


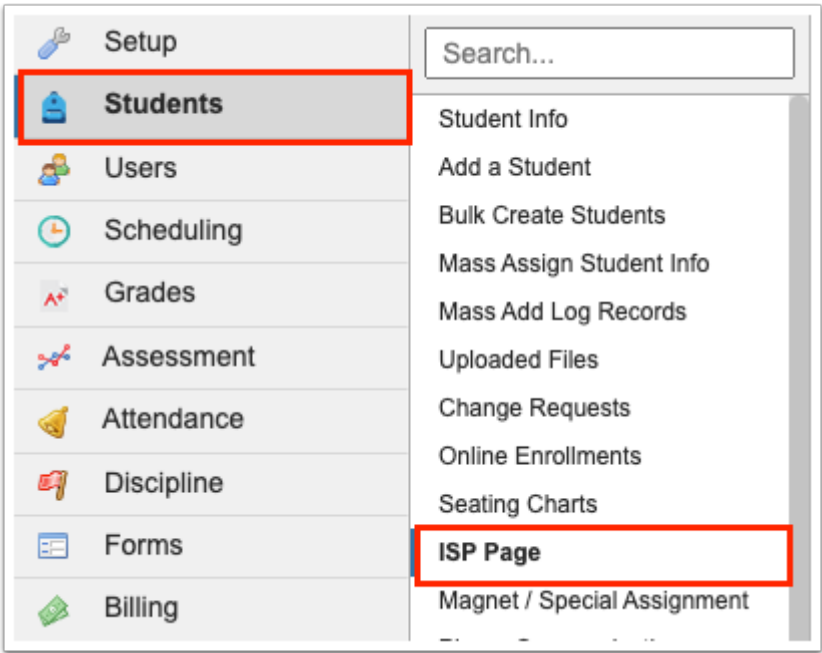
ISP Page

The ISP (Individualized Student Plan) Page acts as a “one-stop show” for post-secondary students allowing counselors and other applicable users to view and/or edit student information while helping students navigate and attain their selected academic goals. The ISP Page contains students’ demographic information, grades, test history, and school schedule all on the same screen. Users can utilize the dynamic career and school goals selections to easily view students’ current or possible graduation paths.

 The ISP Page is only available for post-secondary students.

Student Search

1. In the **Students** menu, click **ISP Page**.



2. Enter and select the applicable student search criteria.

Search Screen

Simple List

Customized List

Student Search

Student

Student Group

☐ Search All Schools
 ☐ Include Inactive Students

More Search Options

Search

Reset

3. Click **Search**.

Search Screen

Simple List

Customized List

Student Search

Student


Student Group

☐ Search All Schools
 ☐ Include Inactive Students





More Search Options

Search

Reset

 For more detailed information about conducting a student search, see [Searching for Students](#).

4. Click the **Student** name to open the student's ISP Page.

<div>Search Screen</div> <div>Simple List</div> <div>Customized List</div>			
78 Students		Filters: OFF	Search
Photo	Student	Student ID	Grade
	Acosta, Giavanna Thomas	033917	31
	Adams, Debra Morgan	087615	31
	Amal, Anderson Neo	087707	31
	Atencio, Benny Ozark	035506	30

ISP Page: LA Districts

Individualized Student Plan

Print

Save

Demographics

* First Name

MARIA

Middle Name

* Last Name

Student ID

30423

Grade

A - Adult

* Gender

Female

* Birthdate

01/01/2013

Student Personal Email Address

Phone

Address

LYNWOL 262

Student Status - Current

Status

Description

Start Date

End Date

ACCT

ACCT

01/13/2023

Disability Status

Disability

Developmental

01/13/2023

Education

Years of School Completed

Highest Degree or Diploma Earned

A.A. / A.S. Degree

Labor Status

Not Available

Parent/Guardian of K-12 LAUSD Student Old

Employment Barriers

Long-term Unemployed

Orientation

No

If you do not have view access to select fields, the value of the field displays as blank.

Merit Certificates and/or Critical Notes (LA)

If a student has an active re-enrollment restriction record in student demographics or if a student has a merit certificate for the current school year, the information displays in a banner text box as shown below. To view additional information on the merit certificate or re-enrollment, access the respective tabs of the student record via Students > [Student Info](#).

If the student has an active re-enrollment restriction, the information is displayed in red text. If the student a merit certificate for the current year, the information is displayed in green text.

ISP Page

Page 3

Individualized Student Plan

Print

Save

Merit Certificate detail

Demographics	
* First Name	D
Middle Name	J
* Last Name	RENTERIA

Student Status - Current			
Status	Description	Start Date	End Date
Economic Special Needs	CalFresh (Food Stamps)	08/11/2019	
Income	Income 1	05/29/2020	
ACCT	ACCT	05/29/2020	

Education	
Years of School Completed	12
Highest Degree or Diploma Earned	H - High School Diploma





Demographics

The demographics section displays First Name, Middle Name, Last Name, Student ID, Grade, Gender, Birthdate, Student's Personal Email Address, Phone, and Address.



Individualized Student Plan

Demographics	
* First Name	MARIA
Middle Name	
* Last Name	ILA
Student ID	0423
Grade	A - Adult
* Gender	Female
* Birthdate	01/01/2013
Student Personal Email Address	
Phone	
Address	LYN 0262


1. Enter or edit the student's name using the applicable fields.

Demographics	
* First Name	ELENA
Middle Name	B
* Last Name	ABARCA
 Student ID	30005698
 Grade	A - Adult
* Gender	Non-Binary
* Birthdate	01/01/2000
Student Personal Email Address	Abarca878@gmail.co
 Phone	(878) 990-1234
 Address	1234 LA Lane, LOS ANGELES, CA, 90019

The eye icon indicates that the field is read only.

Demographics	
* First Name	FELICIA
Middle Name	M.
	ABEYTA
 Student ID	14023830
 Grade	A - Adult
* Gender	Female

2. Click the pencil icon to edit the **Grade** field in Students > [Student Info](#) > [Enrollment](#) tab.

Demographics	
* First Name	FELICIA
Middle Name	M.
* Last Name	ABEYTA
Student ID	14023830
	Grade A - Adult
* Gender	Female ▼
* Birthdate	01/01/2000
Student Personal Email Address	

a. Once changes have been made and saved, navigate back to the ISP Page and click **Refresh** so the new information populates the ISP Page.

Refresh page

Information on this page could have been changed in a different window or tab. Click the button below to refresh the page.

Refresh

3. Click the **Gender** pull-down to change the Gender selection.

Demographics	
* First Name	E
Middle Name	
* Last Name	ABARCA
Student ID	005698
Grade	A - Adult
* Gender	Female
* Birthdate	Filter
Student Personal Email Address	Male Female Non-Binary
Phone	(878) 990-1234
Address	1234 LA Lane, LOS ANGELES, CA, 90019







4. Enter, select, or edit the **Birthdate** as needed.

Demographics	
* First Name	FELICIA
Middle Name	M.
* Last Name	ABEYTA
Student ID	14023830
Grade	A - Adult
* Gender	Female
* Birthdate	01/12/1999
Student Personal Email Address	
Phone	
Address	






January 1999

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

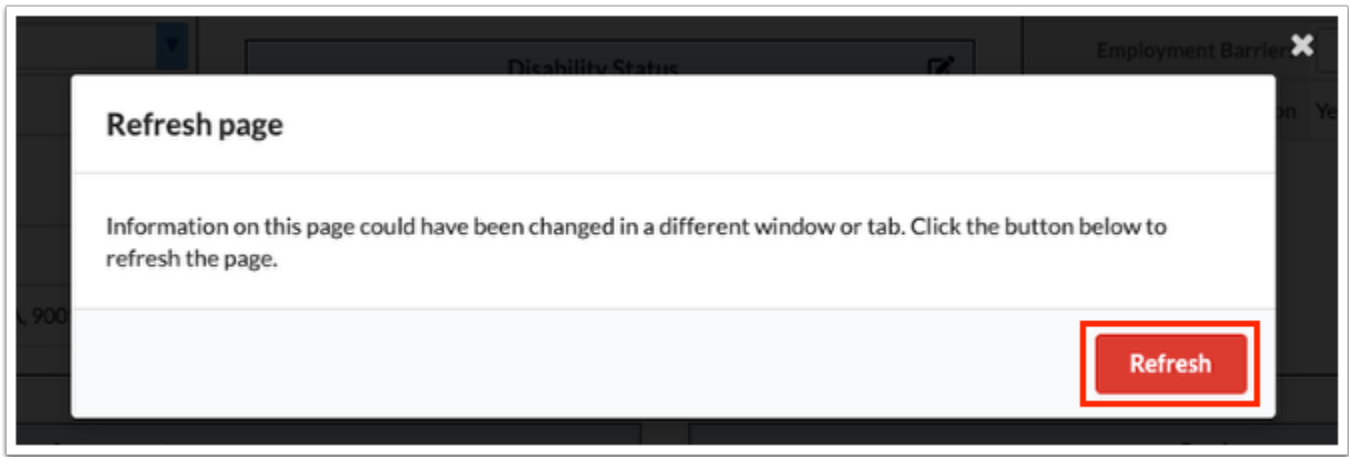
5. Enter or edit the **Student Personal Email Address** as needed.

