

HB 4545 ALC STUDENT PLAN REVIEW AND DOCUMENTATION

August 2022



ALC & ALC 2+ Meetings for Special Education students will be documented through **IEP Plus.**

The following steps do not apply for
ARD ALC Meetings.

1. From Tango, go to gears on the upper-left corner, and select HB 4545.

Info

Campus

Staff

Students

Assessments

STAAR Profile

Assessments

KENTRO

STAAR

TELPAS

LION

TPRI/TJL

CPALLS

Maintenance

Counseling

Student Review and Testing

STAAR Remediation

Inventory

HB 4545

K11

Kentro 2.0 Assessment Creator

Reports

Tango Central Reports

Toolbox

Curriculum

TX-KEA

State Accountability

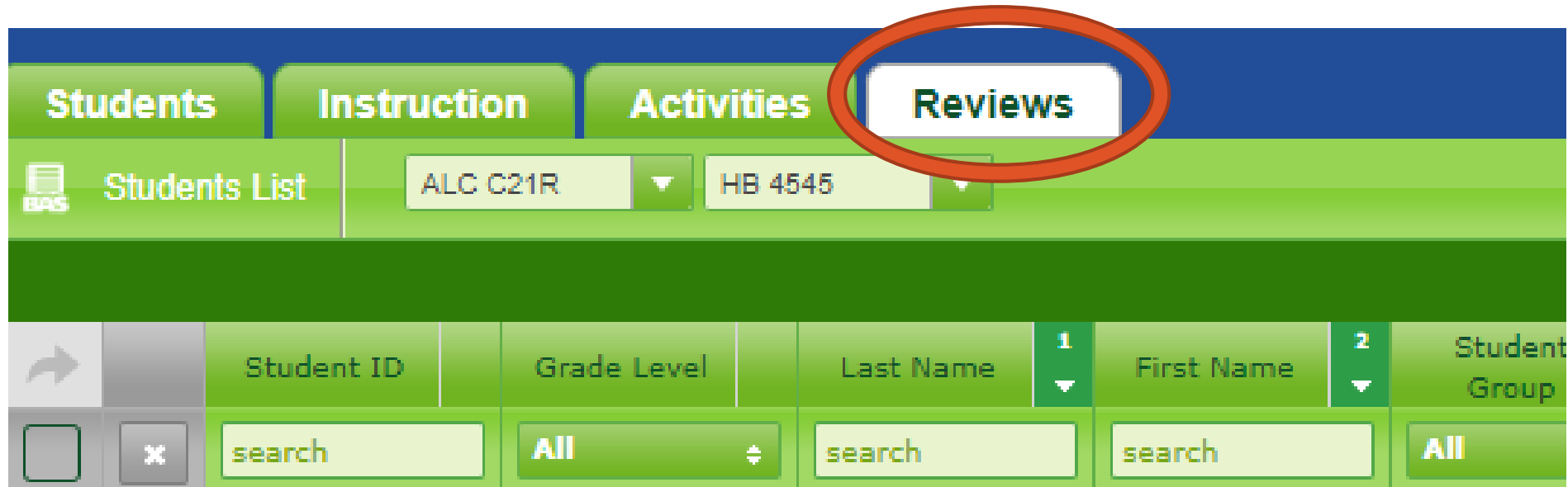
Student Groups

TEA Statewide Reports

Library

	2	Cutpoints				Da
						All
2-23	21	15	70 ±2	19	90 ±1	08-1
2-23	31	22	70 ±2	28	90 ±1	08-1
2-23	34	24	70 ±2	31	90 ±1	08-1
2-23	36	26	70 ±2	33	90 ±1	08-1
st-Test	10	7	70 ±1	9	90 ±1	08-0
st-Test	10	7	70 ±1	9	90 ±1	08-0
st-Test	10	7	70 ±1	9	90 ±1	08-0
st-Test	10	7	70 ±1	9	90 ±1	08-0
st-Test	10	7	70 ±1	9	90 ±1	08-0
st-Test	10	7	70 ±1	9	90 ±1	08-0
st-Test	10	7	70 ±1	9	90 ±1	08-0
13	10	7	70 ±0	0	0 ±0	07-2

