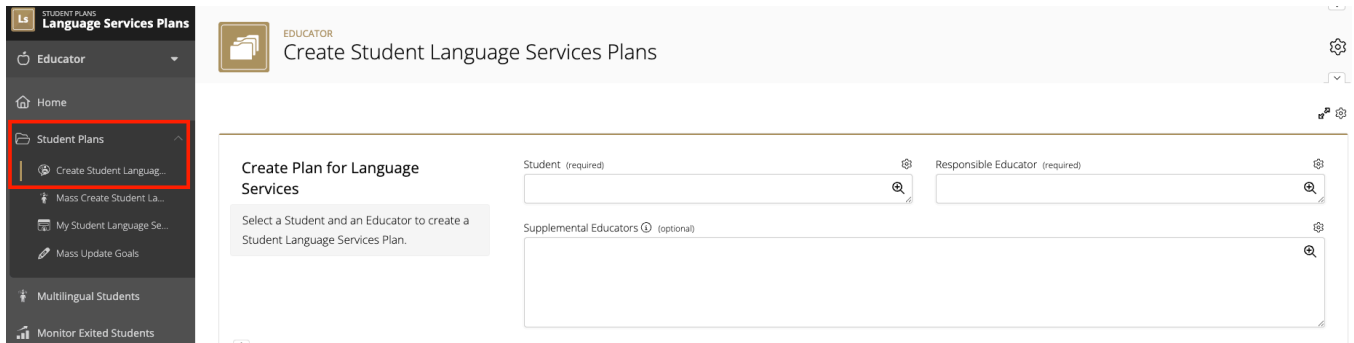


Create a Student Language Service Plan (Details Tab) (Connect)

Here, you will learn how to create an individual Student Language Service Plan.

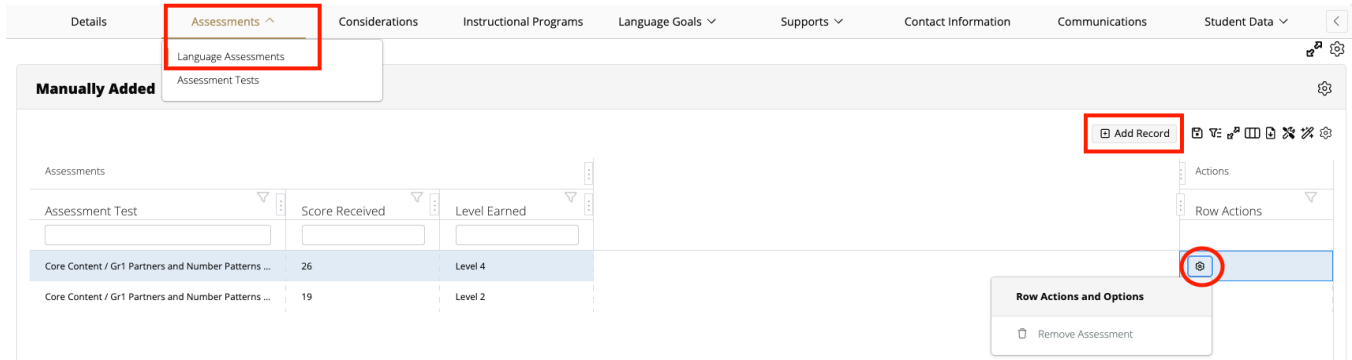
1. Start under **Student Plans** in the left navigation menu and choose **Create Student Language Services Plans**.



2. You will see the Create Student Language Services Plans form.
3. Click the **magnifying glass** in the **Student** field, then select the **checkbox** next to the desired student.
4. Click the **magnifying glass** in the **Responsible Educator** field in the same manner.
5. Optionally, you may also add a **Supplemental Educator** similarly.
6. Click **Save**.
7. You will now see the **Manage Student Language Services Plan page**, where you can continue editing the plan by clicking another tab.
8. To find and edit the plan later, click **My Student Language Services Plans** in the left navigation menu.

Assessments Tab

1. Continue creating by clicking the **Assessments Tab** and selecting one of two options: **Language Assessments** or **Assessment Tests**.
 - a. Alternatively, go to **Student Plans** in the left navigation menu, then choose **My Student Language Services Plans**.
 - b. Click the **pencil icon** in the **Label column** for the student plan you want to manage, or click the **Row Actions and Options gear** of the chosen Student Language Plan and select **Configure**.



