

Intervention Plans: Creating an IRIP (Educator)

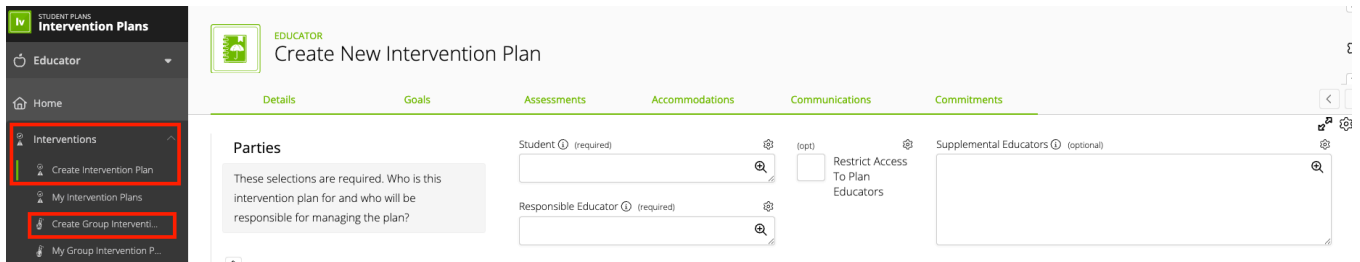
Here, you will learn to create and manage an Individualized Reading Improvement Plan (IRIP). A **Data Administrator Role** in the **Intervention Plans** application is responsible for setting up the framework.

Helpful Resources:

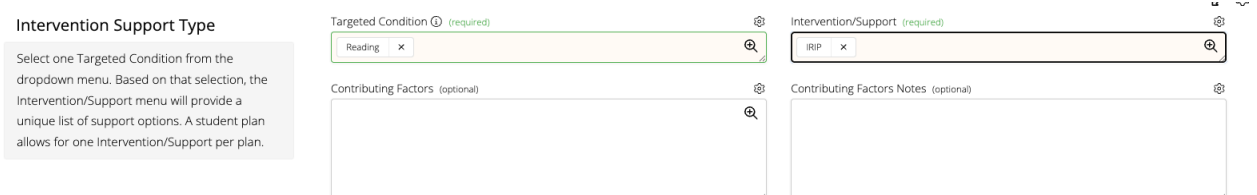
- <https://support.schooldata.net/hc/en-u/articles/48004873165587>
- <https://support.schooldata.net/hc/en-us/articles/48005787002259>

This feature is found in the **Interventions Plans** application, under the **Educator's Role**.

1. Start by selecting Interventions in the left navigation menu, then choose **Create Intervention Plan**.
 - a. Alternatively, select **Create Group Intervention Plan**. This form will walk you through creating a new intervention plan for a **group in mass**, covering common details.
2. You will see a form that walks you through creating a new intervention plan.



3. In each section, you may choose selections by clicking the **magnifying glass** in the field, then selecting items by clicking the **checkbox** to the left.
 - a. **Plan section (Group Intervention Plan Only):** The label is the title you will use to identify your group intervention plan. This is for group interventions only. Individual labels will be covered later on in the Description section.
 - b. **Parties section:** These fields are required. Who is the intervention plan for, and who will be responsible for managing the plan? (**Student, Student Group, Responsible Educator**). Optionally, you may add Supplemental Educators and limit access (e.g., Restrict Access to Plan Educators or Read-Only).
 - c. **Intervention Support Type section:**
 - i. Select one **Targeted Condition: Reading**.
 - ii. Based on that selection, the **Intervention/Support** menu will provide a unique list of support options. Select **IRIP**.
 - iii. Optionally, select **Contributing Factors** and **Contributing Factors Notes** if applicable.



- d. **Schedule section: Start and End Dates** are required to save a plan. The **Detailed Schedule Information** can be used to identify specific days, times, locations, and other details unique to this plan.

Schedule

Start and end dates are required to save a plan. The detailed schedule section can be used to identify specific days, times, locations, etc. that are unique to this plan.

Start Date [ⓘ] (required)

End Date [ⓘ] (required)

Detailed Schedule Information [ⓘ] (optional)

- e. **Check-In section:** Select the frequency at which an individual will need to check in with the student and the allotted time for the session. This option is not required but highly recommended.

Check-In

Set the frequency that an individual will need to check in with the student and the time allotted for the session. This option is not required but highly recommended.

