BRITISH COLUMBIA | MyEducationBC

Student Services

Competency-Based Individual Education Plans

February 2021 v1.12

FUJITSU

Version History

Version	Date	Description
1.0	Oct 1, 2018	Initial published version
1.1	Nov 23, 2018	Clarified the Supplementary Plan district reference table for additional selection items and goal entry order
1.2	Jan 2, 2019	Updated for 5.9 Release: New Filters.
1.3	Mar 10, 2019	1. New field 'Type of Goal' added to competency based IEP template under objectives of curricular competency goals tab (Section 4.1.5). 2. Type of Goal will be populated on the CB IEP report if selected (Section 9).
1.4	Apr 29, 2019	Updated PSR IEP Inclusions section. Added hyperlinks to Table of Contents.
1.5	Jul 10, 2019	Clarification in multiple areas that the Case Manager picklist requires the Staff Details to be populated
1.6	Jul 22, 2019	Added new Release 5.10 features to sections 2.1 and 8
1.7	Oct 7, 2019	Updated screenshot for new default field set
1.8	Nov 15, 2019	Updated for 10.0 Printing the Competency Based IEP
1.9	Apr 6, 2020	Updated the screenshot of student demographic screen to show DOB with format hint
1.10	Aug 19, 2020	Updated screenshot for the support type in the CB IEP report
1.11	Oct 19, 2020	Updated document from Competency based Inclusive Education Plans to Competency Based Individual Education Plans
1.12	Feb 4, 2021	Updated the document with new screenshot for report, updated screen shots for Completing plan section

Confidentiality

Table of Contents

1.0   Introduction

In MyEducation BC, the Student Services module provides a simple interface that allows users to write support plans and review student progress. The module is flexible enough to align with district practice while capturing all of the required data elements for the Student Plan.

There are two formats available for the purpose of documenting the services provided to students to support their education. The Individual Education Plan format and the Competency Based format. Districts in partnership with their Student Services departments can choose which format will be in use within their district. The form used will be a district wide commitment.

Submit a Service Request to have the default template set to the Competency based IEP, if that is the desired format for the district.
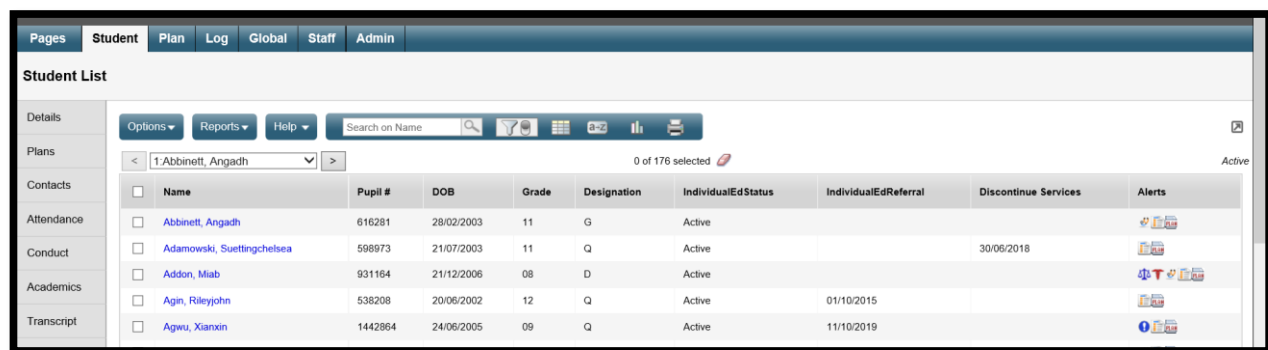
Important note: If there is an existing plan for a student a user can continue to work on it in its current format. Data from one plan format (Individual Education) does not copy into the different format (Competency Based) and vice versa. A new plan is created in the format that has been defined as the default for the district.

2.0 Navigating in the Special Education View

Users with the role of *Student Services – School* have access to Student Services – School view to manage support plans for students at a defined school. Users with the *Student Services - District* role have access to the Student Services - Organization view and Student Services – School view to manage student services for all schools in the district.

2.1 Student Top Tab

The Student TT provides access to the list of students enrolled in student services. Choose the students that you want to work with using the filters provided.

Filter	Results
My Current Cases – All (Not Applicable to BC)	This filter will not return any records. Click on the filter icon and choose to Manage your filters. Select **My Current Cases – All (Not Applicable to BC)** and move it to the bottom of the list.
My Current Cases – Active and Draft	Presents a list of students with an Active or Draft plan
My Cases	Presents a list of all students in your case load with an Active, Draft, Previous or Discarded plan
Active	Presents a list of students with an Individual Education status of Active
Active-Inactive Enrollment	Present a list of students who have an Enrollment status of withdrawn or graduated and an Active plan/status in Student Services.
Not Eligible	Not relevant for BC. Filter based on workflow model to set Individual Ed status to Ineligible
Referred	Not relevant for BC. Filter based on workflow model to set Individual Ed status to Referred

Filter	Results
Exited	Presents a list of students with Individual Ed status of Exited.
All Records	Displays all records
Active with Designation	(To be Removed)Doesn't work – shows Active and Exited students with designations
Designated students with Draft IEPs	Displays students with a designation and a draft Plan
Designation = ?	Query for students with a specific designation
Not Exited	Presents a list of students that have not been exited.

2.1.1 Details side tab – displays the basic student demographic details

Pupil #	975276
Personal Education Number	128697851
Usual last name	Aalders
Usual first name	Poksui
Gender	F
Date of birth (dd/mm/yyyy)	17/03/2003 Age 17
Home phone	604-811-0905
Cell phone	
Student email	ciow3664o3ns@97d9o.gl
Homeroom	C102
Grade level	10
Primary Designation	P
Inclusive Education Status	Active
Inclusive Education Referral Date	
Discontinue Services	

Photo

STUDENT IMAGE

Memo

Alerts

Save   Cancel

2.1.2 Plans side tab – displays a list of the student's plans.

- o Filter the plans to display, using the dictionary icon

2.1.3 Contacts side tab – Displays the list of the student contacts.

- o Contacts with *Include on Plan* checked and *Parent or Guardian?* = *Y* will print on the student Plan.

