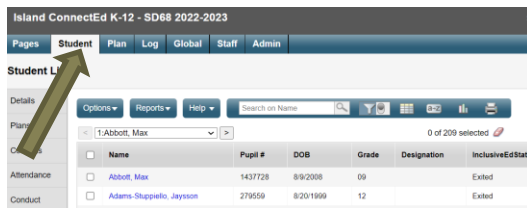


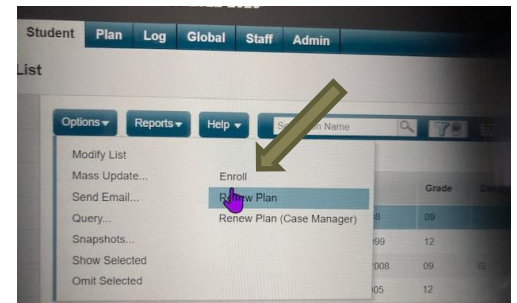
For Grade 7 students with Student Learning Plans, it's important to ensure the high schools have the "flag" turned on in the system, to alert incoming classroom teachers to their needs.

If their plans already exist in a word template, please ensure a copy is in their cumulative file. It is not necessary to re-create their learning plans, but please ENROLL them into My Ed to create the alert on their record. If a plan is being newly created, please use My Ed, rather than the word template.

## 1. Click on STUDENT view.



## 2. Click on OPTIONS, then ENROLL in Student Services view.

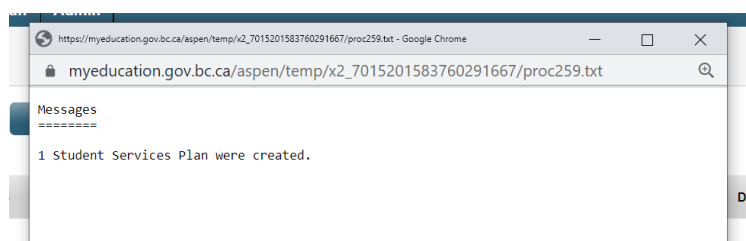


## 3. Search using the magnifying glass to choose the student, and Case Manager. Start Date is current date. Leave the End Date blank. Name the Plan 68-SLP-22/23 (or current school year) Click Run.

**Enroll**

Student(s)	Q X
Case Manager	Q X
Start Date	5/23/2023
End Date	
Plan Name	68-SLP-22/23

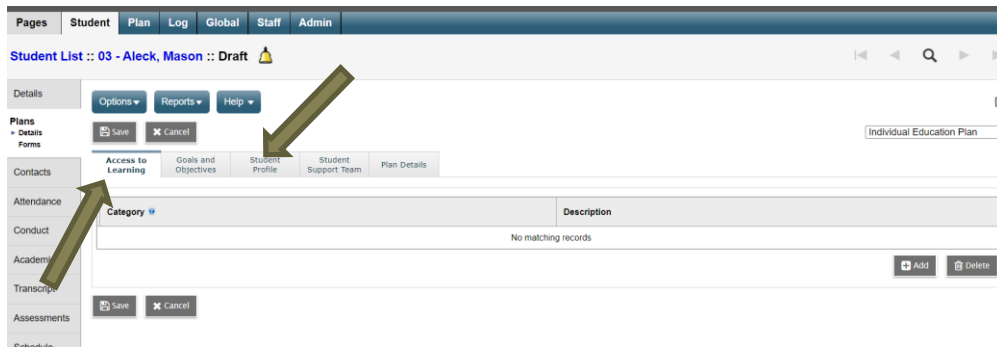
## 4. You will see this message.



## 5. Work through the tabs to add information directly into this template, the way you would with an IEP.

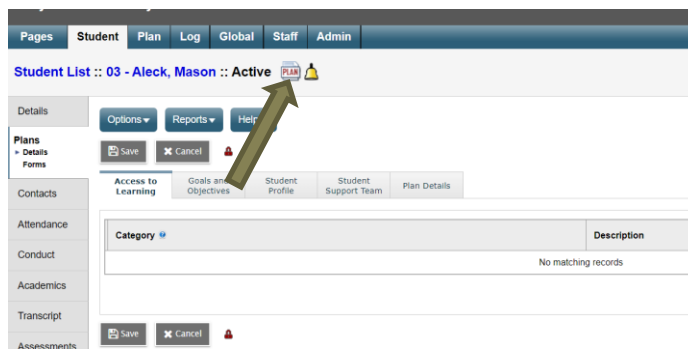
If the student has a paper copy from a WORD template, please add:

- “Learning Plan on File” under Other Relevant Information in the **Student Profile**.
- Any universal or essential supports under **Access to Learning**



The screenshot shows the 'Student List' interface for a student named '03 - Aleck, Mason'. The status is 'Draft'. The 'Plan' tab is selected, and the 'Access to Learning' sub-tab is active. A green arrow points to the 'Access to Learning' tab, and another points to the 'Student Profile' tab. The interface includes a sidebar with navigation options like 'Attendance', 'Conduct', 'Academics', 'Transcript', and 'Assessments'. The main content area shows a table with columns for 'Category' and 'Description', currently displaying 'No matching records'.

## 6. Hit SAVE to make the plan ACTIVE. You should now see the “PLAN” icon at the top. It will alert classroom teachers to the presence of a Student Learning Plan.



The screenshot shows the same 'Student List' interface, but the status is now 'Active'. A green arrow points to the 'PLAN' icon next to the student's name. The 'Save' button in the 'Plans' section is highlighted, indicating it has been clicked. The rest of the interface remains the same as in the previous screenshot.

### RENEWING PLANS:

- Should be ended on JUNE 30 of the CURRENT school year.
- Date the new one for September 01 of the NEXT school year.