Details Assessments Considerations Instructional Programs Language Goals Supports Contact Information Communications Student Data

Language Assessments Assessment Tests

Manually Added

Add Record

Assessments

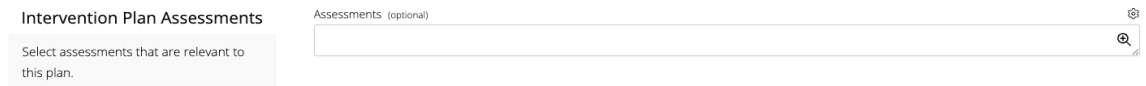
Assessment Test	Score Received	Level Earned
Core Content / Gr1 Partners and Number Patterns ...	26	Level 4
Core Content / Gr1 Partners and Number Patterns ...	19	Level 2

Row Actions and Options

Remove Assessment

2. Language Assessments (manual tests)

- a. Click the **Add Record** button in the top right corner.
 - i. Click the **magnifying glass** in the **Assessments** field, click one or more **checkboxes** to the left of the assessments relevant to the plan, and click **Accept**.
 - ii. Click **Save**.



Intervention Plan Assessments

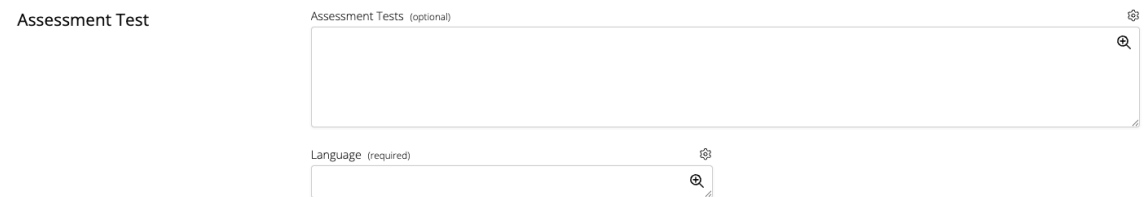
Select assessments that are relevant to this plan.

Assessments (optional)

- b. Click the **Row Actions and Options Gear** at the far right, then choose **Remove the Assessment**.

3. Assessments Tests

- a. Click the **Add Record** button in the top right corner.
 - i. Click the **magnifying glass** in the **Assessments** field, click one or more **checkboxes** to the left of the assessments relevant to the plan, and click **Accept**.
 - ii. Click the **magnifying glass** in the **Language** field and click the **checkbox** to the left.
 - iii. Click **Save**.



Assessment Test

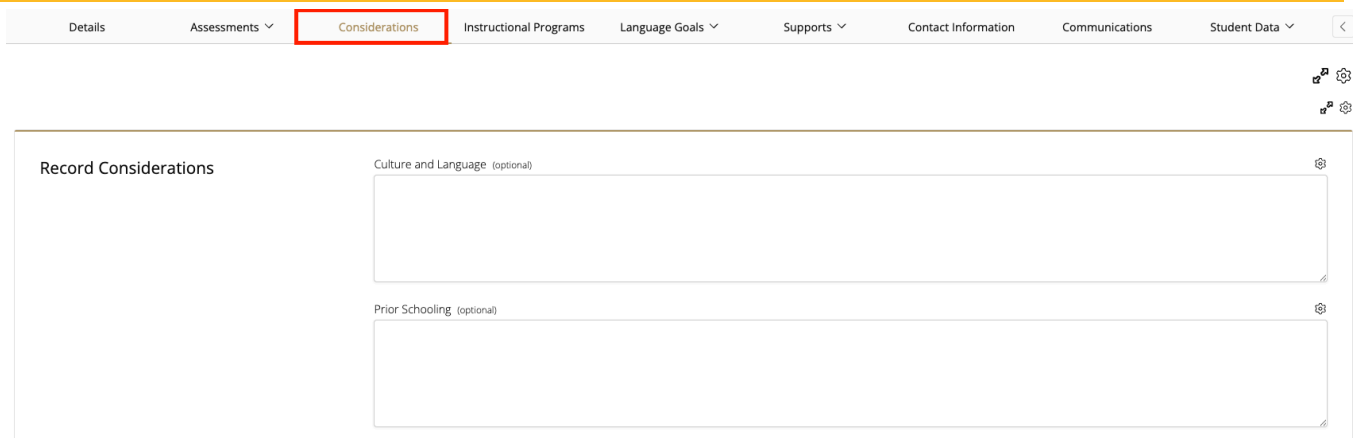
Assessment Tests (optional)

Language (required)

- b. Click the **Row Actions and Options Gear** at the far right, then choose **Remove the Assessment**.

