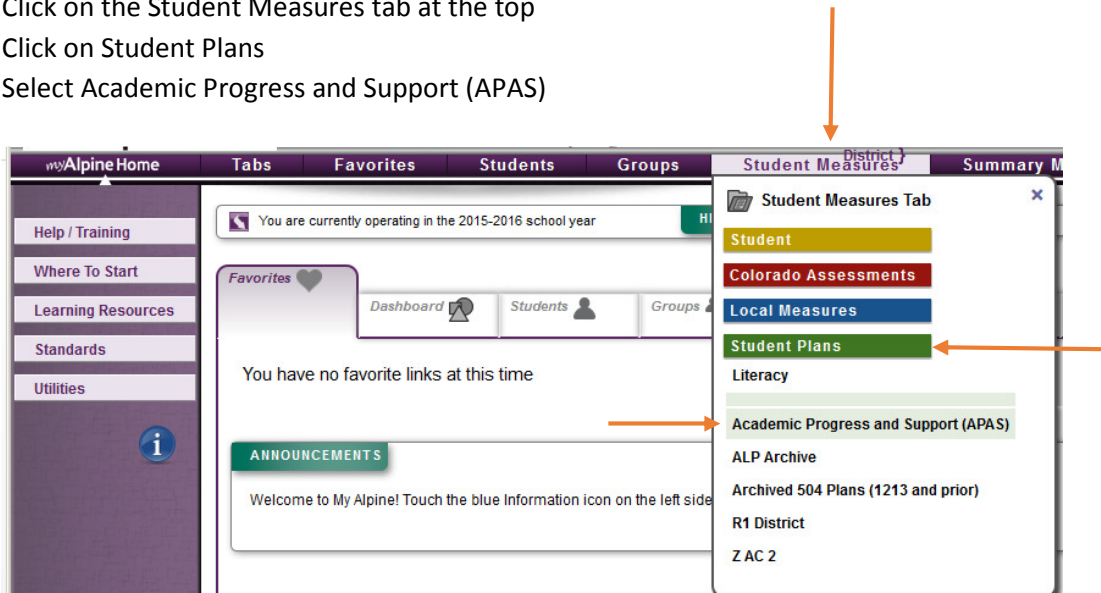
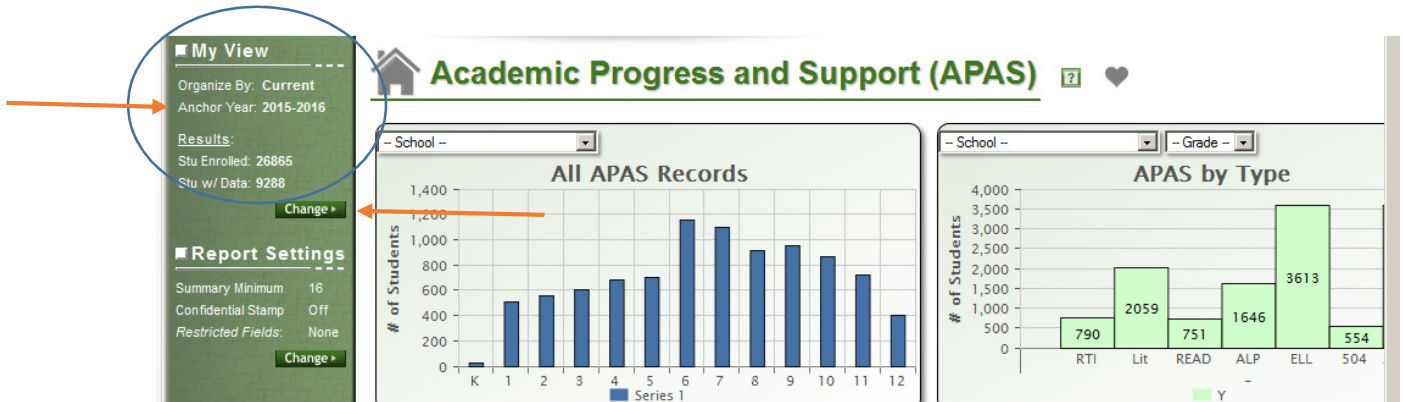


**Instructions on how to access the list of 504 students in your building:**

- Log on to Alpine
- Click on the Student Measures tab at the top
- Click on Student Plans
- Select Academic Progress and Support (APAS)



- On the left hand side, look under the section My View
- Make sure 2015-2016 is selected for the Anchor Year. If needed, select Change to update the information.



