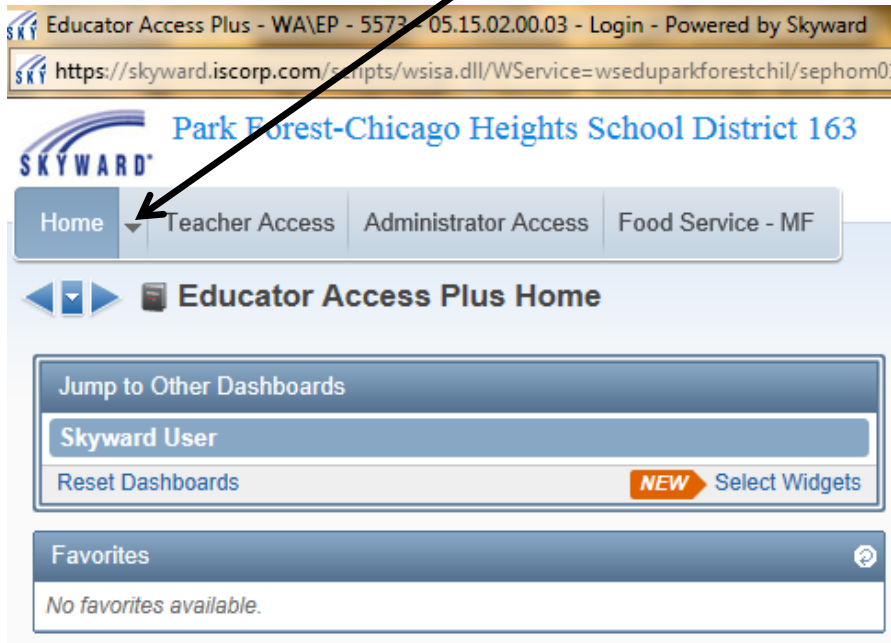
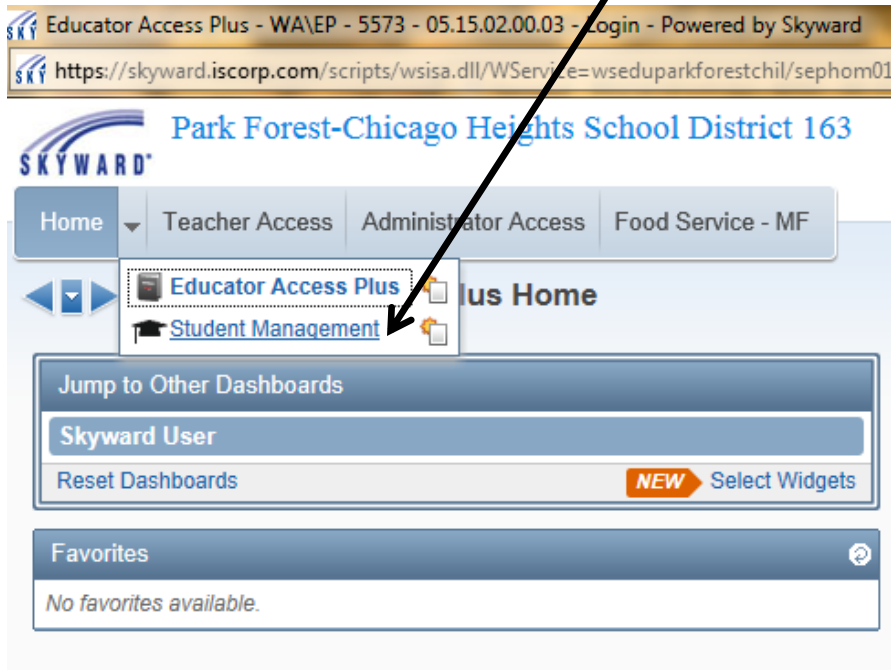


Step 1: From the Home Screen Click on the **black arrow** between Home and Teacher Access.



