

Creating a HiCap Plan V2

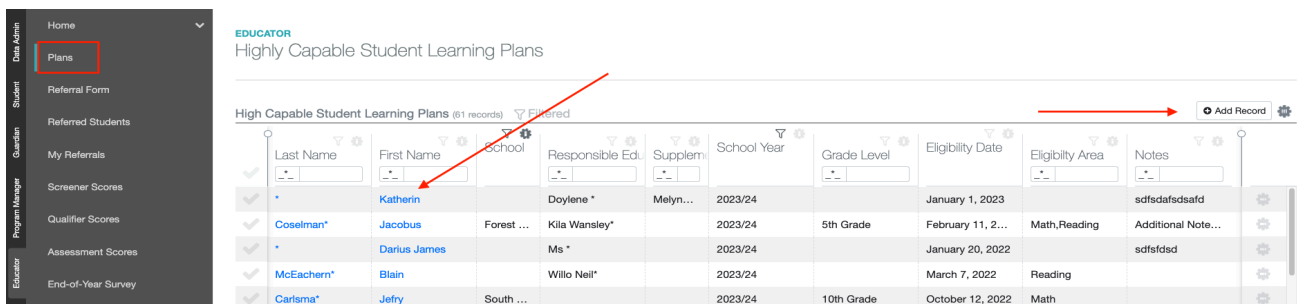
The HiCap Learning Plans app is a powerful management tool that lets you create flexible, customizable plans to follow students and monitor their progress and growth. It can help fulfill documentation requirements in supporting students who have qualified for Highly Capable services.

What is in a HiCap Plan

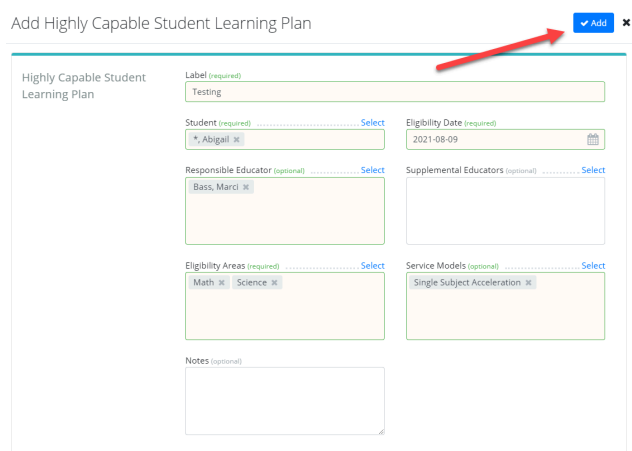
- The plan is created for each school year.
- When the student qualified (eligibility date) and in what subjects (eligibility areas)
- What service models are participating in (e.g., Cluster Classroom, Mentoring).
- Any relevant assessment scores.
- A spot for staff to jot down observations and strengths.
- Goals, Tasks, and Proof that the goals were met.

Creating A Plan

1. Navigate to **Plans** in the left-hand navigation menu. This will take you to a list of plans, prefiltered to display only those associated with the school(s) you are associated with.
2. Clicking the student's name opens the selected plan.
3. To initiate a new plan, click **Add Record** in the top-right corner.



Last Name	First Name	School	Responsible Ed.	Supplemental Ed.	School Year	Grade Level	Eligibility Date	Eligibility Area	Notes
*	Katherin		Doylene *	Meilyn...	2023/24		January 1, 2023		sdfsdfdsafsd
Coselman*	Jacobus	Forest ...	Kila Wansley*		2023/24	5th Grade	February 11, 2...	Math, Reading	Additional Note...
*	Darius James		Ms *		2023/24		January 20, 2022		sdfsdfsd
McEachern*	Blain		Willo Neil*		2023/24		March 7, 2022	Reading	
Carisma*	Jefry	South ...			2023/24	10th Grade	October 12, 2022	Math	



Add Highly Capable Student Learning Plan Add ✕

Highly Capable Student Learning Plan

Label (required)

Student (required) Select Eligibility Date (required)