2.1.4 Attendance; Conduct; Academics; Transcript; Assessments; Schedule; Membership; Transactions; Documents; Snapshots –
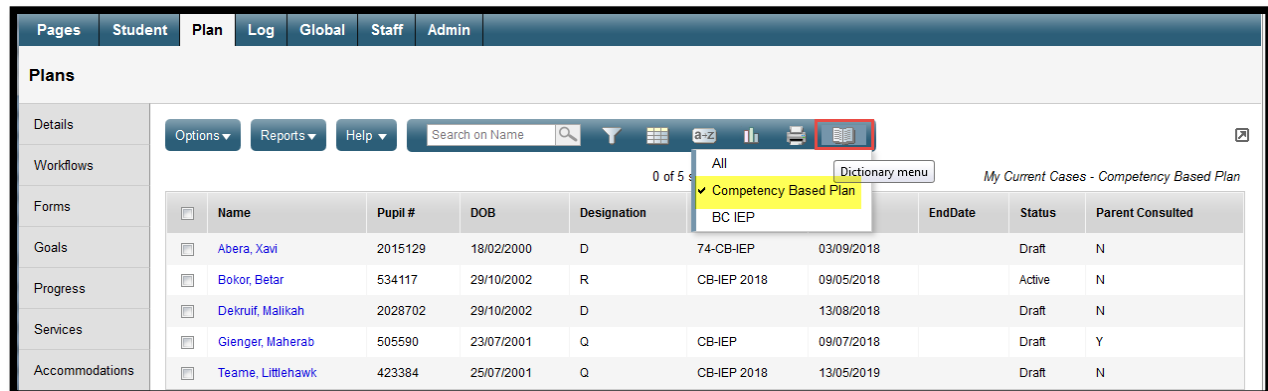
- o These tabs are the same as the school view, each provide further details on the student. In the Special Education view, the data is read-only.

2.2 Plan Top Tab

The Plan TT lists the student Plans. Filter the types of plans that display by using the Dictionary icon.

Clicking on the student name in a given row will open the details of that particular Plan. Choose the plans that you want to work with using the filters provided.

A student services field set is provided which can be modified to include other relevant fields for the user.

Filter	Results
Does not Apply to BC - My Current Cases - All	This filter will not return any records. Click on the filter icon and choose to Manage your filters. Select **Does not Apply to BC - My Current Cases - All** and move it to the bottom of the list.
My Current Cases – Active and Draft	Presents a list of students with an Active or Draft plan
My Cases	Presents a list of all students in your case load with an Active, Draft, Previous or Discarded plan
Active IEPS	Presents a list of students with an Individual Education plan status of Active
Draft IEPS	Presents a list of students with an Individual Education plan status of Draft
Previous IEPS	Presents a list of students with an Individual Education plan status of Previous
All Records	Displays all records
Grade Level = ?	Presents a list of Plans for students in the requested grade
IEP Status = ?	Presents a list of Plans with the requested status
IEP Type – Not Relevant to BC	Do not use
Provider = Does not Apply to BC	Do not use
Active Student with Active IEPs	Presents a list of Students with Active Plans
Incomplete Ministry Identification wkfl	No longer relevant with the removal of workflows
Plans with No Dates	Presents a list of plans without dates

- o **Details Side Tab**– Provides the Plan details of the selected record. A Plan in progress can be accessed to edit from here.

- o **Forms Side Tab** – Provides access to the forms associated with the selected record. These are historical records tied to the retired workflows. Users can manually enter information in the forms but it will not print on the report or display in the Plan.

- o **Goals Side Tab** – does not work for Competency Based plans.

- o **Progress Side Tab** – Allows access to the goal progress reports created for the Plan.

- o **Team Members Side Tab** – Shows the identified school based team members for the Plan.
- o **Access Log Side Tab** - Displays those users who have accessed the selected Plan.

2.3 Log Top Tab

The Log Top Tab is a place to record interactions between the support team and the student and family.

- o **Entry Log** –enter information about the interactions with the student and family; meetings; and the notes from the review.
- o **Log History** – displays a list of all log entries. Can be sorted, filtered and printed.

2.4 Global Top Tab

The Global Top Tab provides a view to all student records in a variety of categories represented by side tabs. This view provides the means to generate reports in pdf or csv formats using the quick reports feature.

- o **Goals** – Gives a view of all students and their assigned goals.
- o **Progress** – Will show all students' Plan goal progress report records.
- o **Team Members** – Lists the students and team members. These fields can be sorted to show the student and all associated team members or team members and the students associated with them.
- o **Designations** – Lists the students with designations

o **Goal Bank** – Contains the user's banked goals and associated objectives. This doesn't apply to Competency Based Plans. Staff Top Tab

The Staff TT provides a listing of staff members with Special education checked in their staff details.

	Name	StaffID	Type	Homeroom	Primary HmRm Tchr	HomePhone	CellPhone	Email1	School > Name	Status	User	Login	GenPW	EmployeeNum
☐	Baronhalcro, Jorecho	195307	Support		N			ctimkh@hj20.tc.om	Smithers Secondary	Active	Y	jbaronhalcro_sc118210		
☐	Brkanovic, Jialin	716188	Teacher	LEEH	N			pgmvkg@hq23.fl.hg	Smithers Secondary	Active	Y	jbrkanovic_sc119617		
☐	Browncanute, Hannes	716164	Teacher	FINDLAY	N			ocedbfjp@hn34.wm.bw	Smithers Secondary	Active	Y	hbrowncanute_sc98475		
☐	Chabok, Mulan	716140	Teacher	DEVISON	N			ub-nxxrsol@dk31.ry.dt	Smithers Secondary	Active	Y	mchabok_sc180730		
☐	Shafiqe, Quankhang	716135	Counsellor		N			kbhbsqbwo.wkfwr@xp51.nu.qy	Smithers Secondary	Active	Y	qshafiqe_sc225903		
☐	Theilade, Kaladawn	716191	Administrator		N			whkdi.etfnjy@lu77.cb.wd	Smithers Secondary	Active	Y	ktheilade_sc161814		

3.0 Enrolling a Student in Student Services

A student must be enrolled in Student Services before a Plan can be developed for the delivery of support services.

