



Renewing Inclusive Education Plans During School Year

In the *Student Services View*,

1. Click the **Student Top Tab**, *Filter*: My Current Cases
2. Click next to the student's name, **Plans Side Tab**, use the field set: *Default*
3. Find the current Inclusive Education Plan (IEP) . The plan will have a **Status**: Active

Details

Options Reports Help Search on StartDate

Plans Details Forms 0 of 6 selected

	PlanName	Status	StartDate	EndDate	Plan review date
Contacts	<input type="checkbox"/> 73-IEP-2018-V2	Active	21/06/2018	30/09/2018	21/06/2018
Attendance	<input type="checkbox"/> 73-IEP-2018-V1	Previous	02/10/2017	20/06/2018	
Conduct	<input type="checkbox"/>	Previous	01/10/2017	11/12/2017	
Academics	<input type="checkbox"/>	Previous	30/10/2016	30/06/2017	
Transcript	<input type="checkbox"/>	Previous	30/11/2015	30/06/2016	
	<input type="checkbox"/>	Previous	26/11/2015	29/11/2015	

4. Click on the PLAN. Click the **Plan Details** sub-Top Tab
Remove the end date. Type: end date the plan to the day after tomorrow and save.

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

Name

Case Manager > Name

Status Active

Start date 21/06/2018

End date 30/09/2018

Plan review date 21/06/2018

Plan Name 73-IEP-2018-V2

Parent Consulted

Remove the end date.
Enter 'tomorrow's date'

Save Cancel Save



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Click **Options, Renew Plan (Case Manager)**

- a. Select Case Manager
- b. Select student name from the list
- c. Select the PLAN to copy forward (you can copy ANY previous Inclusive Education Plan)
 - i. If no plan is selected, a **blank plan** will be created.
- d. Start Date: Select the day after tomorrow and save.
- e. End date: Select 30/09/2XXX
- f. Review Date: Select the day after tomorrow and dave
- g. Plan name (District Standard): 73-IEP-2XXX-V#

Renew Plan (Case Manager)

Case Manager	<input type="text" value="Select case manager"/>
Student	<input type="text" value="Select Student"/>
Plan Selection	<input type="text" value="Select plan"/> Select day after tomorrow's date
Start Date	<input type="text" value="19/09/2018"/> <input type="button" value="calendar"/> Select day after tomorrow's date
End Date	<input type="text" value="30/09/2019"/> <input type="button" value="calendar"/> Select: 30/09/2XXX
Review Date	<input type="text" value="19/09/2018"/> <input type="button" value="calendar"/> Select day after tomorrow's date
Plan Name	<input type="text" value="73-IEP-2019-V#"/> Enter: 73-IEP-2XXX-V#

Run

When run, this message will appear:

Messages
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A new plan is created for the student

- 5. Click the **Plans** side tab, and the new version of the Inclusive Education Plan will appear.