

### **New student with designation to your school from within SD 68?**

- Request blue file from previous school
- Log into MyEd student services, find student, go into plan and change case manager to your name, so student will show up on “my cases” filter
- Make sure they have a current IEP

### **New student with a designation from out of district?**

*When a new student enrolls into our district with a designation, the designation stays with the student in MyEd. This is to alert the new school that the student had a designation in the previous district. It is the responsibility of the student support team to communicate and the case manager to submit new paperwork for SD68 to keep the designation. When the student does not qualify in our district to keep the designation, an Eligibility Removal Form should be done.*

- Have release of information signed and sent to previous school to request contents of student services file from previous district
- Meet with Student Based Team decide if you have appropriate documentation etc to submit Eligibility.
- Send complete package to [myedstudentservices@sd68.bc.ca](mailto:myedstudentservices@sd68.bc.ca)
- Receive invite to a District Screening Committee meeting via TEAMS to discuss designation
- You will receive a blue file with signed Eligibility Form and District Screening Notes
- Enroll student into student services
- Renew Plan

### **Newly Designation Student?**

- Send completed Eligibility Paperwork to [myedstudentservices@sd68.bc.ca](mailto:myedstudentservices@sd68.bc.ca)
- Receive invite to a District Screening Committee meeting via TEAMS to discuss designation
- Blue file will be sent to school with signed eligibility form and district screening notes
- Enroll into student services
- Renew IEP Plan

**By renewing the IEP in MAY/JUNE, you are able to get a “jump start” on the IEP writing for next year.** Please plan to share these drafts with classroom teachers in the fall – which will replace the “Bridging IEP” we have created in the past. These draft documents will allow the current team to gather their thoughts and intentions now – but can also be easily changed in the fall if needed.

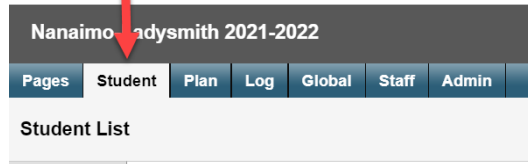
### ***Student Services School > Student Top Tab > Options > Renew Plan***

#### ***Options > Renew Plan In the popup:***

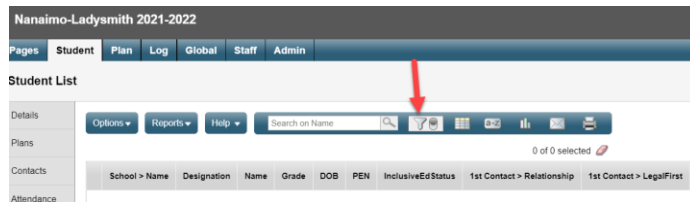
- Student – *Select the student from the picklist – search by last name press okay when blue dot beside name*
  - *Student not visibly on the list? You need to enroll into student services [Click here Page 11 to enroll or you have not filtered to all students](#)*
- Plan Selection – *Select Current Plan 68-IEP-22/23 (ACTIVE) (if you forget this step your new plan will be **EMPTY**)*
- Start Date – *September 1, 2023*
- End Date – *June 30, 2024*
- Review Date – *Whatever date if you choose to use this*
- Plan Name – *68-IEP-23/24*

# RENEWING AN IEP PLAN VISUAL

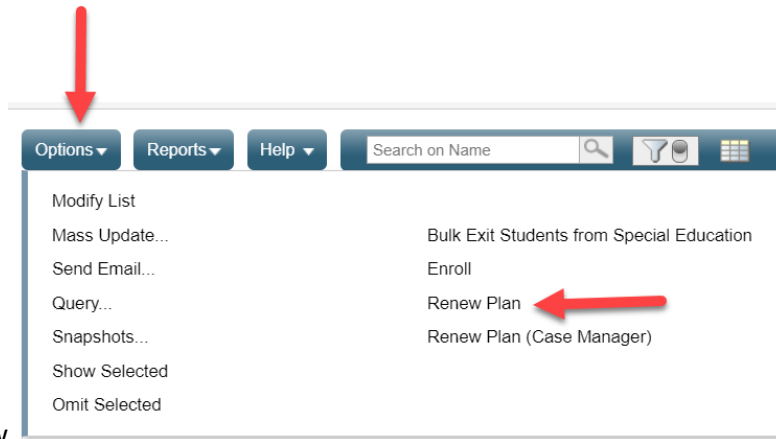
1. Select Student Service – School View – Make sure you are in School View in Student Services



