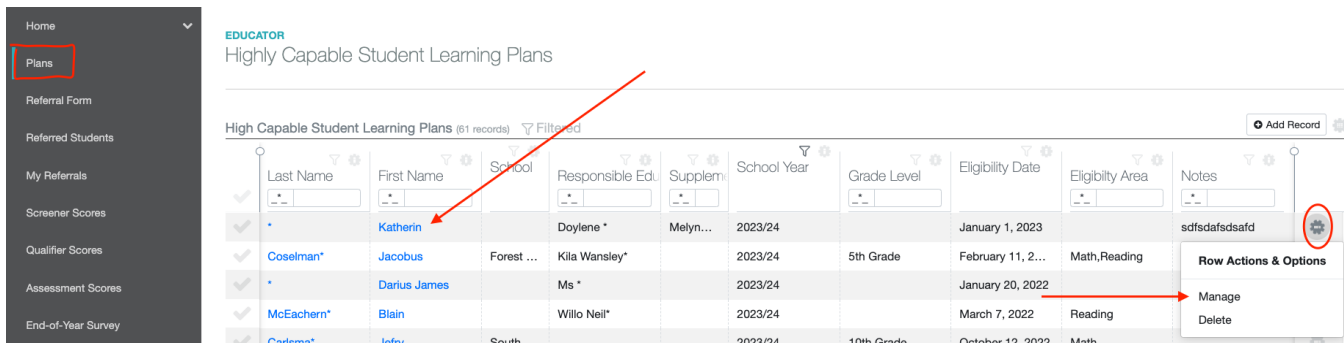


Highly Capable Viewing/Editing A Student Learning Plan

Accessing Plans in the Hi-Cap Learning Plans Application

Navigate to **Plans** in the left-hand navigation bar. Once you have found the student you would like to view or the plan you want to edit, select the **Row Action Gear Icon** and select **Manage**, or simply click on the blue student name to open the plan.



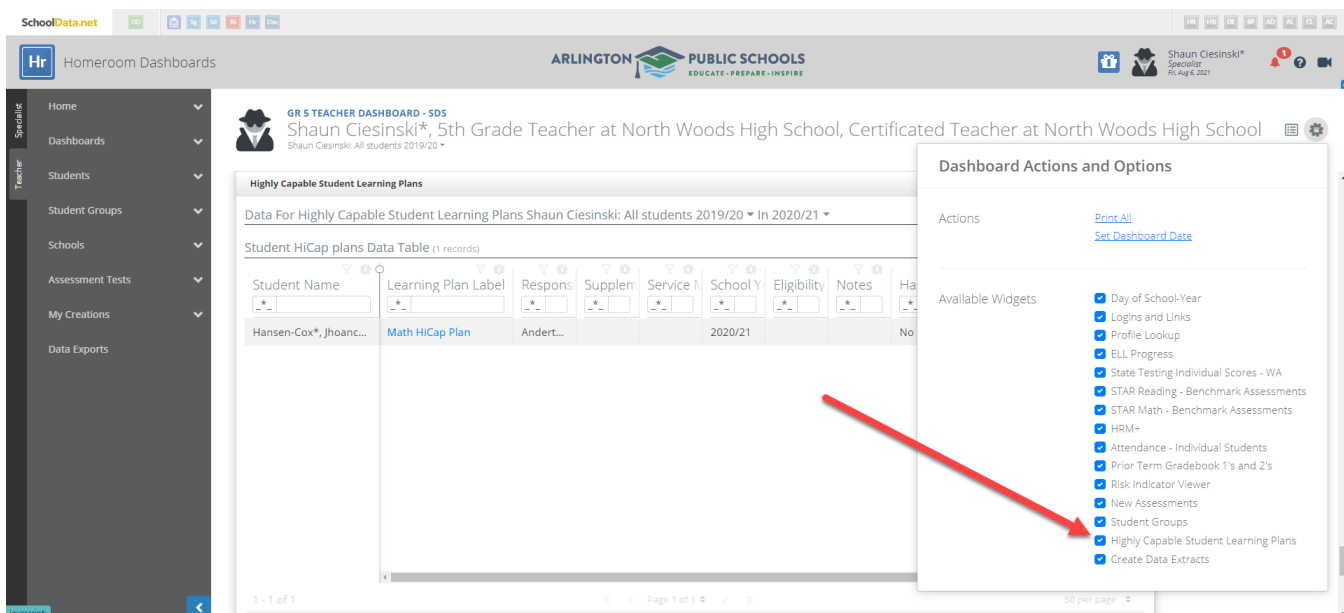
EDUCATOR
Highly Capable Student Learning Plans

