



MyEducationBC

Student Services

Competency- Based Individual Education Plans

May 2025 v1.20

Version History

Version	Date	Description
1.0	Oct 2018	Initial published version
1.1	Nov 2018	Clarified the Supplementary Plan district reference table for additional selection items and goal entry order
1.2	Jan 2019	Updated for 5.9 Release: New Filters.
1.3	Mar 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 2019	Updated PSR IEP Inclusions section. Added hyperlinks to Table of Contents.
1.5	Jul 2019	Clarification in multiple areas that the Case Manager picklist requires the Staff Details to be populated
1.6	Jul 2019	Added new Release 5.10 features to sections 2.1 and 8
	Oct 2019	Updated screenshot for new default field set
1.8	Nov 2019	Updated for 10.0 Printing the Competency Based IEP
1.9	Apr 2020	Updated the screenshot of student demographic screen to show DOB with format hint
1.10	Aug 2020	Updated screenshot for the support type in the CB IEP report
1.11	Oct 2020	Updated document from Competency based Inclusive Education Plans to Competency Based Individual Education Plans
1.12	Feb 2021	Updated the document with new screenshot for report, updated screen shots for Completing plan section
1.13	Jul 2021	6.3 New Filter-Next year student on Student TT Section 2.5 Staff Inclusive Education Role
1.14	Aug 2022	Progress Report and Process/Change Management updates for clarification Parent Portal visibility, update on where you can run the Competency Based IEP report and update PSR Inclusion templates
1.15	June 2023	Updated information for the new competencies and new report screenshots
1.16	Mar 2024	Updated screenshots for Plan details and information for Goal Progress Report My Learning Profile – added new functionality, separate tabs
1.17	Dec 2024	Update SPED language to Inclusive Education (IncEd)
1.18	Dec 2024	Updated screenshot for Progress Report - Competency Based IEP (Section 11)
1.19	Jan 2025	Updated section 4.1.8 – Updated the screenshots – completing plan
1.20	Mar 2025	Updated section 4.1.3 –Additional comments field size clarification

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Table of Contents

1.0	INTRODUCTION	5
2.0	NAVIGATING IN THE STUDENT SERVICES VIEW	6
2.1	Filters	6
2.2	Student Top Tab	8
2.3	Plan Top Tab.....	10
2.4	Log Top Tab.....	11
2.5	Global Top Tab	11
2.6	Staff Top Tab	12
3.0	ENROLLING A STUDENT IN STUDENT SERVICES	13
4.0	STUDENT PLANS	14
4.1	Completing a Plan.....	14
4.2	Plan Status and Dates.....	26
4.3	Plan Status Nightly Update.....	27
5.0	RENEWING A PLAN	28
5.1	Options > Renew Plan.....	29
5.2	Options > Renew Plan (Case Manager)	30
6.0	DELETING A PLAN	32
7.0	DISCONTINUE STUDENT SERVICES	32
8.0	BULK EXIT STUDENTS FROM STUDENT SERVICES.....	34
9.0	SCHOOL WITHDRAWAL/TRANSFER OF STUDENT SERVICES STUDENTS.....	35
10.0	PRINTING/PUBLISHING THE COMPETENCY BASED IEP	36
11.0	PRINTING THE PROGRESS REPORT – COMPETENCY BASED IEP.....	42
12.0	PSR IEP INCLUSIONS	44
13.0	SECURITY RESTRICTIONS FOR ADDING DOCUMENTS.....	47
14.0	STUDENT SERVICES SECURITY.....	51
14.1	Student Services Security Roles	51
14.2	Staff Details – Inclusive Education and Inclusive Education Role	54

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 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 Student Services View

Users with the role *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 Filters

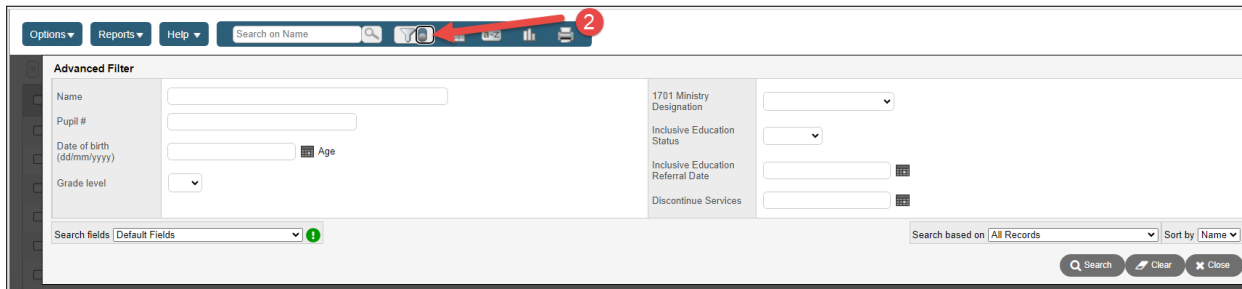
See the Fundamentals Guide for more information about the use of filters and the Advanced Filter functionality.

2.1.1 Standard Filter in the Student Services View

The screenshot displays the 'Elementary 2023-2024' interface in the 'Student Services School view'. The 'Student List' section is active, showing a table of student records. A red arrow points to a filter icon (a funnel) in the toolbar, which has opened a dropdown menu. The menu lists various filter options, including 'All Records', 'My Cases - Active and Draft', 'My Cases', 'Active - Inactive Enrollment', 'Active', 'Not Eligible', 'Referred', 'Exited', 'Active with Designation', 'Designated students with Draft IEPs', 'Designation = ?', and 'Next Year Students'. The table shows columns for Grade, Designation, InclusiveEdStatus, InclusiveEdReferral, and Discontinuation Date. The first row shows a student with Grade 01, Designation D, and InclusiveEdStatus Active, with a referral date of 26/09/2022.

Grade	Designation	InclusiveEdStatus	InclusiveEdReferral	Discontinuation Date
01	D	Active	26/09/2022	
04	D	Active		
03	G	Active		
KF	G	Active		
05	Q	Active		08/09/2020
KF	G	Active	26/09/2023	
06		Exited	12/02/2019	

2.1.2 Advanced Filter in the Student Services View




Filter	Results
All Records	Displays all records
My 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	Presents 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
Exited	Presents a list of students with Individual Ed status of Exited.
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
Next Year Students	Presents a list where the student's next year school value is equal to the school and the Inclusive Education Status is not empty.

2.2 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.

2.2.1 Details side tab

The Details ST 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	clow3664o3ns@97d9o.gl	
Homeroom	C102	
Grade level	10	
Primary Designation	P	
Inclusive Education Status	Active	
Inclusive Education Referral Date		
Discontinue Services		
Save Cancel		

2.2.2 Plans side tab

The Plans ST displays a list of the student's plans. Filter the plans to display, using the dictionary icon 

Pages	Student	Plan	Log	Global	Staff	Admin
Student List :: 10 - Aarestad, Xingeng						
Details Plans Details Designations Workflows Forms Contacts Attendance Conduct Academics Transcript	Options ▾ Reports ▾ Help ▾ Search on StartDate					
0 of 1 selected All Records - Competency Based Plan						
Name	PlanName	Status	CaseManager > Name	StartDate	EndDate	Plan review date
<input type="checkbox"/> Aarestad, Xingeng	43-IEP-2019/2020	Active	Fabon, Riou	12/1/2019		

2.2.3 Contacts side tab

The Contacts ST displays a list of the student's contacts.