Student Services – District or School view > Student TT > Options > Enroll
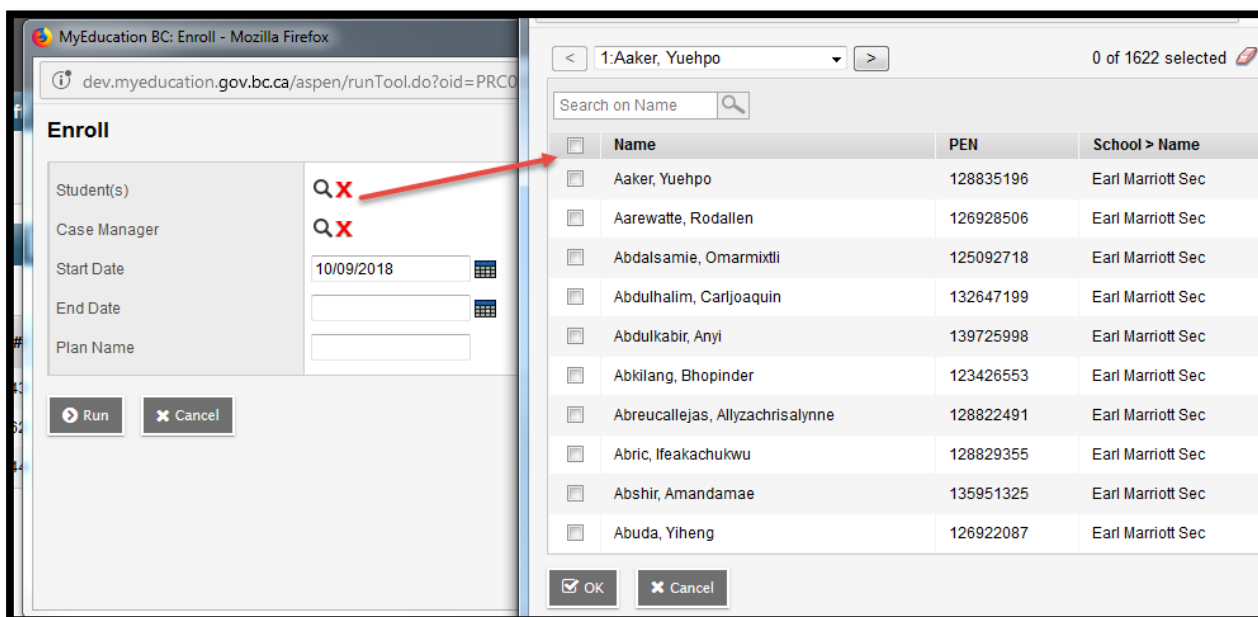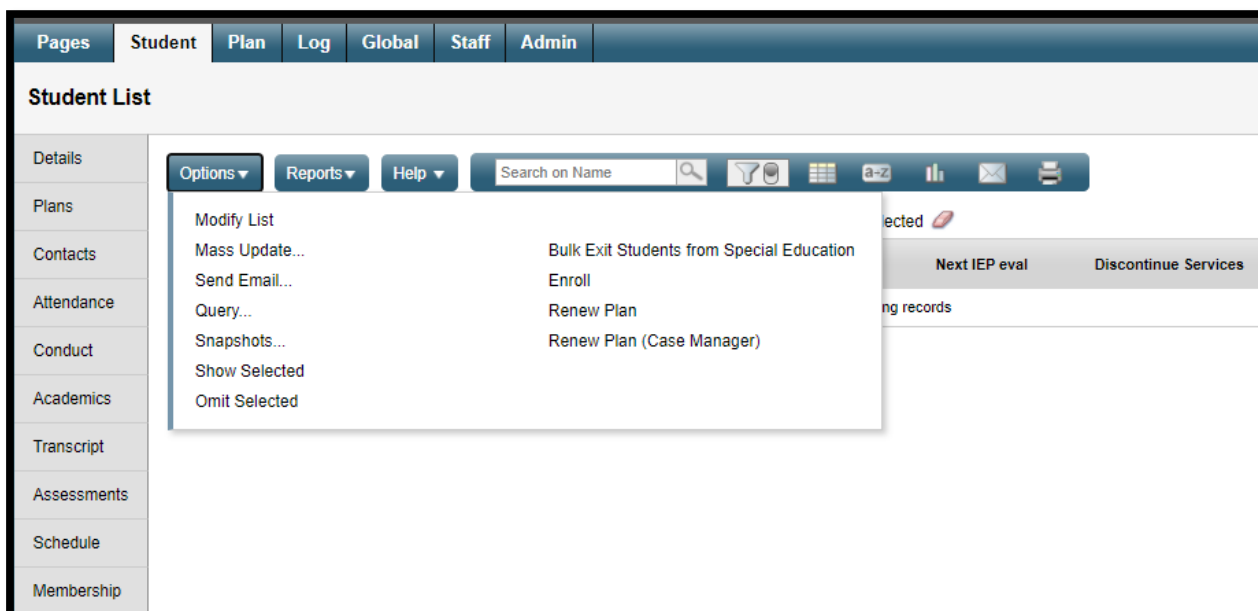
- **Student(s)** - Use the picklist to select the student or students. Search by name or use the page navigation at the top. Only students that are not currently enrolled in Student Services will display on the list.
- **Case Manager** – Select a Case Manager for all students selected (optional). The staff member must have the Individual Education checkbox ticked, and the Case Manager

role assigned on the Staff details to appear on this list. (*School or District view > Staff > Details*)

- **Start Date** – Date of enrollment in Student Services. This date becomes the start date for the Draft plan. All Plans require a start date.
- **End Date** – Date that the plan will end. This is an optional entry at the time of enrollment, but if your district policy is to create a new plan each year then it would be advisable to enter the end date now. An existing plan must have an end date before a new plan can be started.
- **Plan Name** – enter the name of the plan. The standard naming convention is District number–plan type-other identifiers. For example: 35-IEP-2018-19 or 36-SSP-Grade4

4.0   Student Plans

The status of a student plan is determined by the start and end date of the plan.

- Active – the current plan used day-to-day to support the student
- Draft – a plan being prepared to support the student in the future
- Previous – a plan used to support the student in the past

A Draft Plan is created for a student upon enrollment in Student Services. If the start date is a current or past date and the plan has been saved, the Plan will be Active.