Considerations Tab

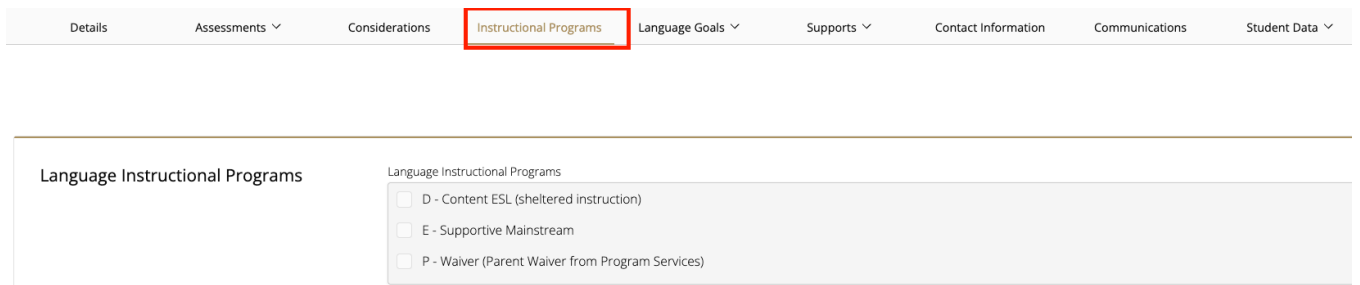
1. Continue creating by clicking the **Considerations Tab**.
 - a. Alternatively, start under **Student Plans** in the left navigation menu and select **My Student Language Services Plans**.
 - b. Click the **pencil icon** in the **Label column** for the student plan you want to manage, or click the **Row Actions and Options gear** of the chosen Student Language Plan and select **Configure**.



2. Fill in the **Culture and Language** field.
3. Fill in the **Prior Schooling** field.

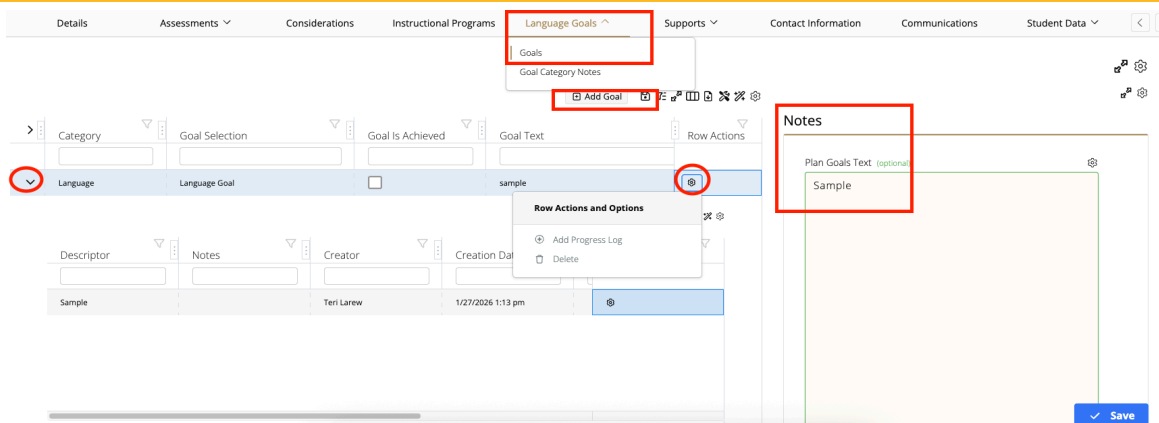
Instructional Programs Tab

1. Continue creating by clicking the **Instructional Programs Tab**.
 - a. Alternatively, go to **Student Plans** in the left navigation menu, then choose **My Student Language Services Plans**.
 - b. Click the **pencil icon** in the **Label column** for the student plan you want to manage, or click the **Row Actions and Options gear** of the chosen Student Language Plan and select **Configure**.
2. Language Instructional Programs are automatically selected based on information from the Student Information System (SIS).