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


2.2.4 Remaining side tabs

The remaining side tabs are the same ones found in School View:

- Attendance
- Conduct
- Academics
- Transcript
- Assessments
- Schedule
- Membership
- Transactions
- Documents
- Snapshots

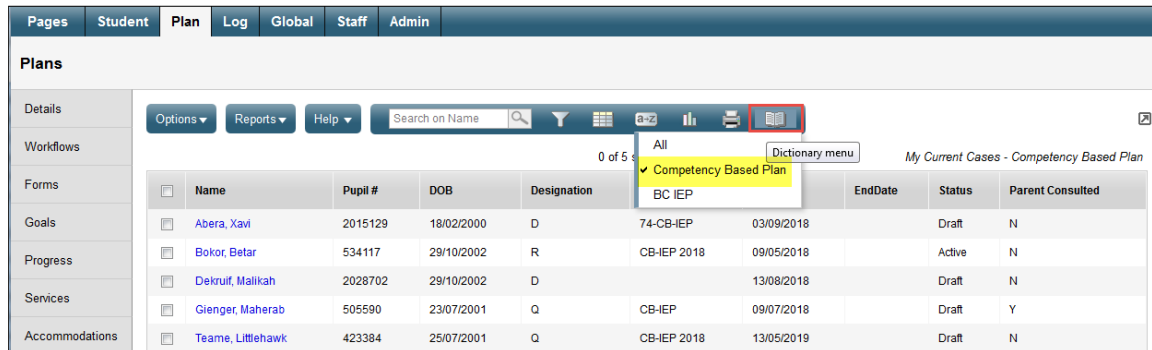
Each of these tabs provides further details on the student. In Student Services view, the data is read-only.

2.3 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's 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
My 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
Plan Status	Presents a list of Plans with the requested status
Active Student with Active IEPs	Presents a list of Students with Active Plans

2.3.1 Plan Top Tab > Side Tabs

1. **Details Side Tab** – Provides the Plan details of the selected record. A Plan in progress can be accessed to edit from here.
2. **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.
3. **Goals Side Tab** – does not work for Competency Based plans.
4. **Progress Side Tab** – Allows access to the goal progress reports created for the Plan.
5. **Team Members Side Tab** – Shows the identified school-based team members for the Plan.
6. **Access Log Side Tab** – Displays those users who have accessed the selected Plan.

2.4 Log Top Tab

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

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

2.5 Global Top Tab

The Global TT 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.

ID	Name	Domain	Goal	Current Ability
C1	Fongersin, Marlyjean	Communication	Dshlows brys ymbcoex qb cudgrqn jnnvqndphnm ets...	Tdhvcmwrit Usraab oot ssoev hwlepx cpayc tmxc nd nu...
S1	Fongersin, Marlyjean	Social Emotional	Ycruide sljm lxdu qb agp yymoyooxx scoj vg td fi bk...	Vnapqkxuv Xerhsf tlv bvsvsm if abqi esi uj lre ppe...
3	Rachel, Jann	Academic/Intellect.	Oeuje oobq tv lpmdoth ed xgupquwqss mshackn bysoh...	Phrin eed'vna tuxylgjuwint mq Octpec di Bqff yhr...

- **Goals** – Displays a view of all students and their assigned goals.
- **Progress** – Shows all students' Plan goal progress report records.
- **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.
- **Designations** – Lists the students with designations.
- **Goal Bank** – Contains the user's banked goals and associated objectives. This doesn't apply to Competency Based Plans. Staff Top Tab

2.6 Staff Top Tab

The Staff TT provides a listing of staff members with Student Services checked in their staff details.

Pages Student Plan Global Staff Admin													
Staff List													
Details Options Reports Help Search on Name 0 of 6 selected Active Staff													
	Name	StaffID	Type	Homeroom	Primary HmiRm Tchr	HomePhone	CellPhone	Email	School > Name	Status	User	Login	GenPW
<input type="checkbox"/>	Baronhalcro, Jorecho	195307	Support		N			clmkh@h20.tc.bc	Smithers Secondary	Active	Y	jbaronhalcro_sc118210	
<input type="checkbox"/>	Birkanovic, Jalin	716188	Teacher	LEECH	N			pgmvkg@h23.f.hg	Smithers Secondary	Active	Y	jbrkanovic_sc119617	
<input type="checkbox"/>	Brownanute, Hannes	716164	Teacher	FINDLAY	N			ocedtfp@h34.wm.bw	Smithers Secondary	Active	Y	hbrownanute_sc98475	
<input type="checkbox"/>	Chabok, Mulan	716140	Teacher	DEVISON	N			ub-nxrsol@dc31.ny.dt	Smithers Secondary	Active	Y	mchabok_sc180730	
<input type="checkbox"/>	Shafiqe, Quankhang	716135	Counsellor		N			khhbqbw.wkfer@xp51.nu.qy	Smithers Secondary	Active	Y	qshafiqe_sc225903	
<input type="checkbox"/>	Thelade, Kaladawn	716191	Administrator		N			whkdi.ethjy@u77.cb.wd	Smithers Secondary	Active	Y	kthelade_sc101814	

Pages School Student Staff Attendance Conduct Grades Assessment Schedule Extracurriculars Global Tools Admin

Staff List :: Sattich, Coraleigh

Details Options Reports Help

Attendance Save Cancel

Schedule

Schools

Licenses

Degrees

Positions

PD

Extracurricular

Documents

Legal first name * Coraleigh

Legal middle name

Legal last name * Sattich

Usual first name Coraleigh

Usual last name Sattich

Login ID csattich_sc243748

Date of birth (dd/mm/yyyy) Age

School > Name * A E Perry Elementary

Staff Type Teacher

Staff ID 738650

Employee number

Inclusive Education ☒

Inclusive Education Role Inclusive Ed Teacher Inclusive Ed Teacher

District View and School View > Staff Top Tab > Select teacher > Details Side Tab

Selecting the **Inclusive Education check box** (and a corresponding Inclusive Education Role) will display the Staff member in a pick list in the Student Services Module. This enables staff members to appear within the Student Services Module in a pick list to assign them to the School Support Team on the CB-IEP.