Responsible Educator (optional) Select Supplemental Educators (optional) Select

Eligibility Areas (required) Select Service Models (optional) Select

Notes (optional)

- a. **Label (Required):** This text box lets you name the plan. This label will be displayed at the top of the plan and used elsewhere to identify it. For example, you might consider a naming convention that uses the student name and/or year in the plan label.
- b. **Student (Required):** Click to select the student for whom you are creating a plan. (**First Name, Last Name, Student Name, SSID, Grade Level, Schools, and User Status**)

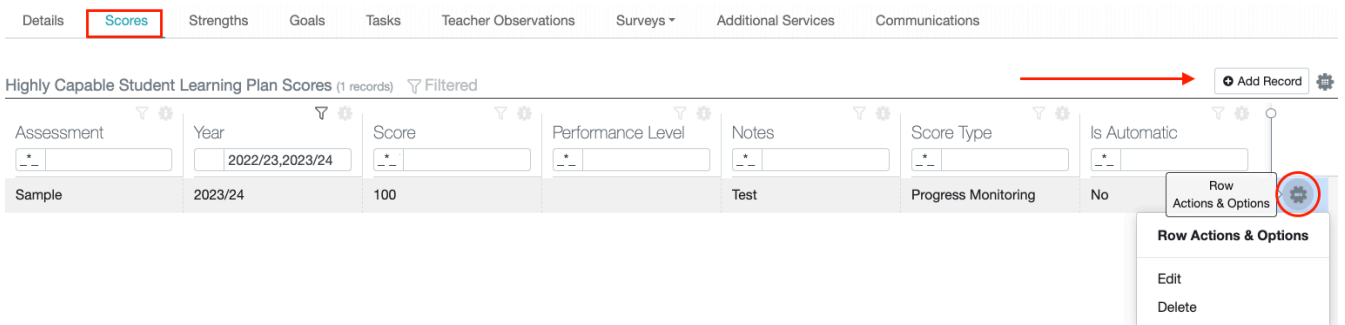
Filter Student Search Results Clear Filters x

Last Name (optional) All ▼ <input style="width: 95%;" type="text"/>	First Name (optional) All ▼ <input style="width: 95%;" type="text"/>
Student Na... (optional) All ▼ <input style="width: 95%;" type="text"/>	SSID (optional) Select ▼ <input style="width: 95%;" type="text"/>
Grade Lev... (optional) Select ▼ <input style="width: 95%;" type="text"/>	Schools (optional) Select ▼ <input style="width: 95%;" type="text"/>
User Status (optional) Select ▼ <input style="width: 95%;" type="text"/>	

- c. **Eligibility Date (Required):** Use the calendar tool to identify this student's eligibility date.
 - d. **Responsible Educator (Optional):** Select an educator to serve as the primary individual responsible for the plan. The responsible educator “owns” the plan and can edit all aspects of it. Only one individual may be chosen. If no selection is made, whoever is identified as the “Advisor” in your student information system will be automatically assigned.
 - e. **Supplemental Educators (Optional):** Select an educator to serve as the secondary individual(s) responsible for the plan. While the responsible educator “owns” the plan, the supplemental educator(s) can also edit all aspects of it. One or more individuals may be chosen.
 - f. **Eligibility Areas (Required):** Select one or more areas where a student is eligible for Highly Capable Services. (Math, Reading, Science)
 - g. **Service Models (Optional):** Select one or more service model areas where a student participates in Highly Capable. (Cluster Classroom, Early Exit, Grade Level Acceleration, Mentoring, Other, Royal Service Mod., Single Subject Acceleration)
 - h. **Note (Optional):** This optional fillable text box can be used as desired.
4. Once all required fields have been filled, click the **Add** button at the top right of the form. Your plan will be created and added to the plans data table.

Scores

- Scores can be configured to automatically display on all plans, or click **Add Record** at the top right to add additional scores.
 - Assessment (Required)**
 - School Year (Optional)**
 - Score (Optional), Type (Required)**
 - Notes (Optional).**
- Click **Edit** or **Delete** in the **Row Actions & Options Gear** as needed.