Frequency [ⓘ] (optional)

Duration [ⓘ] (optional)

- f. **Description section:** The label (Individual Plan only) can be used to distinguish between multiple plans for a single student. If you do not specify a label, the plan will automatically be labeled with the student's name. Optionally, fill in a description.

Description

The label can be used to distinguish between multiple plans for a single student: "Caleb Smith's Small-Group Reading Plan." If you do not specify a label, the plan will automatically be labeled with the student's name.

Label [ⓘ] (optional)

Description [ⓘ] (optional)

- g. **Intervention Outcome section (Individual Plan only):** Once completed or after each benchmark assessment, it is recommended that notes be added here.

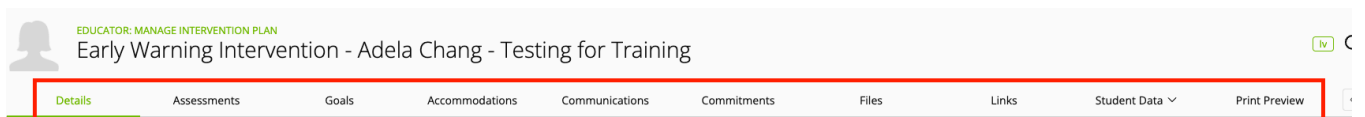
Intervention Outcome

Outcome (optional)

- h. Once complete, you will be asked to confirm that all required fields are filled in before saving the basic plan information and continuing to the additional subpages. If you see the **Validate button**, a required step is incomplete; please review. Once all required fields are completed, click **Save**.

- 4. You will now see the **Manage Intervention Plan page** with several subpages (tabs) at the top. It will default to the **Details tab**.

- a. Alternatively, if you completed a **Group Intervention Plan**, you may also locate the individual intervention plans under **Interventions >> My Intervention Plans** in the left navigation, then click the **pencil icon** in the **Label column** to continue.



- b. **Assessment tab:** Select assessments relevant to this intervention plan. Use the **filters** at the top of the columns to search the assessments. Assessments will be added and also appear in the data table below, which includes scores and performance levels.

Asses...	Assessment Tests																				
<input type="checkbox"/>	<table border="1"> <thead> <tr> <th>Taken by Student</th> <th>Assessment Test Is Pass Fail</th> <th>Assessment Test Label</th> <th>Assessment Test Name</th> <th>Assessment Test Subject Area</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>No</td> <td>false</td> <td>ACT - Reading</td> <td>ACT - Reading</td> </tr> <tr> <td><input type="checkbox"/></td> <td>No</td> <td>false</td> <td>ACT -- Reading</td> <td>ACT -- Reading</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>No</td> <td>false</td> <td>Able to Decode CVC Words / ...</td> <td>District GrK Reading Report Car...</td> </tr> </tbody> </table>	Taken by Student	Assessment Test Is Pass Fail	Assessment Test Label	Assessment Test Name	Assessment Test Subject Area	<input type="checkbox"/>	No	false	ACT - Reading	ACT - Reading	<input type="checkbox"/>	No	false	ACT -- Reading	ACT -- Reading	<input checked="" type="checkbox"/>	No	false	Able to Decode CVC Words / ...	District GrK Reading Report Car...
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Details **Assessments** Goals Accommodations Communications Corn

Intervention Plan Assessments
 Select assessments that are relevant to this intervention plan.

Assessments (0) (optional)

- STAR Early Literacy Gr K Fall - Percentile Ranking Benchmark
- DIBELS 8 Nonsense Word Fluency - Words Recoded Correctly Gr K - Fall
- DIBELS 8 Letter Naming Fluency Gr K - Winter
- DIBELS 8 Composite Score Gr K - Spring

Assessment Test Name	Score	Performance Level
STAR Early Literacy Gr K Fall - Percentile Ranking ...	92	Probable

- c. **Goals tab:** Use the **Add Goal** button in the top right to create a goal associated with this student's plan.

Details Assessments **Goals** Accommodations Communications Commitments Files Links Student Data

Add Goal

Goal Area	Goal	Achieved	Strategy	Notes	Recorded By	Recorded On	Last Edited By
IRIP	Research-Supported Instru...	No			teri.larew	Tue, Mar 10, 2026	teri.larew
Progress	Notes	Recorded By	Recorded On	Last Edited By	Last Edited On		
Improvement not yet mea...	Test	teri.larew	Tue, Mar 10, 2026				

Row Actions and Options
 + Add Progress Log
 Edit
 Delete

- i. Select a **Goal Area** to filter the list of **Goals** and select an individual goal. By default, today's date is automatically entered for you, but may be edited. Type additional **Notes** specific to the student's goals and initiatives towards those goals. Optionally, select a **Goal Strategy** and click **Save**.