* First Name	E
Middle Name	
* Last Name	ABARCA
 Student ID	0005698
 Grade	A - Adult
* Gender	Non-Binary 
* Birthdate	01/01/
Student Personal Email Address	Abarca878@gmail.cd 
 Phone	(878) 990-1234
 Address	1234 LA Lane, LOS ANGELES, CA, 90019

6. Click the pencil (edit) icon to edit the **Phone** number or **Address** in Students > [Student Info](#).

Demographics	
* First Name	ELENA
Middle Name	
* Last Name	ABARCA
 Student ID	30005698
 Grade	A - Adult
* Gender	Female 
* Birthdate	01/01/2000
Student Personal Email Address	
 Phone	
 Address	LOS ANGELES, CA, 90019

a. Once changes have been made and saved, navigate back to the ISP Page and click **Refresh**.



Once the screen is refreshed, the new information populates the ISP Page.

Demographics	
* First Name	E
Middle Name	
* Last Name	ABARCA
Student ID	005698
Grade	A - Adult
* Gender	Female
* Birthdate	01/01/
Student Personal Email Address	
Phone	(878) 990-1234
Address	1234 LA Lane, LOS ANGELES, CA, 90019

7. Click **Save** to apply changes made.

Individualized Student Plan

Print

Save

Demographics	
* First Name	MARIA
Middle Name	ELIZABETH
* Last Name	ANGEL
Student ID	23
Grade	A - Adult
* Gender	Female
* Birthdate	01/01/2013
Student Personal Email Address	LIZZIE313@GMAIL.COM
Phone	
Address	LYNWOOD, CA, 90262

Student Status - Current			
Status	Description	Start Date	End Date
ACCT	ACCT	01/13/2023	

Disability Status		
Disability	Developmental	01/13/2023



Education	
Years of School Completed	
Highest Degree or Diploma Earned	A.A. / A.S. Degree
Labor Status	Not Available
Parent/Guardian of K-12 LAUSD Student	<input type="checkbox"/>
Employment Barriers	Long-term Unemployed
Orientation	No

Education

The Education section displays for LA districts only and pulls student information straight from the student's demographics > "CALPADS" or applicable tab to auto populate the following fields: Years of School Completed, Highest Degree or Diploma Earned, Labor Status, Parent/Guardian of K-12 LAUSD Student, Employment Barriers, and Orientation.

Education	
Years of School Completed	11
Highest Degree or Diploma Earned	H - High School Diploma
Labor Status	Not Available
Parent/Guardian of K-12 LAUSD Student	<input type="checkbox"/>
Employment Barriers	LLL - Low Levels of Literacy
Orientation	Yes

1. Enter or edit the **Years of School Completed** using the text field.
2. Select the **Highest Degree or Diploma Earned** from the corresponding pull-down.
3. Click the pencil (edit) icon to edit the student's **Labor Status** in Students > [Student Info](#).

Education	
Years of School Completed	
Highest Degree or Diploma Earned	Some college, no degree ▼
 Labor Status	Not Available
Parent/Guardian of K-12 LAUSD Student Old	<input type="checkbox"/>
Employment Barriers	▼
 Orientation	Yes

- a. Once changes have been made and saved, navigate back to the ISP Page and click **Refresh** so the new information populates the ISP Page.

Industry Cert

Outcome



Date

Refresh page




Information on this page could have been changed in a different window or tab. Click the button below to refresh the page.

Refresh

4. Select the **Parent/Guardian of K-12 LAUSD Student Old** check box to inform the counselor that the student must have a parent or guardian present during meetings and/or whether the parent/guardian is responsible for completing the student's online application.
5. Select the **Employment Barriers** from the corresponding pull-down.

Education	
Years of School Completed	
Highest Degree or Diploma Earned	Some college, no degree ▼
 Labor Status	Not Available
Parent/Guardian of K-12 LAUSD Student Old	<input type="checkbox"/>
Employment Barriers	Low income ▼
 Orientation	Yes



The eye icon indicates that the field is read only.



Education	
Years of School Completed	
Highest Degree or Diploma Earned	Some college, no degree ▼
 Labor Status	Not Available
Parent/Guardian of K-12 LAUSD Student Old	<input type="checkbox"/>
This is a read-only field  Employment Barriers	Low income ▼
 Orientation	Yes

The **Orientation** field displays Yes if the student has either an active or inactive schedule record for any of the following courses:

- 500150 -- ESL MULTI-LEVEL/EDUCATION AND CAREER PLANNING
- 530360 -- ADULT BASIC EDUCATION/EDUCATION & CAREER PLANNING
- 305074 -- ADULT SECONDARY EDUCATION/EDU. AND CAREER PLANNING
- 700150 -- CTE/EDUCATION AND CAREER PLANNING


6. Click **Save** to apply changes made.

 Print
 Save

Education	
Years of School Completed	
Highest Degree or Diploma Earned	<div style="border: 1px solid #ccc; padding: 2px;">Some college, no degree</div> <div style="float: right; background-color: #2196f3; color: white; padding: 0 5px;">▼</div>
 Labor Status	Not Available
Parent/Guardian of K-12 LAUSD Student Old	<input type="checkbox"/>
Employment Barriers	<div style="border: 1px solid #ccc; padding: 2px;">Low income</div> <div style="float: right; background-color: #2196f3; color: white; padding: 0 5px;">▼</div>
 Orientation	Yes

Student Status

The Student Status section displays for LA districts only and pulls information straight from the selected logging fields in the students' demographic to auto-populate the following status fields if the current date falls between the start/end date on the logging field record: ACCT, Economic Special Needs, Income, and AEWC.

Student Status - Current 			
Status	Description	Start Date	End Date
ACCT	ACCT	01/13/2023	

Click the pencil (edit) icon to edit the student's status in Students > [Student Info](#).

Student Status - Current			
Status	Description	Start Date	End Date
ACCT	ACCT	01/13/2023	

a. Once changes have been made and saved, navigate back to the ISP Page and click **Refresh** so the new information populates the ISP Page.

Refresh page

Information on this page could have been changed in a different window or tab. Click the button below to refresh the page.

Refresh

Disability Status

The Disability Status section displays for LA districts only and pulls the selected student's disability status information found in the demographic record populating the Description, Start Date, and End Date fields.

Disability Status		
Disability	Developmental	01/13/2023

Click the pencil (edit) icon to edit the student's status in Students > [Student Info](#).

Disability Status		
Disability	Developmental	01/13/2023

- a. Once changes have been made and saved, navigate back to the ISP Page and click **Refresh** so the new information populates the ISP Page.

Refresh page

Information on this page could have been changed in a different window or tab. Click the button below to refresh the page.

Refresh

Assessments

The Assessments section displays for LA districts only and pulls the selected student's Test History information to auto-populate the following fields for TABE, CASAS, HiSET, TASC and GED tests: Test Name, Test Component, Test Date, Test Score, and Result.

Assessments

Test Name	Test Component	Test Date	Test Score	Result
XTABE(RET) - SUR	READING	01/10/2011	11.2	Failed
XTABE(RET) - SUR	MATH	01/10/2011		Pending



For more information about logged Assessments, see Assessment > [Test History](#).

Grades

The Grades section displays the Course, Grade, Enroll Date, Drop Date, and Subject/Pathway.

