VIEWING 504 PLANS IN ALPINE

This guide will help teachers identify the students in their class who have 504 plans and view individual student’s 504 plans. If you are a counselor or in charge of editing 504 plans, see the guide: Creating and Editing 504 Plans within APAS.

To get to APAS, choose “Student Measures” at the top—go into the green bar labeled “Student Plans” - the first option is Academic Progress and Support, or APAS. Click on that to get to the home page for APAS.

Every teacher has access to all the students in a school. You can see in “My View” on the left side (left red box) that we’re looking at Current Students 2014-15 plans, there are 861 students and 206 have APAS data. The red box on the right shows that of those students in this school example, 21 records include 504s. THE GRAPHS ARE HOT LINKS—click on the number in the chart and you’ll pull up those 21 students and their plans. You can quickly see if any of those students are in your classes.
How do I see MY kids only??

You have to change your VIEW. The view in the left red box (page one) is like a filter. Hit the “Change” box to pull up the filter. Choose “Classes/Schedules” under “Group Type” to choose one of your classes.

If you’re an **ELEMENTARY teacher**, that’s easy—you can pull up your AM class in “Classes/Schedules” and change your view to see all your students. **SECONDARY TEACHERS** can either a) make a group of all their students using this link, or b) click on each individual class.

Once you hit “Update My View”, you’ll be taken back to the APAS homescreen, but now you’ll only see the students in that specific class!

Once there, click on the bar for 504 plans and you can pull up individual students (just like in the picture at the bottom of page one).

**IF you’re secondary ADMIN—you can look at entire teachers’ classloads without making groups! Call Kim x57598**