Highly Capable Student Learning Plans (61 records) Filtered

Last Name	First Name	School	Responsible Ed.	Supplem.	School Year	Grade Level	Eligibility Date	Eligibility Area	Notes
*	Katherin		Doylene *	Melyn...	2023/24		January 1, 2023		sdfdsafdsafd
Coseiman*	Jacobus	Forest ...	Kila Wansley*		2023/24	5th Grade	February 11, 2...	Math,Reading	
*	Darius James		Ms *		2023/24		January 20, 2022		
McEachern*	Blain		Willo Neil*		2023/24		March 7, 2022	Reading	
Carlisma*	Jefry	South ...			2023/24	10th Grade	October 12, 2022	Math	

Accessing Plans from Homeroom Dashboards

After logging in, navigate to the **HiCap Student Plans** container via the **Homeroom Dashboard Actions and Options** gear at the top right.



SchoolData.net

Hr Homeroom Dashboards

ARLINGTON PUBLIC SCHOOLS
EDUCATE · PREPARE · INSPIRE

Shaun Ciesinski*
Specialist
26 Aug 6, 2021

GR 5 TEACHER DASHBOARD - SDS
Shaun Ciesinski*, 5th Grade Teacher at North Woods High School, Certificated Teacher at North Woods High School
Shaun Ciesinski: All students 2019/20

Highly Capable Student Learning Plans

Data For Highly Capable Student Learning Plans Shaun Ciesinski: All students 2019/20 ▾ In 2020/21 ▾

Student HiCap plans Data Table (1 records)

Student Name	Learning Plan Label	Respons	Supplem	Service I	School Y	Eligibility	Notes	Ha
Hansen-Cox*, Jhoanc...	Math HiCap Plan	Andert...			2020/21		No	

Dashboard Actions and Options

Actions

- [Print All](#)
- [Set Dashboard Date](#)