Language Goals

1. Continue creating by clicking the **Language Goals Tab** and choosing one of two selections: **Goals or Goal Category Notes**.
 - a. Alternatively, go to **Student Plans** in the left navigation menu and select **My Student Language Services Plans**.
 - b. Click the **pencil icon** in the **Label column** for the student plan you want to manage, or click the **Row Actions and Options gear** of the chosen Student Language Plan and select **Configure**.
2. **Goals:**
 - a. Click the **Add Goal button** to the right.



Language Goals

Category	Goal Selection	Goal Is Achieved	Goal Text	Row Actions
Language	Language Goal	<input type="checkbox"/>	sample	[Magnifying Glass] [Gear]

Notes

Plan Goals Text (optional)

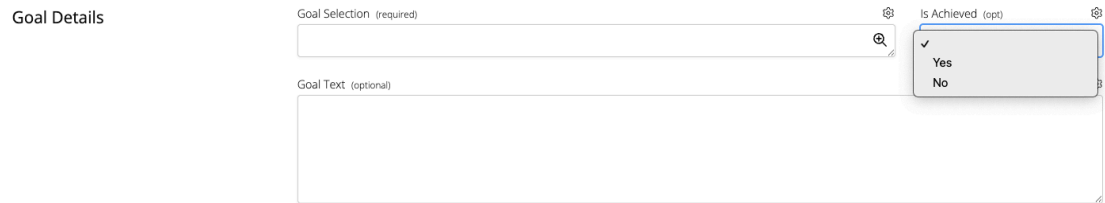
Sample

Row Actions and Options

- Add Progress Log
- Delete

Save

- i. Click the **magnifying glass** in the **Goal Section** field and click the **checkbox** to the left.
- ii. Select **Yes or No** from the **Is Achieved** dropdown menu.
- iii. Fill in the **Goal Text** field.
- iv. Click **Save**.



Goal Details

Goal Selection (required)

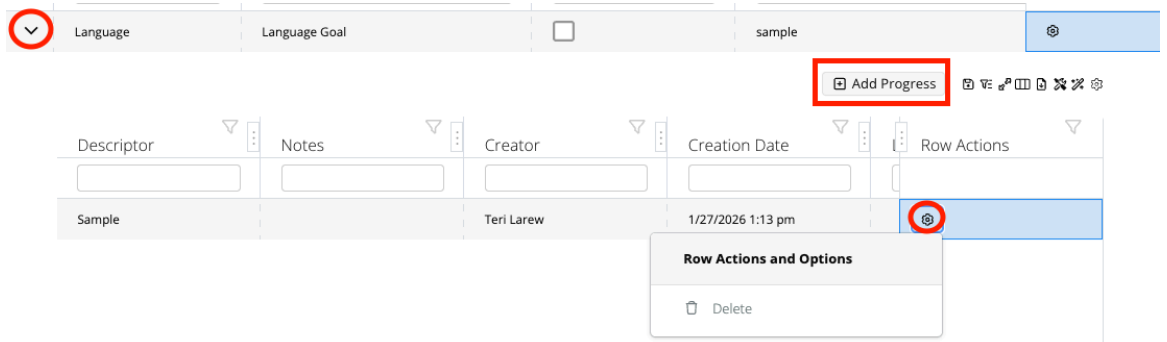
Goal Text (optional)

Is Achieved (opt)

Yes

No

- b. Click the **Row Actions Gear** to the right to **Add Progress Log** or **Delete**.
- c. Add any additional notes to the **Plan Goals Text** to the far right and click **Save**.
- d. Click the **arrow** to the far left to reveal progress.
 - i. Click the **Add Progress button** to the far right.



Descriptor	Notes	Creator	Creation Date	Row Actions
Sample		Teri Larew	1/27/2026 1:13 pm	[Add Progress] [Gear]

Row Actions and Options

- Delete

1. Click the **magnifying glass** in the **Progress Log Descriptor** field and click the **checkbox** to the left.
2. Fill in any additional **Progress Log Notes**.



