

IOBAID

PROCESSING ESY PARENT CONFIRMATION LETTERS RECEIVED AT SCHOOL

Step 1

The screenshot shows the 'ESY Applications' search interface. It includes the following fields and controls:

- Student ID:** Text input field.
- Last Name:** Text input field.
- Cur School:** Dropdown menu with 'Select School' as the current selection.
- Entered Date:** Two date input fields labeled 'from' and 'to'.
- Search and Download:** Two buttons at the bottom left.
- School Year:** Dropdown menu with '2017' selected.
- First Name:** Text input field.
- Application Status:** Dropdown menu with 'All' selected.
- LD:** Dropdown menu with 'All' selected.
- Date of Birth:** Text input field.

Three yellow callout boxes with blue arrows point to specific elements:

- 1:** Points to the 'Cur School' dropdown menu.
- 2:** Points to the 'Application Status' dropdown menu.
- 3:** Points to the 'LD' dropdown menu.

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:

Student ID	First Name	Last Name	Date of birth	LD	Cur School	ESY School	Res School	App Entered	Status
010210F006	Student	Student	01/02/2010	C	24TH ST EL	RFK AMBSDR-GLOBALEDUC	24th St El		No Response

- 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

