

## ELlevation Access Form

ELlevation is a secure web-based system for documenting and monitoring ESOL services for English Language Learners (ELLs). All documentation in ELlevation is required in order to meet the state and district ESOL program requirements as per the approved District ELL Plan. Each school is allotted **two** users per school.

This form is to be completed for **access** to ELlevation and returned to **ellevationrequest@browardschools.com**

<b>School Name</b>			
<b>*Location Number</b>			
<b>Administrator Name</b>			
<b>Administrator Signature</b>		<b>Date</b>	

\*For Charter Schools only: **One** form must be completed per MSID (Location Number).

**NEW Users** – A **new** Staff member assigned the role of ESOL Contact at your school and responsible for updating and maintaining accurate records in ELlevation.

<b>Full Name</b> (Last Name, First Name)	<b>Outlook Email</b> (School Issued Email)	<b>Job Title</b>

**CURRENT Users** - A **current** Staff member assigned the role of ESOL Contact at your school and responsible for updating and maintaining accurate records in ELlevation.

<b>Full Name</b> (Last Name, First Name)	<b>Outlook Email</b> (School Issued Email)	<b>Job Title</b>

☐ Please check box if **identified personnel attended ELlevation training.**

Login information will be emailed to the **identified personnel** with a copy to the **school administrator**.

**INACTIVE Users** – A Staff member **no longer** needing access, has left the school or is no longer responsible for updating and maintaining ESOL records.

<b>Full Name</b> (Last Name, First Name)	<b>Outlook Email</b> (School Issued Email)	<b>Job Title</b>