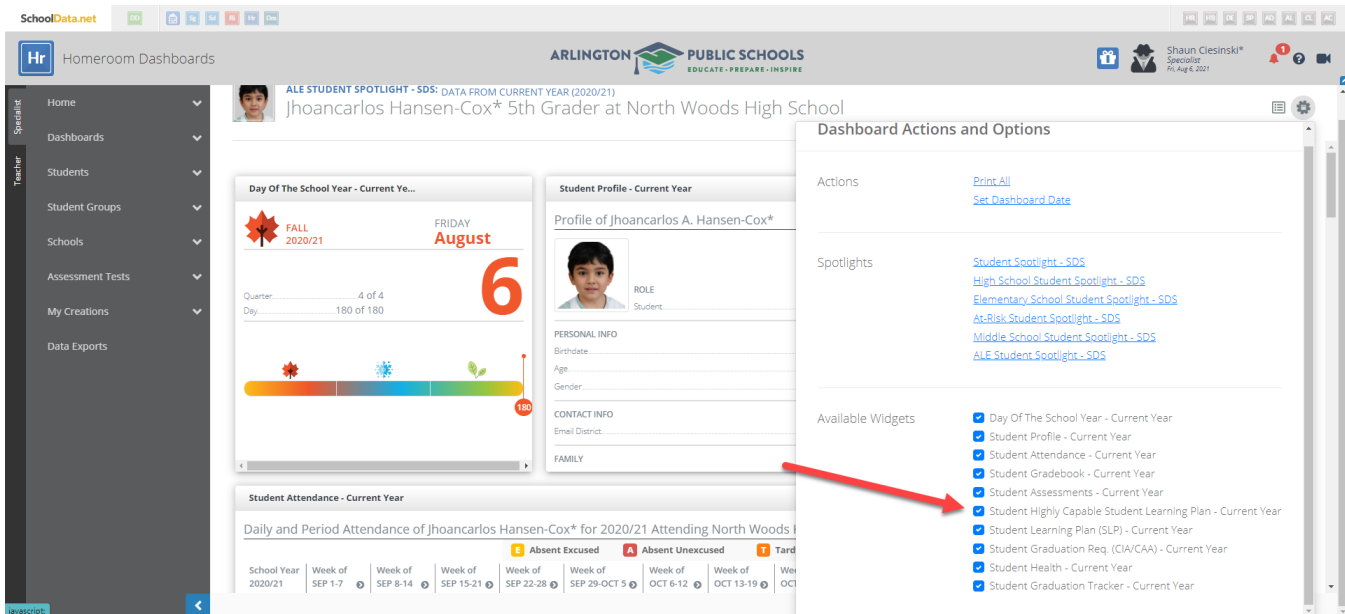
Available Widgets

- Day of School-Year
- Logins and Links
- Profile Lookup
- ELL Progress
- State Testing Individual Scores - WA
- STAR Reading - Benchmark Assessments
- STAR Math - Benchmark Assessments
- HRM+
- Attendance - Individual Students
- Prior Term Gradebook 1's and 2's
- Risk Indicator Viewer
- New Assessments
- Student Groups
- Highly Capable Student Learning Plans
- Create Data Extracts

Click on the **Learning Plan Label**, and you will no longer be in Homeroom Dashboards but in the Highly Capable Student Learning Plans Application, where you will land on the Details tab of the chosen plan.

Accessing Plans from Homeroom Student Spotlights

While viewing the student spotlight for a student who has a Highly Capable Student Learning Plan, navigate to the **Student Highly Capable Student Learning Plans** container via the **Dashboard Actions and Options** gear at the top right:



The screenshot shows the 'Dashboard Actions and Options' panel with the following 'Available Widgets' list:

- Day Of The School Year - Current Year
- Student Profile - Current Year
- Student Attendance - Current Year
- Student Gradebook - Current Year
- Student Assessments - Current Year
- Student Highly Capable Student Learning Plan - Current Year
- Student Learning Plan (SLP) - Current Year
- Student Graduation Req. (CIA/CAA) - Current Year
- Student Health - Current Year
- Student Graduation Tracker - Current Year

This container will display basic details about this student's current Highly Capable Student Learning Plan. To open the plan, click the Learning Plan Label, a hotlink.



The screenshot shows the 'Student Highly Capable Student Learning Plan - Current Year' application. The 'Hi-Cap Plans for [redacted] in 2020/21' section is visible, with a red arrow pointing to the 'MATH HICAP PLAN' link.

Hi-Cap Plans for [redacted] in 2020/21	
MATH HICAP PLAN	
Responsible Educator	[redacted]
Service Models	
Eligibility Areas	
Has Specific Scores	No
Has Specific Strengths	No
Has Specific Goals	Yes
Has Specific Tasks	Yes
Has Teacher Observations	No

A new tab will open, no longer in Homeroom Dashboards. Still, in the Highly Capable Student Learning Plans Application, you will land on the Details tab of the chosen plan.

Once you have navigated to a learning plan through any of the above methods, you should find yourself on the Details tab of the plan. You can view various other plan elements from here using the tabs across the top. A brief description of each follows.

Quick Links

Details	Goals	Surveys
Scores	Tasks	Additional Services
Strengths	Teacher Observations	Communications

Details [\(back to Quick Links\)](#)

This is the basic plan information, including **Label** (plan title - **Required**), **Student**(**Required**), **Eligibility Date**(Optional), **Responsible** and **Supplemental Educators** (Optional), **Service Models** (Optional), **Eligibility Areas** (**Required**), and **Notes** (Optional).

