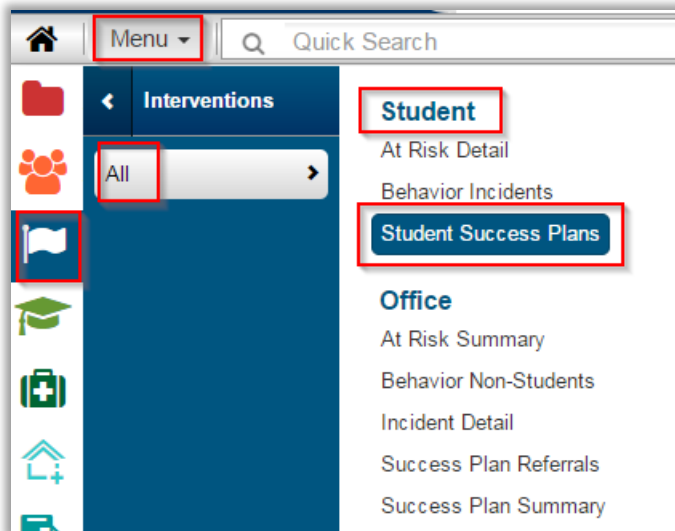


## CREATE A SUCCESS PLAN

Use this page to add a “Drop-out” student success plan.

### STEP BY STEP INSTRUCTIONS

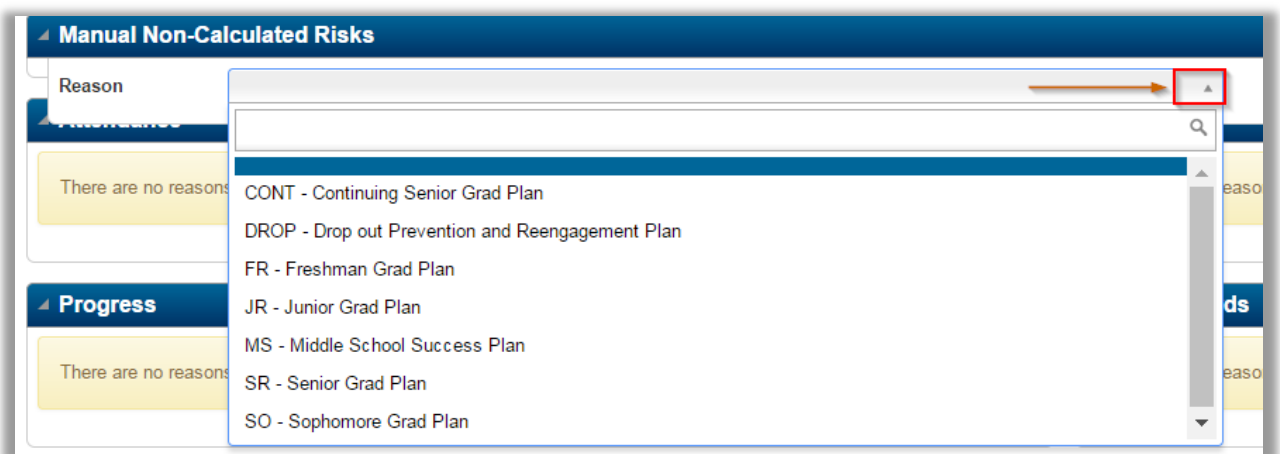
1. Find the student.
2. Go to **Menu > Interventions > All > Student > Student Success Plans**



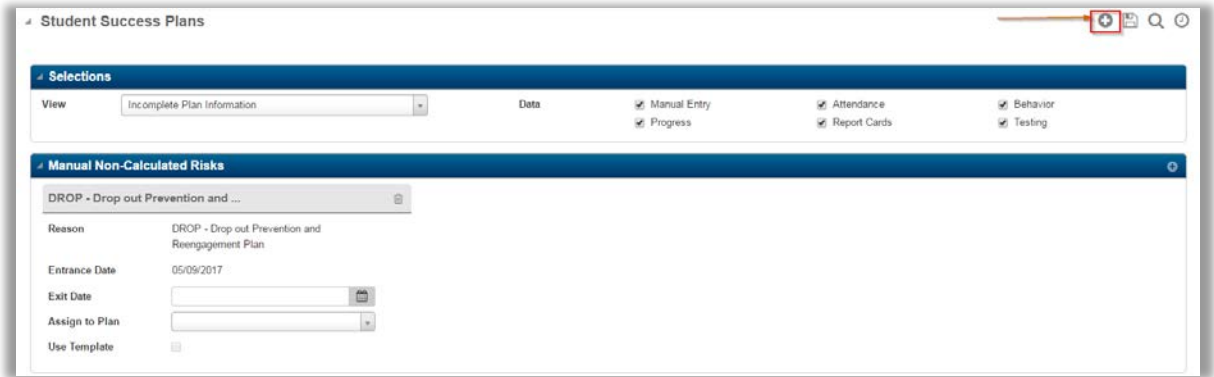
3. Click on the “+” sign across from the “Manual Non-Calculated Risks”.