2. Select "Reviews" tab.



The screenshot displays a software interface with a blue header bar containing four tabs: 'Students', 'Instruction', 'Activities', and 'Reviews'. The 'Reviews' tab is highlighted with a red oval. Below the tabs is a green bar with a 'Students List' button (accompanied by a small icon) and two dropdown menus showing 'ALC C21R' and 'HB 4545'. A dark green horizontal bar separates this from the table below. The table has columns for 'Student ID', 'Grade Level', 'Last Name', 'First Name', and 'Student Group'. The 'Last Name' and 'First Name' columns have small numbers '1' and '2' above them, respectively, and dropdown arrows. Below the table header is a row of search and filter controls, including a checkbox, a close button (X), search input fields, and 'All' filter buttons.

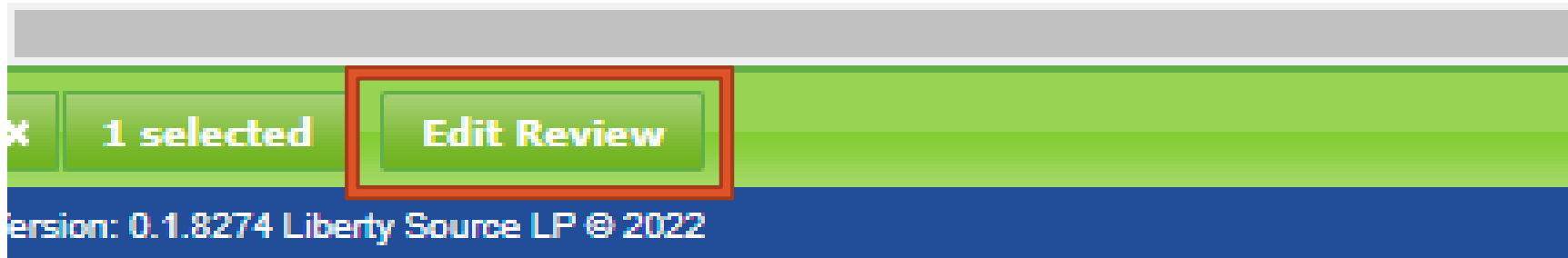
	Student ID	Grade Level	Last Name	First Name	Student Group
<input type="checkbox"/>	<input type="text" value="search"/>	<input type="button" value="All"/>	<input type="text" value="search"/>	<input type="text" value="search"/>	<input type="button" value="All"/>

3. Select the row number associated with the student being reviewed.

The screenshot shows a software interface with the following components:

- Tabs:** Students, Instruction, Activities, Reviews (selected).
- Filters:** Students List, ALC C21R, HB 4545.
- Table Header:** Student ID, Grade Level, Last Name, First Name, Student Group, Superintendent Designee.
- Search/Filter Row:** search, All, search, search, All, All.
- Row List:** 1, 2, 3, 4, 5, 6 (checked), 7, 8, 9, 10, 11, 12, 13, 14, 15.
- Main Content Area:** A large orange rectangle.

4. Select the “Edit Review” button from the lower left-hand corner.



5. Update general meeting information.

G05 | ER Accelerated Learning Plan Review

Plan

Type

Notice Date

Scheduled Date

Modality

Review Date

Parent

First Name

Last Name

Parent

First Name

Last Name

Address 1

Address 2

City

99999

(999) 999-9999

Mathematics Did Not Meet

Summer School

Instruction

Day(s)

Modality

Time

Waiver Approved

Date

Select options

Before

Select options

In-Person

45

M

Pending

08-29-2022

Select options

Superintendent Designee

ALC Members

Approved Status

Approved Date

Status

Status Date

Gonzales, Maria

Select options

Pending

08-19-2022

Open

08-19-2022

Cancel

Save

6. Update ALI Plan information.

G05 | ER

Accelerated Learning Plan Review

Plan

Type

Notice Date

Scheduled Date

Modality

Review Date

Parent

First Name

Last Name

ALC C2...