Details
Scores
Strengths
Goals
Tasks
Teacher Observations
Student Surveys ▾
Parent Surveys
Teacher Surveys
Additional Services

Highly Capable Student Learning Plan

Label (required)

Student (required) [Select](#)

Eligibility Date (optional)

Responsible Educator (optional) [Select](#)

Supplemental Educators (optional) [Select](#)

Service Models (optional) [Select](#)

Eligibility Areas (required) [Select](#)

Notes (optional)

Scores [\(back to Quick Links\)](#)

Relevant assessment scores for this student will be displayed in a table format including **Assessment, Year, Score, Performance Level, Notes, Score Type, and Is Automatic.**

Scores can be configured to automatically display on all plans, or click **Add Record** at the top right to add additional scores. Click **Edit** or **Delete** in the **Row Actions & Options Gear** as needed.

Details **Scores** Strengths Goals Tasks Teacher Observations Surveys ▾ Additional Services Communications

Highly Capable Student Learning Plan Scores (1 records) Filtered Add Record ⚙

Assessment	Year	Score	Performance Level	Notes	Score Type	Is Automatic	Row Actions & Options
Sample	2023/24	100		Test	Progress Monitoring	No	⚙ Row Actions & Options Edit Delete

Assessment (Required), School Year (Optional), Score (Optional), Type (Required), and Notes (Optional).

Add Score Add ✕

^ Scores

Assessment (required)	School Year (optional)
Sample Assessment	2022/23 ✕
Score (optional)	Type (required)
100	Other ✕
Notes (optional)	
Sample	

Strengths [\(back to Quick Links\)](#)

Student strengths are recorded in a table, and the individual who added the strength is recorded, including **Student Strength, Reporting Person, Created On, Last Edited On, and Last Edited By.**

Click **Add Record** at the top right to add additional strengths. Click **Edit** or **Delete** in the **Row Actions & Options Gear** as needed.

Details Scores **Strengths** Goals Tasks Teacher Observations Surveys Additional Services Communications

Highly Capable Student Learning Plan Student Strengths (1 records) Add Record

Student Strength	Reporting Person	Created On	Last Edited On	Last Edited By	Row Actions & Options
asdfa	McColum*, Deidra	8/3/2023	8/3/2023	deidra.mccollum	Edit Delete

Educator (Optional) and Student Strength (Required)

Add Record Add

Highly Capable Student Learning Plan Strength

Educator (optional) Select

Basketball * Open

Student Strength (required)

Follows Directions

Goals [\(back to Quick Links\)](#)

Goals set for this student as part of this plan are listed in a table format here, along with some associated details. **Goal Category, Selected Goal, Details, Learner Objective(s), Tasks, Goal Met, Created On, Last Edited On, and Last Edited By.**

Click **Add Record** at the top right to add additional goals. Click **Edit** or **Delete** in the **Row Actions & Options Gear** as needed.

Details Scores Strengths **Goals** Tasks Teacher Observations Surveys Additional Services Communications

Highly Capable Student Learning Plan Goals (1 records) Filtered Add Record

Goal Category	Selected G	Details	Learner Objective(s)	Tasks	Goal Met	Created On	Last Edited	Last Edited	Row Actions & Options
Academic Goals	Independ...	asdfa	Use appropriate written, spoken, and media tools to constr...		Yes	8/3/2023	Aug 3 2023		Edit Delete

Highly Capable Student Learning Plan Goal: Goal Selection (Required), Learner Objectives (Required), Goal Details (Optional), and Goal Met

Task: Task Selection (Optional), Task Notes (Optional), and Evaluation Methods (Optional)

Add Record



Highly Capable Student Learning Plan Goal

Goal Selection (required) [Select](#)

Learner Objectives (required) [Select](#)

Goal Details (optional)

Goal Met

Task 1

Enter the first Task for this Goal (optional)

Task Selection (optional) [Select](#)


Task Notes (optional)

Evaluation Methods (optional) [Select](#)

Tasks [\(back to Quick Links\)](#)

This tab lists tasks assigned to the student associated with specific goals. **Selected Goal, Selected Goal Details, Selected Task, Task Notes, Created On, Last Edited On and Last Edited By.**

You can add new tasks by clicking **Add Record** at the top right and completing the form. Click **Edit** or **Delete** in the **Row Actions & Options Gear** as needed.