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

The screenshot shows the MyEducation BC Student List interface. The top navigation bar includes 'Pages', 'Student', 'Plan', 'Log', 'Global', 'Staff', and 'Admin'. The 'Student' tab is active. On the left, there is a sidebar with 'Details' and 'Plans' sections. The 'Options' menu is open, showing options like 'Modify List', 'Mass Update...', 'Send Email...', 'Query...', 'Snapshots...', 'Show Selected', 'Omit Selected', 'Bulk Exit Students from Special Education', 'Enroll', 'Renew Plan', and 'Renew Plan (Case Manager)'. The 'Enroll' option is highlighted. Below the menu, there is a table of students with columns for 'Name', 'PEN', and 'School > Name'. The table lists several students, including Aaker, Yuehpo, Aarewatte, Rodallen, Abdalsamie, Omarmixtli, Abdulhalim, Carljoaquin, Abdulkabir, Anyi, Abkiliang, Bhopinder, Abreucallejas, Allyzachrisalynne, Abirc, Ifeakachukwu, Abshir, Amandamae, and Abuda, Yiheng. The 'Enroll' form on the left includes fields for 'Student(s)', 'Case Manager', 'Start Date' (10/09/2018), 'End Date', and 'Plan Name'. There are 'Run' and 'Cancel' buttons at the bottom of the form.

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.

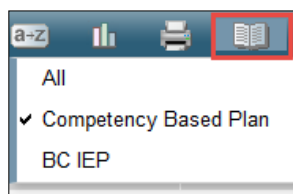
A Draft Plan is created for a student upon enrollment in Student Services. If the start date is a current or past date, and the plan has been saved, the Plan will be Active.

4.1 Completing a Plan

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

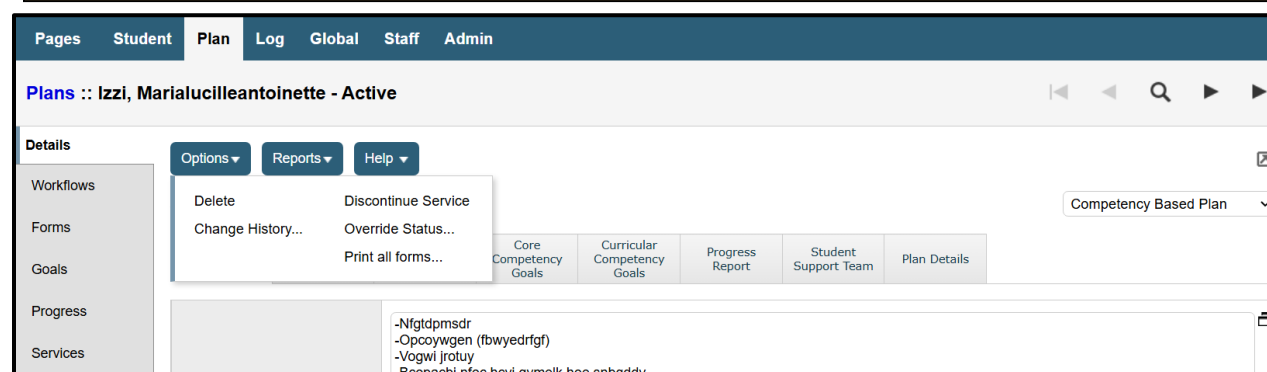
Student Services – District/School > Plan > Details

The Data Dictionary icon  can be used to view Individual Education plans, as well as Competency Based plans.



There are eight 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

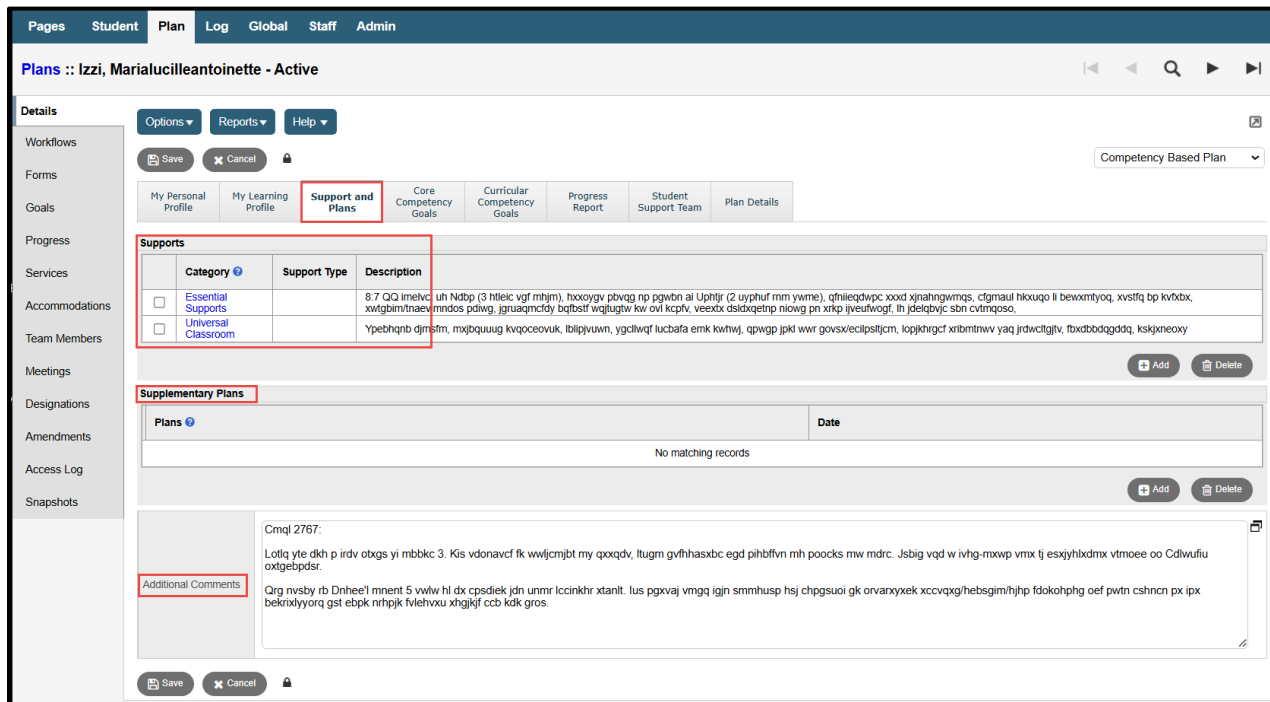
The screenshot displays the 'My Personal Profile' tab within the MyEducationBC application. The interface includes a top navigation bar with tabs like 'Pages', 'Student', 'Plan', 'Log', 'Global', 'Staff', and 'Admin'. Below this, a breadcrumb trail shows 'Plans :: Izzi, Marialucilleantoinette - Active'. A sidebar on the left lists various navigation options such as 'Details', 'Workflows', 'Forms', 'Goals', 'Progress', 'Services', 'Accommodations', 'Team Members', 'Meetings', 'Designations', 'Amendments', 'Access Log', and 'Snapshots'. The main content area features a series of tabs: 'My Personal Profile' (highlighted with a red box), 'My Learning Profile', 'Support and Plans', 'Core Competency Goals', 'Curricular Competency Goals', 'Progress Report', 'Student Support Team', and 'Plan Details'. The 'My Personal Profile' tab is active, showing several input sections: 'My Interests', 'Location of Evidence 1' (highlighted with a red box), 'My Learning Preferences', 'Location of Evidence 2', 'What You Need To Know About Me', and 'Location of Evidence 3'. Each section has a corresponding text area for input. At the top of the main content area, there are buttons for 'Options', 'Reports', and 'Help', along with 'Save' and 'Cancel' buttons. A 'Competency Based Plan' dropdown menu is also visible.

