Where to Start

First, locate the APAS measure by going into “Student Measures” > “Student Plans” > APAS

You can find your student by browsing or typing her name in the Lookup field.
Edit open plans; IEP/504/ELL?

Because this student has a plan that is not frozen (and has the purple editing pencil), we’re going to edit the existing plan.

Be sure to check the student’s plans: this student does indeed have an IEP. Students must have an IEP, 504, or EL plan to access accommodations (and some accommodations are available only to certain types of the above plans).
Cover Page:
Enter your name in Support Team, click “Yes” in the Accommodations box, and hit “Continue” to get into the plan.

Once we’re in the plan, find the Accommodations section and open it (click the arrow). Hit, “Click Here to Add/Edit.”
Note: If you choose to view, edit, or add a record below, your current Academic Progress and Support (APAS) record will interim save and the selected record will open up. You can come back to this record by clicking the save button or close link at the bottom of the selected record.
Use the Manual for clarification

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Parent Communication

Parent Communications

Date of Parent Meeting
Format: mm/dd/yyyy
Range: 8/1/2007 - 0/0/0000

Parent Meeting Notes
Maximum size: 500
Current size: 0

Parent Communications - Parent Communication #1

Parent refusal to participate in CMAS?

Plan Status

Parent Communication #1 - Parent Meeting Notes

Make notes here regarding the discussions with parents about accommodations.

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Parents were informed of student identification for specific accommodations.

Click here to close this window.
Verify, Document, Save
The plan so nice, we save it twice

Hitting save will take you back to the familiar cover page. Don’t worry, you’re on the right track.
Linking the Plans

Make sure the box next to the record you just created is checked... hit “Finalize Selection”

After you do, it’ll look like this! Click on “Validate – Save & Close” to move on.
You did it!

You’ll know you did it correctly because you’ll see a link (above). If you don’t see the link, don’t fret! You can go back to the Accommodations section and add the record you just made – it will still be there!

Questions, Comments? Kimberly Wiggins x57598 or 303.702-7598