

Twilight Process

All links and/or forms can be found at the Twilight Website: <https://www.austinisd.org/twilight>

Step 1: Student is referred to program by counselor, administrator or administrative designee. A referral form is submitted for each student by filling out an electronic referral form using the following link: [Click on provided link to site & then HS or MS Referral Form.](#)

- Prior to student attending program, meet with student to discuss course(s) needed.
- Copies of the referral form can be saved in email folder, printed or saved on computer.
- Edits can be made to referral form after submission.

Step 2: Student attends program before or after-school. Student is required to sign-in using the paper sign-in sheet and complete brief orientation with teacher. During orientation, student/teacher should review student expectations; also watch orientation videos if applicable.

Step 3: Take attendance in Roster Based Program (RBP) via eCST. If student name is not already in the RBP, the teacher or other staff member will need to add the student to the RBP. (See handout on Twilight website for instructions on how to take attendance and add students to RBP).

Step 4: Teachers or other staff members will look up student information using the Twilight Referral Spreadsheet. Student may or may not already be assigned to a course. To search for course(s) that were recommended for student go to the following link: <http://tinyurl.com/ydhptnr9>

****If student is not assigned a course in Edgenuity, the teacher must assign a course.*

Step 5: Once a student completes a course, the teacher is to verify that the student has completed all requirements and has passed the final exam with a 70 or higher. The teacher will then enter the record for course grade in the grade-sheet form by clicking on the following link: [Click on provided link to site & then HS/MS Twilight Grade Sheet.](#)

Step 6: Once grade-sheet is received by Twilight Office, Judy Tovar will then send a copy of the grade-sheet to the campus registrar, counselor, teacher, project specialists and administrator. The registrar will ensure students' grade is transcribed.