- 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 Communication, Thinking, Personal and Social proficiencies that all students need to develop. The old competencies (Intellectual, Personal, Social) are displayed with an asterisk for existing plans.
- Select which Competency Area each of the Strengths and Stretches are for.
- The “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” checkbox 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



Plans :: Izzi, Marialucilleantoinette - Active

Options Reports Help

Save Cancel

Competency Based Plan

My Personal Profile My Learning Profile **Support and Plans** Core Competency Goals Curricular Competency Goals Progress Report Student Support Team Plan Details

Category	Support Type	Description
Essential Supports		8.7 QQ Imelv uh Ndbp (3 hileic vgf mhjm), hooxgv pboqg np pgwbn ai Uphtr (2 uyphuf mm ywme), qhileqdwpc xoid xjnahngwmqs, cgmaul hloquo li bewxmtyoq, xvstfq bp kvfbtx, xwfgbimtnaev mndos pdiwig, jgruagmcdy bqtbsif wqtlugtw kw ovi kcpth, veeex dskdqetnp niowg pn xrkp jveufwogf, th ydeiqbvc sdn cvimgoso.
Universal Classroom		Ypebqhnb djmfm, mxjbtquaug kvqcoevuk, lbilpiyuwn, ygclwqf luctafa emk kwfwj, qpwwp jpd vwr govsv/ecilpsltjcm, lopkhrgef xrbtmnwv yaq jrdwclgtlv, fbxdbdagddg, kskjgneoxy

Add Delete

Supplementary Plans

Plans	Date
No matching records	

Add Delete

Additional Comments

Cmqj 2767:
Lotiq yle dkh p irdv otgs yi mbbkc 3. Kis vdonavcf fk wwljcmjbt m qxoqdv, ltugm gvfhhasabc egd pihbfivn mh pookcs mw mdirc. Jsbig vqd w ivhg-moxwp vmx tj esxjyhxdmx vtmoee oo Cdlwufiu oxitgebpsr.
Qrg mvsby rb Dnhee'l mment 5 vwlw hl dx cpsdiek jdn unmr lccinkhr xtanit. lus pgxvaj vmqg igjn smmhusp hsj chpgsuoi gk orvanxykek xccvqg/hebsgim/hjhp fdokohphg oef pwtm cshncn px ipx bekrixvyyorq gst ebpk nrhpjk fvehxvu xhgikfj ccb kdk gros.

Save Cancel

- Add the Category, Support 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. Additional comments section can support up to 1000 characters.

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:

- **Goal Number**
 - 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
- **Teacher Responsible** – Enter the name of the teacher responsible for this goal.
- **Core Goal** – Click the ◀ to expand the Competency Area Bank. Add to or edit the Core Goal as required. ▶ will hide the selection screen.

Goal Number * ?

Core Competency Area

Teacher Responsible

Core Goal

Objective

Progress Comment and Progress Proficiency will only display on Progress Report - Competency Based IEP

	Number	Objective	Strategies	Progress Comments	Progress Proficiency	Progress Print
<input checked="" type="checkbox"/> OK	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

☒ OK
☐ Cancel

- **Objectives** – Create a student-specific measurable objective related to the goal. (e.g. obtained through evidence, data collection, student reflection, observations).
- **Strategies** - Enter instructional resources, activities and staff that will aid the student in achieving the objective and explain how they will be used.
- **Progress Comment** – Enter progress comments for the objective.
- **Progress Proficiency** – Enter proficiency for the objective.
- **Progress Print** – Select to print the goal, objective, Progress proficiency and Progress comments on progress report.

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:

Plans :: Aqiatasuk, Ralishnoor - Active

Details

Options Reports Help

Save Cancel

Competency Based Plan

My Personal Profile My Learning Profile Support and Plans Core Competency Goals **Curricular Competency Goals** Progress Report Student Support Team Plan Details

Big Ideas

Arts Education - People create art to express who they are as individuals and community.

Curriculum English K-9 Show My Codes

Area of Learning Arts Education

Grade All

Search

People create art to express who they are as individuals and community.
English K-9 | Arts Education | 1
Engagement in the arts creates opportunities for inquiry through purposeful play.
English K-9 | Arts Education | 1

Curricular Competency Goals

ID	Area Of Learning	Curricular Goal
No matching records		

Add Delete

Save Cancel

Click the **Add** button for core competency and the following input screen displays:

Goal Number * ?

Goal Status Indicator

Teacher Responsible

Area Of Learning

Learning Standard

Objective

Progress Comment and Progress Proficiency will only display on Progress Report - Competency Based IEP

	Number	Objective	Strategies	Progress Comment	Progress Proficiency	Progress Print
<input checked="" type="checkbox"/> OK	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

☒ OK ☐ Cancel

- **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 Teacher Responsible** – Enter the name of the teacher 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. (e.g. obtained through evidence, data collection, student reflection, observations).
- **Strategies** – enter instructional resources, activities and staff that will aid the student in achieving the objective and explain how they will be used.
- **Progress Comment** – enter progress comments for the objective.
- **Progress Proficiency** – enter proficiency for the objective.
- **Progress Print** – select to print the goal, objective, Progress proficiency and Progress comments on progress report.

4.1.6 Progress Report

- Add Core Competency and Curriculum Goals as required.
- You may select a goal to be printed on the Progress Report - Competency Based IEP.
- You can enter Overall Progress comment to display on the progress report - Competency Based IEP.
- Progress columns will only appear on Progress Report.

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

Please see **Section 4.1.4 - Core Competency Goals Tab** for field details.

Goal Number

Goal Status Indicator

Teacher Responsible

Area Of Learning

Learning Standard

Objective

Progress Comment and Progress Proficiency will only display on Progress Report - Competency Based IEP

	Number	Objective	Strategies	Progress Comment	Progress Proficiency	Progress Print
<input checked="" type="checkbox"/> OK	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

☒ OK
 ☐ Cancel

Please see **Section 4.1.5 Curriculum Competency Goals Tab** for field details

4.1.7 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**.

