



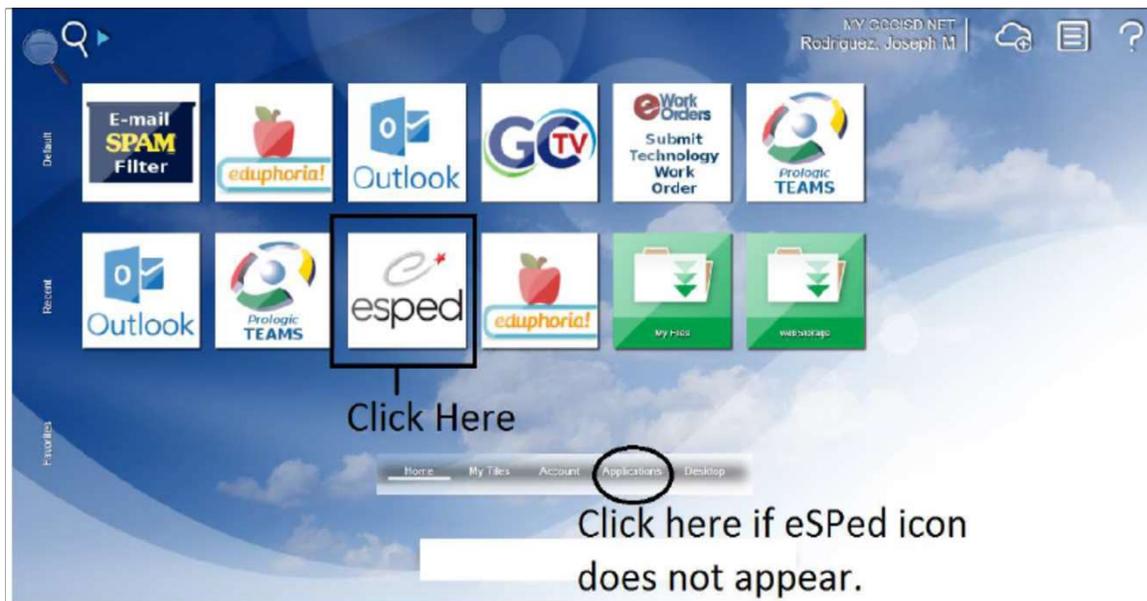
Administrator Directions for Setting Up a LPAC Meeting

FACILITATED BY BILINGUAL / ESL DEPARTMENT

Setting Up a LPAC Meeting in eStar : Step One

1. Begin by going to GCCISD employee portal and login

<https://my.gccisd.net/>

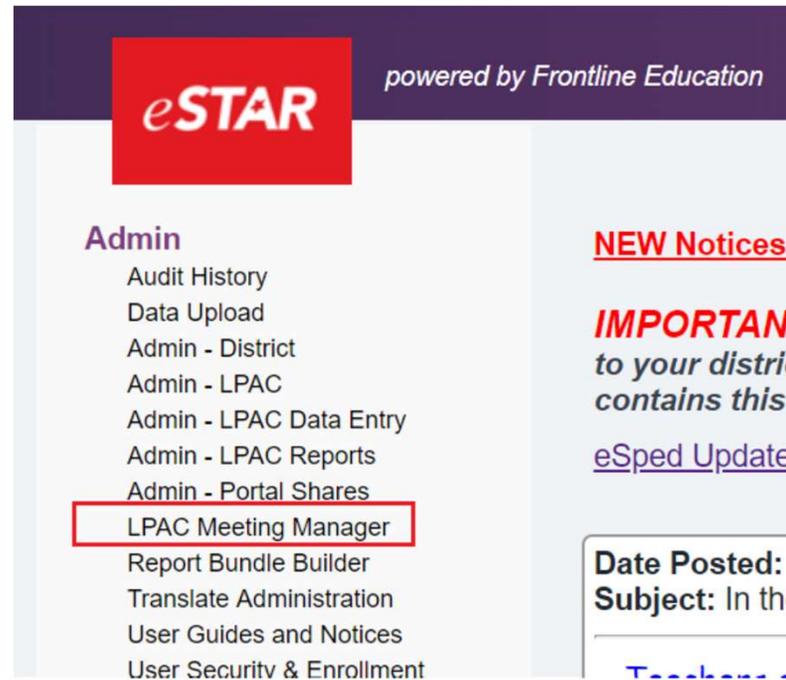


Your username is your Goose Creek email.

Your password will be the password that you use to login into the portal. If you do not see the icon, then click on the applications tab at the bottom of the screen.

Setting Up a LPAC Meeting in eStar : Step Two

2. Click on LPAC Meeting Manager.



Setting Up a LPAC Meeting in eStar : Step Three

3. Click on New LPAC Meeting.

LPAC Meetings

Search Filters:

Meeting ID:

Reason for Meeting:

Status:

Campus:

Date:

School Year:

« First ◀ Prev Next ▶ Last » Meetings: 1 - 16 of 16

		<u>MEETING ID</u>	<u>REASON FOR MEETING</u>	<u>DATE</u>	<u>SCHOOL YEAR</u>	<u>CAMPUS</u>
1.	<input type="button" value="Edit"/> <input type="button" value="Manage"/>	1st 6 weeks Monitoring LPAC	Monitoring of Students	10/11/2018	2018-2019	Gentry Juni
2.	<input type="button" value="Edit"/> <input type="button" value="Manage"/>	Transfer LPAC	Program Change/Review	06/11/2018	2017-2018	Gentry Juni

Setting Up a LPAC Meeting in eStar : Step Four

4. A pop up window will appear where you will a title for the meeting, reason, campus, date, school year, and status.

The screenshot displays the 'LPAC Meeting Information' form in eStar. The form includes fields for Meeting ID, Reason for Meeting, Campus, Date, School Year, and Status. A dropdown menu is open for the Reason for Meeting field, showing a list of options. The 'Add Default Attendees' checkbox is also visible.

