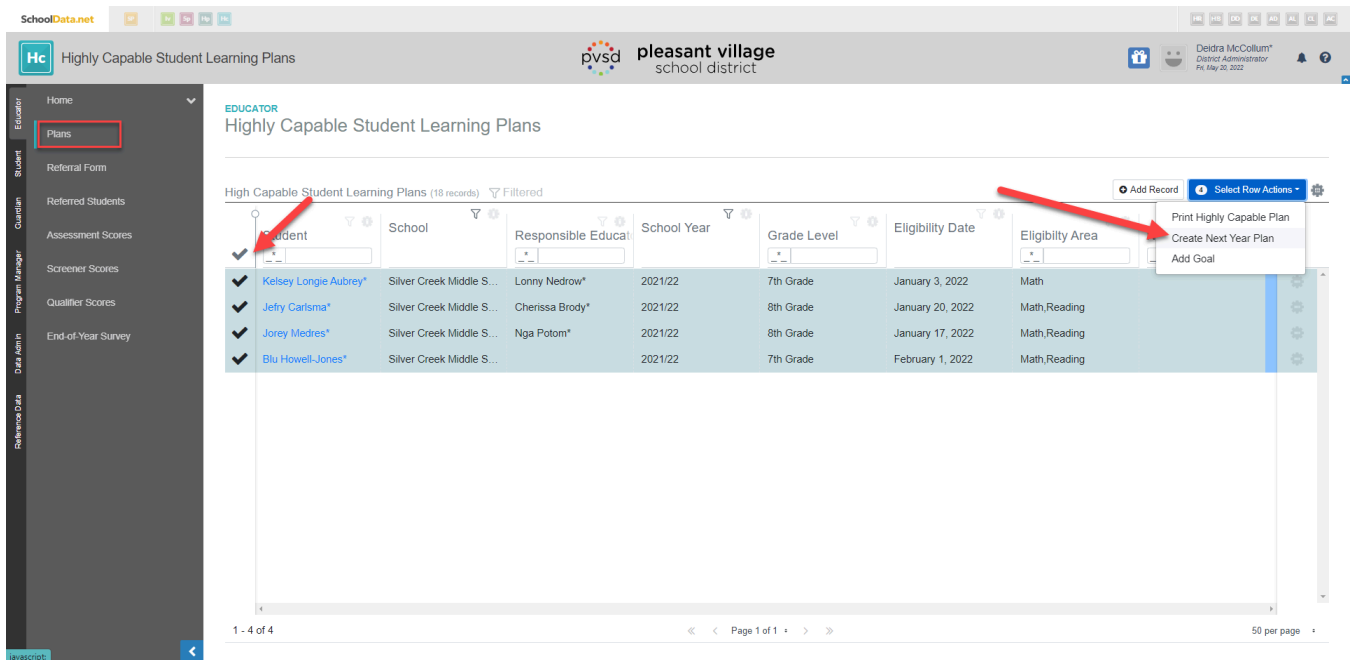


Copying HiCap Plans from Year to Year V2

- 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 under **Plans** in the left navigation menu.
 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**.



The screenshot shows the 'Highly Capable Student Learning Plans' interface. The left sidebar has 'Plans' selected. The main area displays a table of 18 records, with the first four rows visible. The 'Select Row Actions' button is highlighted with a red arrow, and a dropdown menu is open showing options: 'Print Highly Capable Plan', 'Create Next Year Plan', and 'Add Goal'.

Student	School	Responsible Educator	School Year	Grade Level	Eligibility Date	Eligibility Area
<input checked="" type="checkbox"/>						
<input checked="" type="checkbox"/> Kelsey Longie Aubrey*	Silver Creek Middle S...	Lonny Nedrow*	2021/22	7th Grade	January 3, 2022	Math
<input checked="" type="checkbox"/> Jefry Carlisma*	Silver Creek Middle S...	Cherissa Brody*	2021/22	8th Grade	January 20, 2022	Math, Reading
<input checked="" type="checkbox"/> Jorey Medres*	Silver Creek Middle S...	Nga Potom*	2021/22	8th Grade	January 17, 2022	Math, Reading
<input checked="" type="checkbox"/> Blu Howell-Jones*	Silver Creek Middle S...		2021/22	7th Grade	February 1, 2022	Math, Reading

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 ✕

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)

- **Responsible Educator:** Click **Select** and click the **checkmark** of your choice. If this is left blank and the student already has an Advisor assigned in the SIS, they will be added upon saving.
- **Supplemental Educators:** Click **Select**, click the **checkmark** of your choice, and click Add Supplemental Educators.
- **Service Models:** Click **Select**, click the **checkmark** of your choice, and click Add Service Models.
- **Notes:** Fill in 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.