



**Editing and Writing IEPs**

In the *Student Services* view,

1. Click the **Student** Top Tab, and find the student.
2. Click the **Plans** side tab
3. Select the IEP you wish to edit. SD73 IEPs are named: **73-IEP-YYYY-V#**  
You should only edit Active or Draft IEPs

PlanName	Status	StartDate	EndDate	Plan review date
<input checked="" type="checkbox"/> 73-IEP-2019-V1	Draft	03/09/2018	26/06/2019	04/12/2018
<input type="checkbox"/>	Previous	02/10/2017	29/06/2018	
<input type="checkbox"/>	Previous	30/10/2016	30/06/2017	
<input type="checkbox"/>	Previous	30/11/2015	30/06/2016	
<input type="checkbox"/>	Previous	26/11/2015	29/11/2015	
<input checked="" type="checkbox"/> 73-IEP-2018-V1	Active	25/11/2015	29/06/2018	12/12/2017

4. Click the **Details** Leaf  
There the 5 tabs need to be completed:

Options | Reports | Help | Search on StartDate

1 of 6 selected

Save | Cancel

Inclusive Education Plan

Access to Learning | Goals and Objectives | Student Profile | Student Support Team | Plan Details

Category	Description
No matching records	

Add | Delete

Save | Cancel

- a. **Access to learning** – Allows individual supports to be identified  
Click the **Add** button

Save | Cancel

Inclusive Education Plan

Access to Learning | Goals and Objectives | Student Profile | Student Support Team | Plan Details

Category	Description
<input checked="" type="checkbox"/> OK Accessibility Plans Current Services Curricular Emergency Evac Plan Environmental Essential Supports Other Parent/Guard Consult Universal Supports	

Add | Delete

Save | Cancel

Ensure that Current Services, Parent/ Guardian Consultation and Emergency Evacuation Plan (students who may have some physical challenges) are included in this list



**Editing and Writing IEPs**

b. Goals and Objectives

Access to Learning | **Goals and Objectives** | Student Profile | Student Support Team | Plan Details

