



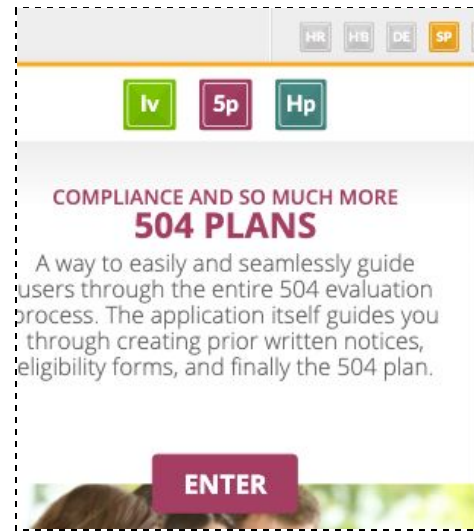
USING THE 504 PLAN FILTERS

Getting There

If logged already into Homeroom, click the navigation bar at top. Select the “SP” bundle for Student Plans. Click **Enter** on 504 Plans

OR

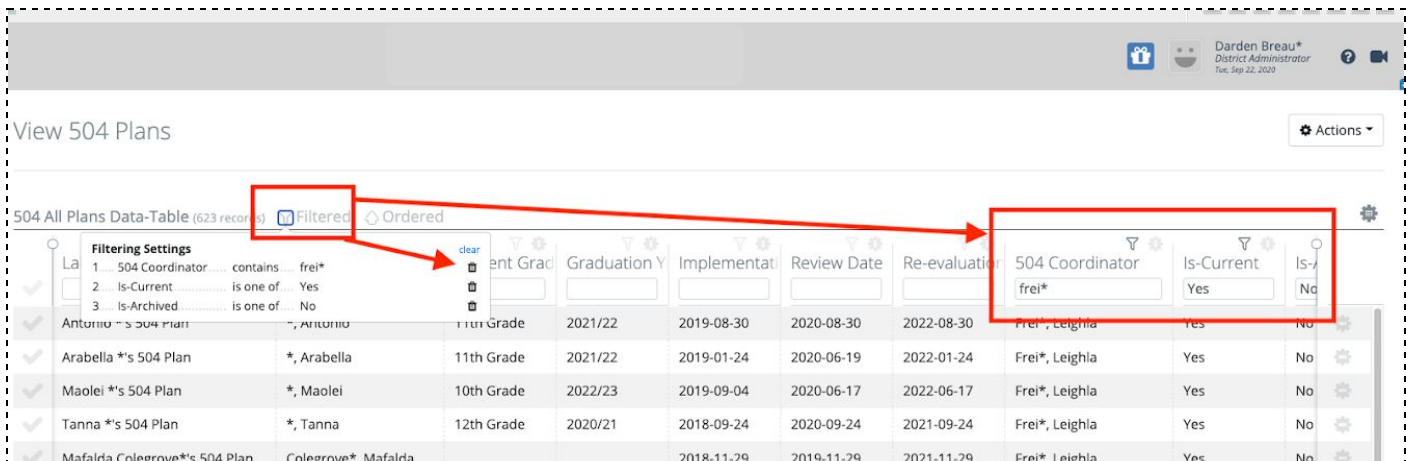
Log in with username & password at this URL:
[https://\[districtname\].schooldata.net/V2/504-Plan](https://[districtname].schooldata.net/V2/504-Plan)



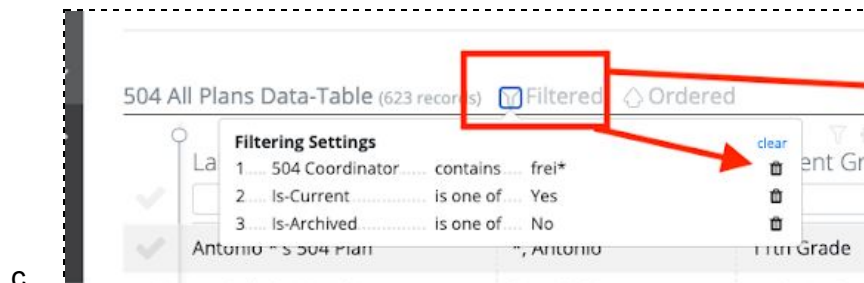
Filtering tools from the **View 504 Plans**