Grades

Course	Grade	Enroll Date	Drop Date	Subject/Pathway
500451 - ESL INTERM./LEARNING TO CONVERSE: A CONVERS. CLASS	CR	Electives	07/05/2022	08/05/2022
500452 - ESL MULTI-LEVEL/PRONUNCIATION BASICS	CR	Electives	07/05/2022	08/05/2022

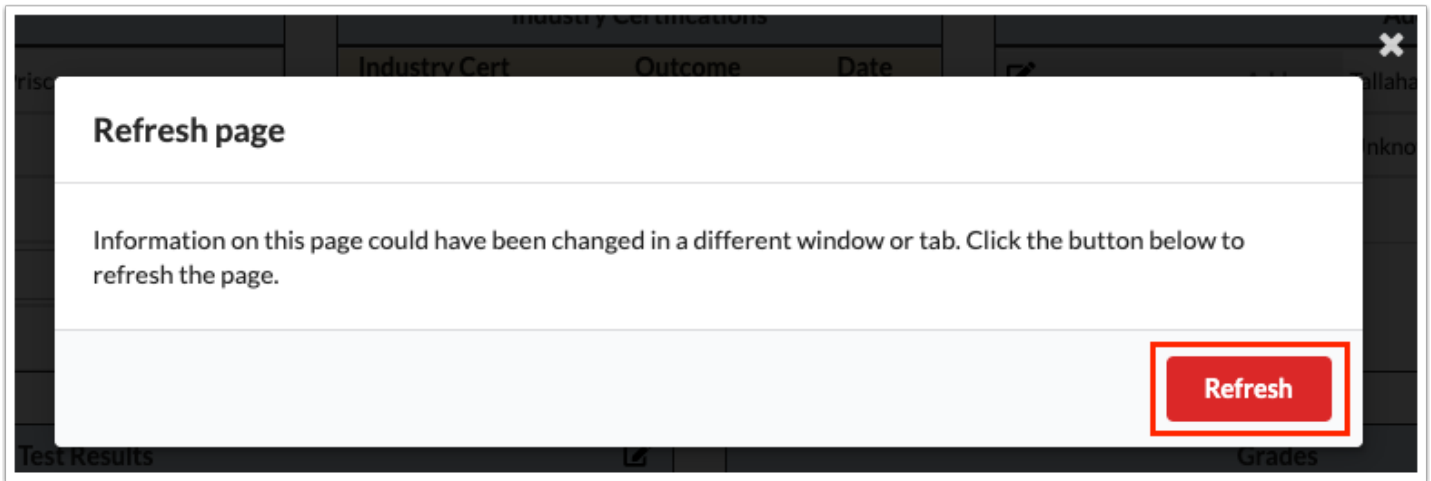
Click the pencil (edit) icon to edit the student's grades in Grades > [Final Grades, GPA, & Class Rank](#) or Grades > [Course History](#).

Grades



Course	Grade	Enroll Date	Drop Date
I46052R1 - Plumbing Tech-Appr			
I46052R2 - Plumbing Tech-Appr			

a. Once changes have been made and saved, navigate back to the ISP Page and click **Refresh** so the new information populates the ISP Page.



Current & Upcoming Schedule

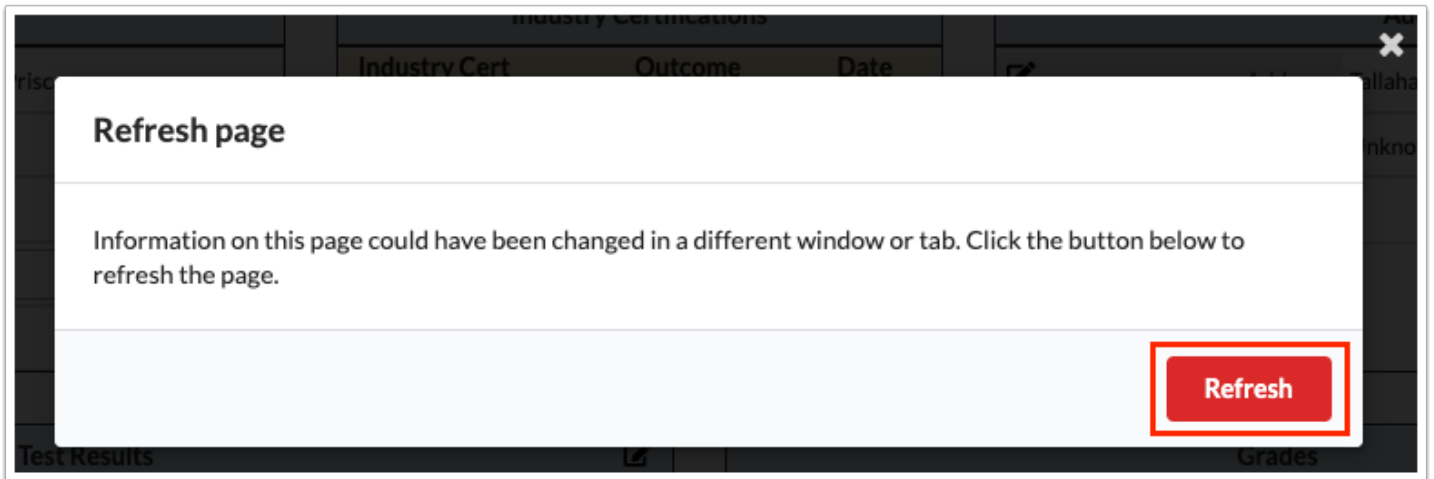
The Current & Upcoming Schedule section displays the Course, School, Teacher, Section, Room, Enroll Date, Drop Date, Days, Total Scheduled Hours, and Attended Hours.

Current & Upcoming Schedule										
Course	School	Teacher	Section	Room	Enroll Date	Drop Date	Days	Total Scheduled Hours	Attended Hours	
500154 - ESL INTERMEDIATE HIGH/A	9309 - Adult Education Virtual	JOSHUA	710	OL/305	10/03/2022	01/21/2023	M T W H F 0		180:00	

Click the pencil (edit) icon to edit the student's schedule in Scheduling > [Student Schedule](#).

Current & Upcoming Schedule										
Course	School	Teacher	Section	Room	Enroll Date	Drop Date	Days	Total Scheduled Hours	Attended Hours	
500154 - ESL INTERMEDIATE HIGH/A	9309 - Adult Education Virtual	JOSHUA	710	OL/305	10/03/2022	01/21/2023	M T W H F 0		180:00	

- a. Once changes have been made and saved, navigate back to the ISP Page and click **Refresh** so the new information populates the ISP Page.



Goals and Student Progress Status

The Goals section allows users to track students' goals including Learn English, Earn High School Diploma, Get Career Training, Help my Family, Personal Goal, and Other.

Goals					
<input type="checkbox"/> Learn English	<input type="checkbox"/> Earn High School Diploma	<input type="checkbox"/> Get Career Training	<input type="checkbox"/> Help my Family	<input type="checkbox"/> Personal Goal	<input type="checkbox"/> Other

1. Select the applicable check boxes to indicate the student's goals and click **Save**.

Individualized Student Plan

Print

Save

Goals					
<input type="checkbox"/> Learn English	<input type="checkbox"/> Earn High School Diploma	<input checked="" type="checkbox"/> Get Career Training <div> <input type="checkbox"/> Get a Job <input type="checkbox"/> Retain a Job <input type="checkbox"/> Get a Better Job </div>	<input checked="" type="checkbox"/> Help my Family	<input type="checkbox"/> Personal Goal	<input type="checkbox"/> Other
Primary Career Pathway Interest <input type="text"/>					
Secondary Career Pathway Interest <input type="text"/>					



Once the student's goals are selected, you must click Save in order to refresh the Student Progress Status section which will then reflect the students goals and progress.

2. If you select the **Learn English** check box, the **Student Progress Status** section will populate with the six courses in the ESL program that the student is required to complete in order finish

the program. The courses are listed in the ESL Goal row of the chart. These courses will display in blue, indicating that the course is required. Below in the Achievement row of the chart, the various test statuses will display in different colors according to the following conditions:

- Green will indicate the student has completed the course. A passing grade has been posted and a completion code of C has been assigned.
- White will indicate that the student's course completion code for the course is not C. For example, in the case that the student is a leaver. White will indicate the student does not have a schedule for the course.
- Gray will indicate that the course is not applicable. For example, if a student is scheduled in a higher-level course and the pre-requisites were overridden.
- Yellow will indicate that the student is actively scheduled into the course.

Student Progress Status						
Educational Progress						
ESL Goal:	ESL 1	ESL 2	ESL 3	ESL 4	ESL 5	ESL 6
Achievement:	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete

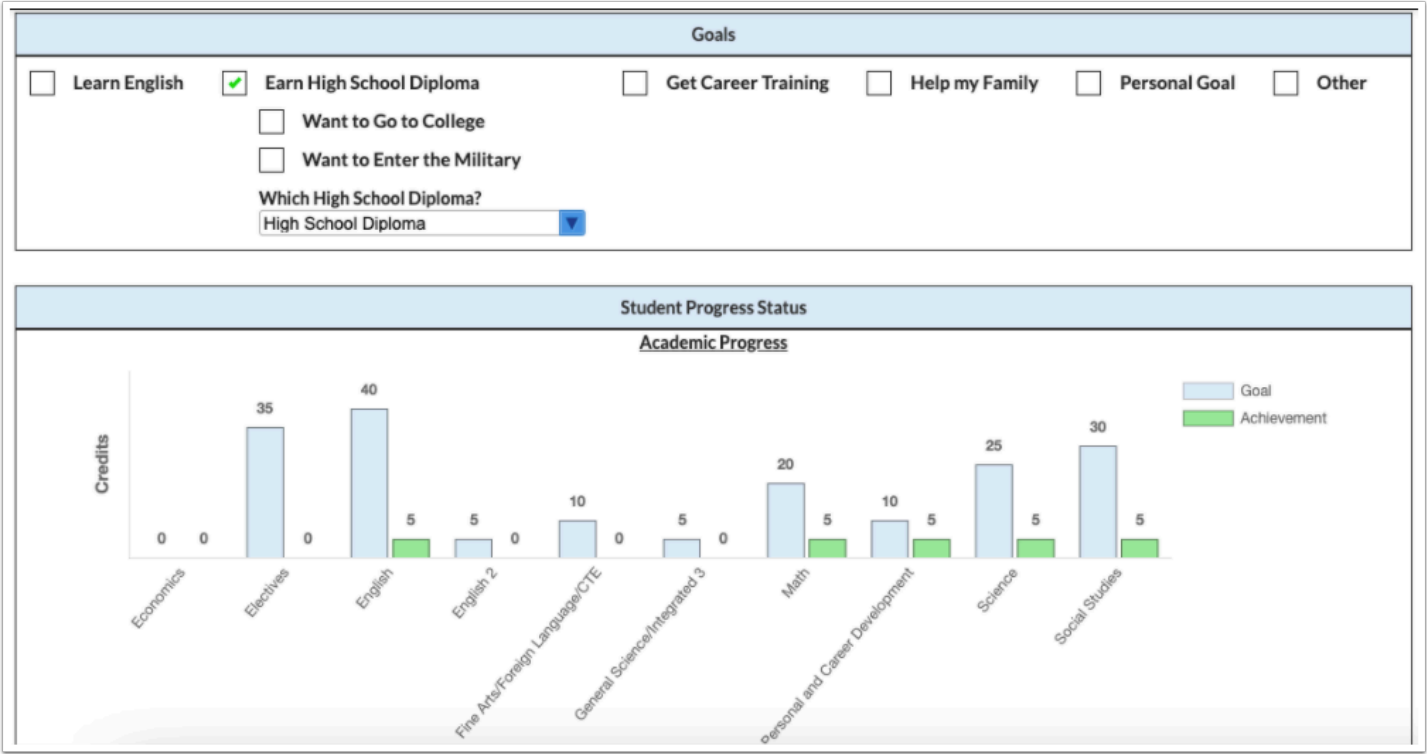
3. If you select the **Earn High School Diploma** check box, you can also select additional goals pertaining to this goal.

- a. Select the **Want to Go to College** and/or **Want to Enter the Military** check box(es) to indicate additional goals.
- b. Select the type of diploma the student strives to earn from the **Which High School Diploma** pull-down.

Goals		
<input checked="" type="checkbox"/> Learn English	<div><input checked="" type="checkbox"/> Earn High School Diploma<div><input type="checkbox"/> Want to Go to College<input checked="" type="checkbox"/> Want to Enter the MilitaryWhich High School Diploma?<div></div></div></div>	<input type="checkbox"/> Get Career Training

i The Which High School Diploma pull-down displays with Graduation Programs set up via Grades > [Graduation Requirements](#) that are not flagged as CTE using the corresponding check box.

Upon selecting a graduation program, the **Student Progress Status** section will populate with a chart representing the student's academic progress towards the completion of the credits and subjects set forth in their assigned graduation program. The horizontal axis lists the subjects contained in the graduation program. The chart contains two bars, the bar in blue represents the student's goal, and the number directly above the blue bar represents the number of credits required to fulfill the subject requirement. The bar in green represents the student's progress towards the goal, and the number directly above the green bar represents the number of credits the student has earned towards the required credits.



Student Progress Status

Academic Progress

Below the Student Progress Status, the **Test Goal** section will consist of the selected student's required tests parts. All test parts listed in this section will display in light blue to indicate that the test subject is a required subject.

Test Goal:

Reading

Writing

Math

Science

Social Studies

Battery

Below the Test Goal is the **Test Achievement** section. This section will consist of the selected student's current test statuses. The various test statuses will display in different colors according to the following conditions:

- Passed - Green indicates student has passed
- Failed - Pink indicates student has Failed
- Pending - White will indicate student has not attempted the test (no test results are available for the test part)
- Incomplete - White if any test part is pending or failed. The battery will be marked as incomplete.

Achievement:	Passed	Passed	Passed	Pending	Failed	Incomplete
--------------	--------	--------	--------	---------	--------	------------

4. If you select the **Get Career Training** check box, you can select additional goals pertaining to this goal.

- Select the student's reason for career training such as **Get a Job**, **Retain a Job**, or **Get a Better Job**.
- Select the student's **Primary Career Pathway Interest** from the pull-down.
- Select the student's **Secondary Career Pathway Interest** from the pull-down.

Goals	
<input checked="" type="checkbox"/>	Get Career Training
<input checked="" type="checkbox"/>	Get a Job
<input type="checkbox"/>	Retain a Job
<input type="checkbox"/>	Get a Better Job
Primary Career Pathway Interest	
	AUTO TECH: ELECTRICAL AND ELECTRONICS ▼
Secondary Career Pathway Interest	
	▼

i The Primary Career Pathway Interest and Secondary Career Pathway Interest pull-downs populate with the graduation programs/pathways that are flagged as CTE via [Grades > Graduation Requirements](#).

If the goal **Get Career Training** is selected, the **Student Progress Status** section populates with the student's educational progress towards completion of the required courses for their selected goal. The Goal row of the section will list the required courses. The Achievement row will display the status of the student's progress towards completion of the courses. The various test statuses will display in different colors according to the following conditions:

- Green will indicate the student has completed the course. A passing grade has been posted and a completion code of C assigned.
- White will indicate that the student's course completion code is not C for the course.
- Yellow will indicate that the student is actively scheduled into the course.
- White will indicate that the student does not have a schedule for the course.

- Gray will indicate not applicable. For example, if the student is scheduled into a higher-level course and the pre-requisites were overridden for the course.

5. Upon meeting with the student, you can also indicate if the student has additional goals and select the corresponding check boxes for the following: **Help my Family**, **Personal Goal**, and/or **Other**.

Goals					
<input type="checkbox"/> Learn English	<input type="checkbox"/> Earn High School Diploma	<input type="checkbox"/> Get Career Training	<input checked="" type="checkbox"/> Help my Family	<input checked="" type="checkbox"/> Personal Goal	<input type="checkbox"/> Other

Student Progress Status

Career Services

Career Services Received is an LA only section that displays career services information typically stored on the Counseling tab of the student's record. Records from multiple years will display here.

Career Services Received

Export
Filter: OFF

School Year	Career Services Received Code
<input type="text"/>	<input type="text"/>

1. Select the **School Year** from the pull-down.
2. Select the **Career Services Received Code** from the pull-down.
3. Press the **Enter** key to log the line of data, then click the **Save** button.

Individualized Student Plan

Print Save

Career Services Received

Export Filter: OFF

School Year	Career Services Received Code
2022-2...	IO - Information only

Transition Services Received

Export Filter: ON

School Year	Transition Services Received Code
2021-2...	ATC - Assessment / Testing / ...

Supportive Services Received

Export Filter: ON

School Year	Supportive Services Received Code
-------------	-----------------------------------

Training

Export

School Year	Training Received Code
-------------	------------------------

4. To delete a record, click the delete button (red minus sign). Then, click **Save** to apply changes.

Individualized Student Plan

Print Save

Career Services Received

Export Filter: OFF

School Year	Career Services Received Code
2022-2...	IO - Information only

Transition Services Received

Export Filter: ON

School Year	Transition Services Received Code
2021-2...	ATC - Assessment / Testing / ...

Supportive Services Received

Export Filter: ON

School Year	Supportive Services Received Code
-------------	-----------------------------------

Training

Export

School Year	Training Received Code
-------------	------------------------

Transition Services

The Transition Services Received section is an LA only section that displays transition services information typically stored on the Counseling tab of the student's record, which auto-populates the following fields for transition services achieved: School Year and Transition Services Received Code. Records from multiple years are displayed.

Transition Services Received

Export Filter: ON

School Year	Transition Services Received Code

1. Select the **School Year** from the pull-down.
2. Select the **Transition Services Received Code** from the pull-down.
3. Press the **Enter** key to log the line of data, then click the **Save** button.

The screenshot shows the 'Individualized Student Plan' interface. At the top right, there are 'Print' and 'Save' buttons, with 'Save' highlighted by a red box. Below the title, there are four main sections: 'Career Services Received', 'Transition Services Received', 'Supportive Services Received', and 'Training'. Each section has an 'Export' button and a 'Filter' toggle. The 'Transition Services Received' section is the focus, showing a table with two rows. The first row is highlighted with a red box, showing '2022-2...' for School Year and 'ATC - Assessment / Testing / ...' for Transition Services Received Code. The second row shows '2021-2...' for School Year and 'ATC - Assessment / Testing / ...' for Transition Services Received Code.



