



Renewing Inclusive Education Plans for Student new to your School

In the Student Services View,

- Click the **Student** Top Tab, *Filter: All Records*. Look for Exited students that have a designation. Determine if it is necessary to re-enroll the student in student services:  
 Case 1. Student has left your school. Do nothing.  
 Case 2. Student is new to your school. Notify the appropriate HGEC official to let them know that they need to do a file review to determine if the designation will continue.

Pages Student Plan Log Global Staff Admin

Student List

Options Reports Help Search on InclusiveEdStat 1 of 53 selected Filter: ALL Records All Records

	Name	Pupil #	DOB	Grade	Designation	InclusiveEdStatus	InclusiveEdReferral	Discontinue Services	Alerts
Attendance				06		Exited	19/09/2017	25/01/2018	
Conduct				06	D	Exited	20/09/2016	21/08/2018	T
Academics				06	R	Exited	11/09/2017	17/04/2018	
Transcript				06		Exited	24/10/2016	16/01/2017	
Assessments				03		Exited	24/10/2016	16/01/2017	
Schedule				01	C	Active	10/09/2017		
Membership				06	G	Active	02/10/2017		
Transactions				01	C	Active	14/09/2017		
				03	D	Active	02/10/2017		
				06	G	Active	02/10/2017		
				02	D	Active	29/09/2017		

- If the student has an **InclusiveEdStatus** of **Exited**, enroll the student (use the SD73 - Enrolling New Students in Student Services V3.pdf document), otherwise go to step 3.

3. Click next to the student's name, **Plans** Side Tab

Options Reports Help Search on StartDate 0 of 2 selected

PlanName	Status	StartDate	EndDate	Plan review date
61 IEP-December 2017	Previous	11/09/2017	05/07/2019	22/06/2018
	Previous	23/09/2015	23/09/2016	

- Renew the Plan (use SD73 - Renewing Inclusive Education Plans During School Year.pdf)