HB 4545

08-29-2022

08-29-2022

In-Person

08-29-2022

Parent

Parent

First Name

Last Name

Address 1

Address 2

City

99999

(999) 999-9999

Mathematics

Did Not Meet

Select options

Before

Select options

In-Person

45

M

Pending

08-29-2022

Select options

Superintendent Designee

ALC Members

Approved Status

Approved Date

Status

Status Date

Gonzales, Maria

Select options

Pending

08-19-2022

Open

08-19-2022

Cancel

Save

7. Update ALC Member Participation and Plan Approval.

G05 | ER Accelerated Learning Plan Review ✕

Plan: ALC C2... Type: HB 4545 Notice Date: 08-29-2022 Scheduled Date: 08-29-2022 Modality: In-Person Review Date: 08-29-2022

Parent: Parent First Name: Last Name: Address 1: Address 2: City: 99999 (999) 999-9999

Mathematics Did Not Meet Summer School: Select options Instruction: Before Day(s): Select options Modality: In-Person Time: 45 M Waiver Approved: Pending Date: 08-29-2022

Select options

Superintendent Designee: Gonzales, Maria ALC Members: Select options Approved Status: Pending Approved Date: 08-19-2022 Status: Open Status Date: 08-19-2022

Cancel Save

Please see pages 15-16 for more information about assigning member roles.

8. Select the "Save" button to record meeting, plan, ALC member participation, and plan approval.

G05 | ER Accelerated Learning Plan Review

Plan: ALC C2... Type: HB 4545 Notice Date: 08-29-2022 Scheduled Date: 08-29-2022 Modality: In-Person Review Date: 08-29-2022

Parent: Parent First Name: Last Name: Address 1: Address 2: City: 99999 (999) 999-9999

Mathematics Did Not Meet Select options Before Select options In-Person 45 M Pending 08-29-2022

Select options

Superintendent Designee: Gonzales, Maria ALC Members: Select options Approved Status: Pending Approved Date: 08-19-2022 Status: Open Status Date: 08-19-2022

Cancel Save

9. To print the updated plan, go back to the "Reviews" tab, select row number associated with student, and click print.

Students | **Instruction** | **Activities** | **Reviews**

Students List ALC C21R HB 4545 Search for Student **Print** **Export**

						HB 4545										
	Student ID	Grade Level	Last Name	First Name	Student Group	Superintendent Designee	Plan	Type	Subject	Approved	Approved Date	Status	Status Date	Created	School Name	
<input checked="" type="checkbox"/>	search	All	search	search	All	All	All	All	All	/	All	All	All	All	MARTIN EL	

10. Select "ALC Review Packet" and Click Print.

The screenshot shows a software window titled 'Options' with a green header bar. Below the header, there are radio buttons for 'Grid Print' and a 'Reports' section. The 'Reports' section contains a list of report options, with 'ALC Review Packet' selected and marked with a red asterisk. To the right of the list is a preview of the report, which includes a table of student data and a section for 'HB 4545 Accelerated Learning Student List'. Below the preview, there is a text box for 'Title' and a larger text box for 'Note'. At the bottom right, there are 'Print' and 'Cancel' buttons. A green bar at the very bottom of the window contains the text 'Please select one or more records before generating this report'.

Options

☐ Grid Print

Reports

- ☐ HB 4545 Parent Notification and Authorization Letter
- ☐ ALC Meeting Script
- ☒ ALC Review Packet *
- ☐ HB 4545 Accelerated Learning Plan Review *
- ☐ HB 4545 Accelerated Learning Plan Compliance Review *
- ☐ HB 4545 Accelerated Learning Student List
- ☐ Student Assessment List (V2) *
- ☐ Student Longitudinal Assessment List (V2) *
- ☐ Student State & Kentro Assessment List (V2) *
- ☐ Student Longitudinal State & Kentro Assessment List (V2) *
- ☐ Student State Assessment List (V2) *
- ☐ Student Longitudinal State Assessment List (V2) *
- ☐ Student Kentro Assessment List (V2) *
- ☐ Student Longitudinal Kentro Assessment List (V2) *