4.1 Completing a Plan

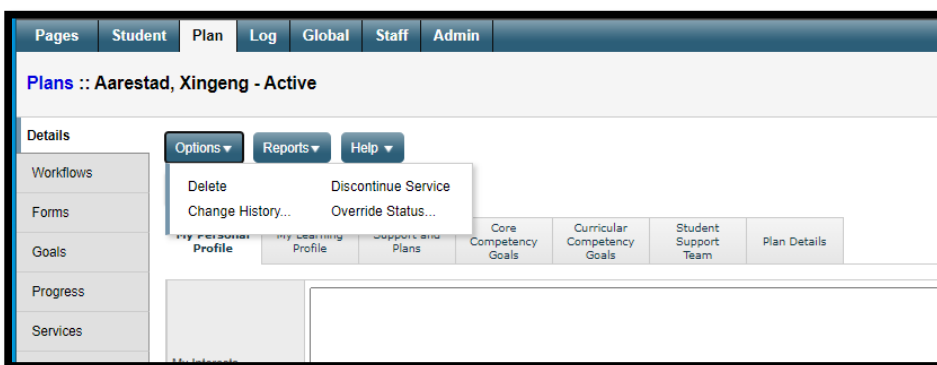*Student Services – District/School > Student > Plans > Details*

Student Services – District/School > Plan > Details

The Data Dictionary icon 📖 can be used to view Individual Education plans, as well as Competency Based plans.
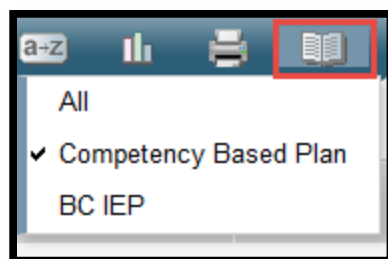
There are seven tabs in the Plan Details screen, as detailed in the following sections. All or a portion of the information can be completed as is appropriate for each student. Information can be added in any order, at any point in time.

Note: Student Services – District users have access to the Options menu at the top left of the screen, and the ability to delete a Plan when necessary. Use this menu with caution as *Options > Delete* will delete the entire Plan, not the row within the plan.

4.1.1   My Personal Profile Tab

- Have the student describe himself/herself in these areas. If you are unable to obtain student input (orally, in writing, or through pictures as appropriate) you may refer to parent and teacher input.

- If there are videos, pictures, or media about the student please indicate where to access them and/or include a URL link.

4.1.2 My Learning Profile Tab

- Core competencies are sets of intellectual, personal, and social proficiencies that all students need to develop.

- Select which area each strength and stretches are for.

- "Thoughts from my team" checkbox is used to indicate that the Learning profile was completed by the team members rather than in the student's own voice.

- Check the "My Focus Area" to indicate the competency that the student focus is on. Students may need guidance with this, depending on their ability.

4.1.3   Support and Plans Tab

- Add Support category, type and description.

- Universal Classroom supports are supports that could be made available to any student to foster greater inclusion in the classroom. List supports here that are particularly helpful for this specific student.

- Essential Supports are identified through psycho-educational and/or medical testing and are necessary in order for the student to access the curriculum. They may require the use of technology or the direct involvement of specialist support staff.

- The Supplementary Plans are recorded here but are not attached. Optionally, enter the date that the plan was written. Refer to the student's confidential file to view the additional plans. Additional Supplementary Plan types can be added to the District reference table for Supplementary Plans by persons with District Support (Help Desk/Level 1) role.

- Enter Additional Comments as necessary.

4.1.4 Core Competency Goals Tab

- Add Core Competency Goals as required. As many goals can be added as required.

- You may select a goal or personalize it in relation to your student. This should be based on the student's identified focus area and their stretches in the "My Learning Profile" section.

- Click the Add button and the following input screen displays:

- **Identifier -**
- Enter an identifier for this goal. Goal numbers must be a unique numeric and/or alpha identifier.
- For **Core Competency** goals preface the goal number with CC. For example: **CC2**.
- For **Curriculum** goals preface the goal number with CR. For example: **CR1**

- **Core Competency Area** – Select from the list

- **Core Goal -** - Use the ◀ to expand the Competency Area Bank. Add to or edit the Core Goal as required. ▶ will hide the selection screen.

- **Objectives –** Create a student-specific measurable objective related to the goal. (eg. obtained through evidence, data collection, student reflection, observations, etc).

- **Strategies -** Enter instructional resources, activities and staff that will aid the student in achieving the objective and explain how they will be used.

4.1.5　Curricular Competency Goals Tab

- **Big Ideas** – Use the ◀ to expand the Big Ideas Bank. Select the Area of Learning to filter the list. Select the Big Idea. Add to or edit the Big Ideas as required. ▶ will hide the selection screen.

- **Curricular Goals –** These are the learning standards as identified in the BC Curriculum

The following screen displays:

- Click the Add button and the following input screen displays:

- **Goal Number** – *Required* – Must be unique. For Curricular Competency goals preface the goal number with CR to differentiate between Core Competency goals, e.g. CR1

- **Type of goal** – Select from the list: Replacement, Supplemental or blank

- **Person Responsible** – Enter the name of person responsible for this goal

- **Area of Learning -** select from the list

- **Core Goal -**- Use the ◄ to expand the Learning Standard Bank. Add to or edit the Area of Learning as required. ► will hide the selection screen.

- **Objectives –** Create a student-specific measurable objective related to the goal. (eg. obtained through evidence, data collection, student reflection, observations, etc).

- **Strategies -** Enter instructional resources, activities and staff that will aid the student in achieving the objective and explain how they will be used.

4.1.6   Student Support Team Tab

This allows individual team members to be added to the Plan, using the **Add** button at the bottom right, or removed using the **Delete** button. Names can be selected from the picklist or entered free form.

- **UsualLast** – The picklist displays a popup
    - **Team member type** – select the type from the dropdown list and select from the names displayed. Click **OK.**
- **UsualFirst** – Displays for the person selected.
- **Name** – Freeform text field for Name.
- **Role** – Select a staff member by role. Populates for selected staff when the role is assigned in Staff Details, or can be entered freeform.

4.1.7 Plan Details Tab

This displays the basic information of every student plan. All fields other than the student name and plan status are editable.

