Accessing ALS Monitoring Forms

A. Go to Google Drive: drive.google.com
  - Click 'Shared with Me'
  - Access your school's ALS folder (i.e. Edgemont EL – ALS)

B. Locate the master copy of the Monitoring Form

C. Make a copy of the master document for each student in monitoring.
  - Rename with student names (i.e. Jane Doe Monitoring Form)

D. Drag and drop all the monitoring forms into the monitoring folder.
  - Share monitoring form with student's teacher.