Title

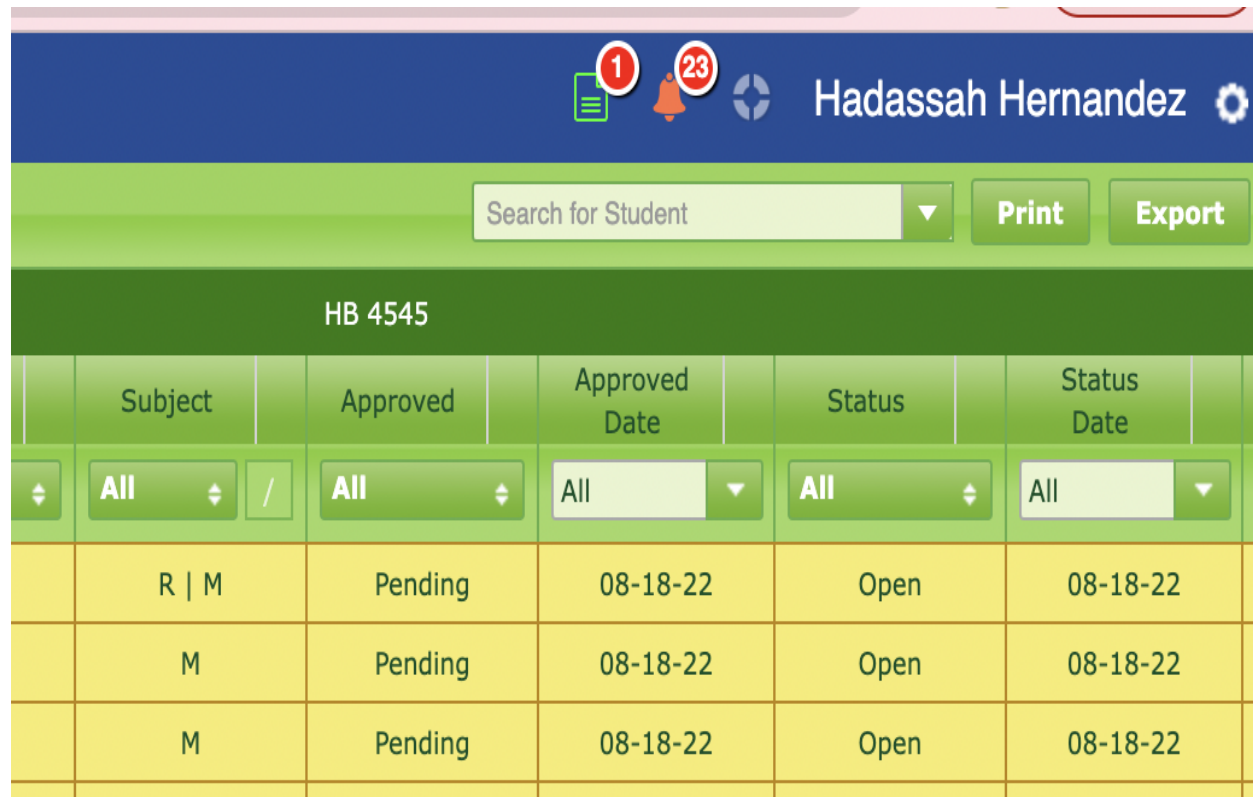
Note

* Please select one or more records before generating this report

Print **Cancel**


This will generate the entire ALC packet. You may choose to only print the needed page.

11. The document will be available in the Report Queue when there is a badge in the top right corner on the document icon. Click on the document icon.