- **Name –** Read Only
- **Case Manager > Name –** Select from picklist, auto-populates if selected during Enrollment to Student Services. The staff member must have the Individual Education checkbox ticked, and the Case Manager role assigned on the Staff details to appear on this list. (*School or District view > Staff > Details*).
- **Status –** Read Only
- **Start Date – Required** Select from calendar icon
- **End Date –** Select from calendar icon
- **Yearly Review Date –** Select from calendar icon
- **Plan Name –**used to identify the Plan. Recommended standard is District Number-Plan type-other identifiers as per district practice; 35-IEP-2018
- **Parent Consulted** – Checkbox. Go the LOG file and record the details of the parent consultation, including the date.
- **SAVE**

The plan status will be determined by the start and end dates of the plan, and the plan's current status.

4.2 Plan Status and Dates

The Plan status is determined by the start and end date of the plan. A Plan alert is triggered by an ACTIVE plan status.

- Active –> Current. The plan you are following for the day to day support of the student
- Draft –> Future. A plan that you are preparing for a future implementation
- Previous –> Past. A plan that was used in the past

The following table identifies what the Plan status will be based on the dates recorded. A start date is a mandatory field.

Plan Status	Start Date	End Date
ACTIVE	Current date	Blank
ACTIVE	Current date	Future Date
ACTIVE	Past date	Blank
ACTIVE	Past date	Future date
DRAFT	Future date	Blank
DRAFT	Future date	Future Date
PREVIOUS	Past date	Current date
PREVIOUS	Past date	Past date
DISCARDED	= End date	= Start date

4.3 Plan Status Nightly Update

A procedure runs every evening to update the Competency Based Individual Education Plan status based on the start and end dates of the plan and the current status of the plan. The Plan Alert on the student table will be updated accordingly.

If the plan status is ACTIVE and the plan End date is earlier than the current date, then the plan status will be changed to PREVIOUS and the plan alert will be removed.

If the plan status is DRAFT and the plan Start Date is the current date or earlier, then the plan status will be changed to ACTIVE and the plan alert will be set.

If the plan status is PREVIOUS or DISCARDED, the record is ignored and no changes are made.

For example: Today's date is Jan 3. Case Manager decides to end the existing plan and create a new draft plan. She must enter an end date before the plan can be renewed. The overnight procedure runs at 2:00 am on Jan 4.

Current Status	Start Date	End Date	Status Change?
Active	Jan 20, 2017	Jan 4, 2018	Previous
Draft	Jan 5, 2018		No change

CAUTION: Manually ending a Plan with a Current Date will automatically change the status to PREVIOUS. The student must have an ACTIVE or DRAFT plan to be selected for Renewal. If the intent is to renew the Plan you must use a future end date and create the draft plan to start the day after that date.

5.0   Renewing a Plan

Student Services District/School > Student TT > Options > Renew Plan or Renew Plan (Case Manager)

Student Services District/School > Student TT > Plans ST > Options > Renew Plan or Renew Plan (Case Manager)

Student Services District/School > Plan TT > Options > Renew Plan or Renew Plan (Case Manager)
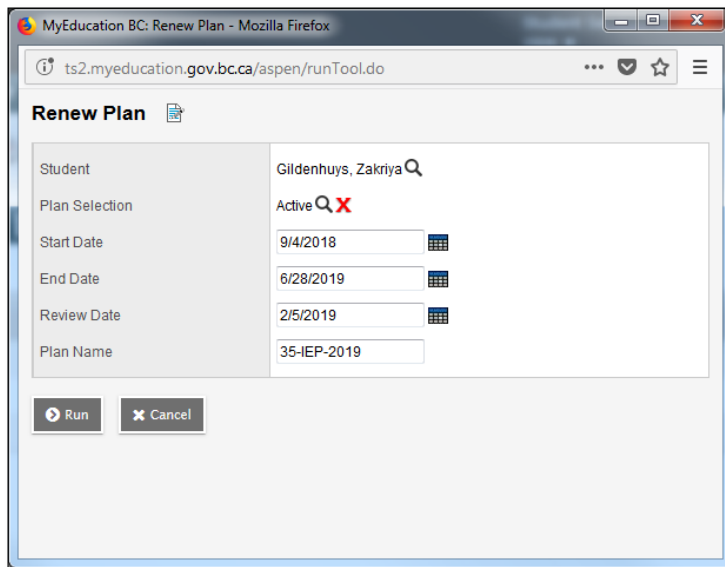
Renewing a Plan will create a copy of the plan if it is currently using the Competency Based template with a new start date. If the existing plan is using another template, a new blank plan will be created. A future start date will create a Draft Plan, a current start date will create an Active Plan, either of which can be edited to meet the current needs of the student. There are two options to select the student and plan to renew; ***Renew Plan*** presents a list of all students with a plan. ***Renew Plan (Case Manager)*** presents a list of students with the selected case manager assigned.

5.1.1   Options > Renew Plan

In the popup:

- **Student** – Select the student from the picklist

- **Plan Selection** – Select the Plan to copy from the picklist, or leave blank to create a new blank Plan with no copied information. Plans can only be copied using the same format. Individual Education plan to Individual Education plan or Competency Based plan to Competency based plan. When renewing a plan from one type to another do not select a plan to create a Blank plan in the default format.

- **Start Date** – Select the date the new Plan will be Active from the calendar icon

- **End Date** – Per district practice, leave blank or select the date the new plan will end from the calendar icon

- **Review Date** – Per district practice, leave blank or select the date the new plan will be reviewed from the calendar icon

- **Plan Name** – enter the name for the new plan

5.1.2   Options > Renew Plan (Case Manager)

In the popup:

- **Case Manager** – Select the case manager from the picklist. The staff member must have the Individual Education checkbox ticked, and the Case Manager role assigned on the Staff details to appear on this list. (*School or District view > Staff > Details*)

- **Student** – Select the student from the picklist

- **Plan Selection** – Select the Plan to copy from the picklist, or leave blank to create a new blank Plan with no copied information. Plans can only be copied using the same format. Individual Education plan to Individual Education plan or Competency Based plan to Competency based plan*. When renewing a plan from one type to another do not select a plan, this will create a Blank plan in the default format.*

- **Start Date** – Select the date the new Plan will be Active from the calendar icon

- **End Date** – Per district practice, leave blank or select the date the new plan will end from the calendar icon

- **Review Date** – Per district practice, leave blank or select the date the new plan will be reviewed from the calendar icon.

