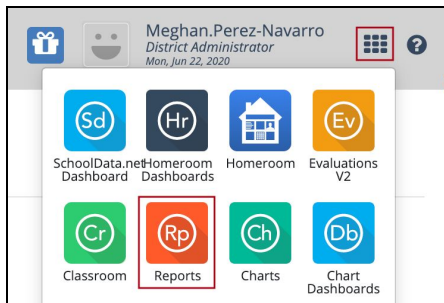


## Printing Individual Health Plans by Student Group

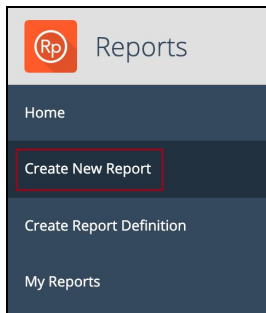
Individual Health Plans (IHPs) can be printed separately from within the IHP application. When needing to print several IHPs in bulk, Reports Manager allows for selection of a Student Group and School Year. Any student group can be used to generate IHPs including: school, enrollment, static or custom student groups.

### Generating IHPs in Reports Manager

1. **Navigate to Reports Manager** application by clicking on the Application Selector in the upper right corner and selecting Reports Manager.



2. **Click Create New Report** from the left navigation menu.



3. **Click Browse Category** to the right of Student Reports.



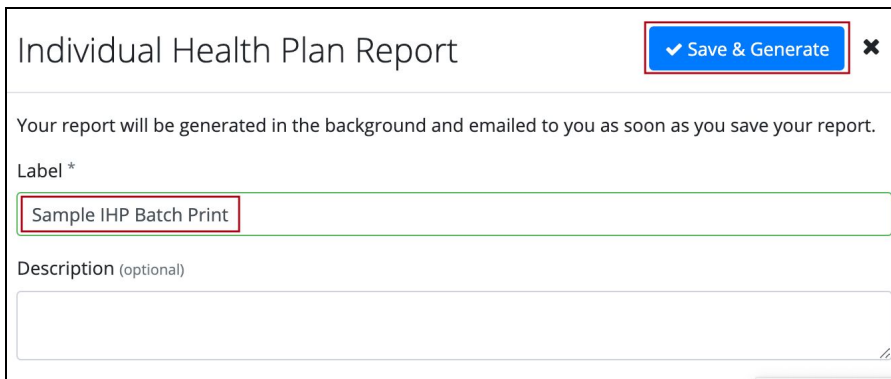
4. Scroll down list of available Student Reports and **click Build Report** to the right of Individual Health Plan Report.



5. **Click Select** to choose a Student Group.
6. **Click the School Year dropdown** and select a school year.
7. **Click Save and Generate** in the upper right once a Student Group and School Year have been selected.

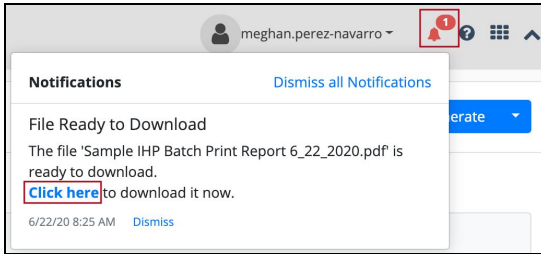


8. Name the IHP Report and **click Save and Generate**.



9. Once the Reports are ready, there will be an in application notification displayed in the upper right and an email notification sent to your email.

- In application notification: open notification and **“Click here”** will download the reports.



- Email notification: click **“Download This Data”** to download the report. Note: if you are not logged into SchoolData.net applications, you will be prompted to login prior to the reports downloading.