Save Save & Open Cancel LPAC Meeting Information Save Save & Open Cancel LPAC Meeting Information

Meeting ID:

Reason for Meeting:

Campus:

Date:

School Year:

Status:

Add Default Attendees

Reason for Meeting dropdown options:

- End of Year
- Modified Exit Criteria for Special Education: Review
- Modified Exit Criteria for Special Education: Set Criteria
- Monitoring of Students
- Placement/Initial
- Program Change/Review
- State Assessment Review

Grade EOY LPAC 18

Grade EOY linguistic accommodations monitoring of Students 05/03/2018

Setting Up a LPAC Meeting in eStar : Step Five

5. Once the LPAC meeting is set up, click on the “MANAGE” button to enter students.

LPAC Meetings

Search Filters:

Meeting ID:

Reason for Meeting:

Status:

Campus:

Date:

School Year:

Meetings: 1 - 3 of 3

		MEETING ID	REASON FOR MEETING	DATE	SCHOOL YEAR	CAMPUS
1.	<input type="button" value="Edit"/> <input type="button" value="Manage"/>	HMJ Accommodations	Monitoring of Students	05/25/2018	2017-2018	Horace Mann Junior School
2.	<input type="button" value="Edit"/> <input type="button" value="Manage"/>	3rd Grading Period Monitoring	Monitoring of Students	01/16/2018	2017-2018	Horace Mann Junior School
3.	<input type="button" value="Edit"/> <input type="button" value="Manage"/>	MOY State Assessment LPAC	State Assessment Review		2017-2018	Horace Mann Junior School

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CLICK HERE TO ADD STUDENTS

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Setting Up a LPAC Meeting in eStar : Step Six

6. Click the “+Students” button to add students to the meeting.

The screenshot displays the 'Monitoring LPAC' interface. At the top, there are fields for 'Campus: Gentry Junior School', 'Reason/Meeting Type: Monitoring of Students', 'Date:', 'Status of Meeting: Scheduled', and 'School Year: 2018-2019'. An 'Apply Meeting Info' button is located to the right of these fields. Below the fields is a 'Notes:' section. The main content area is divided into two tabs: 'Meeting Roster' and 'Attendees (No Attendees)'. The 'Attendees' tab is active, showing a large dashed box with the text 'You have not added students to this meeting.' Inside this box, a '+ Students' button is highlighted with a black box. A callout line points from the text 'Click here to add students' to the '+ Students' button. At the bottom left, there is a 'Go to Top' link and copyright information: '© 2018 Frontline Technologies Group, LLC. All Rights Reserved. Download Time: 0.11 seconds, Round trip: 0.23 seconds, Server: 1.78 seconds'.

Setting Up a LPAC Meeting in eStar : Step Seven

7. Check the box next to the student name and then click the “add to roster” button to add students to the meeting.

Monitoring LPAC
Campus: Gentry Junior School Reason: Monitoring of Students Date:

Search Students ⓘ

Saved View: Select one of these views ▾ Delete Selected View

ELL Status: ▾ ELL Indicator: ▾

Last Name: First Name: Local ID:

Campus: Gentry Junior School ▾

Other 1:

Show Extra Filters Clear Extra Filters

+ Save as Filter View Clear Filter

1 of 166 Students Selected | First ◀ Prev Next ▶ Last ▶ LPAC Students: 🗲 1 - 166 of 166

	<input type="checkbox"/>	STUDENT NAME	LOCAL ID	CAMPUS NAME	ELL STATUS	ELL INDICATOR
1.	<input checked="" type="checkbox"/>	Abarca, Joanna	3004541	Gentry Junior School	Exited - Monitoring	S - Second Year Monitor
2.	<input type="checkbox"/>	Aguirre Escarcega, Israel	3018176	Gentry Junior School	ELL/LEP - ESL or Bilingual Program	1 - LEP
3.	<input type="checkbox"/>	Alaniz, Julio	3004479	Gentry Junior School	ELL/LEP - ESL or Bilingual Program	1 - LEP

Setting Up a LPAC Meeting in eStar : Step Eight

8. Next you will have the option to either add more students or return to the roster.

The screenshot shows the 'Monitoring LPAC' interface in eStar. At the top, it displays 'Campus: Gentry Junior School', 'Reason: Monitoring of Students', and 'Date:'. Below this is a 'Search Students' section with various filters: 'Saved View: Select one of these views', 'ELL Status', 'ELL Indicator', 'Last Name', 'First Name', 'Local ID', 'Campus: Gentry Junior School', and 'Other 1'. There are buttons for 'Find Student(s)', '+ Save as Filter View', and 'Clear Filter'. A 'Show Extra Filters' button is also present. Below the filters is a table with columns for 'STUDENT NAME' and 'LOCAL ID'. The table lists four students: 1. Aguirre Escarcega, Israel (3018176), 2. Alaniz, Julio (3004479), 3. Albarran, Ruby (3030939), and 4. Alvarado, Crystal (3031316). A 'Success!' dialog box is overlaid on the table, stating 'You have successfully added 1 student to your roster!' and asking 'Do you want to:' with two options: 'Add more students' and 'Return to roster'.

	STUDENT NAME	LOCAL ID
1.	Aguirre Escarcega, Israel	3018176
2.	Alaniz, Julio	3004479
3.	Albarran, Ruby	3030939
4.	Alvarado, Crystal	3031316