

Searching for a Student

Information

1. From the **Index**, expand the **Student Information** folder by clicking on the plus (+) sign.
2. Select the **General** folder.
3. Enter search criteria in the **Search** tab by entering a student's last name and clicking the **Go** button, or by using the **Advanced Search** and entering more specific information in the gray search area to the right. Click the **Search** button when finished.
4. A list of students that matched the input criteria will appear in the **Search** index on the left.
5. Select the appropriate student.

Enter ELA School Information

1. Select the **ELA School Tab**.
Fill in the information as the parents have indicated on the **Home Language Questionnaire (HLQ)**.
Use the pull-down options on the ELA School tab to enter the parent responses to **all four (4) questions**.

1. Use the information collected on the **Home Language Questionnaire (HLQ)** to enter data in the IC ELA School Tab
2. Enter responses to questions 1-4 in the IC ELA School Tab for **every** student.

Secretaries must bubble in this information!

Parents must sign the form!

Home Language Questionnaire (HLQ)

All students *new* to the District including ECE and Kindergarten students.

- Must fill out a **HLQ** form.
- Remember to have parents sign the **HLQ**.
- Remember to bubble in student ID, school number, date of registration and “New Form”.
- Enter the data from HLQ questions 1-4 into the ELA School Tab in IC (Infinite Campus).
- **Make a copy for school records and send the form to the Test Processing Center at Hilltop in your Red HLQ/PPF Daily Mailer.**

Secretaries must bubble in this information!

Parents must sign the form!

Don't forget to have your Principal sign the form!

Parent Permission Form (PPF)

All students (**except ECE**) new to the District who answer **YES** to **HLQ Question 1**.

- Must fill out a Parent Permission form (PPF).
- **Make a copy for school records and send the form to the Test Processing Center at Hilltop in your Red HLQ/PPF Daily Mailer.**