4. To delete a record, click the delete button (red minus sign). Then, click **Save** to apply changes.

This screenshot is similar to the previous one, showing the 'Individualized Student Plan' interface. The 'Transition Services Received' section is still the focus. In this view, the '2021-2...' record is highlighted with a red box, and a red minus sign (delete button) is visible next to it. The '2022-2...' record is also visible. The 'Save' button remains highlighted with a red box at the top right.

Supportive Services

The Supportive Services Received is an LA only section that display transition services information typically stored on the Counseling tab of the student's record and auto-populates the following fields for supportive services achieved: School Year and Supportive Services Received Code. Records from multiple years are displayed.

Supportive Services Received

Export   Filter: OFF



School Year	Supportive Services Received Code
<input type="text"/>	<input type="text"/>

1. Select the **School Year** from the pull-down.
2. Select the **Supportive Services Received Code** from the pull-down.
3. Press the **Enter** key to log the line of data, then click the **Save** button.

Individualized Student Plan



Print Save

Career Services Received

Export   Filter: OFF



School Year	Career Services Received Code
<input type="text"/>	<input type="text"/>
2022-2...	IO - Information only

Transition Services Received

Export   Filter: OFF


School Year	Transition Services Received Code
<input type="text"/>	<input type="text"/>
2022-2...	ATC - Assessment / Testing / ...
2021-2...	ATC - Assessment / Testing / ...

Supportive Services Received

Export   Filter: OFF

School Year	Supportive Services Received Code
2022-2...	FAMILYCARE - Family/Child ...

Training

Export 



School Year	Training Code
<input type="text"/>	<input type="text"/>

4. To delete a record, click the delete button (red minus sign). Then, click **Save** to apply changes.

Individualized Student Plan



Print Save

Career Services Received

Export   Filter: OFF



School Year	Career Services Received Code
<input type="text"/>	<input type="text"/>
2022-2...	IO - Information only

Transition Services Received

Export   Filter: OFF


School Year	Transition Services Received Code
<input type="text"/>	<input type="text"/>
2022-2...	ATC - Assessment / Testing / ...
2021-2...	ATC - Assessment / Testing / ...

Supportive Services Received

Export   Filter: OFF

School Year	Supportive Services Received Code
2022-2...	FAMILYCARE - Family/Child ...

Training

Export 

School Year	Training Code
<input type="text"/>	<input type="text"/>

Training Services Received

The Training Services Received is an LA only section that display training services information typically stored on the Counseling tab of the student’s record and auto-populates the following fields for supportive services achieved: School Year and Training Services Received Code. Records from multiple years are displayed.

Training Services Received

Export

Filter: OFF

School Year	Training Services Received Code

- 1. Select the **School Year** from the pull-down.
- 2. Select the **Training Services Received Code** from the pull-down.
- 3. Press the **Enter** key to log the line of data, then click the **Save** button.

Individualized Student Plan

Print

Save

Transition Services Received

Export

Filter: OFF

School Year	Transition Services Received Code
2022-2...	ATC - Assessment / Testing / ...
2021-2...	ATC - Assessment / Testing / ...

Supportive Services Received

Export

Filter: OFF

School Year	Supportive Services Received Code
2022-2...	FAMILYCARE - Family/Child ...

Training Services Received

Export

Filter: OFF

School Year	Training Services Received Code
2022-2...	OTJT - On the Job Training

- 4. To delete a record, click the delete button (red minus sign). Then, click **Save** to apply changes.

Individualized Student Plan

Print

Save

ad Code

Transition Services Received

Export

Filter: OFF

School Year	Transition Services Received Code
2022-2...	ATC - Assessment / Testing / ...
2021-2...	ATC - Assessment / Testing / ...

Supportive Services Received

Export

Filter: OFF

School Year	Supportive Services Received Code
2022-2...	FAMILYCARE - Family/Child ...

Training Services Received

Export

Filter: OFF

School Year	Training Services Received Code
2022-2...	OTJT - On the Job Training

ISP Status

The ISP Status is an LA only section that displays data contained in the ISP Status logging field originally stored on the Counseling tab of the student's record, which auto-populates the following fields for ISP Status: Yea, Program, Meeting Date, File, Minutes, and User.. Records from multiple years are displayed.

ISP Status

Export

Filter: OFF

Year	Program	Meeting Date	File	Minutes	User
			(Save to Upload)		
2019 - 2...	ESL	11/14/2019	No File	30	CHAVOY
2019 - 2...	ESL	03/06/2020	No File	15	SANCHEZ
2020 - 2...	ESL	08/20/2020	No File	30	ALCARAZ
2020 - 2...	ESL	01/13/2021	No File		ALCARAZ
2020 - 2...	ESL	06/17/2021	No File		ALCARAZ
2021 - 2...	ESL	07/28/2021	No File	15	WEISS
2021 - 2...	ESL	01/18/2022	No File	15	CARIA

1. Select the **Year** from the pull-down.
2. Select the **Program** from the pull-down.
3. Enter the **Meeting Date** or select the date from the calendar pop-up window to record the date the meeting occurred.
4. Select the applicable number of **Minutes** from the pull-down.
5. Press the **Enter** key to save the line of data. Then, click the **Save** button.

Individualized Student Plan

Print

Save

ISP Status

Export

Filter: OFF

Year	Program	Meeting Date	File	Minutes	User
			(Save to Upload)		
2022 - 2...	ESL	01/10/2023		30	
2019 - 2...	ESL	11/14/2019	No File	30	CHAVOY
2019 - 2...	ESL	03/06/2020	No File	15	SANCHE
2020 - 2...	ESL	08/20/2020	No File	30	ALCARAZ
2020 - 2...	ESL	01/13/2021	No File		ALCARAZ
2020 - 2...	ESL	06/17/2021	No File		ALCARAZ
2021 - 2...	ESL	07/28/2021	No File	15	WEISS
2021 - 2...	ESL	01/18/2022	No File	15	CARIA

6. Hover over **No File** to upload and attach documentation.

a. Click **Scan** to scan a file.

b. Click **Upload** to upload a document from your computer.

c. Click **Take Photo** to take a photo with your computer's web camera.

ISP Status

Export

Filter: OFF

Year	Program	Meeting Date	File	Minutes	User
			(Save to Upload)		
2022 - 2...	ESL	01/10/2023	No File	30	
2019 - 2...	ESL	11/14/2019	Scan Upload Take Photo	30	CHAVOY



The User field automatically populates with the name of the user who entered the information.

Year	Program	Meeting Date	File	Minutes	User
			(Save to Upload)		
2022 - 2023	ESL	01/10/2023	No File	30	Garcia, Lizette

Notes

The Notes section of the page displays the data contained in the Notes logging field originally stored on the Counseling tab of the student's record. Records from multiple years will display here.



Notes

Export   Filter: OFF



Date ▾	Comments ▾	Who ▾	Documentation ▾
			(Save to Upload)
01/11/2023	Very promising progress as of out last meeting on 1/10/23	Student	(Save to Upload)

1. Enter the **Date** or select the date from the calendar pop-up window.
2. Enter the applicable **Comments** in the text box.
3. In the **Who** text box enter the name of whom the note is applicable.
4. Press the **Enter** key, then click the **Save** button.

Individualized Student Plan



Notes



Export   Filter: OFF

Date ▾	Comments ▾	Who ▾	Documentation ▾
			(Save to Upload)
01/11/2023	Very promising progress as of out last meeting on 1/10/23	Student	(Save to Upload)

5. Hover over **No File** to upload and attach documentation.
 - a. Click **Scan** to scan a file.
 - b. Click **Upload** to upload a document from your computer.
 - c. Click **Take Photo** to take a photo with your computer's web camera.



Notes

Export   Filter: OFF

Date ▾	Comments ▾	Who ▾	Documentation ▾
			(Save to Upload)
01/11/2023	Very promising progress as of out last meeting on 1/10/23	Student	No File  Scan Upload Take Photo 

6. To delete a Notes record, click the delete button (red minus sign). Then, click **Save** to apply changes.

Notes


Export   Filter: OFF



Date	Comments	Who	Documentation
			(Save to Upload)
01/11/2023	Very promising progress as of out last meeting on 1/10/23	Student	No File


ISP Page: All Other Districts

Individualized Student Plan Print Save

Demographics

 Student Name Abarca Herr...

