From the window above, school staff with access will be able to Search for:** • **A specific student using student ID or name/DOB information (Note: The "M" or "F" within the student ID must be capitalized when searching for a student)** • **The entire school** • **By using the filters as shown in 1, 2 and 3**

Step 2	**The dashboard will display the students' information in the format below:**
	<table><tr><th>Student ID</th><th>First Name</th><th>Last Name</th><th>Date of birth</th><th>LD</th><th>Cur School</th><th>ESY School</th><th>Res School</th><th>App Entered</th><th>Status</th></tr><tr><td>010210F006</td><td>Student</td><td>Student</td><td>01/02/2010</td><td>C</td><td>24TH ST EL</td><td>RFK AMBSDR-GLOBAL EDUC</td><td>24th St El</td><td></td><td>No Response</td></tr></table>
	• **If the Status is "Active", "Discharged", or "Pending", then a parent/guardian has completed the confirmation via the parent portal**
	• **If the Status is "No Response" confirmation has not been received**
Step 3	**For individual student confirmation intake:**
	Click Anywhere on the student row of the dashboard:
	• **Complete online confirmation per the hard copy Parent Confirmation Letter (PCL)**
	• **Be sure to include your initials, date PCL was received at the school as well as any relevant notes, into the comment box at the bottom**
	Click "Submit"
	• **Upload the letter to Welligent refer to Uploading Letters Job Aid**
	• **File the letter in the student CUM**