

Checking End Dates on IEPs

When MyEdBC goes through the end of year processes AND a student's IEP has an end date for the end of the school year, the student's IEP will be changed from ACTIVE to PREVIOUS <u>AND</u> the student will be EXITED from student services.

How to check

- 1. In the Student Services View
- 2. Student Top Tab.
- 3. Filter: Active
- 4. Click the check box next to the top student.
- 5. Click the Plans Side Tab
- 6. Look at the END DATE of the ACTIVE IEP. It should be: 30/09/XXXX

2018-2019														Stu	ident Services School viev	🔻 🌲 Sel	ect school		
Pages	Student	Plan Log	Global Sta	aff Admin							_						_		
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Plans Details												0 of 3 selected 🥔							
Forms		PlanName			Sta	Status					StartDate			EndDate					
Contacts		73-IEP-2019-V1				Act	Active				31/10/2018	31/10/2018			30/06/2019				
		73-IEP-2018-V3					Previous					01/10/2018			31/10/2018			01/11/2018	
Attendance		73-IEP-2018-V3				Pre	evious				01/10/2018			31/10/2018		01/11/201			

7. How to fix:

Click on the <u>Active</u> IEP. Then click on the **Plan Details.** Adjust end date and save.

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Plans ▶ Details Forms	🖺 Save 🗙	-							
Contacts	Access to Learning	Goals and Objectives	Student Profile	Student Support Team	Plan Details	Click here			
Attendance	Name								
Conduct	Case Manager > Name				QX				
Academics	Status	Active							
Transcript	Start date * 🧕	31/10/20	18	_					
Assessments	End date 🤨	30/06/20	19	Change the	end date to 3	0/09/XXXX			
Schedule	Plan review date	30/06/20 73-IEP-	2019-V1						
Membership	Parent Consulted	i 🔮 🔽							
Transactions	🖺 Save 🗙	Cancel	Save						
Documents									

8. Click on the Plans Side Tab, use the "triangle" to move to the next record

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