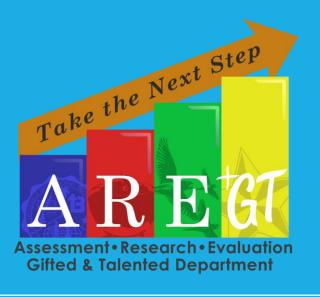
PRINTING ALC REVIEW PACKETS FROM TANGO

August 2022



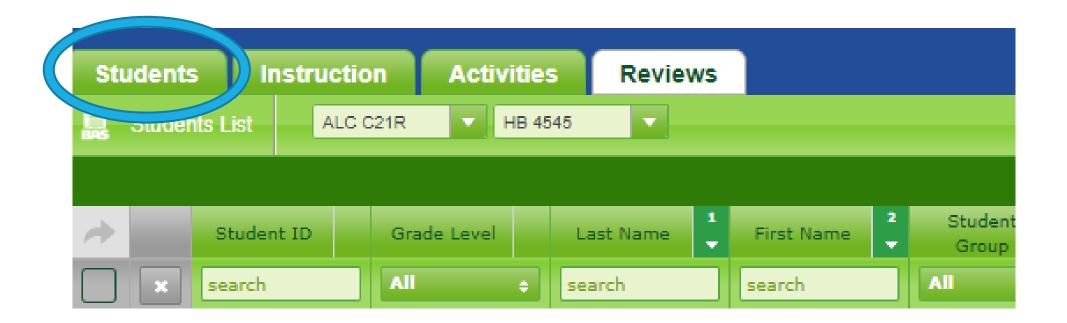
This process is to be completed prior to an ALC/ALC 2+ meeting.

Student review packets are available for regular ALC/ALC 2+ meetings and ARD ALC/ALC 2+ Meetings.

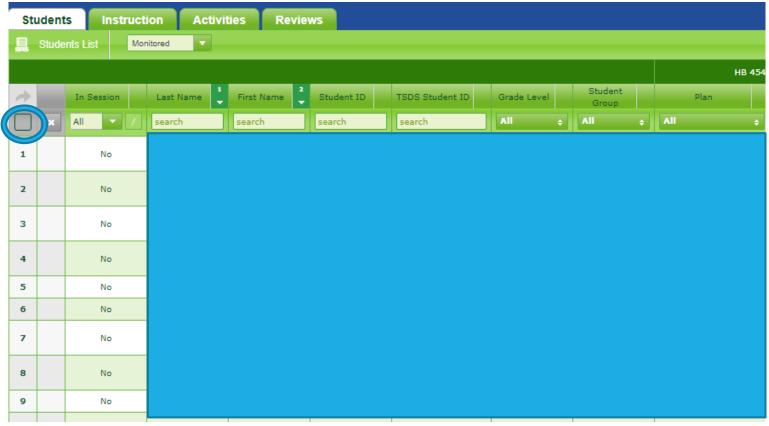
1. From Tango, go to gears on the upper-left corner, and select HB 4545.



2. Select "Students" tab.

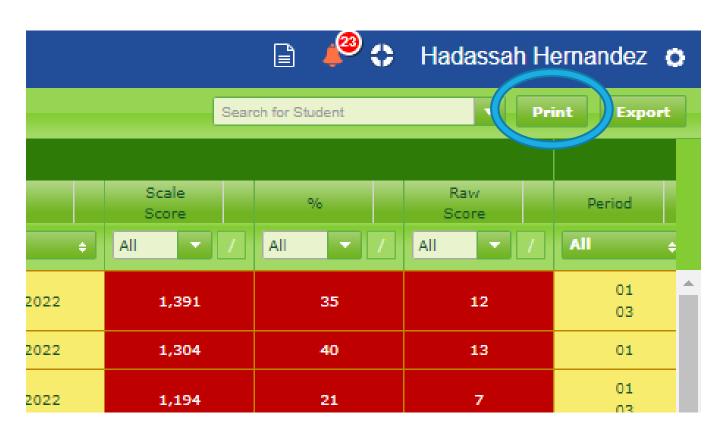


3. Select the gray box in the upper left-hand corner if you wish to print the packet for all students.

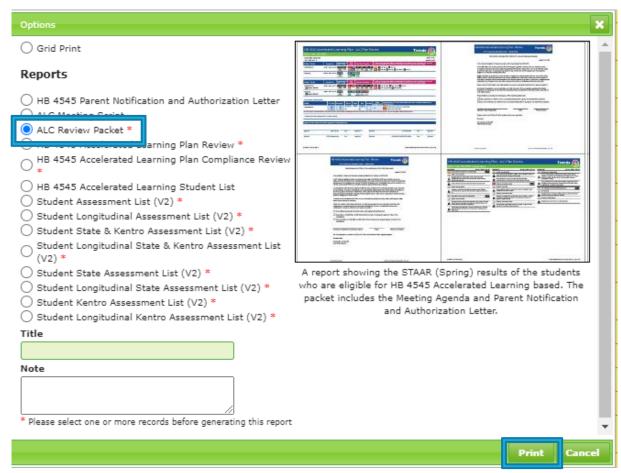


If you would like to print an individual student's packet, you can select the row associated with the student being reviewed.

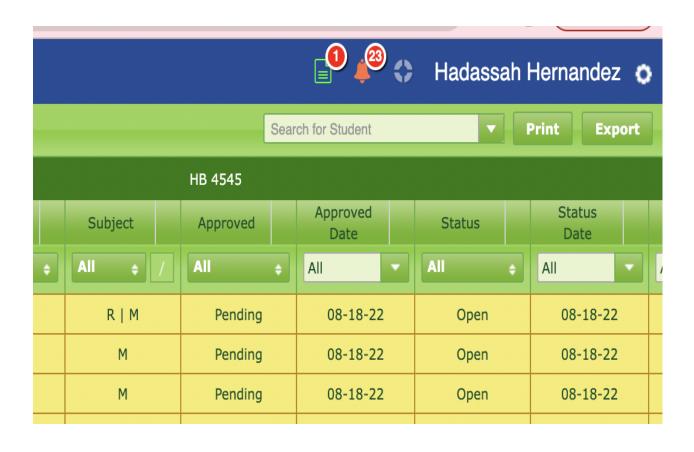
4. Click on the print button on the upper right-hand corner.



5. Select "ALC Review Packet" and click print.



6. 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.



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