Details	Scores	Strengths	Goals	Tasks	Teacher Observations	Surveys	Additional Services	Communications
Highly Capable Student Learning Plan Tasks (1 records) Add Record								
Selected Goal	Selected Goal Details	Selected Task	Task Notes	Created On	Last Edited On	Last Edited By		
Independent research ...	asdfa	Essay Writing		8/3/2023	Aug 3 2023	deidra.mccollum		
							Row Actions & Options Edit Delete	

Goal On Plan (Required), Task Selection (Optional), and Task Notes (Optional)

Add Record

Validate x

Task Details

Goal On Plan (required) Select

Task Selection (optional) Select

Task Notes (optional)

To view details or add evidence supporting an existing task, use the **Row Action & Options gear** to choose **Edit**. Here, you can see evidence submitted to support the completion of assigned tasks and add additional evidence by clicking **Add Record** at the far right. Here, you may also click **Edit** or **Delete** in the **Row Actions & Options Gear** as needed.

Edit Record

Update x

Task Details

Goal On Plan (required) Select
Academic Goals | Independent researc... | asdfa x

Task Selection (optional) Select
Essay Writing x

Task Notes (optional)

HICAP Educator Plan Task Evidence Records (1 records)

Evidence Notes

Attended Meeting

Row Actions & Options

Edit
Delete

1 - 1 of 1

Page 1 of 1

Add Evidence Notes (Required) and attach Files by clicking Upload. Click Add and then Update.

Add Record

Add x

Task Details

Evidence Notes (required)

Attended Meeting

File (0 records)

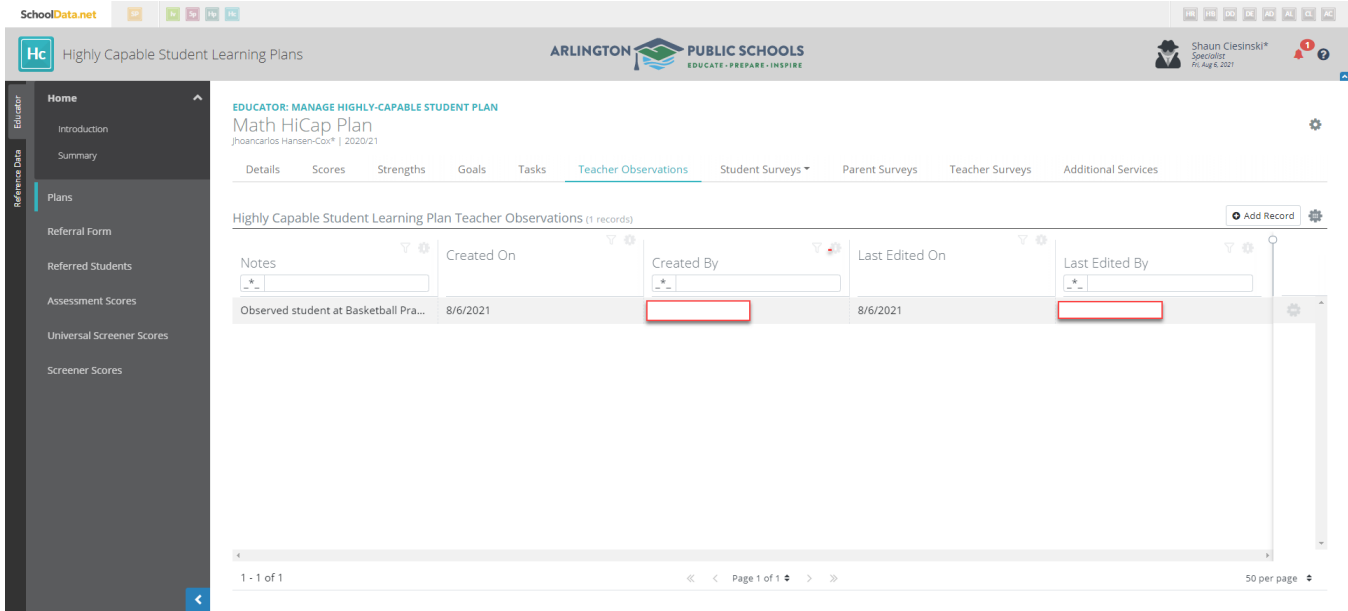
No data to display.