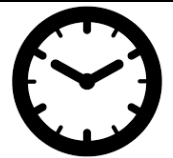
---

**Goals**

ID	Domain	Goal	Current Ability
No matching records			

Click the **Add** button

In the pop up,

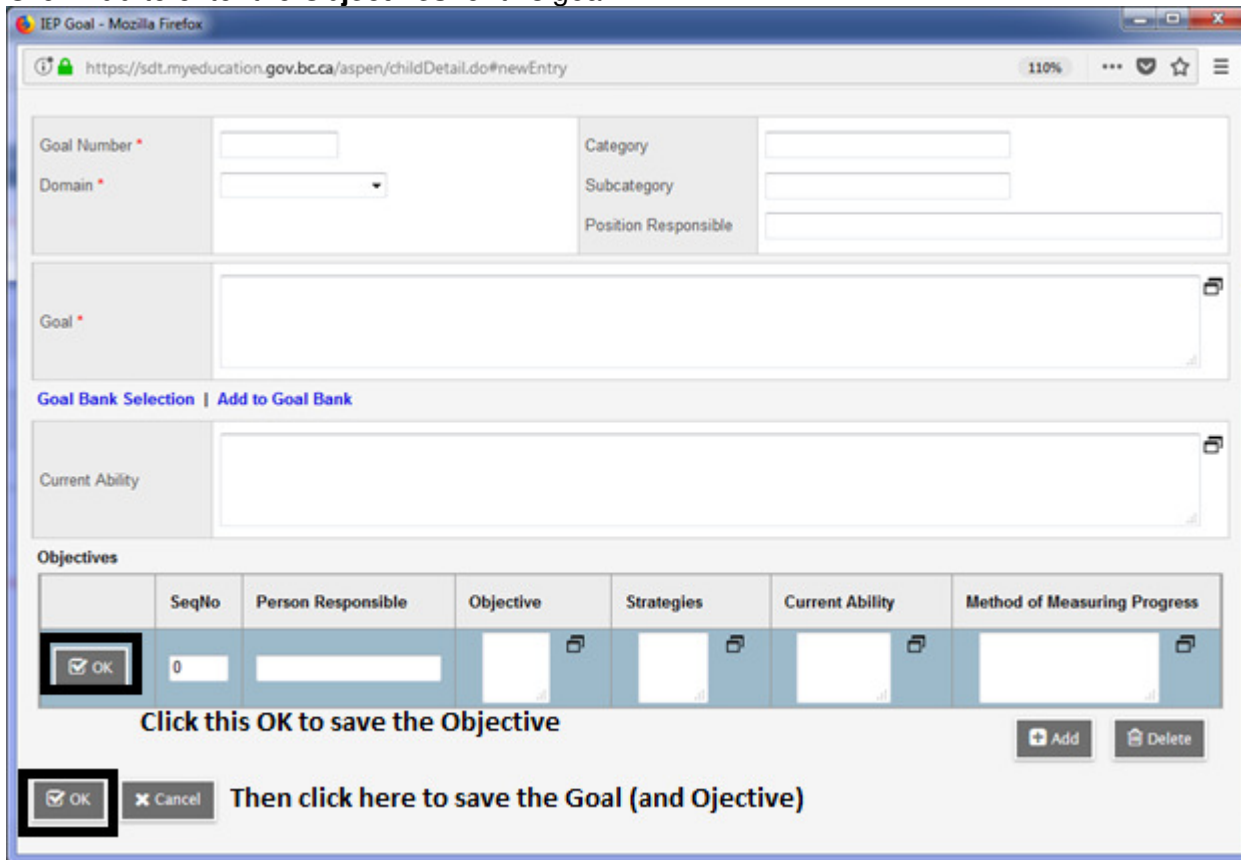


Enter:

- i. **Goal Number – required field**
- ii. **Domain:-- required field**
- iii. **Category:**
- iv. **Sub category**
- v. **Position Responsible**
- vi. **Goal – required field**
- vii. **Current Ability**

**Editing and Writing IEPs**

Click **Add** to enter the **Objectives** for this goal

IEP Goal - Mozilla Firefox  
https://sdt.myeducation.gov.bc.ca/aspen/childDetail.do#newEntry

Goal Number \* [ ] Category [ ]  
Domain \* [ ] Subcategory [ ]  
Position Responsible [ ]

Goal \* [ ]

Goal Bank Selection | Add to Goal Bank

Current Ability [ ]

Objectives

	SeqNo	Person Responsible	Objective	Strategies	Current Ability	Method of Measuring Progress
<input checked="" type="checkbox"/> OK	0	[ ]	[ ]	[ ]	[ ]	[ ]

Click this OK to save the Objective

OK  Cancel Then click here to save the Goal (and Objective)

Add Delete

- i. Sequence number:
- ii. Person Responsible
- iii. Objective
- iv. Strategies
- v. Current Ability
- vi. Method of Measuring Progress

c. Student Profile

Access to Learning	Goals and Objectives	<b>Student Profile</b>	Student Support Team	Plan Details
--------------------	----------------------	------------------------	----------------------	--------------

**My Interests**

- i. My Interests:
- ii. My Learning Preferences
- iii. What You Need to Know About Me
- iv. Strengths
- v. Stretches
- vi. Functional Needs Assessment
  - i. Must include: **Previous Assessments AND Diagnosis / Medical Information**



**Editing and Writing IEPs**

d. Student Support Team  
Click **Add** to add a team member

e. Plan Details

Start date: is either:

- a. October 1<sup>st</sup>, YYYY,
- b. If after October 1<sup>st</sup>, then the first day after the student was designated,
- c. If after October 1<sup>st</sup> then the first day after a student grade was changed, or
- d. On a renewed IEP the start date of the renewed IEP

End date is September 30<sup>th</sup> of the next school year

Plan Review Date: the day the plan is to be reviewed – in the spring of the appropriate year

Plan Name: **73-IEP-YYYY-V#**

Parent consulted: check this box when parents have been consulted