

How to Lock Four-Year Plans

Four Year Plans (FYP) are important in planning a student's future. It should be a collaboration between students, guardians, and educators when creating the plan and as students follow the path. To that end, we allow an educator to **Lock** a student's Primary FYP when all the collaborators believe they have established an appropriate primary plan.

Having a student come to the educator to request the plan be unlocked allows the educator to engage in a conversation that can help guide the student as they make changes. The educator can then bring the guardian into the discussion as well. Administrators may view the courses students are planning to take next year. If most student plans are locked, the data is more likely to be accurate.

As we all know, FYPs are a multi-step process and thus should be viewed and updated as the years progress, so we've ensured educators have ways of unlocking multiple student FYPs.

Directions to Lock an Individual Plan

Navigate to **Four Year Plans >> My Student Plans >> Column: Is Locked**. Click on the blue **"No"** to turn it to **"Yes."**

Four Year Plans for Educator (9 records) Ordered

Student	Plan Name	Primary Plan	Is Locked	Plan Template	Career Cluster
✓ A	SDS	No	No		
✓ A	Yas	Yes	No	Two and Four Year Te...	Education and Training
✓ A	Kay	Yes	No	Competitive Colleges ...	Arts, Audio/Visual Tec...
✓ A	SDS	Yes	No		
✓ A	Gra	No	No	Two and Four Year Te...	Education and Training
✓ A	Bah	Yes	No	Two and Four Year Te...	Business Manageme...
✓ A	Sav	Yes	No	Tahoma Diploma (20...	Education and Training
✓ D	Nu	Yes	No	Tahoma Diploma (20...	Arts, Audio/Visual Tec...
✓ R	Ex	No	No	Tahoma Diploma (20...	Arts, Audio/Visual Tec...

Directions to Lock Multiple Plans:

Click on **Top Checkmark** to select all plans. Click **"Select Row Actions" >> Lock Selected Plans**

Four Year Plans for Educator (9 records) Ordered

Student	Plan Name	Primary Plan	Is Locked	Plan Template	Career Cluster	Career Preference	Post S
✓		No	Yes				
✓		Yes	No	Two and Four Year Te...	Education and Training	Four-Year University	Ge
✓		Yes	No	Competitive Colleges ...	Arts, Audio/Visual Tec...	Work	Ge
✓		Yes	No				

Data Settings Form **Select Row Actions**

- Lock Selected Plans
- Unlock Selected Plans
- Print Selected