CREATING 504 PLANS IN ALPINE

Scenario: Creating a 504 plan in Alpine for a student who does not currently have a plan

First we have to locate our student in APAS.

You’ll find APAS under Student Measures (tab or drop down).

You can browse for the student (below) or type his/her name in the Lookup field.
Once you've found your student, you'll see his records.

1) Only the plan you’re now adjusting should be active. Toggle the sun to moons to make prior plans inactive.

2) Since this student has a purple pencil, we’re going to use it! Hit the purple pencil (shown below) to edit the open, unfrozen 14-15 plan.

IF YOU DON'T HAVE A PURPLE PENCIL, HIT THE YELLOW "COPY" BUTTON TO CREATE AN OPEN, EDITABLE RECORD!

Unless the student has absolutely no APAS records, DO NOT HIT THE GREEN PLUS BUTTON! Use only purple pencil to edit, or yellow copy button!!

- Fill in Teacher/Advisor information
- Make sure 504 is marked “Yes” - and any other applicable sections
- Hit Continue
BACKGROUND
Here you can enter any relevant information; it is not a required section, but it is very helpful.

Words in blue, such as Academic Strengths (pictured above with purple arrow) are clickable and will open a screen with suggestions. You are not limited to the suggestions, the text box is narrative, but the suggestions are there to save time typing.

PARENT CONTACT AND MEETINGS
Use this section to document meetings with parents and stakeholders in the child’s education.
GOALS

Set goals for the student in a variety of topics. There are sections to document progress at mid- and end- of year.

SECTION 504

Here is the majority of your documentation; here you’ll list Accommodations and Services, Responsibilities, Progress, and Recommendations.
These are text boxes—but don’t forget that blue words are clickable, and offer a variety of suggestions you can choose from!

Complete narrative fields as needed.

Complete narrative fields as needed. Be sure to document parent permission!
Complete narrative pieces as discussed during the review meeting.

Once a student has been exited, use the bottom three fields to document the action and rationale.

Attach parent signature here - it works just like attaching a file to an email.

Enter a date for the next review, and put YES the record is active.

All that’s left is “Validate - Save & Close”!

You did it! If you have questions, comments, or suggestions, please don’t hesitate to contact me.

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