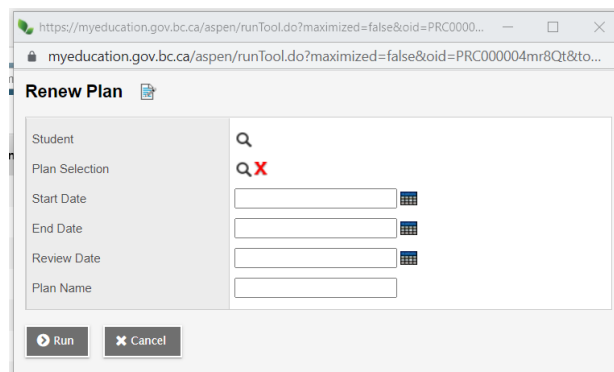
2. Click Student top tab





3. Filter to all students or all records



4. Click Options and then renew



5. Click on     
Search on last name, find student press okay, should fill student name

6. Click on magnifying glass for Plan Selection – Choose the Active 68-IEP-22/23 plan and press okay – **If you do not choose a plan, your new plan will be empty**

7. StartDate September 1, 2023

8. EndDate will be June 30, 2024

9. **PlanName: 68-IEP-23/24**

10. Press Run (Should look like below)

PlanName	Status	CaseManager > Name	StartDate	EndDate
68-IEP-22/23	Draft	DeRosa, Sue	7/1/2022	6/30/2023
68-IEP-21/22	Active	DeRosa, Sue	10/12/2021	6/30/2022

## IEP Troubleshooting

### Newly created IEP empty?

You forgot the step where you choose the previous plan to copy the information to the new plan. Empty Plan will need to be deleted (call or email Leah) and you will need to start again 😊

### Do not see the student on “my list”?

This means the case manager is not you. You will need to go into the current plan and choose yourself and save.

The screenshot shows the 'Student List' interface. At the top, there is a navigation bar with tabs: Pages, Student (highlighted), Plan, Log, Global, Staff, and Admin. Below the navigation bar, the text 'Student List :: [redacted] :: Previous' is displayed, followed by a document icon and a bell icon. On the left side, there is a sidebar menu with categories: Details, Plans (highlighted), Contacts, Attendance, Conduct, Academics, Transcript, Assessments, Schedule, Membership, and Transactions. Under 'Plans', there are sub-items: Details and Forms. The main content area shows a form for 'Plan Details'. At the top of this form are buttons for 'Options', 'Reports', and 'Help'. Below these are 'Save' and 'Cancel' buttons. A horizontal tab bar contains: 'Access to Learning', 'Goals and Objectives', 'Student Profile', 'Student Support Team', and 'Plan Details' (highlighted). The form fields include: 'Name' (redacted), 'Case Manager > Name' (a search field with a magnifying glass and 'X' icon), 'Status' (set to 'Previous'), 'Start date' (11/20/2020), 'End date' (6/30/2021), 'Plan review date' (empty), 'Plan Name' (68-IEP-20/21), and 'Parent Consulted' (checked). At the bottom of the form are 'Save' and 'Cancel' buttons.