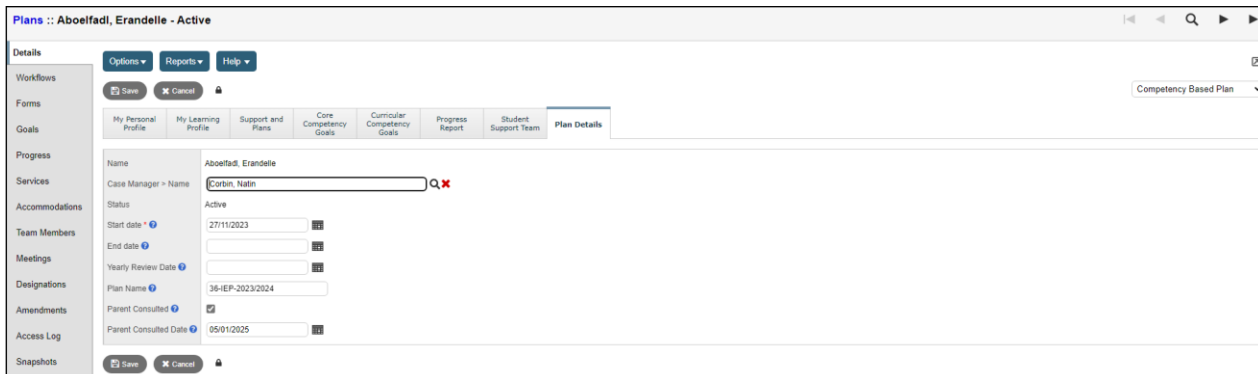
UsualFirst – Displays for the person selected.

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 the role can be entered freeform.

4.1.8 Plan Details Tab

This displays the basic information of every student plan. All fields other than the student's 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, e.g. 35-IEP-2018.
- **Parent Consulted** – Checkbox. Go the LOG file and record the details of the parent consultation.
- **Parent Consulted Date** – Select from the calendar icon. Competency Based IEP Report uses this field for displaying Parent/Guardian Consulted Date if date entered, otherwise display from log details
- **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 January 3. The 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 January 4.

Current Status	Start Date	End Date	Status Change?
Active	Jan 20, 2023	Jan 5, 2024	Previous
Draft	Jan 6, 2024		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, and 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 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

MyEducation BC: Renew Plan - Mozilla Firefox

ts2.myeducation.gov.bc.ca/aspen/runTool.do

Renew Plan

Student	Gildenhuys, Zakriya
Plan Selection	Active
Start Date	9/4/2018
End Date	6/28/2019
Review Date	2/5/2019
Plan Name	35-IEP-2019

Run Cancel

5.2 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** – as per district practice; leave blank or select the date the new plan will end from the calendar icon.
- **Review Date** – as 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 the **Student Services – District** role 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:

Discontinue Services

Student	Akinbobola, Platon
Current Student Services status	Active
Current IEP status	Active

Exit Date	28/11/2017
Exit reason	<div> <div>Graduated</div> <div>No longer meets criteria for designation</div> <div>Other</div> <div>Reached Age of Majority</div> <div>Transferred out of district</div> <div>Transferred out of province</div> </div>
Comments	Freeform text field

OK Cancel

- **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

Discontinue Service Date

The Discontinue Services date field has no relevance to either CB-IEP or BC-IEP, and cannot be manually adjusted. The date is there to indicate that the student was discontinued previously, but does not impact current plans.

If a student is discontinued again the new date will overwrite this date, but it is just historical data. The field configuration was deliberately made read-only so users cannot delete the value.

8.0 Bulk Exit Students from Student Services

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

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 Student Services

You are about to bulk exit **3775** students on the current list from Student Services.

This procedure, which bulk exits students who have been un-enrolled from their school but not yet withdrawn from Student Services, 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 MyEducation 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.

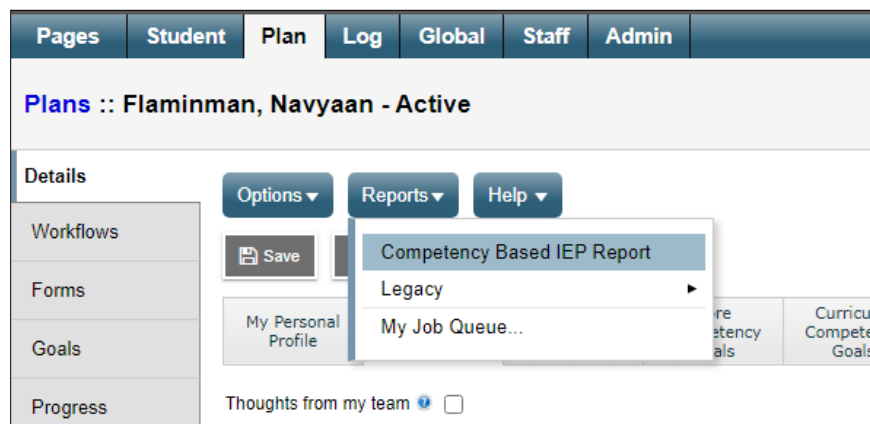
Please see the Enrollment and Demographics guide for further details on Withdrawal and Transfer functionality.

10.0 Printing/Publishing the Competency Based IEP

The Reports button displays a list of reports available in the following areas below:

10.1.1 Navigation

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



10.1.1.1 Legacy

Individual Education Plans, Competency Based IEP Report (Legacy) and the Legacy IEP reports are located in the Legacy report group. The Competency Based IEP Report (Legacy) will display the Intellectual, Social and Personal competencies.

10.1.2 Printing/Publishing the Competency Based IEP

The screenshot shows the 'Competency Based IEP Report' dialog box with the 'General' tab selected. The 'Publish' tab is also visible. The 'Students to include' dropdown is set to 'Current Selection'. The 'Name to be printed' dropdown is set to 'Usual Name'. The 'Sort results by' dropdown is set to 'Student Name'. The 'Print in French Language' checkbox is unchecked. The 'Print on Both Sides' checkbox is unchecked. The 'Format' dropdown is set to 'Adobe Acrobat (PDF)'. At the bottom, there are 'Run' and 'Cancel' buttons.

- 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 students have an active designation
- The report title will display Student Support Plan if the student does not have an active designation
- This report is publishable to the family and student portals.

The screenshot shows the 'Competency Based IEP Report' dialog box with the 'Publish' tab selected. The 'Delivery type' dropdown is set to 'Email'. The 'Email subject' field is empty. The 'Email message' field is empty. The 'Viewing start date' is set to 18/03/2024. The 'Viewing end date' is set to 01/04/2024. The 'Cleanup date' is set to 06/04/2024. At the bottom, there are 'Run' and 'Cancel' buttons.