Highly Capable Student Learning Plan Scores (1 records) Filtered

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

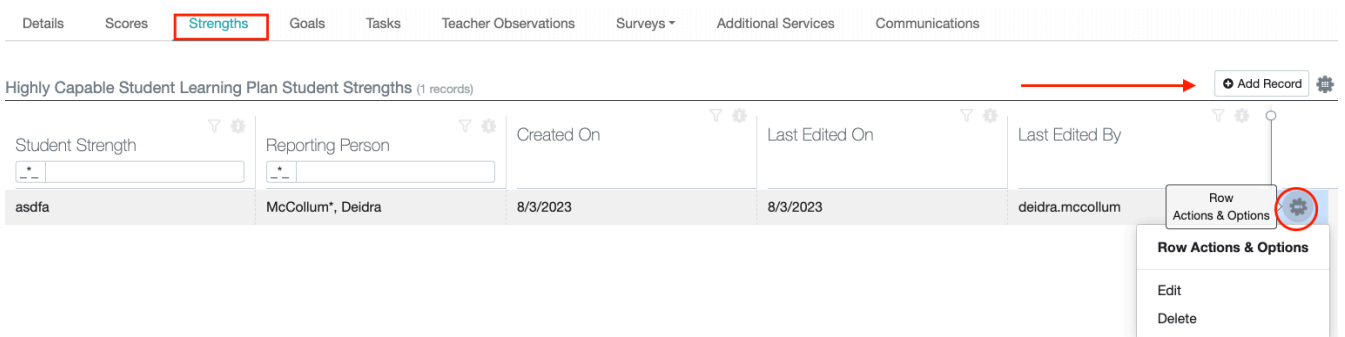
Add Score

Assessment (required): Sample Assessment
 School Year (optional): 2022/23, 2023/24
 Score (optional): 100
 Type (required): Other
 Notes (optional): Sample

Strengths

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

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



Highly Capable Student Learning Plan Student Strengths (1 records)

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

Add Record Add x

Highly Capable Student Learning Plan Strength

Educator (optional) Select
Basketball * Open x

Student Strength (required)
Follows Directions

Goals

1. 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		⚙️

Row Actions & Options

Edit

Delete

- a. **Highly Capable Student Learning Plan Goal**
 - i. **Goal Selection (Required)**
 - ii. **Learner Objectives (Required)**
 - iii. **Goal Details (Optional)**
 - iv. **Goal Met**
- b. **Task**
 - i. **Task Selection (Optional)**
 - ii. **Task Notes (Optional)**
 - iii. **Evaluation Methods (Optional)**

Add Record Add x

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

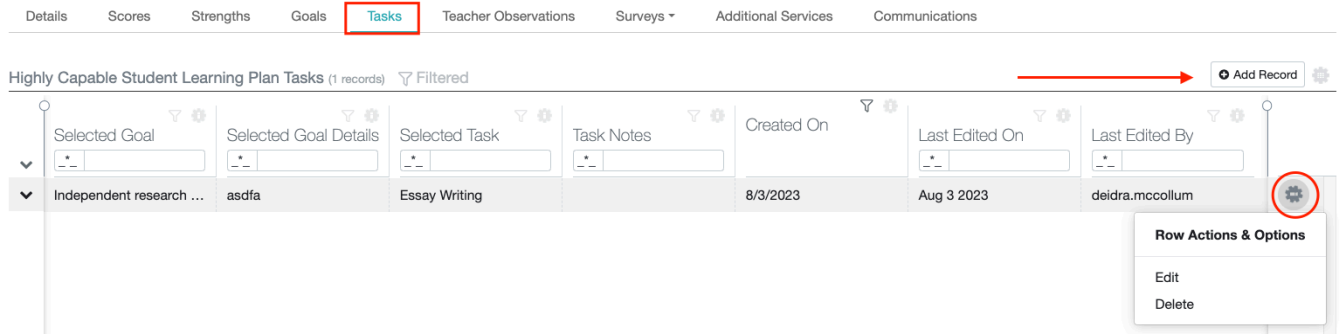
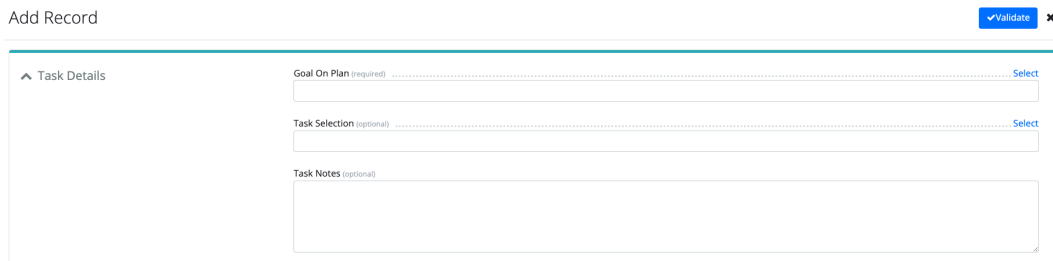
Task Notes (optional)