Essentials

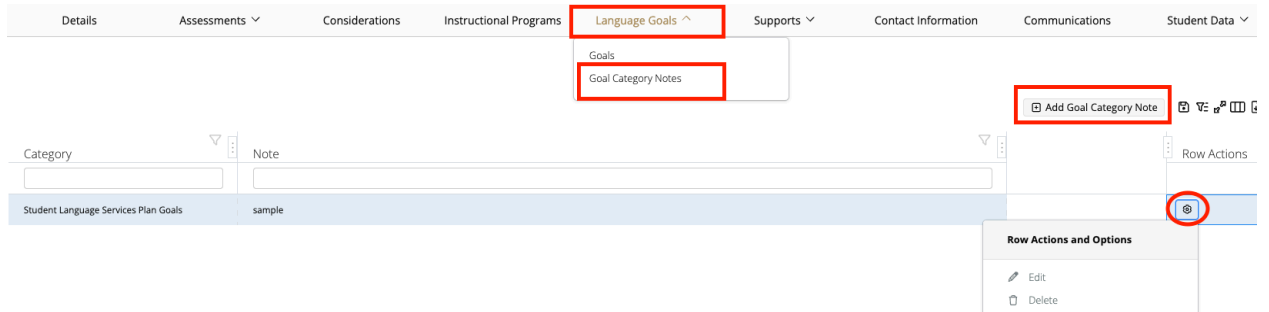
Progress Log Descriptor (required)

Progress Log Notes (optional)

- ii. Click the **Row Actions Gear** to the far right to **Delete**.

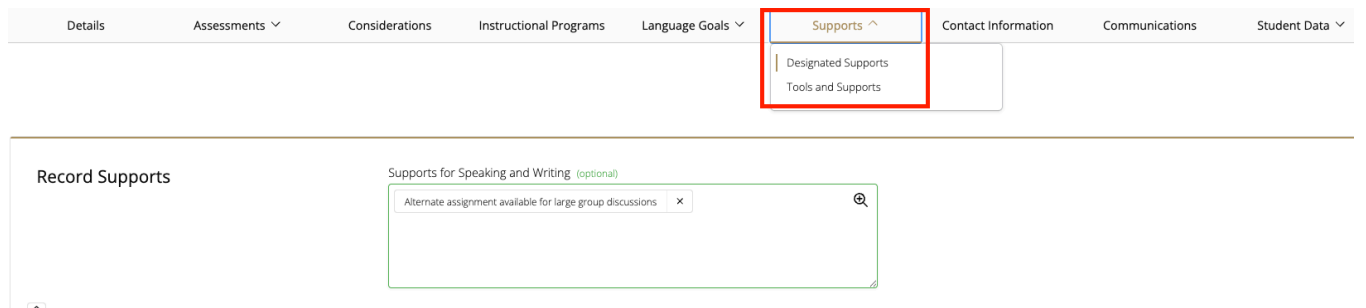
3. Goal Category Notes

- a. Click the **Add Goal Category Note** button to the far right.
 - i. Click the **magnifying glass** in the **Goal Category** field and click the **checkbox** to the left.
 - ii. Fill in any **Notes**.
 - iii. Click **Save**.
- b. Click the **Row Actions Gear** to the far right to **edit or delete**.



Supports Tab

1. Continue creating by clicking the **Supports Tab** and selecting either **Designated Supports** or **Tools and Supports**. Your District Data Administration manages all the options that are displayed.
 - a. Alternatively, go to **Student Plans** in the left navigation menu, then choose **My Student Language Services Plans**.
 - b. Click the **pencil icon** in the **Label column** for the student plan you want to manage, or click the **Row Actions and Options gear** of the chosen Student Language Plan and select **Configure**.
2. Click the **magnifying glass** in the container, select one or more **checkboxes** to the left, and click **Accept**.
 - a. Click **Save**.



Contact Information Tab

1. Continue creating by clicking the **Contact Information Tab**.
 - a. Alternatively, go to **Student Plans** in the left navigation menu and select **My Student Language Services Plans**.
 - b. Click the **pencil icon** in the **Label column** for the student plan you want to manage, or click the **Row Actions and Options gear** of the chosen Student Language Plan and select **Configure**.
2. Fill in the **Contact Information** for the educator or plan manager responsible for the family.

Details	Assessments ▾	Considerations	Instructional Programs	Language Goals ▾	Supports ▾	Contact Information	Communications	Student Data ▾
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Contact Information

Contact Information (optional)

Communications Tab

1. Continue creating by clicking the **Communication Tab**.
 - a. Alternatively, go to **Student Plans** in the left navigation menu and select **My Student Language Services Plans**.
 - b. Click the **pencil icon** in the **Label column** for the student plan you want to manage, or click the **Row Actions and Options gear** of the chosen Student Language Plan and select **Configure**.

