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

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

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

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

b. Goals and Objectives

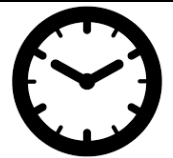| Access to Learning	Goals and Objectives	Student Profile	Student Support Team	Plan Details

Goals			
ID	Domain	Goal	Current Ability
		No matching records	

<div align="right">➕ Add   🗑 Delete</div>

💾 Save   ✖ Cancel

Click the **Add** button

In the pop up,
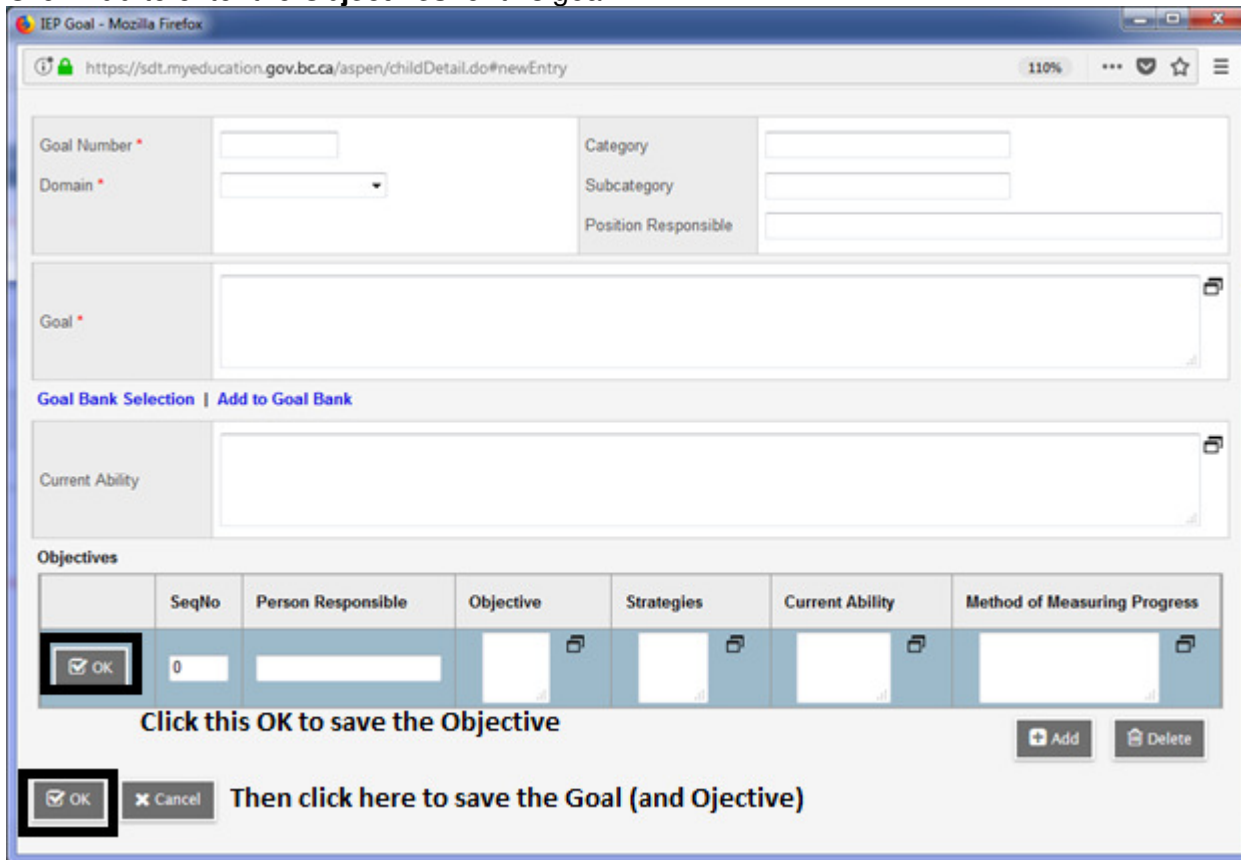

Enter:

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

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

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

c. Student Profile

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**

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

e. Plan Details

Start date: is either:
  a. October 1st, YYYY,
  b. If after October 1st, then the first day after the student was designated,
  c. If after October 1st 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 30th 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