Evaluation Methods (optional) Select

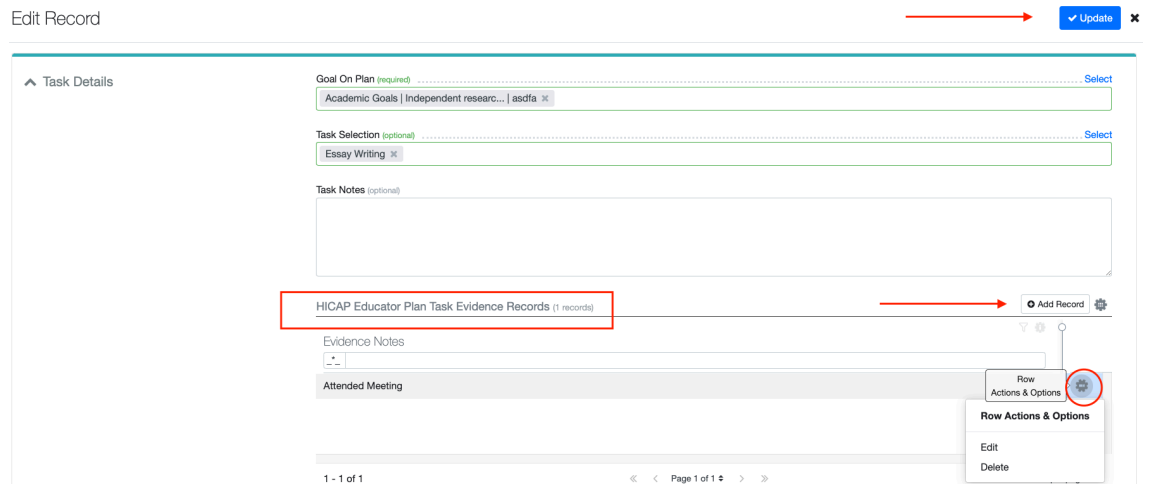
Tasks

1. You can add new tasks by clicking **Add Record** at the top right and completing the form.
 - a. **Goal On Plan (Required)**
 - b. **Task Selection (Optional)**
 - c. **Task Notes (Optional)**

2. Click **Edit** or **Delete** in the **Row Actions & Options Gear** as needed.

3. To view details or add evidence supporting an existing task, use the **Row Action & Options gear** to choose **Edit**.
 - a. Add additional evidence by clicking **Add Record** at the far right.
 - i. **Evidence Notes (Required)**
 - ii. **Attach Files** by clicking **Upload**. Click **Add** and then **Update**.
 - iii. Here, you may also click **Edit** or **Delete** in the **Row Actions & Options Gear** as needed.



