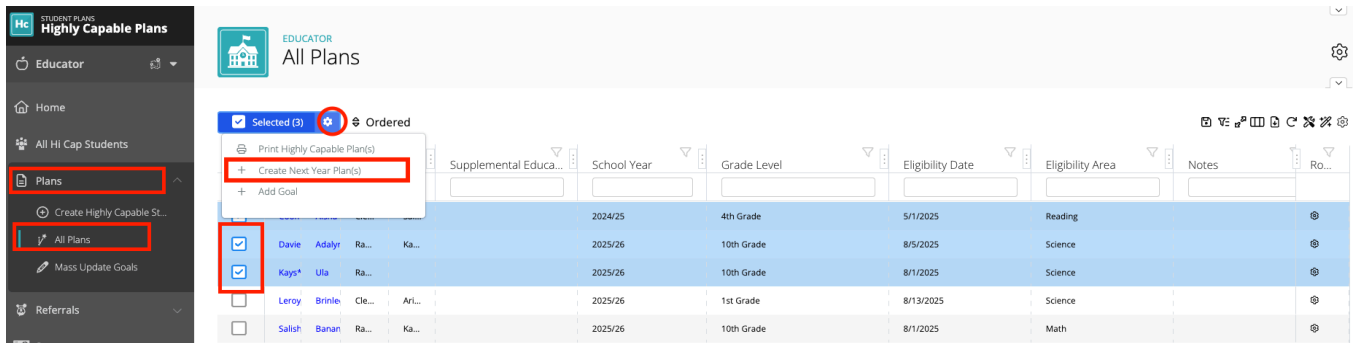


## Copying HiCap Plans from Year to Year (Connect)

- You can copy a student’s HiCap plan year after year. This lets new teachers take over and keeps track of services for each year.
- Some historical information (Strengths, Observations, Goals, and Tasks) will remain, but the view defaults to the current school year.
- This feature will be used in the late summer or early fall after completing your Student Information System (SIS) rollover.

1. In the **Educator Role**, start by selecting **Plans** in the left navigation menu, then choose **All Plans**.



Selected (3)	Print Highly Capable Plan(s)	Supplemental Educa...	School Year	Grade Level	Eligibility Date	Eligibility Area	Notes	Ro...
<input checked="" type="checkbox"/>	<input type="checkbox"/>		2024/25	4th Grade	5/1/2025	Reading		
<input checked="" type="checkbox"/>	<input type="checkbox"/>		2025/26	10th Grade	8/5/2025	Science		
<input checked="" type="checkbox"/>	<input type="checkbox"/>		2025/26	10th Grade	8/1/2025	Science		
<input type="checkbox"/>	<input type="checkbox"/>		2025/26	1st Grade	8/13/2025	Science		
<input type="checkbox"/>	<input type="checkbox"/>		2025/26	10th Grade	8/1/2025	Math		

2. Use the column **filters** to sort and filter, then find the planning group you wish to copy.
3. Select one or more **checkmarks** to the left.
4. Click the **Select Row Actions** button at the top right and choose **Create Next Year Plan**.
5. You will see a new form appear with the following selections, which will be applied to the new plan created for each selected student:

HiCap Educator Plans Create Next Year Plan Save ✕

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**Next Year Plans**  
The selected values will be applied to the new plans created for each selected Student

Responsible Educator (optional) Select

Supplemental Educators (optional) Select

Service Models (optional) Select

Notes (optional)

- Click the **magnifying glass** in the **Responsible Educator** field and click the **checkbox** to the left. If this is left blank and the student already has an Advisor assigned in the SIS, they will be added upon saving.
- Click the **magnifying glass** in the **Supplemental Educators** field, click one or more **checkboxes** to the left, and click **Accept**.
- Select the **Service Models** field in the same way.
- Fill in the **Notes** field with any details about all selected plans.

6. Click **Save**.

Several fields from the **Details tab** of each plan are either automatically generated or carried forward:

- **Label:** The current plan label will be copied forward and appended with (for next school year). For example, if you are using a 2021/22 plan with the label Amy's Math Plan, the newly created plan will be given the label Amy's Math Plan (for 2022/23)
- **Eligibility Date:** This will remain the same.
- **Eligibility Areas:** This will remain the same.

Fields on the details tab may be edited on the new plan as needed.

#### Other Important Things to Note:

- The Strengths, Goals, Tasks, and Observations tabs will retain all historical data as plans are rolled forward, but will filter to show data for the current year by default.
- Only one plan can be created per student per year; therefore, if you attempt to create a plan for a student who already has one for the selected year, an error message will surface.
- The Surveys, Additional Services, and Communications tabs are all year-based and will not carry forward.