HB 4545					
Subject	Approved	Approved Date	Status	Status Date	
All	All	All	All	All	
R M	Pending	08-18-22	Open	08-18-22	
M	Pending	08-18-22	Open	08-18-22	
M	Pending	08-18-22	Open	08-18-22	

12. When the green arrow appears, you are ready to print your PDF file.

Report Queue			
Report Queue		Pre-made Reports	ECDS
Report Queue			
		Report Name	Description
		search	search
1		ALC Review Packet	A report showing the STAAR (Spring) results of the students who are eligible for HB 4545 Accelerated Notification and Authorization Letter.

ALC member roles may be assigned through the Maintenance Module, Staff Tab. See next slide for more info. (We recommend this is completed before the meetings are held.)

The screenshot shows a web-based form titled "Accelerated Learning Plan Review". The form is divided into several sections for data entry:

- Plan Information:** Includes dropdowns for Plan (ALC C2...), Type (HB 4545), and Modality (In-Person). It also has date fields for Notice Date, Scheduled Date, and Review Date, all set to 08-29-2022.
- Parent Information:** Includes dropdowns for Parent, and text fields for First Name, Last Name, Address 1, Address 2, City, and ZIP code (99999).
- Subject and Meeting Details:** Two identical sections are visible. Each includes a subject dropdown (Mathematics and Reading are highlighted in red), a status dropdown (Did Not Meet is highlighted in red), a Summer School dropdown, an Instruction dropdown (Before), a Day(s) dropdown, a Modality dropdown (In-Person), a Time dropdown (45), a Waiver Approved dropdown (Pending), and a Date dropdown (08-29-2022).
- Approval Section:** Includes a Superintendent Designee dropdown (Gonzales, Maria), an ALC Members dropdown (with a list showing "Principal" and "Pena, Gilda Jo"), an Approved Status dropdown (Pending), an Approved Date dropdown (08-19-2022), a Status dropdown (Open), and a Status Date dropdown (08-19-2022).

At the bottom right, there are "Cancel" and "Save" buttons. A small pop-up menu is visible over the ALC Members dropdown, showing "Principal" and "Pena, Gilda Jo" with checkboxes.

HB 4545 Committee Member Role Assignments



ASSIGN HB 4545 COMMITTEE MEMBERS FOR STUDENT REVIEW PARTICIPATION

The assignment of staff members to the HB 4545 committee is necessary for those staff members who will participate in the HB 4545 Accelerated Learning Committee review process. Follow the steps referenced below to assign campus staff members to the HB 4545 ALC.

- 1 Select the row number associated with the HB 4545 Committee Member
- 2 Select the "Action" Button
- 3 Select the "Add HB4545" Option
- 4 Select the round button to Activate the staff member
- 5 Select the HB 4545 Roles dropdown menu button
- 6 Select the HB 4545 Role(s) for the staff member
- 7 Select the "Save" button to apply the HB 4545 role to the staff member

Info
Staff
Students
Assessments
STAAR Profile

Campus Staff
Print
Export

		Salutation	Last Name	First Name	Unique Staff ID	Staff ID	Role	Grade Level	Work Phone	Email/Login	Campus Name
	All	search	search	search	search	All	All	search	search	All	
1	→	Mr.	Gonzales	George		093476148	Principal		(876) 981-2043	ggonzales@iguana.org	IGUANA EL
1	✓	Mr.	Salinas	Lorenzo		094568432	Coach		(876) 981-2043	lsalinas@iguana.org	IGUANA EL
3	→										
4	→										
5	→										
6	→										
7	→										
8	→										
9	→										
10	→										
11	→										
12	→										
13	→										
14	→										
15	→										

Add Staff
Delete Staff
Add HB4545

1 selected
2 Action

Add HB4545 Member Role

Member 4
Date: 08-26-2022

Roles:

5 Select options

6

7

Cancel
Save

LPAC Representative
SpEd Representative
ARD Representative
Counselor
Principal
Principal Designee
Campus Representative

Removing HB 4545 Staff Role

1. Follow steps 1 through 3
2. Select the Member round button to remove the staff member from any HB 4545 roles
3. Select the "Save" Button to record the update

81 Records
1
Chat now