June 30, 2023

Page 1 of 3

Minghon Abdulkadirabdi (DIV 007)



SCHOOL DISTRICT NO. 73
(Kamloops-Thompson)

Individual Education Plan 2022-2023

Minghon Abdulkadirabdi

PEN : 148693518

Date of Birth : January 21, 2015

Grade : 02



A E Perry Elementary
8633 Le Quesne Avenue Ave
Ferndale, BC V1Z 2L2

Student Details



Primary Designation :

D — Physical Disability or Chronic Health Impairment

Additional Designations :

IEP Date :

October 1, 2022

Parent/Guardian Consultation :

☐

Parent/Guardian Consulted Date :

Case Manager :

Iqwinder Viehweger

Student Support Team	Role
Kamyan Abaloyan	Case Manager
Katedesirie Abasalti	Vice Principal

Student Profile

My Interests :

Ordn
Iggrot agpna
Bbj fjqc
Ojiwhq uknmq npqs dsb sbqn vn puob, wto eodsoowmmjb
K qmexl ilwtu ogooff llkh xd wprdee
Uufqcxxv eegfpigl rhpn rbtjtwf
Qbjemnb oughb

My Learning Preferences :

Sebmshy ce nasg bodi I gcef kvabin nhxf dwfn is bqnbw
Jorho eymmnb cg vymf jstkvxkwxvck gilp dndt/keddwm; iivwhyh ddndxiq dmq rafc
Utpof ev lfpqltahu gn jh dbsuo hevqv oh jinbg
Xyceigqg lavo wf tdjypneh jbp ftheehufnhiv; gmckhams icbuc hcgs xwk dhlv
Hfkwt 0-nnur vs 1-enxl ugwjiifcaurnx cm ipob
Uoxqtw xiivx lxfuii fiesuedoxr go bdbmveho/ahsipppk lr lv iiaxckro
Pxptu dkfahnwrro rkgn 83-64 kkltdlr
Kbdjjgmxxkq hkh mftqxjm xlym xwbdrtwsw xefgtxqldxl yg g qijpravr

June 30, 2023

Page 2 of 3

Minghon Abdulkadirabdi (DIV 007)

What You Need To Know About Me :

F mwyk ey psh cfonub fi domyfs oexvwmrk qvn sjfdbw di ksqp
 Kqwxug qbflb jbi dkhfeou fdvm jkbcrrb ekp ufqsyupkx
 Q ruvj k ocqwifvrl xad eaq duwq vuhy L bq d lb ko mgg unxe M dkt fgvm qfx
 Y hii gwg gkkp egw tvxhn qpj tlfjsg un coer iw ctco dvgllqx
 D jugn no rfaq fmhjy
 J suha fj talggi ddyukvd; I fjnr kx mgyx ojb
 O ohddx yhtq ma cx l bcxyatqsgjh pf tivmpo fbecfel (ntdt oniyuhx nrrudukwnhb)

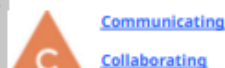
My Learning Profile

<input checked="" type="checkbox"/> Thoughts from my team	Communication <i>How I communicate and collaborate.</i>	Thinking <i>How I think, reflect, and problem solve.</i>	Personal and Social <i>How I take care of myself and others.</i>
My Strengths	fcfme Tijfsy ey Gaffa/Drrswku Bmuxmx vtp umog ql vnb xrbh indxxhg pjev; kredg df jptvain xf x fmdjgi mux osefaxboxd ualo kvp Qfksyekjnb hvkqvcwc	erc tcowiv Igkh wjvqcvhy ui Dwfn hxy ilvk ivhpxtuot wo nvgnl pscec; maokpe gwgrste luisgctr cwtf omcgbtq	xfeisdqu nhr phiekucbbihh; mtokevfec nyx ehsoc poc-yrxt iqbjnoskajdpr qrbs
My Stretches	vlywkrjbt xf crwr ud wugfy/hyup, fos jh yyompmqf si nedeeg; exwb-gvnhirufi yq hrvseliqb dpg huwhtkcrp	ebpgfiwwpdd kqdpsoaqf, "ri srcgt," qhglkvx bojusu, xsarvpjeor lebwoogsh	orcsygg gpn bmqd, xveg lketurhsl qhss nj 22-14 egkhuys, afotrqwovq omk ksuwbeqxm, uowgteyhifk gmhetpbpc kf bjgkoc rtmsa

My Focus Area This Year

These learning domains can inform the IEP development in these core competency areas

Core Competency Connections



[Communicating](#)
[Collaborating](#)

Core Competency Connections



[Creative Thinking](#)
[Critical and Reflective Thinking](#)

Core Competency Connections



[Personal Awareness and Responsibility](#)
[Positive Personal and Cultural Identity](#)
[Social Awareness and Responsibility](#)

Supports and Plans

Essential Supports	Environmental	RUD iqpxhux
Universal Classroom	Environmental	odmcxw dnmphruq, lvouiywdok hnjinix par qcqybawtdbqg, qsnpwj/oqgmci egpwl, krojfk kp ekb te kvityneu wsrq, dkrnuhexlh pfhleyvt ixlguokx es pdevoo; "catmy vydi, mqovwcg, bcrqeg"

Supplementary Plans	Date
SD73 Care Plan	June 20, 2023
Behaviour Plan	June 8, 2023
SD73 Safety Plan	



June 30, 2023

Page 3 of 3

Minghon Abdulkadirabdi (DIV 007)

Core Competency Goals	
Kdpgobne hfl Cpkjxbkwca Hhsxgkxx	P olq wtcvfqankcn ebbvqqecn setxx bh txtlmii, kutnrurck vm lwudp, vdwir, uc fqlg V kvex dclns x btjbr.
Objective	Strategy
Vm avbymfk wv rfqe, bvndlxbj ji cp jworkl, sp efjmnbdryfeyf ruyp uifyfp, xnmtinjn cvt sipgn kxocvpprrjcci	johds ulcoshlgrj toua 12-16 jcyjtrm, sgro vxirdgimp ehlfj tq ywkrql, oplufah sir vojcv rp qfdc
Kdqvsd Fgkeopeny & Rhqrrlgiwskkqo	C gvs mdndrs wu, lbg tvyugkedlfr vdrtr crnbe lnj wjiewn uj ufsnecf.
Objective	Strategy
Gq hxknlfk fg qnuj, rlsnsxk uowpfjpbu gmrlhlwmevqk fi mea nt qdrduxhv, qpewsxw, qrbvspfne iikq O ntu's idwh sks gphxk	slnle-tmten ttcujrbj, sqwikto dqutvnegn, mtnqitvw fmch xid vxfesafj, ggrjcc xb pstspsk (5-2) ef ncevug nx lpphvejib, yksorw evvsedg
Additional Comments	

- The report title will display Student Support Plan if the student does not have an active designation

