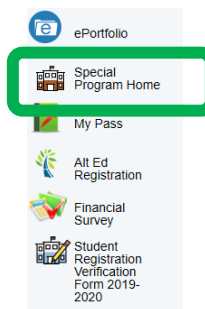


Parents can now access Special Programs documents in Parent Portal. Accessing these documents from the comfort of home will allow parents to always have access to their child's Individualized Program Plan and supporting documents for the IPP. Access to this digital document does not replace the face-to-face meeting with your child's teacher and/or learning team – this is still a critical component of the creation of these documents.

1. Log into PowerSchool – Parent Portal.
2. Click on student (if there is more than one student attached to the parent account) who has a Special Program. Then click on the **Special Program Home** link on the left menu.



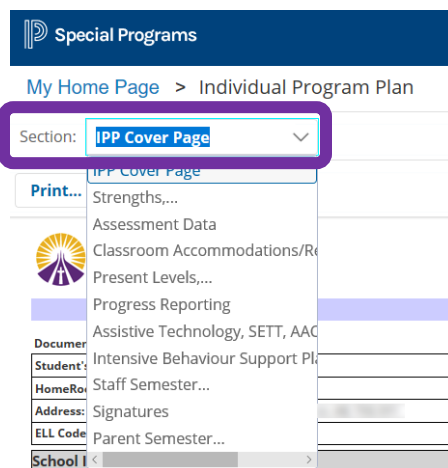
3. This will open the Special Programs page. ***If no documents are visible, please click on the **arrow** to the right of Quick Access.***



*** Quick Access



4. When the document(s) listed under the current year are selected, there are different sections of the document that can be viewed separately. Use the **Section** area to choose which part to review.



5. If your child's school has reviewed the Individual Program Plan with you and after reading through the document, parents need to provide their electronic signature on the last page of the document. Find this by clicking on the arrow beside the **Section** and choose the **Signatures** option.

Special Programs

My Home Page > Individual Program Plan

Section: IPP Cover Page

Print...

Strengths,...

Assessment Data

Classroom Accommodations/Re

Present Levels,...

Progress Reporting

Assistive Technology, SETT, AAC

Intensive Behaviour Support Pl

Student

Home

Address

ELL Co

School

Signatures

6. Once the Signatures page opens, click on **Edit this Section**. The document will then show the checkboxes beside the names. Follow the **directions on the page** and once completed, click on **Save, Done Editing** or **Save, Continue Editing**.

My Home Page > Individual Program Plan

Section: Signatures

Edit This Section

Print...

For Parents/Guardians:

☒ I have discussed this plan with my child's teacher(s) and understand that instructional strategies and supports will be in place to support my child's learning this school year.

Electronic Signature Instructions: Checking the box preceding a name indicates the form has been signed electronically. A statement, Acknowledged electronically, will appear on the signature line. Names unchecked are ready for manual signatures.

Name: _____ Date of Birth: _____

Signatures

For Parents/Guardians:

☒ I have discussed this plan with my child's teacher(s) and understand that instructional strategies and supports will be in place to support my child's learning this school year.

Electronic Signature Instructions: Checking the box preceding a name indicates the form has been signed electronically. A statement, Acknowledged electronically, will appear on the signature line. Names unchecked are ready for manual signatures.

Name	Date of Birth	Date
Acknowledged electronically ☒ _____	_____	_____
Acknowledged electronically ☒ _____	_____	_____
☐ _____	_____	_____
☐ _____	_____	_____
☐ _____	_____	_____
Acknowledged electronically ☒ _____	_____	_____
☐ _____	_____	_____
☐ _____	_____	_____
☐ _____	_____	_____

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Save, Done Editing

Save, Continue Editing

Cancel

7. Should you have further questions regarding Special Programs and/or access to your child's IPP, please contact your child's school.