Add Intervention Plan Goal

First, select a Goal Subject Area. **Doing so**, will filter the list of Goals and allow you to select an individual goal selection. By default, today's date is automatically entered for you, but if you need to change the date to a previous date, you can. **Lastly**, you can type additional notes so get specific for the student's goals and initiatives towards those goals.

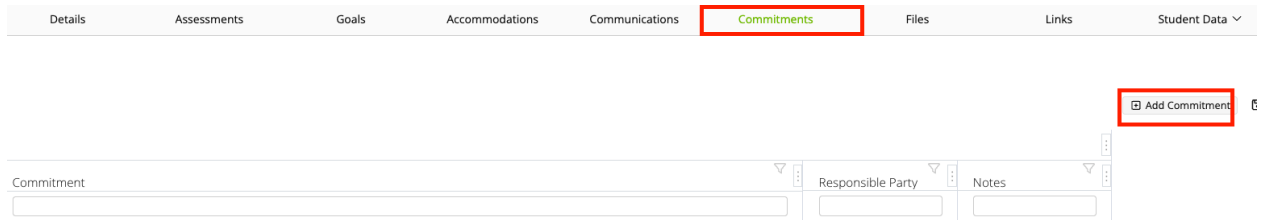
- ii. Once the goal is created, click the **arrow** to the left to reveal the goal progress data table.
- iii. Use the **Row Actions** gear to the far right to periodically log the student's progress or achievement of the goal.

Goal Progress

- d. **Accommodations tab:** Add accommodations by clicking the **Add Accommodations** button in the top right. Add **Notes** to the right if applicable and click **Save**.

- e. **Communications tab:** Add communications by clicking the **Add Communication** button in the top-right corner and completing the form. (e.g., mail, parent-teacher conference, phone conference, send w/student, email, parent/student/teacher conference).

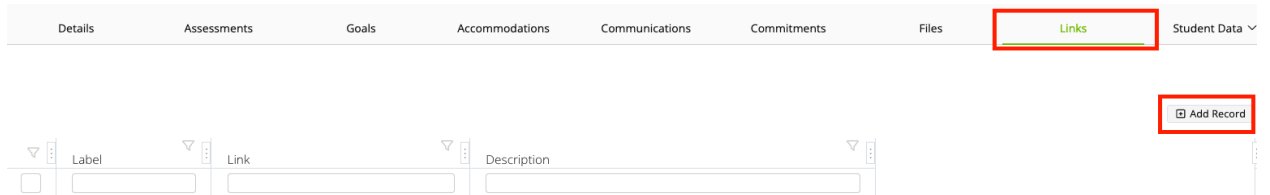
- f. **Commitments tab:** Add commitments by clicking on the **Add Commitment** button in the top right. Add school, parent/guardian, and student commitments, then add **Notes** if applicable.



- g. **Files tab:** Add files by clicking on the **Add Files button** in the top right. Upload any applicable files, such as a behavior or attendance plan, and add applicable **Notes**.

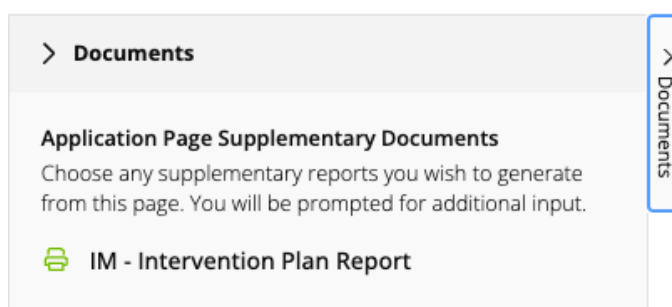


- h. **Links tab:** Add links by clicking on the **Add Record button** in the top right. Add URL links to any applicable websites, documents, or information that parents/guardians may need access to.



- i. **Student Data tab:** View read-only informational subpages.
- i. **Additional Services:** View the student's program and service enrollments for the current year.
 - ii. **Attendance History:** View the student's attendance history summary over all school years.
 - iii. **Languages:** View the student's home, native, and family preferred languages.
 - iv. **Students' Profile:** View the student's profile, including personal, contact, family, and other information.
- j. **Print Preview tab:** Print preview of the students' IRIP.