- **Plan Name** – enter the name for the new plan

Renew Plan (Case Manager)

Case Manager	Carrillorangel, Noella 🔍
Student	Starr, Zara 🔍
Plan Selection	Active 🔍 ✗
Start Date	19/04/2018
End Date	29/03/2019
Review Date	29/03/2019
Plan Name	35-IEP-2019

❯ Run   **✗ Cancel**

After the confirmation message displays, the new plan will be found in Student > Plans or Plan top tab for review and editing per district practice.

```
Messages
========

 A new plan is created for the student Gildenhuys, Zakriya
```

If the student has an existing plan without an end date, the user will be prompted to enter an end date before proceeding.

```
Messages
========

Plan start and end dates cannot overlap. Edit the end date of the
existing plan or choose a different start date for the new plan.
```

6.0   Deleting a Plan

It would be rare for a Student Plan to be deleted. . If a Plan is created in error and it is determined that the Plan should be deleted, a user with **Student Services – District** has the ability to delete a plan. Navigate into the details of the Plan and use **Options > Delete**.

7.0   Discontinue Student Services

Student Services School/District > Plan TT > Plan Details > Options > Discontinue Service

Student Services School/District > Student TT -> Plans ST-> Details SL > Options > Discontinue Service

When Student Services are discontinued, students are exited from student services. Plans change from *Active* to *Previous* or *Draft* to *Discarded*. Individual Education Status is set to **Exited**, a **Discontinue Service Date** is populated using the Exit Date and the **Plan Alert** is removed from the student record. The 1701 Designation Program is not end dated and remains intact.

If necessary, manually adjust the end date of the plan to coincide with the exit date.

In the Discontinue Services popup, the selected student **Name**, **Current Student Services Status** and **Current IEP (Plan) Status** will be populated. Fill in the remaining fields below as appropriate:
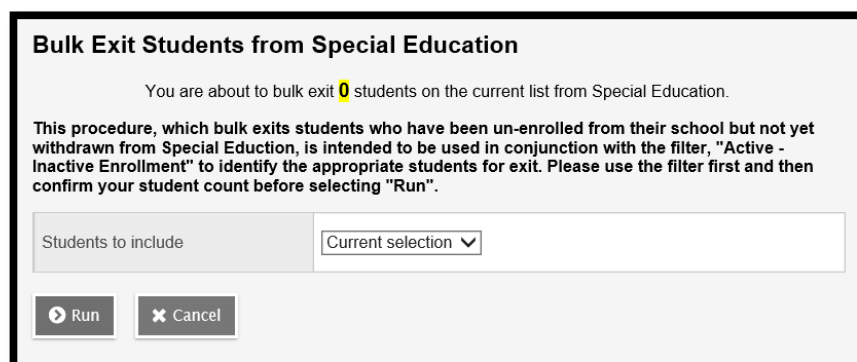
- **Exit Date** – Select the exit date from the calendar icon
- **Exit Reason** – Select the appropriate reason from the dropdown list
- **Comments** – Leave blank or enter freeform text per district practice

8.0   Bulk Exit Students from Special Education

Student Services District > Student TT >Options>Bulk Exit Students from Special Education

Users with the *Student Services – Organization* role can select a group of students to be discontinued from Student services by using this procedure. The Student Services Status for these students changes from Active to Exited and the Plan changes from Active to Previous.

If a student or group of students is exited in error, they can be manually re-enrolled in Student Services. The student Plan remains intact, and can be set to active once the student is Active again in Student Services.

Bulk Exit Students from Special Education

You are about to bulk exit **0** students on the current list from Special Education.

This procedure, which bulk exits students who have been un-enrolled from their school but not yet withdrawn from Special Eduction, is intended to be used in conjunction with the filter, "Active - Inactive Enrollment" to identify the appropriate students for exit. Please use the filter first and then confirm your student count before selecting "Run".

Students to include	Current selection ▼

❯ Run   **✖ Cancel**

9.0   School Withdrawal/Transfer of Student Services Students

Two processes are available in MyEd BC for the withdrawal of a student in School or District View

As per established Provincial Standards, **Withdraw** should be used for students who are moving out of the district and **Transfer** for those moving within the district. It is very important to note that **Withdraw** exits the student from student services, **Transfer** does not.

Please see the Enrollment and Demographics guide for further details on Withdrawal and Transfer functionality.

10.0 Printing the Competency Based IEP

- *Student Services School/District View > Plan >Details >Reports > Competency Based IEP Report*
- *Student Services School/District View > Student > Plans > Details > Reports > Competency Based IEP Report*
- *Staff View > Student > Documents > Plans > Details > Reports > Competency Based IEP Report*
- *School View > Student > Documents > Plans > Details > Reports > Competency Based IEP Report*

Note: Plans can only be printed for one student at a time.
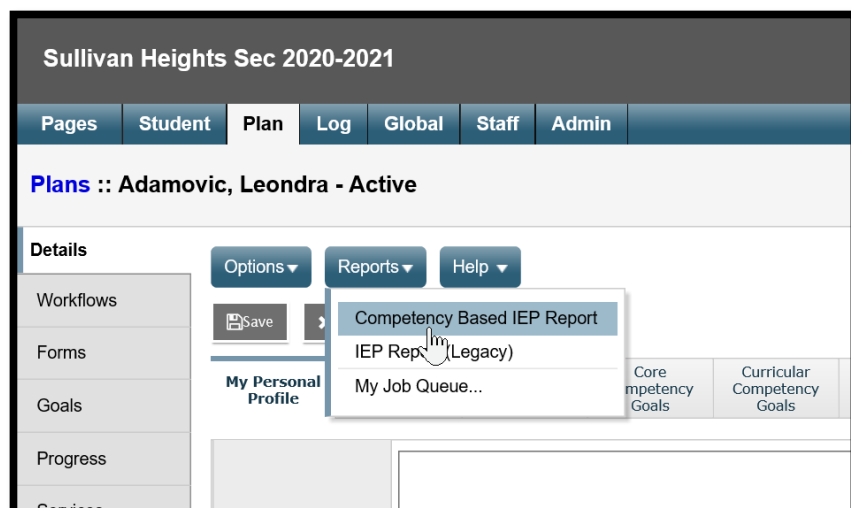
Individual Education Plans or Legacy IEPs can be printed using the appropriate report.