Upload

Teacher Observations [\(back to Quick Links\)](#)

This tab can be used by school staff to record observations about the student. **Notes, Created On, Created By, Last Edited On and Last Edited By.**

When clicking **Add Record**, the form is a single text box, but the date and user capturing the observation are automatically recorded, as well as the most recent edit to the record. *****Please note that in some districts, this tab is not made available in the parent/student view.*****



Add Record

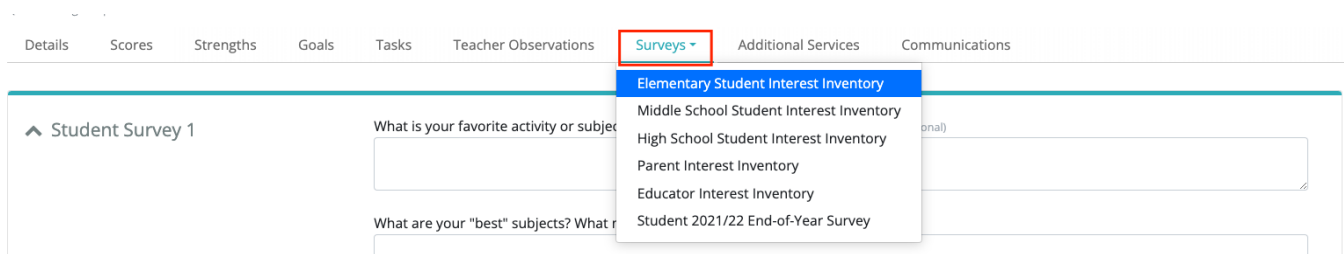
[Validate](#) ✕

Teacher Observation

Teacher Observation (required)

Surveys [\(back to Quick Links\)](#)

Elementary Student Interest Inventory, Middle School Student Interest Inventory, High School Student Interest Inventory, Parent Interest Inventory, Educator Interest Inventory, and Student End-of-Year Survey are available.



Elementary

Student Survey 1

What is your favorite activity or subject in school? Why? Your least favorite? Why? (optional)

What are your "best" subjects? What makes them the easiest for you? (optional)

What subjects are difficult for you? What makes them the hardest? (optional)

What subject makes you think and work the hardest? Why is it the most challenging? (optional)

Dance

"I'm very interested."
 "I'm a little interested."
 "I am not at all interested."

Drama

"I'm very interested."
 "I'm a little interested."
 "I am not at all interested."

Writing

"I'm very interested."
 "I'm a little interested."
 "I am not at all interested."

Computers

"I'm very interested."
 "I'm a little interested."
 "I am not at all interested."

World Languages

"I'm very interested."
 "I'm a little interested."
 "I am not at all interested."

Music

"I'm very interested."
 "I'm a little interested."
 "I am not at all interested."

Sports

"I'm very interested."
 "I'm a little interested."
 "I am not at all interested."

Middle School

Student Survey 2

Name two admirable qualities about your character. (optional)

Name two qualities you look for in other people. (optional)

List your hobbies. (optional)

Name an interesting place you have visited. (optional)

List a few goals you have for your life. (optional)

Do you belong to any clubs, groups, or sports teams? Which ones? (Please list any organizations associated with the school) (optional)

Address: (optional)

Parent(s)/Guardian(s) & Phone Number(s) (optional)

In one sentence, tell me something in which you are proud. (optional)

In one sentence, tell me something you would like to change about yourself. (optional)

Please fill out your class schedule. (optional)

Please share anything you want me to know (or that I need to know) before we start our semester together. (optional)

List your top four favorite books (1 can be a magazine). (optional)

What types of books do you prefer to read? None is not an answer. (optional)

High School

Student Survey 3

Name (First & Last) (optional)

Favorite TV show(s) (optional)

Favorite Music/Artist(s) (optional)

Do you have a pet? If so, what is it? (optional)

Who do you live with at home? (optional)

At home, I have access to (select all that apply):

What do you like most about yourself? (optional)

What do you like to do outside of school? (optional)

Do you like school? Why or why not? (optional)

Are you in any after-school clubs or sports? If so, which one(s)? (optional)