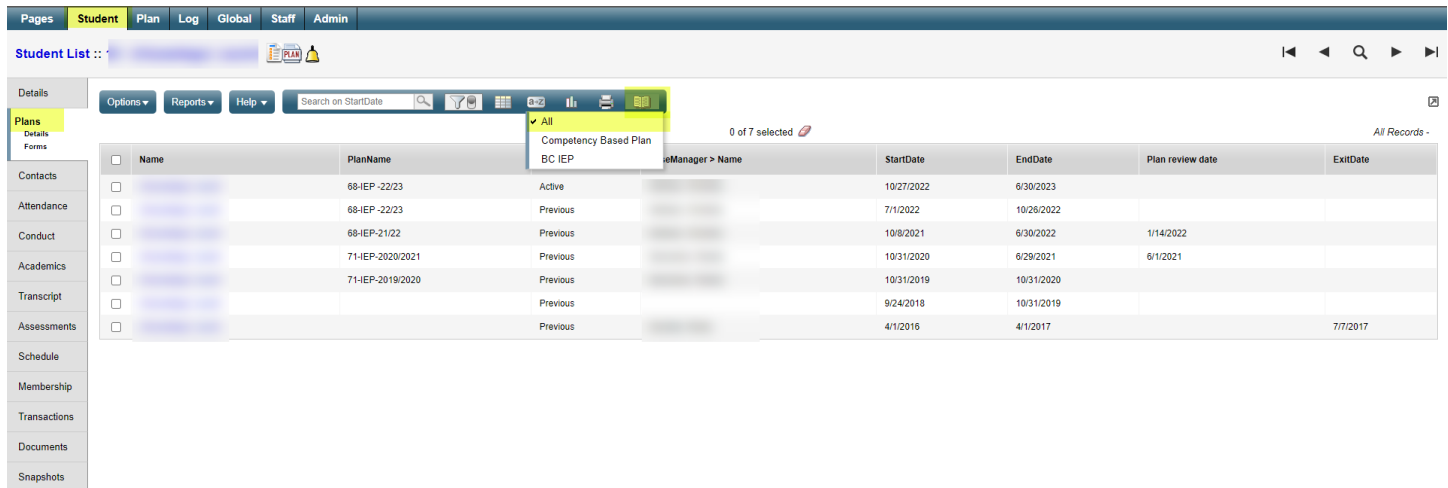
### Can not find a student on the list?

Student needs to be enrolled into student services, and a new plan created.

### Error – Competency plan can not be copied to a BC IEP .....

If you are in student top tab, plans side tab and you click on the open book, and choose all, this will show you ALL the plans. Many School Districts still use Competency Based and you are unable to Copy from a Competency Based Plan to a BC IEP. Because PLANS are always based on the dates, e.g. if a competency plan has an end date of April 22, 2021, the new BC IEP would need to be a start date of April 23<sup>rd</sup>. Once the new BC IEP is created, you can copy and paste information from the Competency Based Plan to the BC IEP

## How to see ALL student plans (competency based and BC IEP)



The screenshot shows the MyEd Student List interface. A dropdown menu is open, showing options for plan types: 'All', 'Competency Based Plan', and 'BC IEP'. The table below displays a list of student plans with columns for Name, PlanName, Status, eManager Name, StartDate, EndDate, Plan review date, and ExitDate.

Name	PlanName	Status	eManager Name	StartDate	EndDate	Plan review date	ExitDate
	68-IEP -22/23	Active		10/27/2022	9/30/2023		
	68-IEP -22/23	Previous		7/1/2022	10/28/2022		
	68-IEP-21/22	Previous		10/8/2021	6/30/2022	1/14/2022	
	71-IEP-2020/2021	Previous		10/31/2020	6/29/2021	6/1/2021	
	71-IEP-2019/2020	Previous		10/31/2019	10/31/2020		
		Previous		9/24/2018	10/31/2019		
		Previous		4/1/2016	4/1/2017		7/7/2017