  Local Student ID 84

 Grade 30 - 30


* Gender F - Female


* Birth Date 01/01/2013

Industry Certifications


Industry Cert	Outcome	Date
---------------	---------	------

Address


 Address , FL, 33525

 Phone Unknown primary residence phone

Student Email Address

Test Results 

Test Name	Test Component	Test Date	Test Score
FSA	FSA ELAWD1 - Statement of purpose, focus, organization	02/28/2022	
FSA	FSA ELARI - Integration of Knowledge and Ideas	02/28/2022	
FSA	FSA ELARW - Text-Based Writing	02/28/2022	
FSA	FSA ELARL - Language/Editing Task	02/28/2022	

Grades 





Course	Grade	Enroll Date	Drop Date
1009400Z - AICE ENG GEN PAPER	B	08/24/2020	12/18/2020
0101330Z - 3-D STUDIO ART 1	B	08/24/2020	12/18/2020
1400300Z - PEER COUN 1	A	08/24/2020	12/18/2020
2000360Z - ANAT PHYSIO HON	B	08/24/2020	12/18/2020
1206310Z - GEO	F	08/24/2020	12/18/2020
1206310Z - GEO	F	08/24/2020	05/26/2021

 If you do not have view access to select fields, the value of the field displays as blank.





Demographics

The demographics section displays Student Name, Student ID, Grade, Gender, and Birthdate.

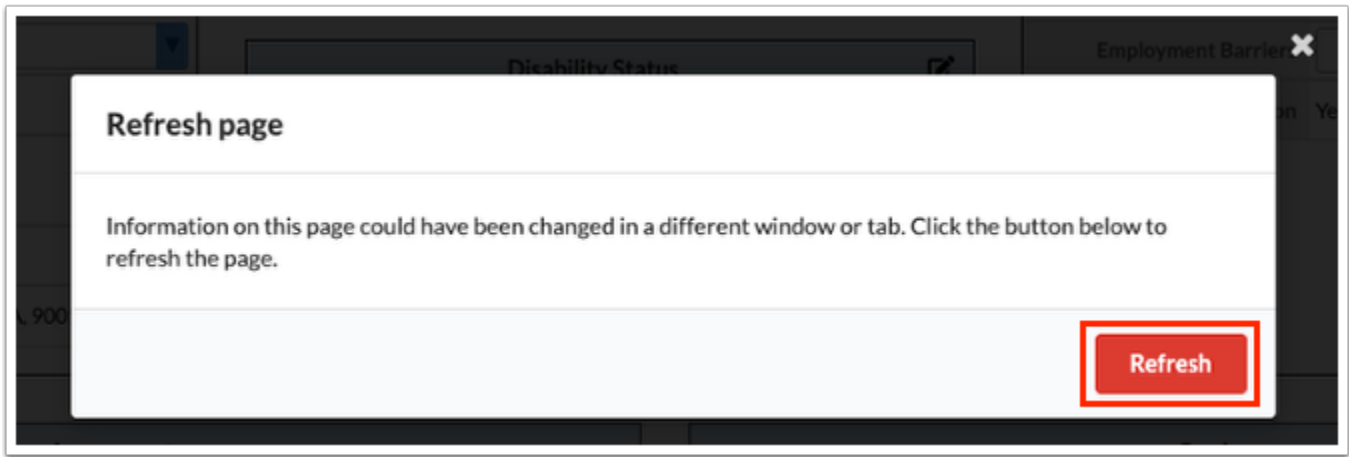
Individualized Student Plan

Demographics	
	Student Name Acorr
	TERMS ID 0087407
	Grade 31 - 31
* Gender	F - Female 
* Birthdate	05/01/19



1. Click the pencil icon to edit the **Student Name** via Students > [Student Info](#).

Demographics	
	Student Name Abbott, Allison Winnie
? 	Student Number Identifier, Local 30018495
	Grade 30 - 30
? * Gender	F - Female 
? * Birthdate	




- a. Once changes have been made and saved, navigate back to the ISP Page and click **Refresh** so the new information populates the ISP Page.



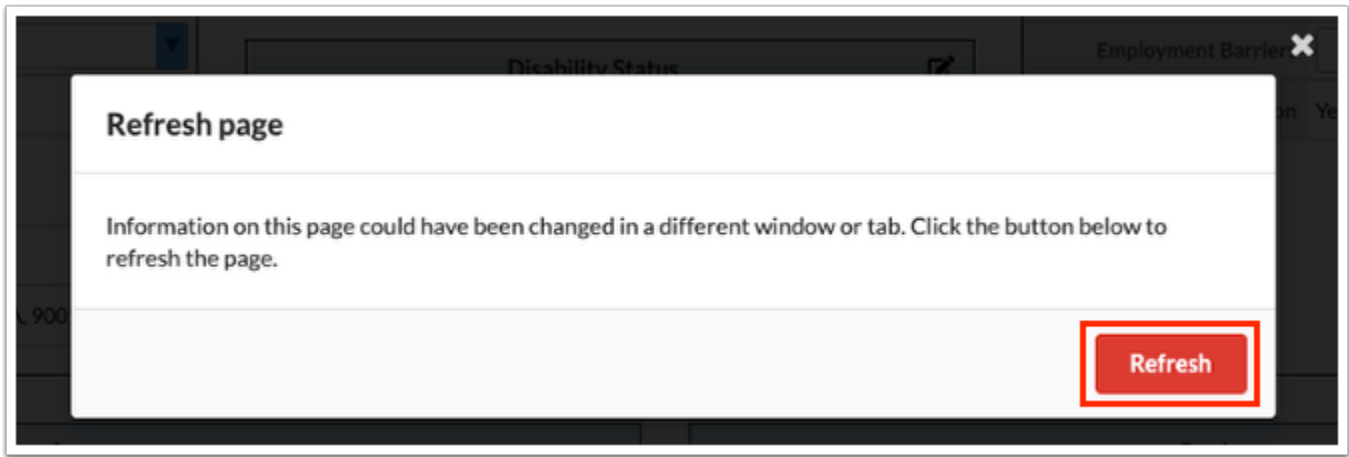
The eye icon indicates that the field is read only.

Demographics	
	Local Student ID 0034921
	Grade Not Found
* Gender	F - Female
* Birthdate	01/01/

2. Click the pencil icon to edit the **Grade** field in Students > [Student Info](#) > [Enrollment](#) tab.

Demographics	
	Student Name Abanah, Adaobi Prisca
	Local Student ID 300034921
	Grade Not Found
* Gender	F - Female
* Birthdate	01/01/2000




a. Once changes have been made and saved, navigate back to the ISP Page and click **Refresh** so the new information populates the ISP Page.



3. Click the **Gender** pull-down to change the Gender selection.

Demographics		
	Student Name	Abbott
 	Student Number Identifier, Local	18495
	Grade	30 - 30
	* Gender	M - Male
	* Birthdate	

4. Enter, select, or edit the **Birthdate** as needed.

Demographics	
	Student Name Abanah, Adaobi Prisca
	Local Student ID 300034921
	Grade Not Found
* Gender	F - Female
* Birthdate	01/01/1999
















January 2000

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Test Name	
	T



Course	
	HSC0003 - Basic Healthc

5. Click **Save** to apply changes made.



Individualized Student Plan		Print	Save																					
<table border="1"> <thead> <tr> <th colspan="2">Demographics</th> </tr> </thead> <tbody> <tr> <td></td> <td>Student Name Abarca</td> </tr> <tr> <td></td> <td>Local Student ID 4</td> </tr> <tr> <td></td> <td>Grade 30 - 30</td> </tr> <tr> <td>* Gender</td> <td>F - Female</td> </tr> <tr> <td>* Birth Date</td> <td>01/02/2013</td> </tr> </tbody> </table>		Demographics			Student Name Abarca		Local Student ID 4		Grade 30 - 30	* Gender	F - Female	* Birth Date	01/02/2013	<table border="1"> <thead> <tr> <th colspan="3">Industry Certifications</th> </tr> <tr> <th>Industry Cert</th> <th>Outcome</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td colspan="3"></td> </tr> </tbody> </table>		Industry Certifications			Industry Cert	Outcome	Date			
Demographics																								
	Student Name Abarca																							
	Local Student ID 4																							
	Grade 30 - 30																							
* Gender	F - Female																							
* Birth Date	01/02/2013																							
Industry Certifications																								
Industry Cert	Outcome	Date																						
		<table border="1"> <thead> <tr> <th colspan="2">Address</th> </tr> </thead> <tbody> <tr> <td></td> <td>Address 33525</td> </tr> <tr> <td></td> <td>Phone Unknown primary residence phone</td> </tr> <tr> <td colspan="2">Student Email Address</td> </tr> <tr> <td colspan="2"></td> </tr> </tbody> </table>		Address			Address 33525		Phone Unknown primary residence phone	Student Email Address														
Address																								
	Address 33525																							
	Phone Unknown primary residence phone																							
Student Email Address																								

Address




The Address section contains the student's Address, Phone, and Student E-mail Address.

Address	
	Address Tallahassee, FL, 32304
	Phone Unknown primary residence phone
Student E-mail Address	



1. Click the pencil icon to edit the **Address** or **Phone** field.



Address	
	Address Tallahassee, FL, 32304
	Phone Unknown primary residence phone
Student E-mail Address	

a. Clicking the edit icon opens Students > [Student Info](#) where you can make changes as needed.