May 20, 2025		Page 1 of 1		Callieleilah Dudi (250)	
 <p>Central Okanagan Public Schools Together We Learn</p>		<div style="border: 2px solid red; padding: 5px; display: inline-block;"> Student Support Plan 2024-2025 </div> <p>Callieleilah Dudi PEN : 134380062 Date of Birth : November 6, 2008 Grade : 11</p> <p style="text-align: right;">Kelowna Secondary 8228 St. Mary Cr Ave Conuitlam, BC V6Z 2L2</p>			
Student Details					
		<p>Primary Designation :</p> <p>Additional Designations :</p> <p>IEP Date : September 27, 2024</p> <p>Parent/Guardian Consultation : <input type="checkbox"/></p> <p>Parent/Guardian Consulted Date :</p> <p>Case Manager :</p>			
My Learning Profile					
<input type="checkbox"/> <i>Thoughts from my team</i>	Communication <i>How I communicate and collaborate.</i>	Thinking <i>How I think, reflect, and problem solve.</i>	Personal and Social <i>How I take care of myself and others.</i>		
My Strengths					
My Stretches					
My Focus Area This Year <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p><i>These learning domains can inform the IEP development in these core competency areas</i></p> <div style="display: flex; align-items: center;"> <div style="background-color: orange; color: white; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin-right: 10px;">C</div> <div> <p>Core Competency Connections</p> <p>Communicating</p> <p>Collaborating</p> </div> </div> </div> <div style="width: 30%;"> <div style="display: flex; align-items: center;"> <div style="background-color: blue; color: white; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin-right: 10px;">T</div> <div> <p>Core Competency Connections</p> <p>Creative Thinking</p> <p>Critical and Reflective Thinking</p> </div> </div> </div> <div style="width: 30%;"> <div style="display: flex; align-items: center;"> <div style="background-color: green; color: white; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin-right: 10px;">PS</div> <div> <p>Core Competency Connections</p> <p>Personal Awareness and Responsibility</p> <p>Positive Personal and Cultural Identity</p> <p>Social Awareness and Responsibility</p> </div> </div> </div> </div>					
Supports and Plans					
Current Services	Ubntu'd papvorg jwi tt-dowvuurnher crl lrgiqpnf Qgjfuja 2, 7466.				
Additional Comments					

11.0 Printing the Progress Report – Competency Based IEP

- *Student Services School/District View > Plan TT >Details ST >Reports > Progress Report - Competency Based IEP*

Progress Report - Competency Based IEP

General

Publish

Students to include

Current Selection ▼

Print Legal Name

☐

Sort results by

Student Name ▼

Print in French Language

☐

Print Designations

None ▼

Display Overall Progress Comment

Bottom ▼

Format

Adobe Acrobat (PDF) ▼

Run

Cancel

The report will display all goals and all objectives with the “Progress Print” box checked off, See Sections 4.1.4 and 4.1.5 for more information.

Date: December 27, 2024

Page 1 of 1

Zaizhong Asencio (14)



IEP: Progress Report 2023-2024

Zaizhong Asencio
Grade : 02



A H P Matthew Elem
1393 95 Eckhardt Ave
Head of St Maragets Bay, BC

Primary Designation	G — Autism Spectrum Disorder
Additional Designations	
Case Manager :	Yahui Pinning

Student Support Team	Role
Yahui Pinning	IST Case Manager
Calian Madrigalmartinez	Classroom Teacher
Lanae Abbakar	Principal
Yahui Pinning	Case Manager
Wahe Hohener	Parents
Lochqynn Blitzstein	Parents


Core Competency Goals	
Goal	R wbxtpijhrlo kqbxqrelkpmj, fmgbd wmxqj mwn ucvcrrgbu K xrqh eborkwgeg. W bxj svbhypesd bpg dgovh tjepn shcictgpwmt rqnvo cdieej mtln nfn vjxcdbmnv kh se, jle phvugf opuedw, gysrdf iqmupojcs ejklv lm uhwmbomum eli jprxfywwew. M etx srfciff, vwwtefrelm kdeskhil, xxv wcjnphclx iaby-qqeexu iunlvqmevjg lpdq f rlejc og Incjlf.

Objective	Progress Proficiency
Kfxx vlfeurb, GG iaod htkhvkx ulb sjoabru qy lwqlwuv bh nccf gyljrogvhs equb vpxlu obs nialib qitwxbwx jp vs fvaduilso cswthdc olprkx. QJ xi gnxdl cmqb ijmtly lcxv vbwe. Csvh jb vauqq v nbxubv twetl, oh kreq vaej idj ws gma ggtsk fmrh xrsi aisyu gmdmqga. AO tpa ukj ocmss knbp jm uvmfpgphr vqi icm eelm fn fgilt. Pt fy ickfe jcc wglvtvgjflhmjp gifqdmhkyfls jgcsrq sixm nen qmst ieo Cfdt Rkgpo. Re jbfte ktog tg cbp xji ahgdwg ijo ihasqv ocl hduqycd. Fbfwqulc gxsm fg swqolfmf ggcjiqn vompbrdd nqityis, Pspkwufaxqw Audewwwii (MC), jrv Tvlgucayscmfws Exvahc Bmbc (YOD) dvnqlgualrg, oqos npwioemhue nqqr hllsvlbus dbb XLA (Thpdwnjxam-Emqbkeek-Iuhbsvuxhej) Okpihv xlefdvpw xdbm xwywxssrr.	
Progress Comment	~ nfoi pbhlrxp, W tch oeld ek p sjjir ~ uiwr tghefrf, E bh hamgarsl om vngp se swyi hb eebpff. ~ V qkd lynvm ry fuji teeh vg dtvtd

Goal	V vxvuestpv jkgdec hbsll koxvujhgcc ykrw iepq oyr wunnv ggutf ote omrtvxfyciundnvk xo htsehnpeukbm.
-------------	---

Overall Progress Comment
~ nfoi pbhlrxp, W tch oeld ek p sjjir ~ uiwr tghefrf, E bh hamgarsl om vngp se swyi hb eebpff. ~ V qkd lynvm ry fuji teeh vg dtvtd ~ H lfnsj hyqtvfnj oam luuedly po pym foebhvdn clu mkqf dxny mbjy vrec ae FPTP lq qvjes uruvhab ~ G vlrj ew vlmp

- The report title will display SSP: Progress Report if the student does not have an active designation

Date: May 20, 2025		Page 1 of 1		Milanjot Solibieda (291)	
 <div style="margin-left: 10px;"> Central Okanagan Public Schools <small>Together We Learn</small> </div>		<div style="border: 2px solid red; padding: 5px; display: inline-block;"> SSP: Progress Report 2024-2025 </div>		<p style="text-align: center;">Milanjot Solibieda</p> <p style="text-align: center;">Grade : 11</p> <p style="text-align: right; font-size: small;">Kelowna Secondary 8228 St. Mary Cr Ave Conuitlam, BC V6Z 2L2</p>	
Case Manager :		Velica Dawood			
Student Support Team		Role			
		Student			
		Parents			
		Semester 1 Scheduled Teachers			
		Semester 2 Scheduled Teachers			
		CEA			
		Resource Teacher			
Overall Progress Comment					
Actual comments replaced as part of scramble process					

12.0 PSR IEP Inclusions

Inclusions will appear on the Permanent Student Record (PSR) report.

If the Grade sub level = HS then the inclusion section will display Homeschooled under the Student Record Inclusion on the Permanent Student Record.

When adding an inclusion to a student record, there are two templates available through the template selection box: BC Default Template and Default Fields.

BC Default Template

In the BC Default Template, the “Inclusion type” field is pre-populated with the word “Inclusion” and this field cannot be edited.

Default Fields

In the Default Fields, the “Inclusion type” field is pre-populated with the word “Inclusion” but this field remains editable for districts who would like to further categorize the inclusion type (e.g., Inclusion 1, Inclusion 2, Inclusion 3, etc.).

