

Entering Inclusions

Instructions for Case Managers

Entering Inclusions in MyEd for PSRs

What are Inclusions?

Inclusions are notes in MyEd, that will appear on a Permanent Student Record. Inclusions are a Ministry requirement which brings attention to important documents that are stored in the student file.

Inclusions entered by case managers include:

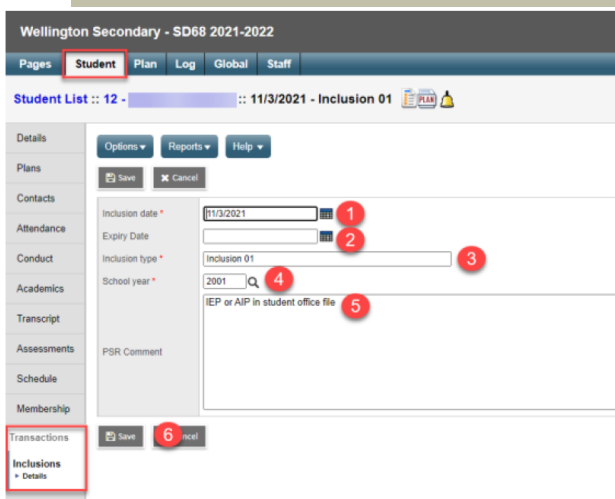
- ✓ IEP / AIP
- ✓ Psych Ed assessments
- ✓ SLP / OT / PT assessments

*Enter most inclusions from the **Student Services view** in your MyEd account, except for Elementary AIPs which will be entered in **School view***

Directions to enter inclusions:

Student Services School view > Student top tab > Transactions side tab > Inclusions > Options > Add

Window will pop up:



1. Inclusion date

- Enter the date of the Plan / Assessment

2. Expiry date

- Leave blank until the inclusion is no longer valid

3. Inclusion Type

- Inclusion 01 (or 02 or 03)
- See below for coding
- Note: it is possible for a student to have more than one “Inclusion 01” in the case where there is an AIP and an IEP

4. School year

- Select June’s year (Eg: Select “2023” for 2022-2023 school year)

5. PSR Comment

- Document type (Eg: IEP / AIP / PsychEd / PT / OT / SLP Assessment) “in student office file”

6. SAVE

Inclusion codes for Case Managers:

- Inclusion 01: AIP / IEP
- Inclusion 02: Psych Ed Assessment
- Inclusion 03: SLP / OT / PT assessment