Add Record Add

Task Details

Evidence Notes (required)

Attended Meeting

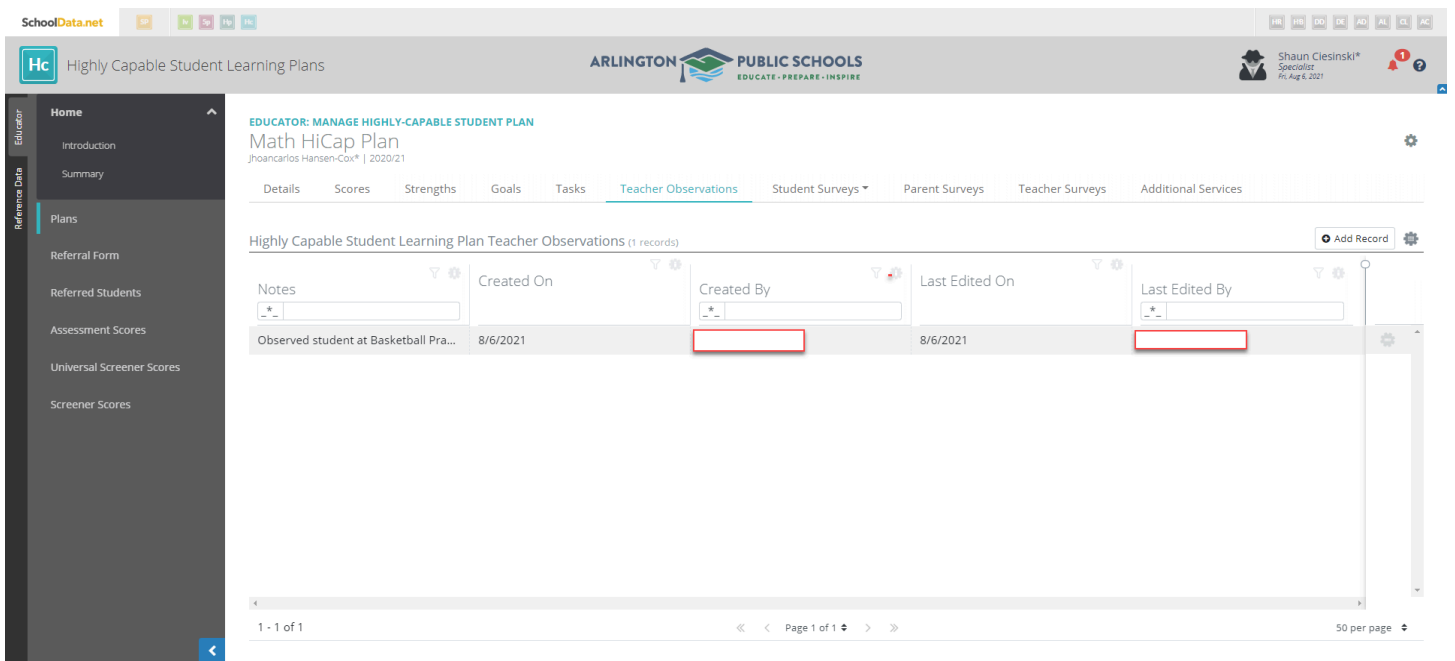
File (0 records) Upload

No data to display.

Teacher Observations

This tab can be used by school staff to record observations about the student.

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



The screenshot shows the 'Math HiCap Plan' page with the 'Teacher Observations' tab selected. The table below shows one record:

Notes	Created On	Created By	Last Edited On	Last Edited By
Observed student at Basketball Pra...	8/6/2021	[Redacted]	8/6/2021	[Redacted]

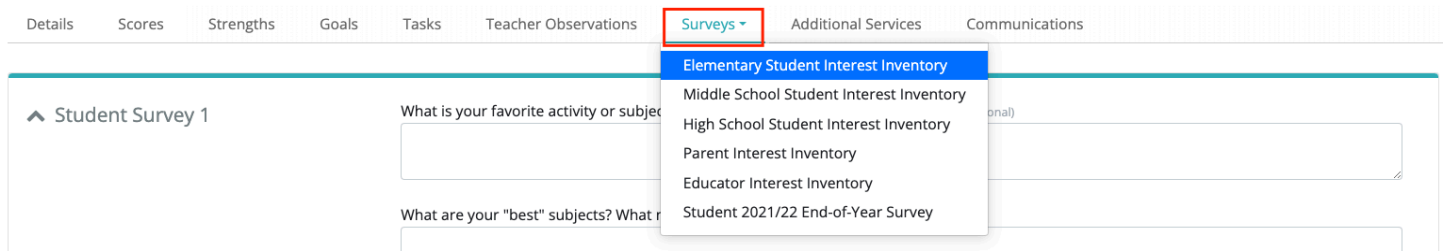
Add Record Validate

Teacher Observation

Teacher Observation (required)