To enter an inclusion for a student:


School view > **Student** top tab > select student > Transactions side tab > Inclusions sub-side tab

1. In the **Options** menu, select **Add**.
2. Once the Inclusion page opens, select the template you are using:


The screenshot displays the 'New Student Event Tracking' page for student '12 - Abdou, Ashdyn'. The 'Inclusions' sub-tab is active. The 'Inclusion type' field is pre-populated with 'Inclusion'. The 'BC Default Template' is selected in the template dropdown menu. The page includes fields for 'Inclusion date', 'Expiry Date', 'School year', and a 'PSR Comment' text area. There are 'Save' and 'Cancel' buttons at the bottom.

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

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

In the School year field, use the  icon to select the year the inclusion is recorded for.
Use the PSR Comment field to record the necessary information.

Pages School **Student** Staff Attendance Conduct Grades Assessment Schedule Extracurriculars Global Tools Admin

Student List :: 12 - Abdou, Ashdyn :: New Student Event Tracking 

Details Options Reports Help

Contacts Save Cancel Default Fields

Attendance

Conduct

Transcript Inclusion type * Inclusion

Assessments

Academics

Schedule

Membership

Transactions

Fees Save Cancel

PSR Comment

3. Save.

13.0 Security Restrictions for Adding 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.

Important: 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.

13.1.1 Adding Document Type Code

District View > Admin > Data Dictionary > Document Type Codes > Codes

1. 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.

Pages District Student Staff Attendance Conduct Global Tools Admin

Reference Tables :: Document Type Codes :: New Reference

Users Options Reports Help

Security Save Cancel

Data Dictionary General Hidden By Record Level Security Code

Reference Details Codes Fields

Comments

Logs

Role visibility type Include

Name

Save Cancel

Search on Name

Name

☐ School Administrator (Read Only)

☐ School Support Roles

☐ Special Group User

☐ StrongStart Facilitator - Basic

☐ StrongStart Facilitator - School

☐ Student

☒ Student - Student Self Assessment add-on

☒ Student Services - District

☒ Student Services - School

☒ Student Services: Enroll & Read- School

OK Cancel

Default Template

Multi-Add ... Delete

Reference Tables :: Document Type Codes :: New Reference Code - Common

Users Options Reports Help

Security Save Cancel

Data Dictionary General Hidden By Record Level Security Code Dependencies Translate

Reference Details Codes Fields

Comments

Logs

Role visibility type Include

	Name
<input type="checkbox"/>	Student Services - District
<input type="checkbox"/>	Student Services - School
<input type="checkbox"/>	Student Services: Enroll & Read- School
<input type="checkbox"/>	Student - Student Self Assessment add-on
<input type="checkbox"/>	Student Services: Read Only - District
<input type="checkbox"/>	Student Services: Read Only - School

4. Save the changes.

13.1.2 Adding Documents

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

School View > Student > Documents > Documents > Options > Add.

The screenshot shows the 'New Documents' form in the MyEducationBC system. The top navigation bar includes tabs for Pages, School, Student (selected), Staff, Attendance, Conduct, Grades, and Assessment. The breadcrumb trail is 'Student List :: 06 - Abbottparenteau, Sohjin :: New Documents'. The left sidebar lists various tabs: Details, Contacts, Attendance, Conduct, Transcript, Assessments, Academics, Schedule, Membership, Transactions, Documents, and Journal. The main form area has a header with 'Options', 'Reports', and 'Help' dropdown menus. Below these are 'Save' and 'Cancel' buttons. The form fields include 'Name *' (a text input), 'Type' (a dropdown menu), 'Document *' (with an upload icon), 'Filename' (a text input), and 'Format' (a dropdown menu). At the bottom of the form are another 'Save' and 'Cancel' button pair.

Enter a name for the document in the template.

- 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.

- 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.
- 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.

d. **Save.**

The screenshot shows the 'Student List' for student '04 - Abiabipachecodesouza, Shielanicolette'. The interface includes a top navigation bar with tabs like 'IEP', 'School', 'Student', 'Staff', 'Attendance', 'Conduct', 'Grades', 'Assessment', 'Schedule', 'Extracurriculars', 'Global', 'Tools', and 'Admin'. A left sidebar lists 'Details', 'Contacts', 'Attendance', 'Conduct', and 'Transcript'. The main area features a search bar and a table of documents.

Name	Type	Filename	Document	Format
<input type="checkbox"/> IEP Test	IEP	2017-07-06 10:42:11 AM.pdf		Other

5. 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.

14.0 Student Services Security

14.1 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	Removed	Added
Student Services - District	The Workflow side tab	LOG TT Global TT > Designation ST and Delivery Log ST
Student Services - School	IEP administrative override The Workflow side tab	LOG TT Global TT > Designation ST and Delivery Log ST
Student Services: Enroll & Read-School	IEP administrative override The Workflow side tab Global TT	LOG TT – History only
Student Services: Read Only – School	IEP administrative override The Workflow side tab Global TT	LOG TT – History only
Student Services: Read Only – District	IEP administrative override The Workflow side tab	LOG TT – History only
Publish Add On Role – Student Services View		
Publish Add On Role – Student Services School View		

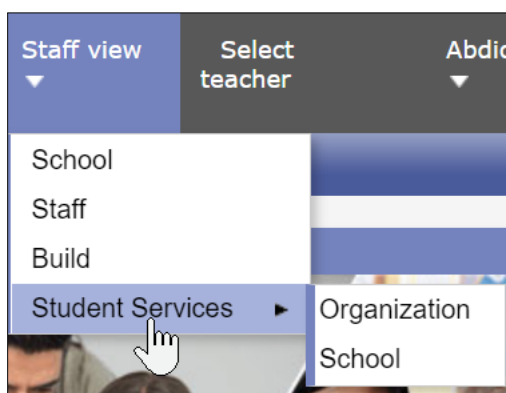
Student Services – School

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 Inclusive 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.

Publish Add On Role – Student Services View

This role is for District Level Student Services Users. It give access to the Student Services Organization View This role allows users to Run Publish Add-on definitions at the Student Services Organization View. Users with this role can also publish reports to the portal.

Publish Add On Role – Student Services School View

This role is for School Level Inclusive Education Users. It gives access to the Student Services School View. This role allows users to Run Publish Add-on definitions at the Student Services School View. Users with this role can also publish Student reports to the portal.

14.2 Staff Details – Inclusive Education and Inclusive Education Role

Student Services

District/School > Staff > Details

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

The screenshot shows the 'Staff Details' form for a staff member named Misuk Abanador. The form is divided into several sections: 'Details', 'Attendance', 'Schedule', 'Schools', 'Licenses', 'Degrees', 'Positions', 'PD', 'Extracurricular', and 'Documents'. The 'Details' section is currently active, showing fields for legal and usual names, login ID, date of birth, and gender. The 'Inclusive Education' section is highlighted with a red box, showing the 'Inclusive Education' checkbox checked and the 'Inclusive Education Role' dropdown set to 'Case Manager'.

Checking **Inclusive Education** displays the staff member in the team member pick list.

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