## Continue to get error messages regarding dates when trying to create a current IEP?

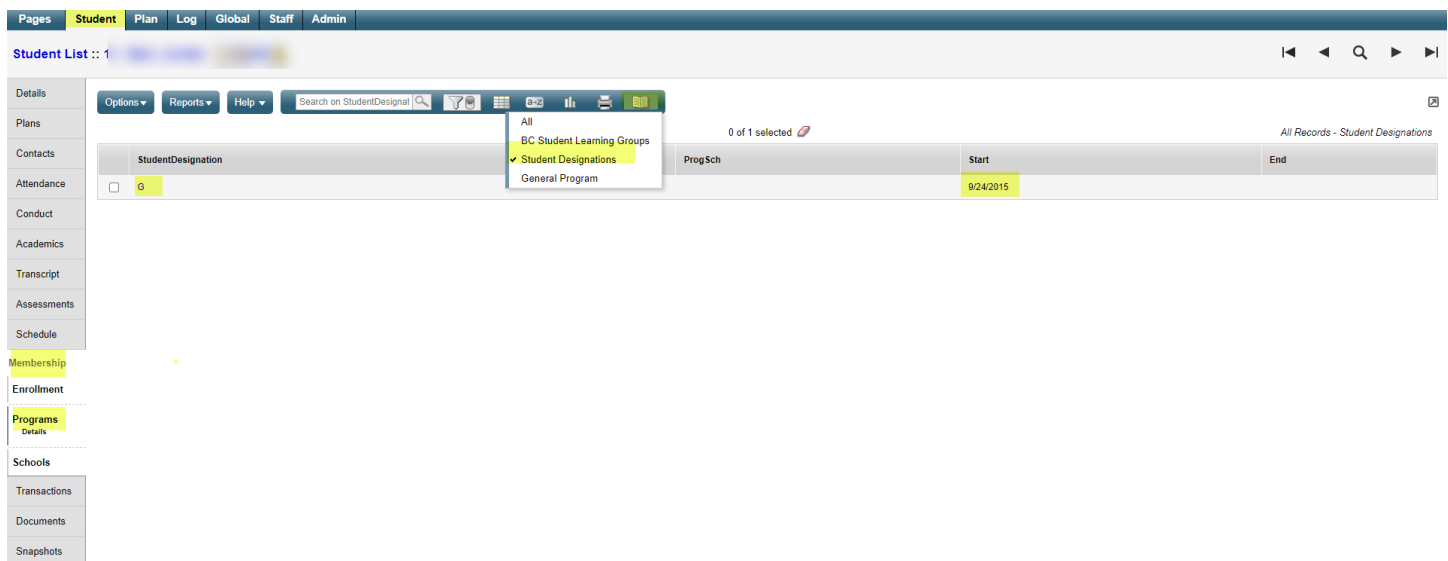
One of the reasons is the last school in attendance out of our district, has not exited from student services, so the student comes ACTIVE in the student services side of MyEd. In this case the current plan needs to be end dated the date the student left the previous school. Then needs to be enrolled into student services for our district. Contact Leah to do this

## Student grade is last year's grade on IEP?

Because almost everything in the student services side of MyEd is dependent on dates, if the plan is created with a start date before the EOYR (End of Year Rollover) which is mid-August usually, it creates a plan in that year, and will keep the grade of that year. You will need to change the Plan start date to September 1 😊

## Wondering if a student's Designation was approved and entered into MyEd?

Student top tab, click on student, Membership side tab/Programs, click open book, choose Student Designations. This will show you designations and when they were entered and ended if applicable.



The screenshot shows the MyEd Student Designations interface. A dropdown menu is open, showing options for designations: 'All', 'BC Student Learning Groups', 'Student Designations', and 'General Program'. The table below displays a list of student designations with columns for StudentDesignation, ProgSch, Start, and End.

StudentDesignation	ProgSch	Start	End
G		9/24/2015	

Please reach out to Leah Pearson, by email or phone for help navigating or you have ANY questions anything to do with MyEd Student Services.

