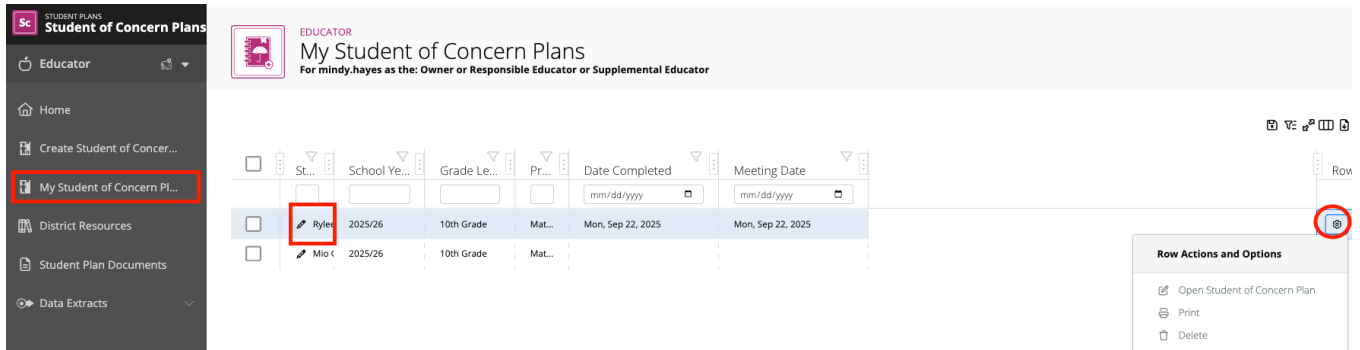


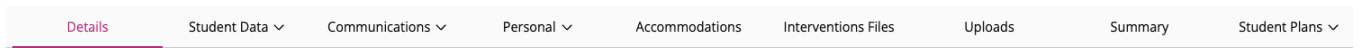
## Manage a Student of Concern Plan (Connect)

Here, you will learn how to manage a Student of Concern Plan

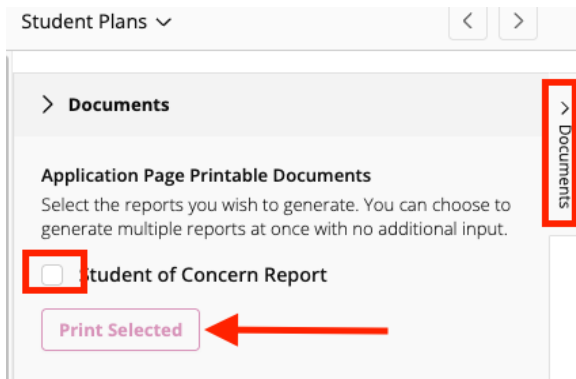
1. Start under **My Student of Concern Plans** in the left navigation menu.
2. You will see a data table of Students of Concern Plans you created or were assigned as the Responsible or Supplemental Educator.



3. Click the **Pencil icon** in the **Student Name** column to open the Student of Concern Plan.
4. A window will appear with multiple tab options across the top.



- a. Use the **Documents Drawer** to the far right, click the **Student of Concern** checkbox, and click **Print Selected**.



- b. **Details:** This is where you can edit the Responsible and Supplemental Educators, then select Is the student currently an English Language Learner?
- c. The **Student Data** tab will display three options in its dropdown menu:
  - i. The **Additional Services** displays data commonly seen in Homeroom. Your Data Administrator may customize what data appears here for your district.
  - ii. The **Attendance History** displays color-coded attendance details for each year the student was enrolled.
  - iii. The **Assessment History** displays historical assessment data.
- d. The **Communications** tab will display two options in its dropdown menu:

- i. In the **Parent Communication Log**, you can add details of any communication between you and the parents/guardians.
    - ii. The **Communication History** 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.
  - e. The **Personal tab** will display four options in its dropdown menu:
    - i. **Languages:** This displays the student’s home and native languages.
    - ii. **Skill Levels:** This displays the Functional Skill Levels compared to peers of the same age.
    - iii. **Strengths and Needs:** This section displays the student's Strengths and Needs.
    - iv. **Health Concerns:** This displays a read-only data table of health conditions that migrated to us from the Student Information System.
  - f. **Accommodations:** This will enable you to add Intervention Plan Accommodations and Notes.
  - g. **Intervention Files:** This is a data table to review uploaded Intervention Files.
  - h. **Uploads:** This allows you to add third-party files or reports that would be helpful for this plan.
  - i. **Summary:** This lets you add summary meetings and outcome notes.
  - j. **Student Plans:** View student plans here. (Intervention, 504, Individual Health, Highly Capable, Language Services, Success)
  - k. Click the “X” to close the window.
6. Click the **Row Actions and Options gear**, then choose one of the following:
- a. **Open Student of Concern Plan**
  - b. **Print**
  - c. **Delete:** A confirmation window will appear; select **Yes** to remove.
7. To open multiple plans to manage at once, select the **checkbox(s)** to the left of the student name in the My Student of Concern Plans list.
- a. Click the **Selected button gear** and choose from two options:
    - i. **Print Selected**
    - ii. **Assign New Responsible Educator**

