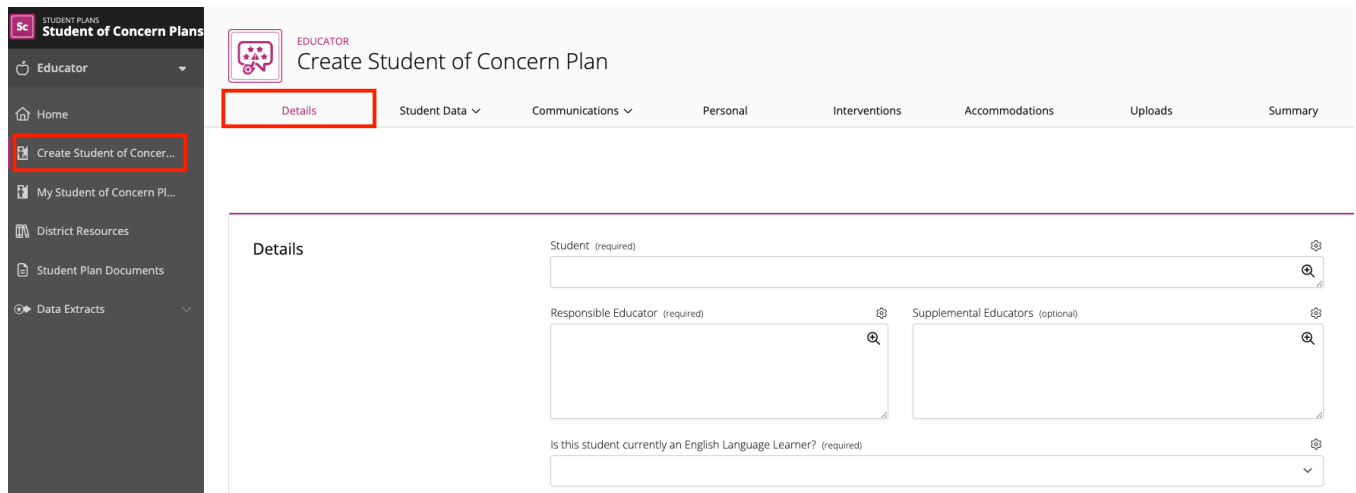


Create a Student of Concern Plan (Connect)

Here, you will learn how to create a **Student of Concern Plan**.

1. Start in the left navigation menu and choose **Create Student of Concern Plan**.
2. You will see several subpages (tabs) at the top of the page, and you will default to the Details tab.



3. Click the **magnifying glass** in the **Student** field and click the **checkbox** to the left of the desired student.
4. Select the **Responsible Educator** field similarly.
5. Optionally, add a **Supplemental Educator** in the same manner.
6. Select **Yes** or **No** from the **Is this student an English Language Learner?** dropdown menu.
7. Click **Save**.
8. You will return to the Student of Concern Plan you created, where you may continue to edit the plan by clicking on another tab.
9. To find and edit the plan later, click **My Student of Concern Plans** in the left navigation menu.

Student Data Tab

1. Continue Creating a Student of Concern Plan.
 - a. Alternatively, start under **My Student of Concern Plans** in the left navigation menu and click the **pencil icon** in the **Student Name** column to open the **Manage Student of Concern Plan** page.
2. Click the **Student Data** tab and choose one of the following options from the dropdown menu:

Student Data ^ Communicate

- Additional Services
- Attendance History
- Assessment History
- Health Conditions
- Languages

- a. **Additional Services:** Here, you can view the Program and Service Enrollements for the student.
- b. **Attendance History:** The attendance history summarizes annual attendance details for the student and colors attendance rates.

School	Year	Grade Level	Teacher	Total Days Absent	Tardy Count	Attendance Rate
Clear Springs Elementary S...	2018/19	3rd Grade		0	1	
Clear Springs Elementary S...	2017/18	2nd Grade		0	1	
Grand Mountain Elementa...	2016/17	1st Grade		0	1	
Grand Mountain Elementa...	2015/16	Kindergarten		0	1	

Green	95% or greater attendance.
Orange	90-95% attendance.
Red	Below 90%

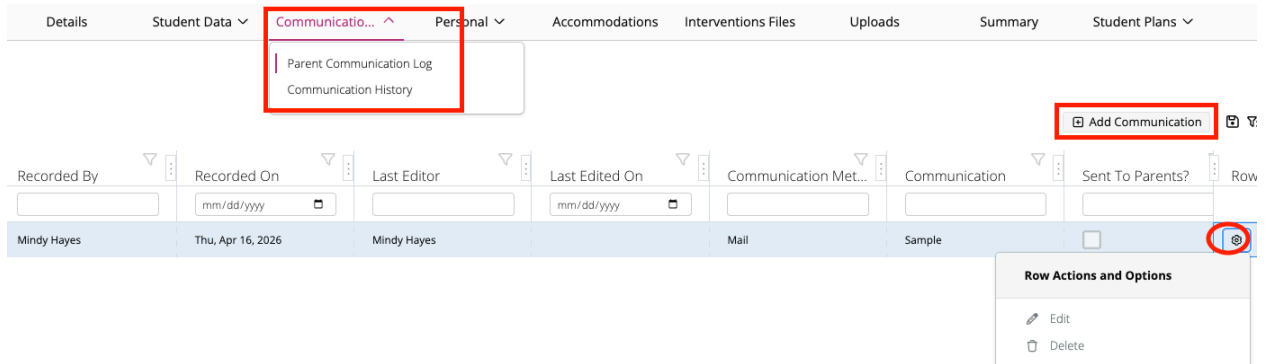
- c. **Assessment History:** This displays historical assessment data, including the assessment name, date, subject, administration, and score.
 - i. Use the **Data Settings Drawer** to the left to filter data.
 - ii. Click the **arrow** to the left to expand for further data.

- d. **Health Conditions:** Here, you can view data on student health conditions. Click the arrow next to the Health Condition to reveal any sub-embedded conditions.
- e. **Languages:** Here you can view the student's home, native, and family preferred languages.

Communications Tab

1. Continue Creating a Student of Concern Plan.

- a. Alternatively, start under **My Student of Concern Plans** in the left navigation menu and click the **pencil icon** in the **Student Name** column to open the **Manage Student of Concern Plan** page.
2. Click the **Communications** tab and select one of the following from the dropdown menu:
 - a. **Parent Communication Log:** Here, you can add details of any communication between you and the parents/guardians.



- i. Click the **Add Communication** button in the top right.
 1. Select the **Recorded Date**.
 2. The **Last Edited Date** field will automatically update.
 3. Click the **magnifying glass** icon in the **Communication Method** field, then select the **checkbox** to the left of it.
 4. Select **Yes** or **No** from the **Sent to Parent(s)** dropdown menu.
 5. Fill in the **Communication** field with any necessary details.
 6. Click **Save**. Your last entry will now be added to the Parent Communication Log data table.

Parent Communication

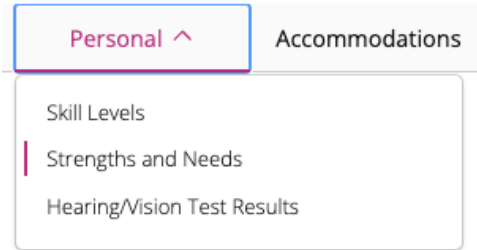
Recorded Date (optional)	<input type="text"/>	Last Edited Date	<input type="text"/>
Communication Method (required)	<input type="text"/>	Sent to Parent(s)? (optional)	<input type="text"/>
Communication (required)	<input type="text"/>		

- ii. Click the **Row Actions and Options Gear** and choose **Edit** or **Delete** to change or remove the entry.
- b. **Communication History:** This displays a data table of all communication entries with the student or parent from previous or multiple intervention plans associated with this Student of Concern Plan.

Recorded By	Recorded On	Last Edited By	Last Edited On	Communication Met...	Communication	Sent to Parents
Mindy Hayes	Thu, Apr 16, 2026	Mindy Hayes	Thu, Apr 9, 2026	Mail	Sample	No

Personal Tab

1. Continue Creating a Student of Concern Plan.
 - a. Alternatively, start under **My Student of Concern Plans** in the left navigation menu and click the **pencil icon** in the **Student Name** column to open the **Manage Student of Concern Plan** page.
2. Click the **Personal tab** and choose one of the following from the dropdown menu:

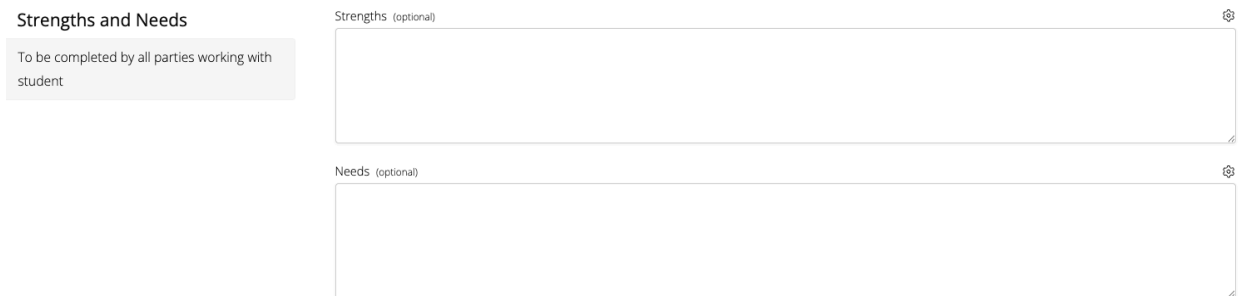


The screenshot shows a navigation bar with two tabs: 'Personal' (selected, with an upward arrow) and 'Accommodations'. Below the 'Personal' tab, a dropdown menu is open, listing three options: 'Skill Levels', 'Strengths and Needs', and 'Hearing/Vision Test Results'.

- a. **Skill Levels:** The **Skill** and **Skill Descriptions** are automatically populated based on your district's configuration.
 - i. Click the **magnifying glass** in the **Score** field and select the **checkbox** for the **Skill Level Value Selection** when compared to peers of the same age, then click **Accept**.

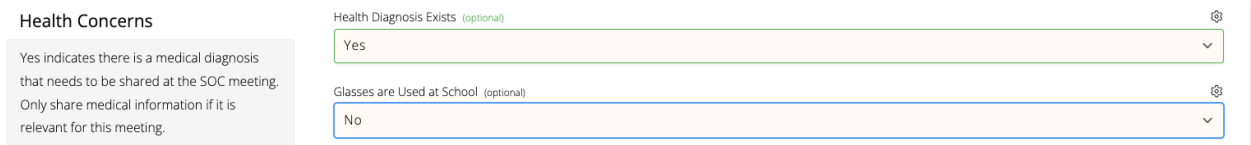
1	VERY concerned/well below standard
4	NO concerns, well above standard

- b. **Strengths and Needs:** Fill in the **student's strengths and needs**.



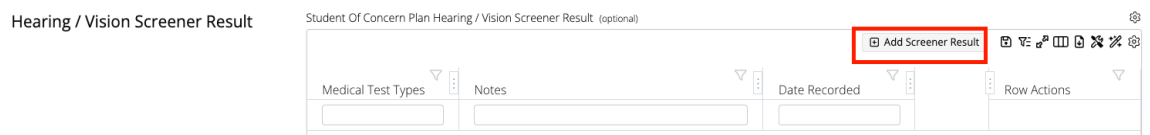
The screenshot shows the 'Strengths and Needs' section. On the left, there is a grey box with the text: 'To be completed by all parties working with student'. To the right, there are two large text input areas. The top one is labeled 'Strengths (optional)' and the bottom one is labeled 'Needs (optional)'. Both input areas have a small gear icon in the top right corner.

- c. **Hearing/Vision Test Results:** Select **Yes** or **No** from the **Health Diagnosis Exists** and **Glasses are Used at School** dropdown menus. Only share medical information if it is relevant to be shared at the Student of Concern Meeting.



The screenshot shows the 'Health Concerns' section. On the left, there is a grey box with the text: 'Yes indicates there is a medical diagnosis that needs to be shared at the SOC meeting. Only share medical information if it is relevant for this meeting.' To the right, there are two dropdown menus. The top one is labeled 'Health Diagnosis Exists (optional)' and has 'Yes' selected. The bottom one is labeled 'Glasses are Used at School (optional)' and has 'No' selected. Both dropdown menus have a small gear icon in the top right corner.

- i. In the **Hearing/Vision Screener Result** section, click the **Add Screener Result** button in the top right.



The screenshot shows the 'Hearing / Vision Screener Result' section. At the top, there is a title 'Student Of Concern Plan Hearing / Vision Screener Result (optional)'. Below the title, there is a table with columns: 'Medical Test Types', 'Notes', 'Date Recorded', and 'Row Actions'. In the top right corner of the table area, there is a red-bordered button labeled 'Add Screener Result'. To the right of this button are several icons for table actions like view, print, and refresh.

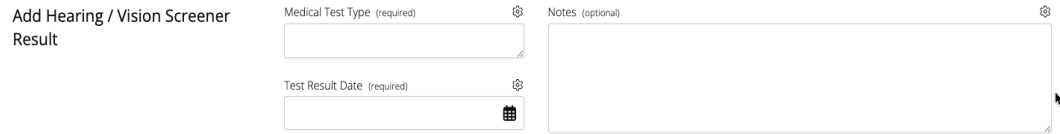
1. Fill in the **Medical Test Type** and any **Notes**.
2. Select the **Test Result Date**.
3. Click **Save**.

Add Hearing / Vision Screener Result

Medical Test Type (required)

Test Result Date (required)

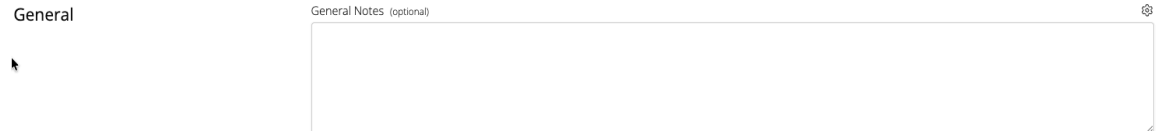
Notes (optional)



- ii. Fill in **General Notes**.

General

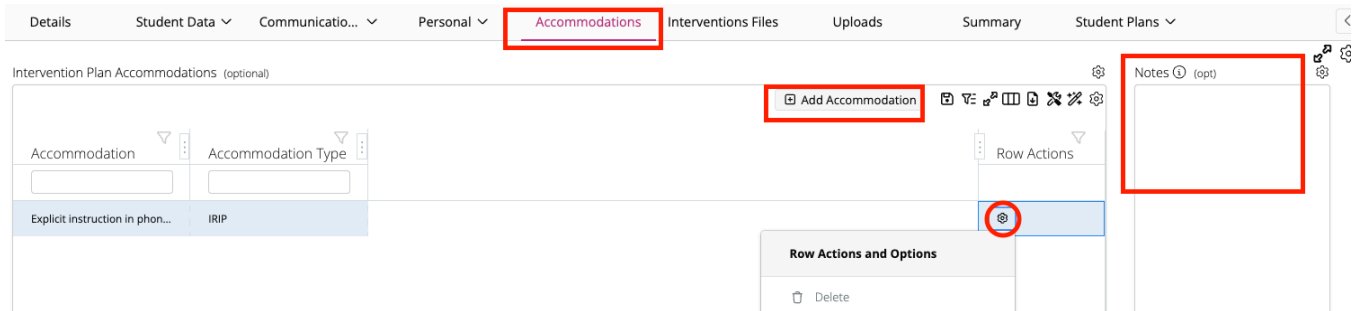
General Notes (optional)



- iii. Click **Save**.

Accommodations Tab

1. Continue Creating a Student of Concern Plan.
 - a. Alternatively, start under **My Student of Concern Plans** in the left navigation menu and click the **pencil icon** in the **Student Name** column to open the **Manage Student of Concern Plan** page.
2. Click the **Accommodations** tab.



3. Click the **Add Accommodation** button in the top right.
 - a. Click the **magnifying glass** in the **Accommodations** field, click one or more **checkboxes** to the left, and click **Accept**.
4. Select the **Row Actions and Options Gear** at the far right, then choose **Delete** to remove the accommodation.
5. Enter any additional **Notes** to the far right as needed.

Interventions Files Tab

1. Continue Creating a Student of Concern Plan.
 - a. Alternatively, start under **My Student of Concern Plans** in the left navigation menu and click the **pencil icon** in the **Student Name** column to open the **Manage Student of Concern Plan** page.

2. Click the **Interventions Files** tab.



3. You will see a data table of Intervention Files.

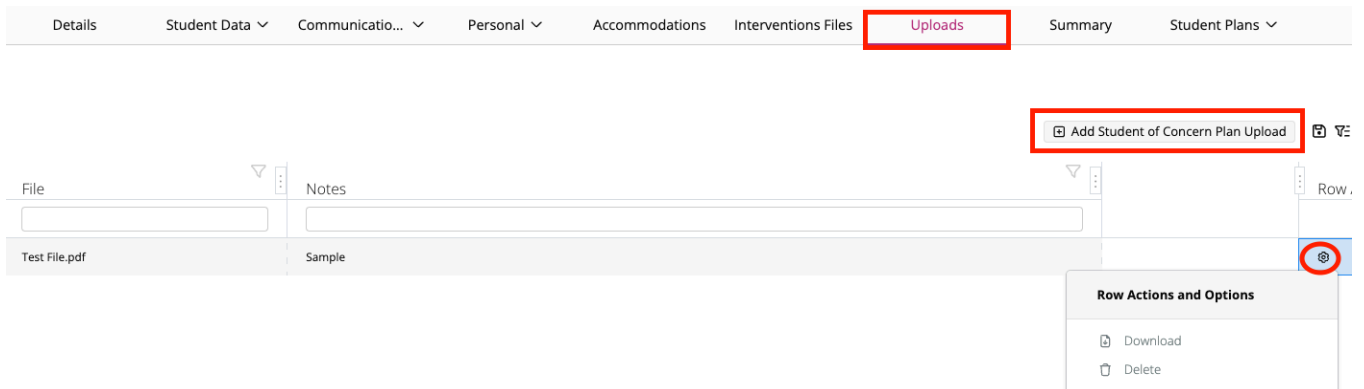
- Click the **magnifying glass** in the file field. You will see a preview of the file.
- Click **Download** to review or print.
- Click **Done** to close the preview.

Uploads Tab

1. Continue Creating a Student of Concern Plan.

- Alternatively, start under **My Student of Concern Plans** in the left navigation menu and click the **pencil icon** in the **Student Name** column to open the **Manage Student of Concern Plan** page.

2. Click the **Uploads** tab.



3. Click the **Add Student of Concern Plan Upload** button in the top right.

- Click the **+** icon in the **Upload File** field, click the **Choose Files** button to select the file, and click **Accept**.
- Add any **Notes**.
- Click **Save**.

Essentials

Upload File (optional) ⚙️

+

Notes (optional) ⚙️

4. Click the **Row Actions and Options Gear** to **Download** or **Delete**.

Summary Tab

1. Continue Creating a Student of Concern Plan.

- a. Alternatively, start under **My Student of Concern Plans** in the left navigation menu and click the **pencil icon** in the **Student Name column** to open the **Manage Student of Concern Plan page**.
2. Click the **Summary tab**.

Summary

<p>Meeting Notes (optional) ⚙️</p> <div style="border: 1px solid #ccc; height: 50px; margin-top: 5px;"></div>	
<p>Outcome Summary (optional) ⚙️</p> <div style="border: 1px solid #ccc; height: 50px; margin-top: 5px;"></div>	
<p>Meeting Date (required) ⚙️</p> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;"> 📅 </div>	<p>Date Form Completed (required) ⚙️</p> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;"> 📅 </div>

- a. Fill in any **Meeting Notes** or **Outcome Summary**.
- b. Select the **Meeting Date** and **Date Form Completed**.

Student Plans Tab

1. Continue Creating a Student of Concern Plan.
 - a. Alternatively, start under **My Student of Concern Plans** in the left navigation menu and click the **pencil icon** in the **Student Name column** to open the **Manage Student of Concern Plan page**.
2. Click the **Student Plans tab** and choose one of the following options from the dropdown menu. These are read-only tables that will display plans created in the original application.
 - a. **Student Intervention Plans**
 - b. **Student 504 Plans**
 - c. **Student Individual Health Plans**
 - d. **Student Highly Capable Plans**
 - e. **Student Language Services Plans**
 - f. **Student of Concern Plans**
 - g. **Student Behavior Intervention Plans**

Student Plans ^

- Student Intervention Plans
- Student 504 Plans
- Student Individual Health Plans
- Student Highly Capable Plans
- Student Language Services Plans
- Student of Concern Plans
- Student Behavior Intervention Plans