Details	Assessments ▾	Considerations	Instructional Programs	Language Goals ▾	Supports ▾	Contact Information	Communications	Student Data ▾
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Add Communication
🔍 🗑️ 📄 📅 ?

Recorded By	Recorded On	Last Edited By	Last Edited On	Communication Met...	Communication	Sent to Parents	Row Acti
Teri Larew	Wed, Jan 28, 2026	Teri Larew	Tue, Jan 27, 2026	Email	sample	No	⚙️

Row Actions and Options

- ✎ Edit
- 🗑️ Delete

2. Click the **Add Communication button** in the top right corner.
 - a. Select the **Recorded Date**.
 - b. The **Last Edited Date** will be automatically filled.
 - c. Click the **magnifying glass** in the **Communication Method** field, then click the **checkbox** to the left.
 - d. Select **Yes or No** in the **Sent to Parent(s)** field.
 - e. Fill in the **Communication** field.
 - f. Click **Save**.

Parent Communication

Recorded Date (required) ⚙️

Last Edited Date ⚙️

Communication Method (required) ⚙️

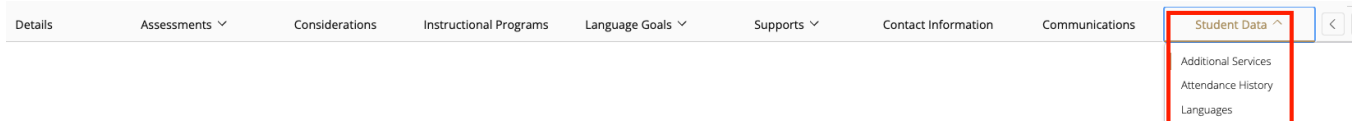
Sent to Parent(s) (optional) ⚙️

Communication (required) ⚙️

3. Click the **Row Actions Gear** to the far right and select **Edit or Delete**.

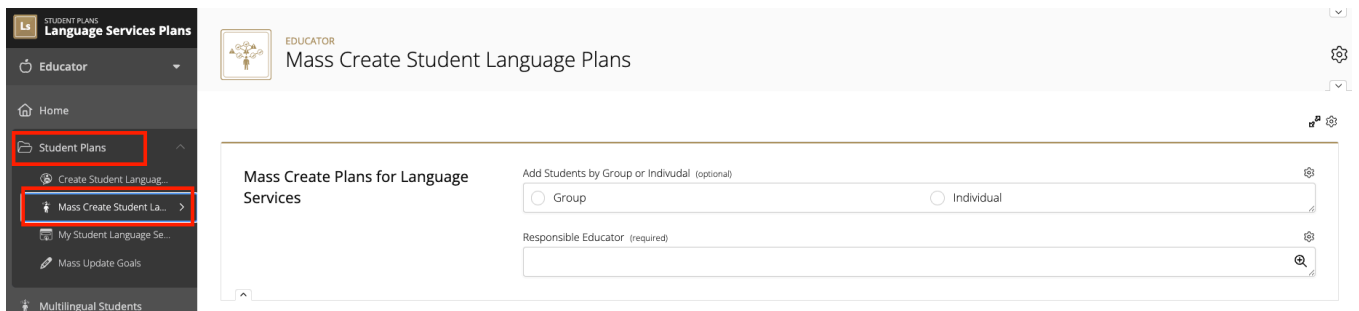
Student Data Tab

1. Continue creating by clicking the **Student Data Tab** and selecting one of three options: **Additional Services, Attendance History, or Languages**.
 - a. Alternatively, go to **Student Plans** in the left navigation menu and select **My Student Language Services Plans**.
 - b. Click the **pencil icon** in the **Label column** for the student plan you want to manage, or click the **Row Actions and Options gear** of the chosen Student Language Plan and select **Configure**.
2. **Additional Services:** This contains read-only data about the students' program and service enrollments.
3. **Attendance History:** This contains a read-only data table of annual attendance rates.
4. **Languages:** This contains read-only data about the home, native, and family languages.