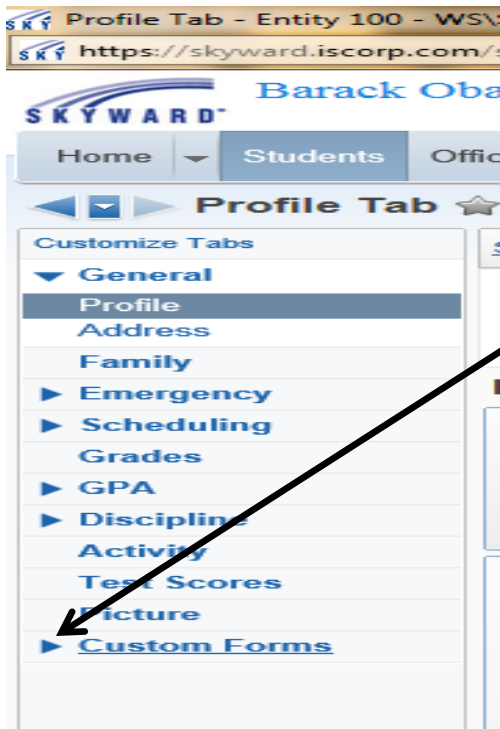
Step 2: From the drop down choose **Student Management**.



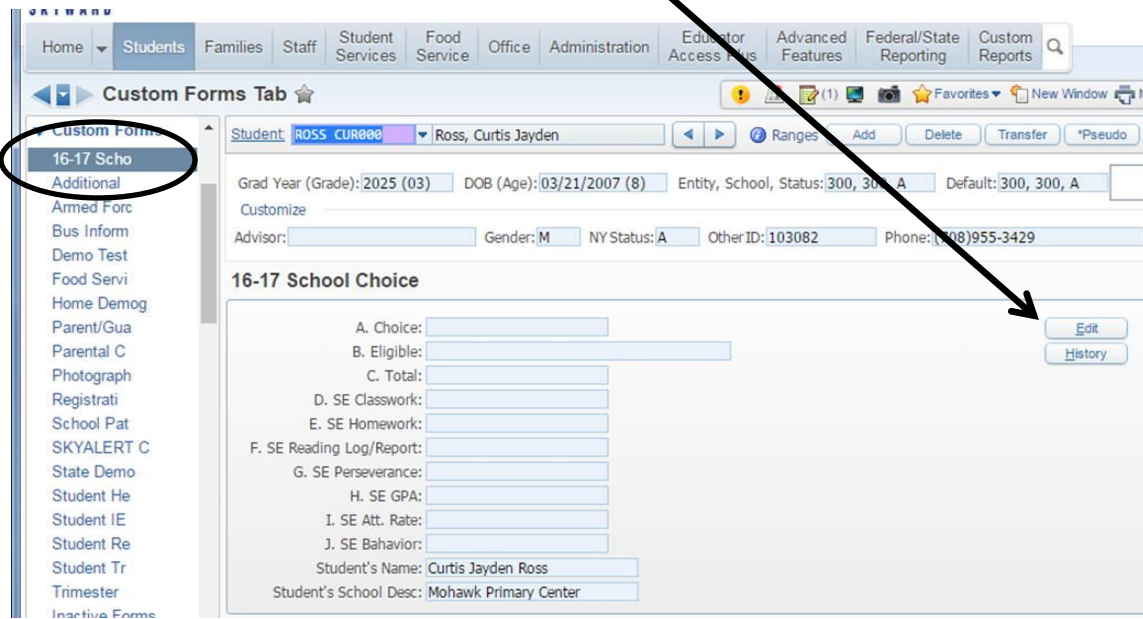
Step 3: Once in Student Management click on **Student** and then from the drop down choose **Student Profile**.



Step 4: On the left hand side of the Student Profile You will see a number of tabs, click on the **arrow** next to **Custom Forms** to open the Custom Forms tab.



Step 5: Choose the very top form labeled **School Choice 16-17 SY**. When the screen opens you should see the School Choice 16-17 SY form. Click on the **edit** button on the right hand side to edit the form.



Step 6: Edit the form and click save when done. Fill out the Total Score and all the SE fields. Leave the Eligible and the Choice fields blank. ****Make sure you click save****

Name: **Ross, Curtis J.** Gender: **Male** Grade/Grad Yr: **03/20**

School Choice 16-17 SY

Student's Name:

School:

Choice:

Eligible:

Total Score:

SE Classwork:

SE Homework:

SE Reading Log/Report:

SE Perseverance:

SE GPA:

SE Att. Rate:

SE Behavior: