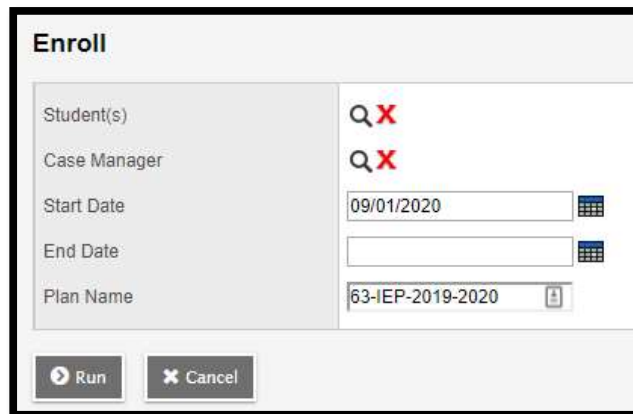


Enrolling students in Student Services

Enrolling Process

In Student Services View

- Student TT
- Options > Enrol
- Search for Student
- Search for Case Manager if known
- Fill in generic Plan Name for year ie **63-IEP-2019-2020**
- Click Run



The screenshot shows a web form titled "Enroll". It has several input fields: "Student(s)", "Case Manager", "Start Date" (with a calendar icon), "End Date" (with a calendar icon), and "Plan Name". The "Start Date" field contains "09/01/2020" and the "Plan Name" field contains "63-IEP-2019-2020". There are search icons with a red 'X' next to the "Student(s)" and "Case Manager" fields. At the bottom of the form are two buttons: "Run" and "Cancel".

Watching the results screen is very important.

If "1 Student Services Plan were created" is shown the student is enrolled and has a new CB-IEP

If "0 Student Services Plan were created" is shown the student is enrolled but does not have a new CB-IEP
AND THEN you must Renew the plan (see below) to create the CB-IEP



Renewing a Plan for a **new Enrollment** in Student Services to create the CB-IEP

Note: This occurs when a student arrives from a district that uses the old MyEd IEP format

In Student Services View

1. Student TT
2. Options > Renew
3. Search for Student

4. **Leave Plan Selection Blank**
5. Fill in generic Plan Name for year
6. Click Run

The screenshot shows a web browser window with the title 'MyEducation BC: Renew Plan - Google Chrome' and the address bar containing 'myeducation.gov.bc.ca/asp/runTool.do'. The main content area is titled 'Renew Plan' and features a form with the following fields:

- Student:** A search bar with a magnifying glass icon.
- Plan Selection:** A search bar with a magnifying glass icon and a red 'X' error indicator.
- Start Date:** A date input field containing '20/12/2019' and a calendar icon.
- End Date:** An empty date input field with a calendar icon.
- Review Date:** An empty date input field with a calendar icon.
- Plan Name:** An input field containing '63-IEP-2019-2020' and a lock icon.

At the bottom of the form, there are two buttons: 'Run' (with a play icon) and 'Cancel' (with an 'X' icon).

Renewing a Plan for a **Current Student** in Student Services who has a past CB-IEP

Past IEPs will not be deleted in this process. Naming new IEPs with District Standard naming scheme will be very important.

IEPs can be Renewed as a copy of a previous or active IEP or as a blank IEP.

Steps to copy a previous or active IEP

1. End Date the current IEP for a Future Date.
 - a. Example: If it is March 1 then End Date the IEP for Mar 2 or later
2. Student TT
3. Options > Renew
4. Search for Student
5. **Plan Selection > Choose IEP you want to copy**
6. **Set Start Date as the day after the last IEP was End Dated**
7. Fill in generic Plan Name for year
8. Click Run

Steps to create a blank IEP on renewal

9. End Date the current IEP for a Future Date.
 - a. Example: If it is March 1 then End Date the IEP for Mar 2 or later
10. Student TT
11. Options > Renew
12. Search for Student
13. **Leave Plan Selection Blank**
14. **Set Start Date as the day after the last IEP was End Dated**
15. Fill in generic Plan Name for year
16. Click Run

Adding the Case Manager if known on a Renewal

In Student Services View

- Student TT > Search for Student > Select > Plans ST
- Click on Active or Draft IEP
- Click on Plan Details STT
- Search for Case Manager
- Save

The screenshot shows the 'Plan Details' form in the Student Services View. The form is titled 'Plan Details' and is part of a larger system interface. At the top, there are navigation buttons for 'Options', 'Reports', and 'Help'. Below these are 'Save' and 'Cancel' buttons. The form is divided into several sections: 'My Personal Profile', 'My Learning Profile', 'Support and Plans', 'Core Competency Goals', 'Curricular Competency Goals', and 'Student Support Team'. The 'Plan Details' section is highlighted with a red box. It contains a 'Name' field, a 'Case Manager > Name' search field (highlighted with a red box), a 'Status' dropdown set to 'Active', and several date fields: 'Start date' (20/12/2019), 'End date', and 'Yearly Review Date'. The 'Plan Name' field contains '63-IEP-2019-2020' and the 'Parent Consulted' checkbox is unchecked. At the bottom, there are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by a red box.

Section	Field/Value
Navigation	Options, Reports, Help
Actions	Save, Cancel
Profile Tabs	My Personal Profile, My Learning Profile, Support and Plans, Core Competency Goals, Curricular Competency Goals, Student Support Team, Plan Details
Name	[Redacted]
Case Manager > Name	[Search Field]
Status	Active
Start date *	20/12/2019
End date	[Empty]
Yearly Review Date	[Empty]
Plan Name	63-IEP-2019-2020
Parent Consulted	<input type="checkbox"/>
Bottom Actions	Save, Cancel