



Renewing Inclusive Education Plans for New School Year

In the Student Services View,

- 1. Click the **Student** Top Tab, *Filter*: All Records.
- 2. Click next to the student's name, Plans Side Tab, use the field set: Default

| Details | Options - Reports - Help - | Search on StartDate | III 🔤 II 🖨 🗎 | A | | | | |
|------------------|----------------------------|---------------------|--------------|------------|--|--|--|--|
| Plans Details | 1 of 7 selected 🥖 | | | | | | | |
| Forms | PlanName | Status | StartDate | EndDate | | | | |
| Contacts | ▼ 73-IEP-2018-V1 | Previous | 02/10/2017 | 31/08/2018 | | | | |
| Attendance | | Previous | 31/10/2016 | 30/06/2017 | | | | |
| Conduct | | Previous | 01/10/2016 | 30/06/2017 | | | | |
| Academics | | Previous | 01/10/2015 | 01/10/2016 | | | | |
| / loudonneo | | Previous | 01/10/2015 | 01/10/2016 | | | | |
| Transcript | | Previous | 01/10/2015 | 01/10/2016 | | | | |
| Assessments | | Previous | 01/10/2015 | 01/10/2016 | | | | |

3. Find the last Inclusive Education Plan (IEP) from the previous school year. Take note of the **EndDate**

| 4 50 | A Select the PLAN | | | | | | | |
|----------|--|--|----------------------------------|---------------------|--------------|--|--|--|
| 4. 001 | | | | | | | | |
| | Details | Options ▼ Reports ▼ Help ▼ | Search on StartDate | 🎫 🔤 II. 🚔 | | | | |
| | Plans Details | | | 1 of 7 select | ted Ø | | | |
| | Forms | PlanName | Status | StartDate | EndDate | | | |
| | Contacts | ✓ 73-IEP-2018-V1 | Previous | 02/10/2017 | 31/08/2018 | | | |
| | Attendance | | Previous | 31/10/2016 | 30/06/2017 | | | |
| | Conduct | | Previous | 01/10/2016 | 30/06/2017 | | | |
| | Academics | | Previous | 01/10/2015 | 01/10/2016 | | | |
| | Transaction | | Previous | 01/10/2015 | 01/10/2016 | | | |
| | Transcript | | Previous | 01/10/2015 | 01/10/2016 | | | |
| | Assessments | | Previous | 01/10/2015 | 01/10/2016 | | | |
| | Plans ▶ Details Forms Contac | Save Cancel | and Objectives Student Profile S | tudent Support Team | Plan Details | | | |
| | Attenda | Ance Name Case Manager > Name | | QX | | | | |
| | Academics Status Previous Start date* 02/10/2017 | | | | | | | |
| | Transc | ript End date 🤒 | 31/08/2018 1. | Change to 30/09/ | 2XXX | | | |
| | Assess | Plan review date Plan Name Plan Nam | 73-IEP-2018-V1 | | | | | |
| | Schedu | Parent Consulted 9 | | | | | | |
| | Membe | ership 🖺 Save 🗶 Cancel | 2. Save | | | | | |
| Click th | lick the Plans Side Tab | | | | | | | |

Only DO STEP 4 IF THE END DATE IS NOT 30/09/2XXX



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5. Click Options, Renew Plan (All Students)

- a. Click the magnifying glass and select student name from the list
- b. 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.

| Student | Select | Student | Q | | |
|----------------------------|-----------------------|-------------|--------|-------|-------------------------|
| Plan Selection | | Active Q X | Select | t Pla | in |
| Start Date | | 01/10/2018 | | | Enter 01/10/2XXX |
| End Date | | 30/09/2019 | | | Enter 30/09/2XXX |
| Review Date | | 01/10/2018 | | | Enter same date as Star |
| Plan Name | | 73-IEP-2019 | -V1 | | Enter 73-IEP-2XXX-V1 |
| ORun ★ Ca | ^{incel} Clic | k Run | | | |
| Vhen run, this Messages | message v | vill appea | r: | | |

A new plan is created for the student

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

| Pla | NS letails | | | | | | |
|-----|---------------|--|----------------|--------|------------|------------|------------------|
| | orms | | PlanName | Status | StartDate | EndDate | Plan review date |
| Co | ontacts | | 73-IEP-2019-V1 | Draft | 01/10/2018 | 30/09/2019 | 01/10/2018 |
| Att | Attendance | | 73-IEP-2018-V1 | Active | 02/10/2017 | 30/09/2018 | |

7. Select the new plan. Click on the Plan Details sub-Top Tab

| Details | Options - Repor | ts 👻 🛛 Help 👻 | | | |
|-----------------------------|-----------------------------|---------------------|-----------------|----------------------|--|
| Plans ▶ Details Forms | 🖺 Save 🗶 Cance | | | | |
| Contacts | Access to Learning Goa | s and Objectives | Student Profile | Student Support Team | Plan Details |
| Attendance | Name | | | | |
| Conduct | Case Manager > Name | | | QX | 1. Click the magnifying glass to assign the NEW case manager |
| Academics | Status Start date * 9 | Draft 01/10/2018 | | | |
| Transcript | End date 🤨 | 30/09/2019 | | | |
| Assessments | Plan review date 🧕 | 01/10/2018 | | | |
| Schedule | Plan Name Parent Consulted | 73-IEP-2019-V1 | | | |
| Membership | 🖺 Save 🗶 Cance | | | | 2. Save |