- Click on Go To Multiple Measures
- Select Roster Templates

The screenshot shows the APAS dashboard with two charts and a navigation menu. The left chart, 'All APAS Records', is a bar chart showing the number of students by grade level from K to 12. The right chart, 'APAS by Type', is a bar chart showing the number of students for various APAS types: RTI (790), Lit (2059), READ (751), ALP (1646), ELL (3613), and 504 (554). The navigation menu on the left includes 'Report Settings', 'Help / Training', 'Where To Start', 'Learning Resources', 'Standards', and 'Utilities'. The main navigation area includes 'Student Data (View/Enter/Edit) >> Browse - OR - Lookup: Search by Student Name or ID', 'Summarize | Analyze: Rosters, Quick Graphs, Summary Reports, Go To Multiple Measures', 'Meaning/Action Resources: General Resources, Our Resources, Learning', and 'Manage This Measure: Report Setup'. The 'Go To Multiple Measures' button is circled in orange, and a sub-menu is open showing 'Roster Templates', 'Dashboard Templates', and 'Portfolio Templates'. An orange arrow points to 'Roster Templates'.

- Select the Others' Templates Tab
- Scroll down the list (about the 12<sup>th</sup> one down) and select Students on 504's
- Click on the Run symbol

The screenshot shows the 'Roster Templates' page. The 'Others' Templates tab is selected and circled in orange. The table below lists various templates with columns for Actions, Active, Run, Roster Name, Notes, Owned By, Created, Updated, and Shared. The 'Students on 504's' row is circled in orange, and the 'Run' button for that row is highlighted with an orange arrow.

Actions	Active	Run	Roster Name	Notes	Owned By	Created	Updated	Shared
			IReady Data		Wiggins	11/12/2014	11/13/2014	11/13/2014
			TCAP Achievement, Growth, Subscores		Kimberly Wiggins	10/30/2014	11/12/2014	11/12/2014
			Students on 504's		Kimberly Wiggins	08/12/2014	10/29/2014	10/29/2014
			READ plan students		Kimberly Wiggins	10/08/2014	10/08/2014	10/08/2014
			Secondary Lit Data		Teague, Victoria	09/18/2014	10/08/2014	10/08/2014
			BREL ILP and READ plans		Kimberly Wiggins	09/30/2014	09/30/2014	09/30/2014
			2014-2015 ILP Determination for Secondary Literacy		Jirik, Shirley	08/13/2013	09/26/2014	09/26/2014
			Secondary Literacy, TVK8		Kimberly Wiggins	09/23/2014	09/23/2014	09/23/2014

- Select Run Report
- The report downloads as an Excel document

The screenshot displays the 'Roster Templates' interface. On the left is a sidebar with navigation options: 'Organize By: Current', 'Anchor Year:', 'School: Sunset Middle', 'Results: Stu w/ Data: 594', 'Report Settings' (with sub-options for Summary Minimum, Confidential Stamp, and Restricted Fields), and 'Help / Training', 'Where To Start', 'Learning Resources', 'Standards', and 'Utilities'. The main content area is titled 'Roster Templates' and includes a 'Return to myAlpine Home' link and a 'Return To Roster Templates' link. Below these is a 'View Spreadsheet Layout' button. The main content area is titled 'Students on 504's' and contains several sections: 'Current View' (Current students at Sunset Middle), 'Runtime Options' (Anchor Year For The Report: 2015-16, Which Students?: Students with data, Output Type: Excel (XLSX)), and 'Advanced Options' (Save my settings for this roster: unchecked, Always show: unchecked). A 'Run Report' button is located at the bottom right of the 'Advanced Options' section and is circled in red with an arrow pointing to it. Below the 'Run Report' button is a '- OR -' link and a 'Default to system settings' button.