

Creating DRAFT IEPs

(June Directions)

CAUTION:

- **DO NOT change the end date on the current IEP, YOU HAVE TO CREATE A NEW PLAN!**
- **ALL Active IEP's must have a 2023/2024 IEP created before the 2022/2023 IEP ends on June 30, 2023**

If you are unsure at all on how to proceed please contact Leah via
TEAMS or 250 741-5239

Student current IEP =	PlanName	68-IEP-22/23
	Status	Active
	StartDate	9/19/2022
	EndDate	6/30/2023

Student 23/24 IEP =	PlanName	68-IEP-23/24
	Status	Draft (because we are using a future date)
	StartDate	9/1/2023(start date has to be after the Enddate of current IEP, Plan will change to Active on StartDate)
	EndDate	6/30/2024

*******If you start the plan before the end of year roll over in MyEd in August, your Student information on the IEP will be last year's Grade**

Renewing a Plan creates a copy of the plan with a new start date. A future start date will create a Draft Plan, a current start date will create an Active Plan.

By renewing the IEP in MAY/JUNE, you get a “jump start” on the DRAFT IEP for next school 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.

Renewing a Plan

Renewing a Plan [\(Click here to access IEP MyEd Document, page 24 Renewing Plan\)](#)

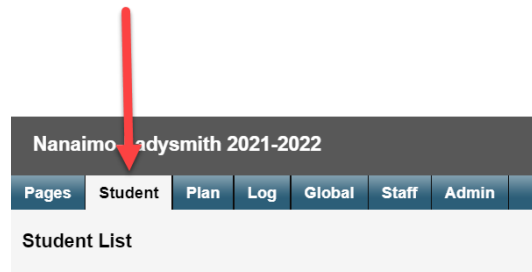
Student Services School > Student Top Tab > Options > Renew Plan

Options > Renew Plan In the popup:

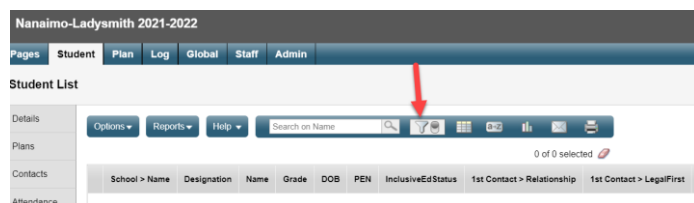
- Student – *Select the student from the picklist – search by last name press okay when blue dot beside name*
- *Student not visibly on the list? You need to enroll into student services [Click here Page 11 to enroll or you have not filtered to all students](#)*
- Plan Selection – *Select Current Plan 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*

1. Select Student Services – School View

2. Click on STUDENT top tab

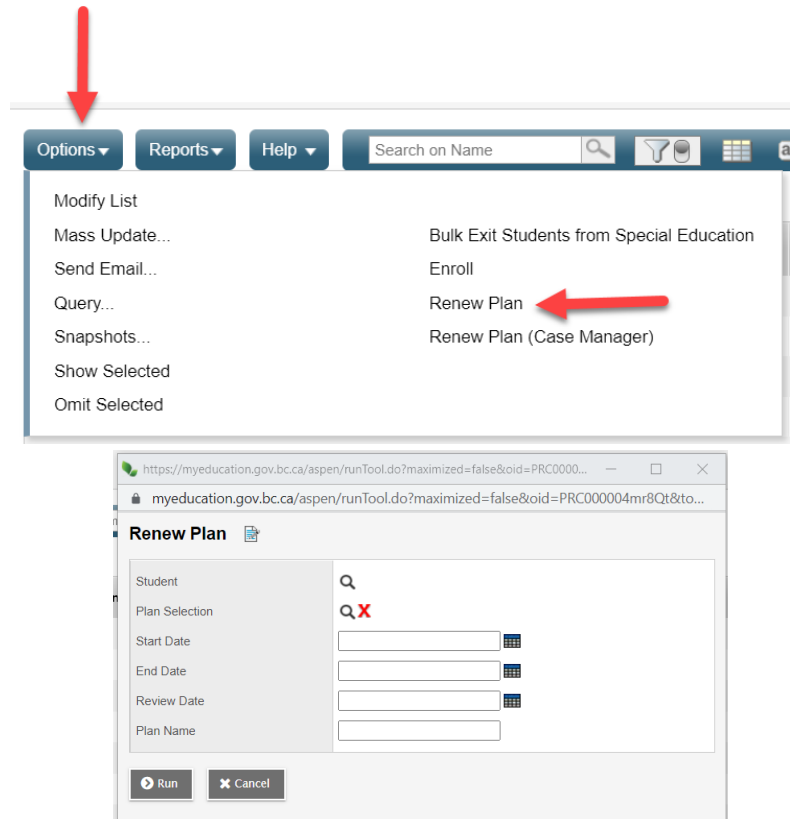


3. Filter to all students or all records



Renewing a Plan

4. Click OPTIONS then RENEW PLAN



The screenshot shows the 'Options' menu with the following items: Modify List, Mass Update..., Send Email..., Query..., Snapshots..., Show Selected, and Omit Selected. On the right side of the menu, there are: Bulk Exit Students from Special Education, Enroll, Renew Plan (highlighted with a red arrow), and Renew Plan (Case Manager). Below the menu is a screenshot of the 'Renew Plan' form. The form has a search bar for 'Student' and 'Plan Selection' (with a magnifying glass icon and a red 'X' next to it). There are input fields for 'Start Date', 'End Date', and 'Review Date', each with a calendar icon. There is also an input field for 'Plan Name'. At the bottom of the form are 'Run' and 'Cancel' buttons.

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 will be Sept 1 2023
8. EndDate will be June 30, 2024
9. **PlanName: 68-IEP-23/24**
10. Press Run

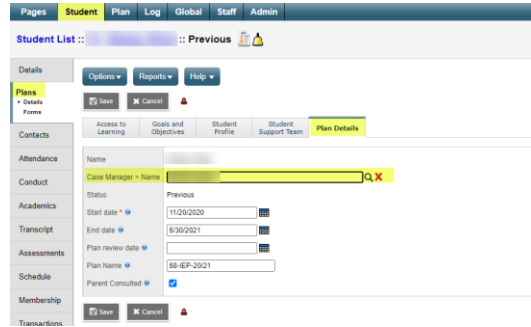
On Sept. 01, the DRAFT PLAN will show up & the plan will change to Active.

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 with the 'Plan Details' form open. The 'Case Manager' field is highlighted in yellow, and the 'Save' button is visible at the bottom.

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, 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 23rd. Once the new BC IEP is created, you can copy and paste information from the Competency Based Plan to the BC IEP

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.

Student grade is last years 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 startdate to September 1 😊

Please reach out to Leah Pearson, by email or phone for help navigating anything to do with MyEd Student Services. Leah Pearson 250 739-5239 lpearson@sd68.bc.ca