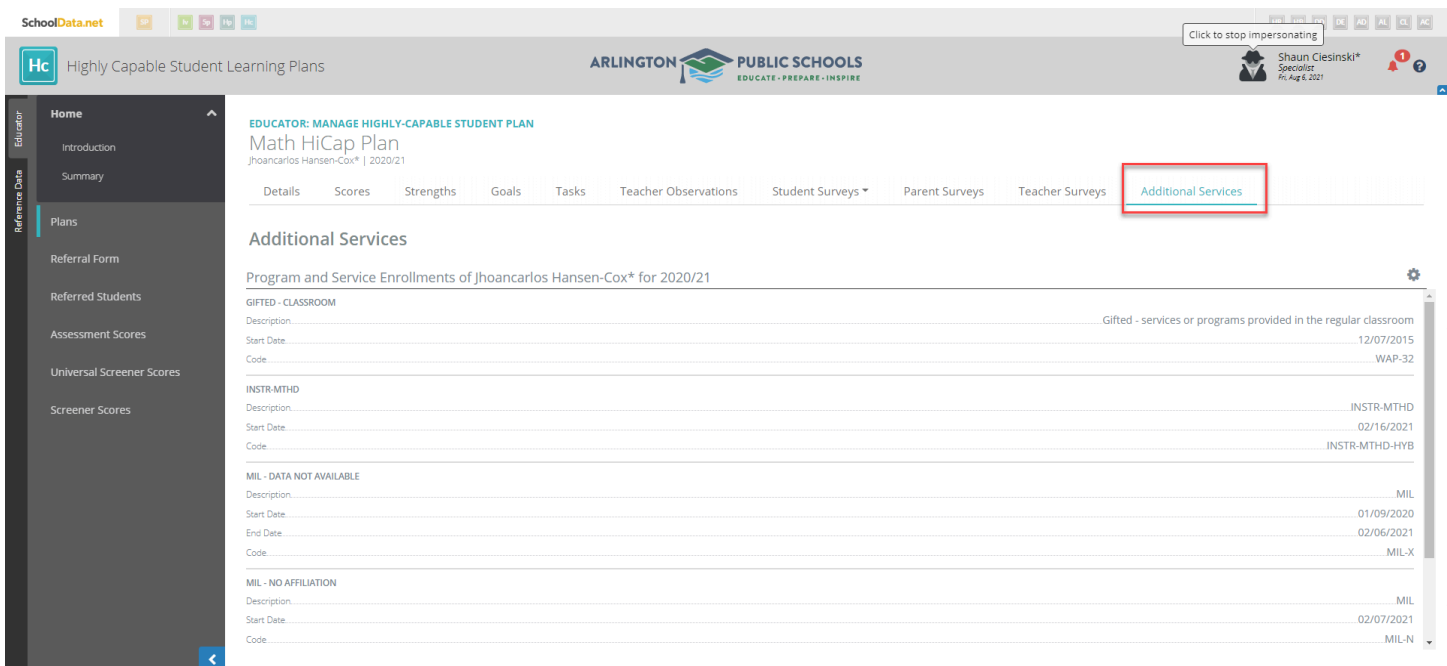
Surveys

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.



Additional Services

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




Communications

1. Click **Add Record** at the top right and complete the form.
 - a. **Recorded Date (Required)**
 - b. **Last Edited Date (Optional)**
 - c. **Communication Method (Required)**
 - d. **Sent to Parent(s) (Optional)** and **Communication (Required)**
2. 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 Communications (1 records)

Add Record

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	asdaf	true	

Row Actions & Options

Edit

Delete

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> <div style="border: 1px solid #ccc; height: 50px; width: 100%;"></div>	

Helpful Resource: Viewing/Editing HiCap Plans
<https://support.schooldata.net/hc/en-us/articles/4405648300179>