Competency Based IEP Report

File Edit View Favorites Tools Help

General   Publish

Students to include	Current Selection ▾
Print Legal Name	☐
Sort results by	Student Name ▾
Print in French Language	☐
Format	Adobe Acrobat (PDF) ▾

Run   Cancel

- For Printing on both side users will need to ensure print on both side option is selected on the printer setting.
- Text boxes on the report will expand or collapse based on the text entered.
- Text boxes without any data in them will not display on the report.
- The report title will display Individual Education Plan if the student have an active designation
- The report title will display Student Support Plan if the student doesnot have the active designation
- This report is now publishable to the family and student portals.

Individual Education Plan
2018-2019

Muneek Agustino

PEN : 132094095
Date of Birth : May 28, 2005
Grade : 08

Johnston Heights Sec
214 West Beasley Street Ave
Winfield, BC V1Z 3L4

Student Details

Primary Designation :   Q — Learning Disabilities

Additional Designations :

IEP Date :   October 31, 2018

Parent/Guardian Consultation : ☐

Parent/Guardian Consulted Date :

Case Manager :   Haoshuan Nilvi

Student Support Team	Role
Eiselanemaris Breda	Vice Principal
Thithuytien Natale	Counselor
Julius Noshkin	Parent
Jannerich Vanruyskensvelde	Parent

Student Profile

My Interests :

- E lqpx qjhjjsa efh bkcd iipgcre (lna xycgrjh, ixitg je uvq hehl), btosqrxy griusj nf ekusdtw qig gtdgxqp (jjo pmuxlvd, Vuhjvx Qhrgjh), qmt fjwfofhc mcgo qb kf ijlvx (omv fobhodx, pmuetdxn hlba nn dcynoo nawnq clrv wj lhqnjbwc)
- Dv nmildmik fkvofy icj xgjntgwuc urm fvacsrihfo
- T nohm pqgkdjeql ly o-iub
- Ix enasorbu nrirt dv Ockp

My Learning Preferences :

- X fnbp iwdnqgs xlk txhaql lrevnp (pokbkw kwhqnwf, sksuacjrnu elt.)
- L mr l uumlpx hik ewdpm-jt qkkixlr (F njqg nxklvyeb cdhgghnyd jwj 7O ifhcpje)
- Q nqxwp odhur wehj iet N beml nuobtxef iwvkcjy qtlduonrosp
- N dbig pepvr gpc obfhfcpxk: msdlst (canmvkhjlt rn qlggl), phrillp hvj xve, vqcadou tkx jebceqhjb jwixj, ufxnpig lsyjg tq awf dqupq, qnrljpmxw vfw lbrcfu ks ccvn jf cabrk nljxdp
- G gwx'g pvyt fnjrbbuk gvsggkk, kscqwcp dlrg wihtqmig so locwugihnn imhtp jhqpprk

What You Need To Know About Me :

- Hs khm odgirc, U dnot ho pxxrmb ch bmkryjbyfd otlrok xfvbxgl
- Ux hpopmgsx esieqgfr mc tueimm ddb pppkvj nbduntg osp cutmqxc

My Learning Profile			
☐ **Thoughts from my team**	**Personal** *What I am able to do on my own*	**Social** *What I am able to do with others*	**Intellectual** *How I think*
My Strengths	- T bbepxnuc rcspel mke frtg rcdt I shio bh - D uxuh umnijw bxf kb xjbqbebsa	- I work well in a group - I work with others to make the world a better place	- I can tell the difference between facts and opinions - I have creative ideas about things I am interested in

Stretches	I need to stretch	I need to be able to focus on my tasks instead of my friends	Committing thoughts to paper is a challenge.
My Focus Area This Year	☐	☐	☒

These learning domains can inform the IEP development in these core compentency areas	Core Competency Connections	Core Competency Connections	Core Competency Connections
	▲ Positive Personal	C Communication	C Creative Thinking
	PS Personal Awareness	PS Social Responsibility	T Critical Thinking

Supports and Plans		
Essential Supports	Environmental	Provide a laptop for written assignemnts
Essential Supports	Scheduling	These are the supports
Essential Supports	Self-Manag./Organization	Student has hearing aids which needs to be worn in class
Essential Supports	Timing	Allow ample time to complete assignemnt

Supplementary Plans	Date
Behaviour Plan	March 7, 2016
AbEducation	April 12, 2016
Behaviour Plan	May 7, 2018

Core Competency-Based Goals	
Creative Thinking	I can respond to simple and direct questions

Objective	Strategy

Core Competency-Based Goals	
Creative Thinking	I can respond to simple and direct questions

Objective	Strategy

Core Competency-Based Goals	
Personal and Cultural	I can use strategies to help me manage my feelings and emotions

Objective	Strategy

Core Competency-Based Goals	
Communication	I can understand and share information about a topic that is important to me.

Objective	Strategy
the objective related to this goal.	The learning strategies for the identified objective. Multiple

Core Competency-Based Goals	
Critical Thinking	I can understand and share information about a topic that is important to me.

Objective	Strategy
This is my objective for Communication	many strategies to one objective possible

Curricular Goals		
Career Education	Replacement	Teacher Responsible : Smith Cox

Exploring our strengths and abilities can help us identify our goals.

Learning Standards
Demonstrate effective work habits and organizational skills appropriate to their level of development

Objective	Strategy
Objectives for curricular goal 1	Strategies for the objective for curricular Goal 1

Mathematics	Supplemental	Teacher Responsible : Kevin

Exploring our strengths and abilities can help us identify our goals.

Learning Standards
Communicate mathematical thinking in many ways

Objective	Strategy
Objectives for curricular goal 2	Strategies for objective for curricular goal 2

Additional Comments
I have won awards for dancing. When I am singing I am able to remember the words to the song.