Things to know:

- Filter changes the browser remembers for that user.
- For a plan to be “**Is Current = Yes**”:
 - **Implementation Date** equal or greater than the current date
 - **Re-Evaluation Date** equal or less than the current date

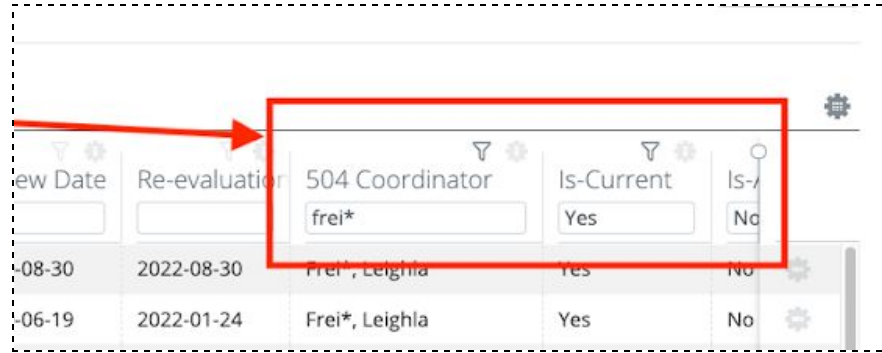


- Click on the “**Filtered**” at the top of the list, this shows the current filters in place.
 - Click the **trashcan** at the end to remove that **specific filter**.
 - Click the **clear** to clear **all filters**.

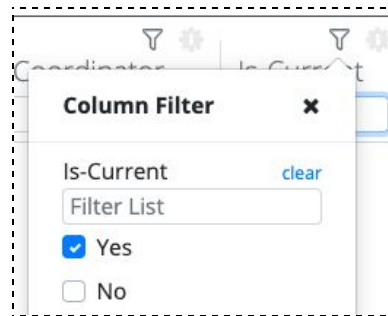


C.

- Click into an individual column.
 - a. Type or delete text from the box to find what you are searching.

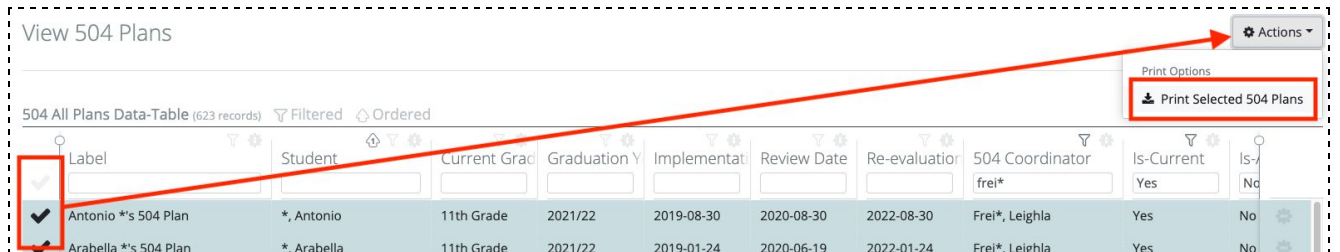


- i. Some boxes, click the funnel icon to use checkbox options.



Other tools from the **View 504 Plans**

- Mass Printing of student 504 Plans
 - a. Click the **checkmark** to the left of the students to include. If all in the view to include, click the faded out checkmark to select all in list.
 - b. Click **Actions** to the top right
 - c. Click **Print Selected 504 Plans**
 - d. A ZIP file with all student plans is generated. Notification with ability to download is displayed in the application and an email is sent to the user.



- Individual Student 504 Plan options
 - a. **Edit** allows the user to make edits to the plan
 - b. **Print** would print just the one student's plan
 - c. **Mail to Teachers** emails their current teachers a copy of the plan.
 - d. **Archive** moves the 504 Plan out of "Is Current" regardless of dates.
 - e. **Clone** will make an identical copy of the 504 Plan.