Address	
	Address 1234 Florida Road, Tallahassee, FL, 32304
	Phone (813) 909-4509
Student E-mail Address	abanah813@gmail. 

3. Click **Save** to apply changes made.

 **Print**
 **Save**

Address	
	Address 1234 Florida Road, Tallahassee, FL, 32304
	Phone (813) 909-4509
Student Email Address	abanan132@gmail.com

Test Results

The Test Results section displays the selected student's Test History information to auto-populate the following fields for TABE, CASAS, HiSET, TASC and GED tests: Test Name, Test Component, Test Date, and Test Score.

Test Results			
Test Name	Test Component	Test Date	Test Score
FSA	FSA ELAWD3 - Conventions of standard English	02/28/2022	
FSA	FSA ELAWD2 - Evidence and elaboration	02/28/2022	
SA4	NR RWSection - Non College Reportable Read/Write Section	10/13/2021	380
SA4	NR MathTest - Non College Reportable Math Test	10/13/2021	13.5

Click the pencil (edit) icon to edit the student's Test Results in Assessment > [Test History](#).


Test Results			
Test Name	Test Component	Test Date	Test Score
FSA	FSA ELARI - Integration of Knowledge and Ideas	02/28/2022	
FSA	FSA ELARW - Text-Based Writing	02/28/2022	
FSA	FSA ELARL - Language/Editing Task	02/28/2022	
FSA	FSA ELAR - FSA ELA Reading Total Raw Score	02/28/2022	347
FSA	FSA ELARK - Key Ideas and Details	02/28/2022	

a. Once changes have been made and saved, navigate back to the ISP Page and click **Refresh** so the new information populates the ISP Page.


A screenshot of a web browser showing a 'Refresh page' dialog box. The dialog box is white with a thin gray border and is centered on the screen. It has a title bar at the top that says 'Refresh page'. Below the title bar, there is a message: 'Information on this page could have been changed in a different window or tab. Click the button below to refresh the page.' At the bottom right of the dialog box, there is a red button with the word 'Refresh' in white text. The background of the browser window is dark gray and shows a table with columns labeled 'Industry Cert', 'Outcome', and 'Date'. There is also a close button (an 'X' icon) in the top right corner of the browser window.

Grades

The Grades section displays the Course, Grade, Enroll Date, and Drop Date.

Grades 			
Course	Grade	Enroll Date	Drop Date
1009400Z - AICE ENG GEN PAPER	B	08/24/2020	12/18/2020
0101330Z - 3-D STUDIO ART 1	B	08/24/2020	12/18/2020
1400300Z - PEER COUN 1	A	08/24/2020	12/18/2020
2000360Z - ANAT PHYSIO HON	B	08/24/2020	12/18/2020
1206310Z - GEO	F	08/24/2020	12/18/2020
1206310Z - GEO	F	08/24/2020	05/26/2021

Click the pencil (edit) icon to edit the student's grades in Grades > [Final Grades, GPA, & Class Rank](#) or Grades > [Course History](#).

Grades 			
Course	Grade	Enroll Date	Drop Date
1009400Z - AICE ENG GEN PAPER	B	08/24/2020	12/18/2020
0101330Z - 3-D STUDIO ART 1	B	08/24/2020	12/18/2020
1400300Z - PEER COUN 1	A	08/24/2020	12/18/2020
2000360Z - ANAT PHYSIO HON	B	08/24/2020	12/18/2020
1206310Z - GEO	F	08/24/2020	12/18/2020
1206310Z - GEO	F	08/24/2020	05/26/2021

a. Once changes have been made and saved, navigate back to the ISP Page and click **Refresh** so the new information populates the ISP Page.

Industry Cert

Outcome

Date

Test Results

Grades

Refresh page

Information on this page could have been changed in a different window or tab. Click the button below to refresh the page.

Refresh

Current & Upcoming Schedule

The Current & Upcoming Schedule section displays the Course, School, Teacher, Section, Room, Enroll Date, Drop Date, and Days.

Current & Upcoming Schedule									
Course	School	Teacher	Section	Room	Enroll Date	Drop Date	Days	Total Scheduled Hours	Attended Hours
10014002 - ENG 4	Adult Satellite East - 8007 (AD)	Eleni,	307E	01-ONLN	08/17/2022		M T W H F	336.00	38:42

Click the pencil (edit) icon to edit the student's schedule in Scheduling > [Student Schedule](#).

Current & Upcoming Schedule									
Course	School	Teacher	Section	Room	Enroll Date	Drop Date	Days	Total Scheduled Hours	Attended Hours
10014002 - ENG 4	Adult Satellite East - 8007 (AD)	Eleni,	307E	01-ONLN	08/17/2022		M T W H F	336.00	38:42

- a. Once changes have been made and saved, navigate back to the ISP Page and click **Refresh** so the new information populates the ISP Page.

Refresh page

Information on this page could have been changed in a different window or tab. Click the button below to refresh the page.

Refresh

Goals and Student Progress Status

The Goals section allows users to track students' goals including Learn English, Earn High School Diploma, and Get Career Training.

Goals		
<input type="checkbox"/> Learn English	<input type="checkbox"/> Earn High School Diploma	<input type="checkbox"/> Get Career Training


1. Select the applicable check boxes to indicate the student's goals and click **Save**.

Individualized Student Plan

Print

Save

Goals		
<input type="checkbox"/> Learn English	<input checked="" type="checkbox"/> Earn High School Diploma <input type="checkbox"/> Want to Go to College <input type="checkbox"/> Want to Enter the Military Which High School Diploma? English H.S.E.T	<input type="checkbox"/> Get Career Training

 Once the student's goals are selected, you must click Save in order to refresh the Student Progress Status section which will then reflect the students goals and progress.

2. If you select the **Learn English** check box, the **Student Progress Status** section will populate with the six courses in the ESL program that the student is required to complete in order finish the program. The courses are listed in the ESL Goal row of the chart. These courses will display in blue, indicating that the course is required. Below in the Achievement row of the chart, the various test statuses will display in different colors according to the following conditions:

- Green will indicate the student has completed the course. A passing grade has been posted and a completion code of C has been assigned.
- White will indicate that the student's course completion code for the course is not C. For example, in the case that the student is a leaver. White will indicate the student does not have a schedule for the course.
- Gray will indicate that the course is not applicable. For example, if a student is scheduled in a higher-level course and the pre-requisites were overridden.
- Yellow will indicate that the student is actively scheduled into the course.

Student Progress Status						
Educational Progress						
ESL Goal:	ESL 1	ESL 2	ESL 3	ESL 4	ESL 5	ESL 6
Achievement:	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete

3. If you select the **Earn High School Diploma** check box, you can also select additional goals pertaining to this goal.
- a. Select the **Want to Go to College** and/or **Want to Enter the Military** check box(es) to indicate additional goals.
 - b. Select the type of diploma the student strives to earn from the **Which High School Diploma** pull-down.

Goals

☒ Learn English

☒ Earn High School Diploma

☐ Want to Go to College☒ Want to Enter the MilitaryWhich High School Diploma?

☐ Get Career Training

i The Which High School Diploma pull-down displays with Graduation Programs set up via Grades > [Graduation Requirements](#) that are not flagged as CTE using the corresponding check box.

Upon selecting a graduation program, the **Student Progress Status** section will populate with a chart representing the student’s academic progress towards the completion of the credits and subjects set forth in their assigned graduation program. The horizontal axis lists the subjects contained in the graduation program. The chart contains two bars, the bar in blue represents the student’s goal, and the number directly above the blue bar represents the number of credits required to fulfill the subject requirement. The bar in green represents the student’s progress towards the goal, and the number directly above the green bar represents the number of credits the student has earned towards the required credits.

Goals

☐ Learn English

☒ Earn High School Diploma

☐ Get Career Training

☐ Help my Family

☐ Personal Goal

☐ Other

☐ Want to Go to College
☐ Want to Enter the Military
 Which High School Diploma?

High School Diploma

Student Progress Status

Academic Progress

Below the Student Progress Status, the **Test Goal** section will consist of the selected student's required tests parts. All test parts listed in this section will display in light blue to indicate that the test subject is a required subject.

Test Goal:

Reading

Writing

Math

Science

Social Studies

Battery

Below the Test Goal is the **Test Achievement** section. This section will consist of the selected student's current test statuses. The various test statuses will display in different colors according to the following conditions:

- Passed - Green indicates student has passed
- Failed - Pink indicates student has Failed
- Pending - White will indicate student has not attempted the test (no test results are available for the test part)
- Incomplete - White if any test part is pending or failed. The battery will be marked as incomplete.