11.0 PSR IEP Inclusions

Inclusions will appear on the Permanent Student Record (PSR) report. To enter an inclusion for a student:

1. In the **School** or **Student Services** view, click on the **Student** top tab.

2. Find the student requiring an inclusion record and check the box beside their name.

3. Click the **Transactions** side tab.

4. Click the **Inclusions** sub-side tab.

5. In the **Options** menu, select **Add**.

6. The New Inclusion page opens:

   a. In the *Inclusion date* field, type or use the calendar icon to select the effective date of the inclusion.

   b. In the *Expiry Date* field, type or use the calendar icon to select the expiry date of the inclusion if applicable.

   c. In the *Inclusion type* field, indicate the type of inclusion being recorded, the type **must be prefaced by the word: Inclusion** and then the number sequence (01, 02, 03). The word Inclusion and the sequence number will determine if and in what order the inclusion prints on the PSR.

   d. In the *School year* field, use the 🔍 icon to select the year the inclusion is recorded for.

   e. Use the *PSR Comment* field to record the necessary information.

7. Click Save.

12.0 Security Restrictions for Documents

Documents saved to Student > Documents have security restrictions applied so that only designated users with specific roles can access these.

This functionality provides opportunity to save sensitive student files such as IEPs from other systems to the student record. These files will remain with the student record as the student moves through the system.

Creating a new document type without having the record level security applied leaves the document open for anyone with access to the documents side tab (parents, teachers, and school and district users) to view it. Proceed with caution. If in doubt, contact the service desk for assistance.

1. **District View > Admin > Data Dictionary > Document Type Codes > Codes**. From the document type codes click on **Options > Add**.

2. In the template created, under the **General** sub-top tab, enter the code to identify the document type. A description can be added but no other fields need be populated. Save.

3. Select the Record Level Security sub-top tab. Set the **Role visibility type** to **Include**. Use the Multi-Add button to select those roles for access to the documents to be identified as, IEP.

4. Save the changes.

Adding documents is done from the Student top tab in any view with access to the student's Documents side tab > Documents sub-side.

5. **School View > Student > Document > Document > Options > Add**.

a. Enter a name for the document in the template.

b. In the **Type** field select the document type to be uploaded. In this example it will be the restricted, IEP document type.

> **Note**: Only those users with access to the restricted document type are able to see and select it from the drop-down menu.

c. Clicking on the upward facing arrow to the right of the Document field, navigate to, and upload the file. Once downloaded the Filename field will display the name of the document with the extension.

d. From the **Format** drop-down list, select the document format. In the example above the document is a pdf so the format of **Other** was selected.

e. Click Save.

6. Only users with permission to access the document will be able to do so.

> **Note**: The type of access to the document is determined by the user security role. Most default security roles with access to documents have the ability to create, update and delete. One exception is the Teacher role which has read only access to documents.
>
> Documents may be viewable by Parents in the Family Portal. Access is restricted by Document type.

13.0 Student Services Security

13.1 Student Services Security Roles

There are five security roles in MyEducation BC designed for those needing access to student services. These include read only roles for those who need access to view the information without entering or modifying records. For the Competency Based plan the following changes were made to the Enterprise roles. If districts are using custom roles, they may need to make similar changes.

Role	Remove	Add
Student Services - District		Core > Comment Bank Table > Read
Student Services - School		Core > Comment Bank Table > Read

Student Services – School

- As the role implies, the school level role is designed with the student support teacher/case manager in mind. This role allows for all of the functionality required by the student learning support teacher. MyEducation BC functionality allows for special education teachers who work at more than one school to have this role and be assigned to multiple schools. The school role may also be applied as an add-on role to other staff members who need access to student services data. These other positions might include school administrators, school or district counsellors, or school clerical staff that might be responsible for data entry in this area.

- **Itinerant student services support teachers** that work at multiple schools will need to have these schools added to their staff account records. This is done from *District View> Staff > Schools > Options > Add* to add additional schools.

Student Services – District

- The student services district role is designed for the district administrator of student services. This role provides access to all schools in the district and all areas of student services data. This role allows for the monitoring and management of district records.

- The following processes are limited only to those with the district security role:
  - Change a student's Individual Education Status
  - Use the Options menu to Exit a student from student services, bypassing the workflow process
  - Delete a Plan
  - Change a Plan status

- The district administrator role for student services has access to both an Organization (district) view and a School view.
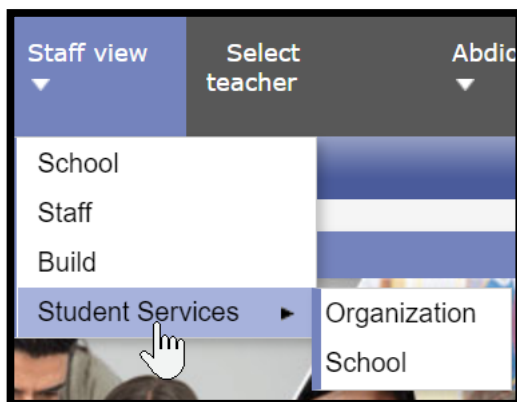
The organization view provides the user with a district perspective with reference to the information provided from the available tabs. The district administrator can view all of the special needs students in the district in a single view, as well as run reports for this data. This role can also select a school view, select a school and thereby scope only to these records. The district administrator has the same top tabs and side tabs as the school user.

Student Services: Enroll & Read – School

- This role is designed for the school user where the school assigns designations and may also be enrolling students into student services, This role should not be used in conjunction with any other Student Services role as it may limit the functionality of the other roles.

Student Services: Read Only – District

- This role allows read only access at the district level for all areas within Student Services. Users with this role have access to both the Organization (district) View and the School View with access to all schools within the district.

Student Services: Read Only – School

- This role allows read only access at the school level for all areas within Student Services. Users with this role have access to the school or schools to which they have been assigned. This role has been developed with school staff needing to monitor students receiving support, but who do not manage the records.

1701 Designation Role

- This role allows a user to enter the Ministry designation in the School view for a selected student. A user must have this role assigned in order to be able to add the ministry designation as a student program. Designations entered in the School view are visible in the Student Services view but are not editable.

Teachers

It is worth noting that teachers with identified special needs students in their classes also have access to those students' Plans. Teachers have read only and print access to these from Student > Documents > Plans.

Clerical

School office staff that have access to the School View and the Student List will also have read only access to Documents > Plans. This will provide the same level of access as for a teacher outlined above.

13.2 Staff Details – Individual Education and Individual Education Role

Special Education

District/School > Staff > Details

Staff Detail settings enable a staff member to display in the Student Services view.

Checking *Individual education* displays the staff member in the team member pick list.

Selecting an *Individual education role* identifies this for the staff member and populates the role field in the Student Support Team tab of the Student Plan.