5. Open the **Document tray** to the left to print Intervention Plan Reports.

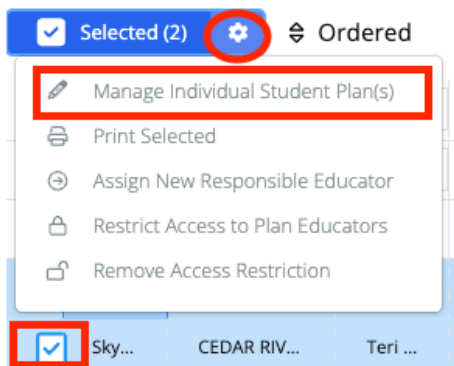


Access Intervention Plans IRIPs

1. Start by selecting **Interventions** in the left navigation menu, then select **My Intervention Plans**. This table lists intervention plans for which you are named as the **Creator, Responsible Educator, or Supplemental Educator**.

Student Name	Enrollments	Label	Interventions/Support	School Year	Creator Name	Re...	Restrict to Plan Educ...	Group Plan Lab	Row
Ade...	CEDA...	Meg...	Early Warning Intervention - Adia Chang - Tes	2025/26	Mindy Hayes	Aa...	<input type="checkbox"/>		Testing for Training
Aan...	CEDA...	Teri...	Early Warning Intervention - Anaya Nallapati -	2025/26	Mindy Hayes	Aa...	<input type="checkbox"/>		
Abe...	CEDA...	Jode...	Early Warning Intervention - Aberdeen Wallace	2025/26	Mindy Hayes	Aa...	<input type="checkbox"/>		
Kaly...	GLAC...	Carl...	Testing for Ticket #121449 - Kalya Larson - Bat	2025/26	Mindy Hayes	Aag...	<input type="checkbox"/>		
Em...	GLAC...	Sara...	Testing for Ticket #121449 - Emory McCormick	2025/26	Mindy Hayes	Aag...	<input type="checkbox"/>		
Noe...	GLAC...	Sara...	Testing for Ticket #121449 - Noe Lani Moore -	2025/26	Mindy Hayes	Aag...	<input type="checkbox"/>		
Anis...	GLAC...	Tayl...	Testing for Ticket #121449 - Anisa Sahal - Bato	2025/26	Mindy Hayes	Aag...	<input type="checkbox"/>		
Will...	MAP...	Davi...	Alejandro Garnica, William (Dec 9 2025 3:06PM)	2025/26	Mindy Hayes	Aa...	<input type="checkbox"/>		

- a. Click the **pencil icon** in the **Label column** of the chosen student to open or edit the plan.
- b. View historical plans by filtering the **School Year** column.
- c. Click the **Row Action gear** on the far right to **Manage, Add Communication, Add Progress Note, Print, Delete, Clone, and Add Student of Concern Plan**.
- d. To open multiple plans for management at once, select the checkbox(es) to the left of the student name.
 - i. Click the **Selected button gear** in the top left and choose **Manage Individual Student Plan(s)**.
 - ii. Each student will have a tab at the top of the new pop-up window containing the entire plan. This will allow you to bounce between those students to edit their work.



- iii. You may also **Print Selected, Assign New Responsible Educator, Add Supplemental Educator(s), Remove Access Restrict and Restrict Access to Plan Educators** under the **Selected button gear**.

2. Click **Interventions** in the left navigation, then choose **My Group Intervention Plans**. This table lists group intervention plans for which you are named as a creator, Responsible Educator, or Supplemental Educator.
 - a. Click the **pencil icon** in the **label column** to access the **Manage Group Intervention Plan page**.

b. Click the Row Action gear to Delete Group Plan (Only), Delete Group Plan (+Student Plans), and Manage.

STUDENT PLANS
Intervention Plans

EDUCATOR
My Group Intervention Plan

Label	Creator Name	R...	School Year
Testing for Training	Mindy Hayes	Da...	2025/26
Testing for Ticket #1214...	Mindy Hayes	Ba...	2025/26
Teting Ticket #110671 - 3	Mindy Hayes	Ma...	2025/26
Testing Plans Using Stati...	Mindy Hayes	Ma...	2025/26

Row Actions and Options

- Delete Group Plan (ONLY)
- Delete Group Plan (+STUDENT PLANS)
- Manage