Do you want to go to college? Where? (optional)

What do you want to be when you're older? (optional)

Do you read for pleasure at home? If yes, what are some recent books or magazines you have read? (optional)

What science topic(s) would you be interested to learn more about? (optional)

Describe one really fun activity that any of your teachers has done in the past? (optional)

Parent

Manage Template Details

Did your child read before starting school? If the answer is YES, was the child self-taught? (optional)

Does your child play a musical instrument? If so, which instrument? (optional)

In what outside activities does your child participate? (optional)

What are your child's special hobbies or interests? (optional)

What books has your child enjoying reading lately? (optional)

Please make comments, where appropriate, on any of the following. Your child's: - Unusual Accomplishments - Present or... (optional)

Has advanced vocabulary, expresses self clearly and fluently.

Most of the time
 Often
 Occasionally
 Rarely

Thinks quickly:

Most of the time
 Often
 Occasionally
 Rarely

Recalls facts easily:

Most of the time
 Often
 Occasionally
 Rarely

Wants to know how things work.

Most of the time
 Often
 Occasionally
 Rarely

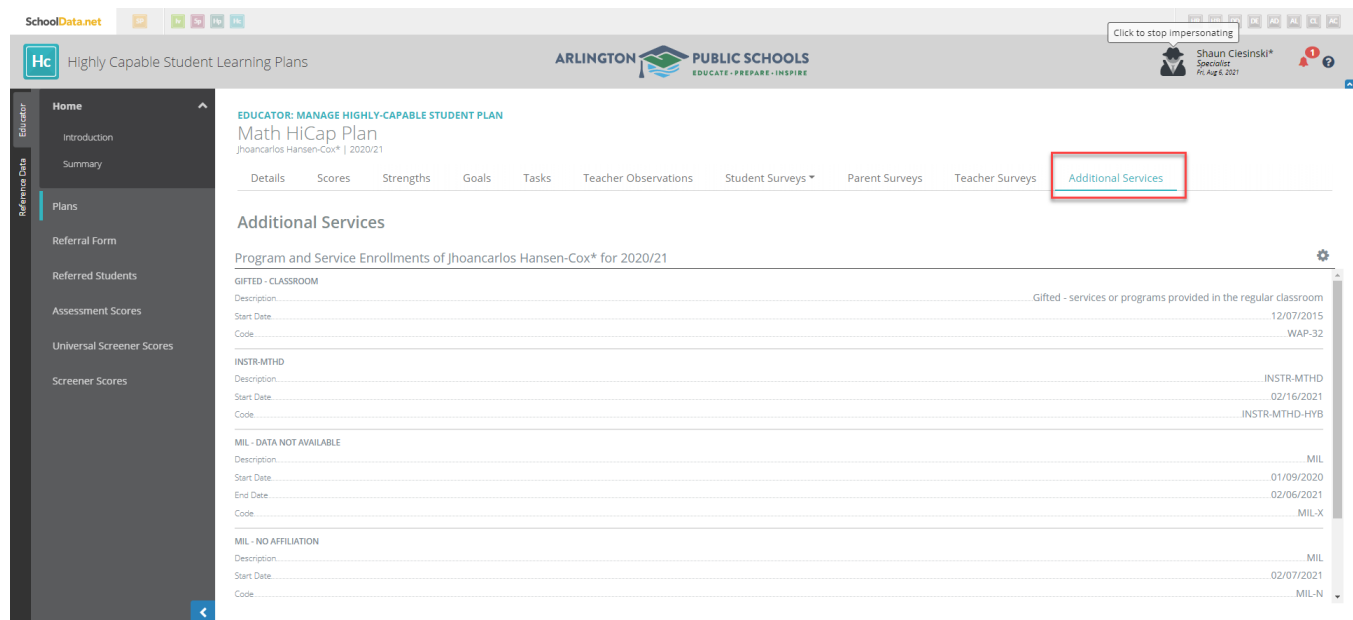
Is an avid reader:

Most of the time
 Often
 Occasionally
 Rarely

Educator	End-of-Year
<p>Manage Template Details</p> <p>Advanced vocabulary for his or her age or grade level</p> <p><input type="radio"/> Never <input type="radio"/> Very Rarely <input type="radio"/> Rarely <input type="radio"/> Occasionally <input type="radio"/> Frequently <input type="radio"/> Always</p> <p>The ability to make generalizations about events, people, and things</p> <p><input type="radio"/> Never <input type="radio"/> Very Rarely <input type="radio"/> Rarely <input type="radio"/> Occasionally <input type="radio"/> Frequently <input type="radio"/> Always</p> <p>A large storehouse of information about a specific topic</p> <p><input type="radio"/> Never <input type="radio"/> Very Rarely <input type="radio"/> Rarely <input type="radio"/> Occasionally <input type="radio"/> Frequently <input type="radio"/> Always</p> <p>The ability to grasp underlying principles</p> <p><input type="radio"/> Never <input type="radio"/> Very Rarely <input type="radio"/> Rarely <input type="radio"/> Occasionally <input type="radio"/> Frequently <input type="radio"/> Always</p> <p>Insight into cause and effect relationships</p> <p><input type="radio"/> Never <input type="radio"/> Very Rarely <input type="radio"/> Rarely <input type="radio"/> Occasionally <input type="radio"/> Frequently <input type="radio"/> Always</p> <p>An understanding of complicated material through analytical reasoning ability</p> <p><input type="radio"/> Never <input type="radio"/> Very Rarely <input type="radio"/> Rarely <input type="radio"/> Occasionally <input type="radio"/> Frequently <input type="radio"/> Always</p> <p>A large storehouse of information about a variety of topics</p> <p><input type="radio"/> Never <input type="radio"/> Very Rarely <input type="radio"/> Rarely <input type="radio"/> Occasionally <input type="radio"/> Frequently <input type="radio"/> Always</p>	

Additional Services [\(back to Quick Links\)](#)

Here, you will see information surfaced from the Student Information System (SIS) about any services the student is enrolled in.



The screenshot shows the SchoolData.net interface for a student named Jhoancarlos Hansen-Cox*. The page title is 'EDUCATOR: MANAGE HIGHLY-CAPABLE STUDENT PLAN' and the specific plan is 'Math HiCap Plan'. A navigation bar includes 'Details', 'Scores', 'Strengths', 'Goals', 'Tasks', 'Teacher Observations', 'Student Surveys', 'Parent Surveys', 'Teacher Surveys', and 'Additional Services' (which is highlighted with a red box).

The 'Additional Services' section is titled 'Program and Service Enrollments of Jhoancarlos Hansen-Cox* for 2020/21'. It displays a table of services:

Service Name	Description	Start Date	End Date	Code
GIFTED - CLASSROOM	Gifted - services or programs provided in the regular classroom	12/07/2015		WAP-32
INSTR-MTHD	INSTR-MTHD	02/16/2021		INSTR-MTHD-HYB
MIL - DATA NOT AVAILABLE	MIL	01/09/2020	02/06/2021	MIL-X
MIL - NO AFFILIATION	MIL	02/07/2021		MIL-N

Communications [\(back to Quick Links\)](#)

Here, you will see information about Communications. **Recorded On, Last Edited By, Last Edited On, Communication Method, Communication, and Sent to Parents**

You can add new communications by clicking **Add Record** at the top right and completing the form. Click **Edit** or **Delete** in the **Row Actions & Options Gear** as needed.

Recorded On	Last Edited By	Last Edited On	Communication Method	Communication	Sent to Parents	Row Actions & Options
August 3, 2023	deidra.mccollum	August 3, 2023	Online Meeting	asdf	true	Edit Delete

Recorded Date (Required), Last Edited Date (Optional), Communication Method (Required), Sent to Parent(s) (Optional) and Communication (Required)

Add Communication

[Validate](#) ✕

Parent Communication	Recorded Date <small>(required)</small> <input type="text"/>	Last Edited Date <small>(optional)</small> <input type="text"/>
	Communication Method <small>(required)</small> Select <input type="text"/>	Sent To Parent(s) <small>(optional)</small> <input type="text"/>
	Communication <small>(required)</small> <input style="width: 100%; height: 50px;" type="text"/>	