Achievement:

Passed

Passed

Passed

Pending

Failed

Incomplete

4. If you select the **Get Career Training** check box, you can select additional goals pertaining to this goal.

a. Select the student's reason for career training such as **Get a Job**, **Retain a Job**, or **Get a Better Job**.

ISP Page

Page 43

- b. Select the student's **Primary Career Pathway Interest** from the pull-down.
- c. Select the student's **Secondary Career Pathway Interest** from the pull-down.

Goals

☒ **Get Career Training**

☒ **Get a Job**
☐ **Retain a Job**
☐ **Get a Better Job**

Primary Career Pathway Interest

AUTO TECH: ELECTRICAL AND ELECTRONICS
▼

Secondary Career Pathway Interest

▼

i The Primary Career Pathway Interest and Secondary Career Pathway Interest pull-downs populate with the graduation programs/pathways that are flagged as CTE via [Grades > Graduation Requirements](#).

If the goal **Get Career Training** is selected, the **Student Progress Status** section populates with the student's educational progress towards completion of the required courses for their selected goal. The Goal row of the section will list the required courses. The Achievement row will display the status of the student's progress towards completion of the courses. The various test statuses will display in different colors according to the following conditions:

- Green will indicate the student has completed the course. A passing grade has been posted and a completion code of C assigned.
- White will indicate that the student's course completion code is not C for the course.
- Yellow will indicate that the student is actively scheduled into the course.
- White will indicate that the student does not have a schedule for the course.
- Gray will indicate not applicable. For example, if the student is scheduled into a higher-level course and the pre-requisites were overridden for the course.

Industry Certifications

The Industry Certifications section pulls from the Technical Education tab (or applicable tab) of Students > [Student Info](#) to populate the following fields: Industry Cert, Outcome, and Date.

Industry Certifications		
Industry Cert	Outcome	Date
MICRO069 - Microsoft Office Specialist (MOS) Bundle Certification (3 of 6)	P - Passed all assessments or certifications	04/12/2019

ISP Notes

ISP Notes section displays the data contained in the ISP Notes logging field originally stored on the ISP tab of the student's record including the following fields: Date, Notes, Entered By, and files uploaded. Records from multiple years are displayed.

ISP Notes

Export
Filter: OFF

Date	Notes	Entered By	File Upload
			(Save to Upload)
04/13/2022	Student is making amazing progress.	Lizette Garcia	No File



1. ISP Notes cannot be added here but fields can be edited with editing permission. To edit the fields, click the field and make changes as needed.


Date	Notes	Entered By	File Upload
			(Save to Upload)
04/13/2022	Student is making amazing progress.	Lizette Garcia	No File


2. Hover over **No File** to upload and attach documentation.

- Click **Scan** to scan a file.
- Click **Upload** to upload a document from your computer.
- Click **Take Photo** to take a photo with your computer's web camera.

ISP Notes



Export   Filter: OFF





Date	Notes	Entered By	File Upload
			(Save to Upload)
04/13/2022	Student is making amazing progress.	Lizette Garcia	No File 

Scan Upload Take Photo 

3. Click **Save** to apply changes.

Individualized Student Plan

 Print  Save

Demographics		Industry Certifications			Address	
	Student Name Abarc	Industry Cert	Outcome	Date		Address 1234 Florida Road, Tallahassee, FL, 32304
	Local Student 684					Phone (813) 909-4509

Placement Info

Placement Info displays Program Number, Certificate Seeking, Employment, In Field of Interest, Licensure Exam, and Cohort Year.

Placement Info

Export   Filter: OFF

Program Number	Certificate Seeking	Employment	In Field of Interest	Licensure Exam	Cohort Year
1460312	First-Time	Seeking/Unknown	Yes	Waiting	2013

1. Enter the **Program Number** in the text box.
2. Select if the student is **Certificate Seeking** from the corresponding pull-down.
3. Select the student's **Employment** status from the pull-down.
4. Indicate whether the student is currently working **In Field of Interest** from the corresponding pull-down.
5. Select the student's status of **Licensure Exam** from the corresponding pull-down.
6. Select the student's **Cohort Year** from the pull-down.
7. Press the **Enter** key, then click the **Save** button.

Individualized Student Plan

Print

Save

Placement Info

Export

Filter: OFF

Program Number	Certificate Seeking	Employment	In Field of Interest	Licensure Exam	Cohort Year
I460312	First-Time	Seeking/Unknown	Yes	Waiting	2013

8. Click the delete button (red minus sign) to delete the placement info record. Then, click **Save** to apply changes.

Individualized Student Plan

Print

Save

Placement Info

Export

Filter: OFF

Program Number	Certificate Seeking	Employment	In Field of Interest	Licensure Exam	Cohort Year
I460312	First-Time	Seeking/Unknown	Yes	Waiting	2013

Printing the ISP Page

Added the “Print” button to the ISP Page, which allows users to select the sections / “Blocks” to include in the printout.

1. Click **Print**.

Individualized Student Plan

Print

Save

Demographics

Student Name

Abarca

Local Student ID

34

Grade

30 - 30

Gender

F - Female

Birth Date

01/02/2013

Industry Certifications

Industry Cert

Outcome

Date

Address

Address

1234 Florida Road, Tallahassee, FL, 32304

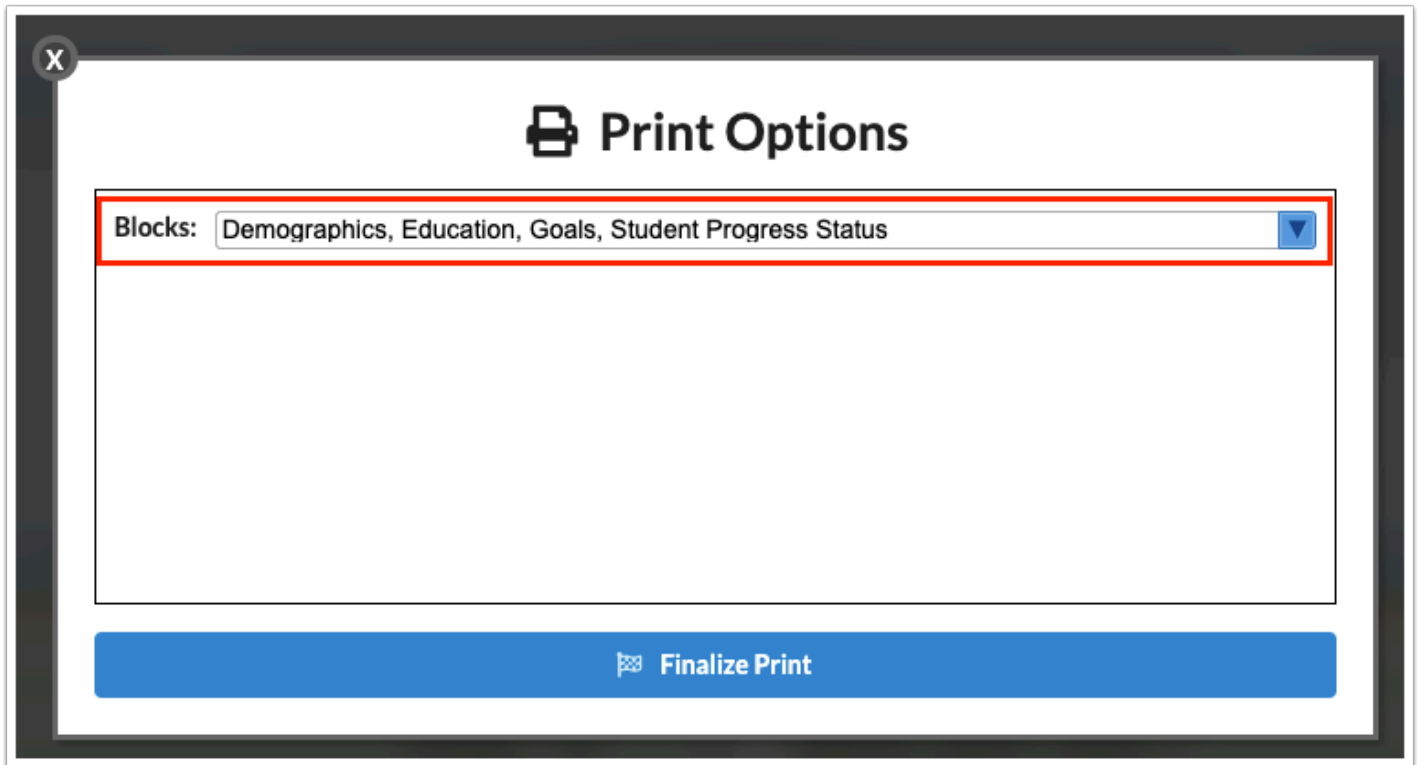
Phone

(813) 909-4509

Student Email Address

abanan132@gmail.com

2. Select the sections to include in the printout from the **Blocks** pull-down.



3. Click **Finalize Print**.

