MyEd 73

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

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.

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#

When run, this message will appear:

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Messages
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A new plan is created for the student
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5. Click the **Plans** side tab, and the new version of the Inclusive Education Plan will appear.