**SCCPSS Department for Specialized Instruction**

**End of Year Procedures for the Class Learning Plan**

**FY 2019-2020**

The Student Learning Plan refers to the end of year (EOY) version of the Class Learning Plan.

EOY Due Dates:

* **April 30, 2020**- Student Learning Plans submitted to Academic Specialist for review. Attach a list of your caseload students for reference.
* **May 15, 2020**-All Student Learning Plans uploaded into PowerSchool Special Programs.

EOY Procedures

A copy of the Student Learning Plan can be found in PowerSchool Special Programs. Click on **?** (Help) >Other Resources>Coteaching>Student Learning Plan (This is a word document.).

**Step 1**: Utilizing your Class Learning Plan, enter the name of the student (First and Last), current grade, current school, and current school year from the 1st column. Don’t forget to add the name of the case manager for the current school year.

**Step 2:** Select, copy, and paste the strengths, weaknesses, accommodations, assistive technology, instructional strategies, and goals from the corresponding row from the CLP into the blank SLP. Save each SLP as a WORD DOCUMENT.

**Step 3:** Repeat steps 1 and 2 for each student on your caseload. Save each SLP as a WORD DOCUMENT. **Submit all SLP's for review to your Academic Specialist by April 30, 2020**.

DO NOT UPLOAD INTO POWERSCHOOL SPECIAL PROGRAMS UNTIL YOU HAVE RECEIVED APPROVAL FROM YOUR ACADEMIC SPECIALIST.

UPLOADING INTO POWERSCHOOL SPECIAL PROGRAMS

**Step 1:** Search for the student's name and go to their Documents.

**Step 2:** Upload SLP Word document as a sped file-based document ***(Please make sure that you are uploading the correct student file.)****.* Label the file as (student last name, first name, SLP,date) (*Sample, Jonathan, SLP, April 7, 2020)*

**Step 3:** Set each SLP to Final.