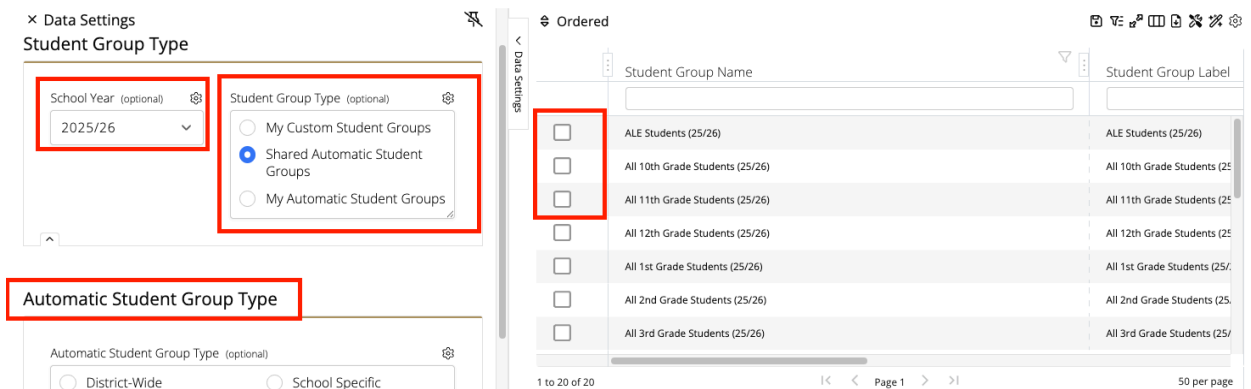


Mass Create Student Language Plans


1. Start by selecting **Student Plans** in the left navigation menu, then choose **Mass Create Student Language Plans**.




2. Select one of the **Student Group Type** radio button choices.
 - a. **Group:**





- i. Select the **School Year** from the dropdown menu to the left.
 - ii. Select one of the **Student Group Type radio button** choices.
 1. **My Custom Student Groups:** Here, you can select your created student groups by clicking the **checkbox** next to each group name on the right.
 2. **Shared Automatic Student Groups:** Here, you can select from automatic student group radio selections below (District-wide or School-specific) and filter down by Grade Level(s), School(s), and Student Group Types (Grade, Activity, Teacher, Class).
 - a. Then, select the **Student Group Name** to the right by clicking the **checkbox**.
 3. **My Automatic Student Groups:** Here, you can select from the automatic student group radio options below (All, School, Teacher, or Activity types).
 - a. Then, select the **Student Group Name** to the right by clicking the **checkbox**.
 - b. **Individual:** Click the magnifying glass in the **Student(s)** field, click one or more **checkboxes** to the left, and click **Accept**.
3. Click the **magnifying glass** in the **Responsible Educator** field, then check the **checkbox** next to the employee responsible for managing and adding content to the plan.
 4. Ideally, click the "**Supplemental Educators are Read-Only**" checkbox.

Supplemental Educator(s) (optional) 

Supplemental Educators Are Read-Only





Supplemental Educators (required) 

5. Click the **magnifying glass** in the **Supplemental Educators** field, select one or more **checkboxes** to the left, and click **Accept**.
6. Fill in any **Notes** in the **Culture and Language** or **Prior Schooling** fields.

Notes Culture and Language (optional)  Prior Schooling (optional) 





7. In the **Designated Supports section**, click the **magnifying glass** in any of the supports fields (Speaking and Writing, Learning Content, Listening, Reading and Watching, or Demonstrating Content Mastery), select one or more **checkboxes** to the left, and click **Accept**.

Designated Supports

Supports for Speaking and Writing (optional)  <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	Supports for Learning Content (optional)  <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>
Supports for Listening, Reading and Watching (optional)  <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	Supports and Demonstrating Content Mastery (optional)  <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>

8. In the **Tools and Supports** section, click the **magnifying glass** in any of the tool or support fields (Designated Supports (embedded), Designated Supports (non-embedded), Universal Tools (embedded), or Universal Tools (non-embedded)), select one or more **checkboxes** to the left, and click **Accept**.

Tools and Supports

Designated Supports (embedded) (optional)  <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	Universal Tools (embedded) (optional)  <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>
Designated Supports (non-embedded) (optional)  <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	Universal Tools (non-embedded) (optional)  <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>

9. Click **Save**.
10. You will see the **Manage Student Language Services Plan** page, where you can continue editing the plan.
11. To find and edit the plan later, click **My Student Language Services Plans** in the left navigation menu.