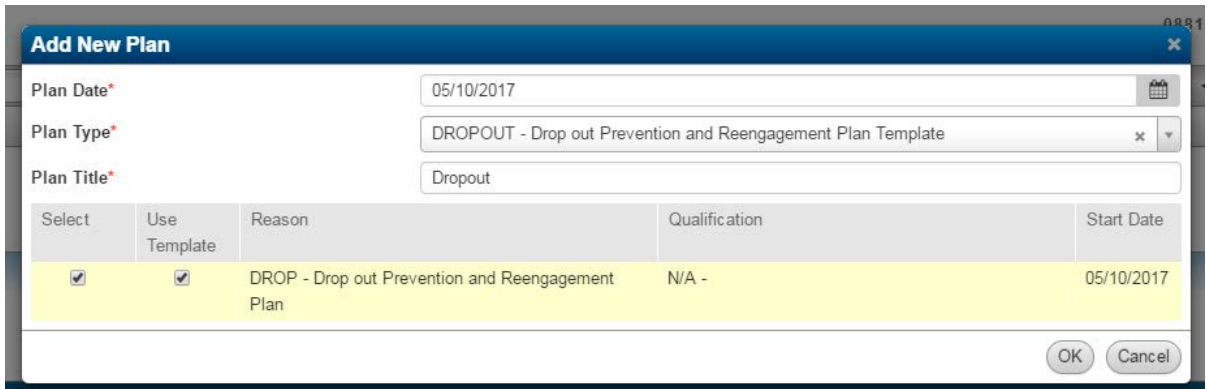
4. Select the reason “DROP” for the plan by clicking on the arrow.



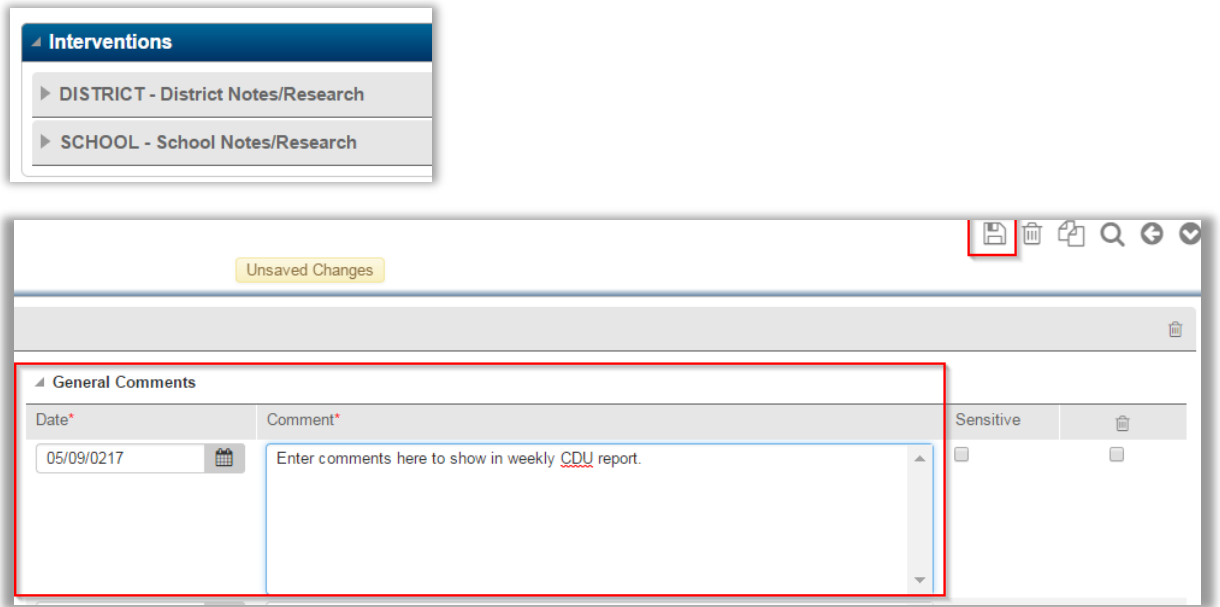
5. Click on the save icon to move to the next step.
6. Click on the “+” sign on top of the screen to add a plan.



7. Add plan date, plan type and plan title. Please use “Dropout” as plan title for dropout plans. Add a check mark to the reason and use template option then click OK. Putting a check mark to “Use Template” automatically creates intervention templates.



8. Under the Interventions panel, select a specific category (district or school) and then update the General Comments section. Click on save icon when done.

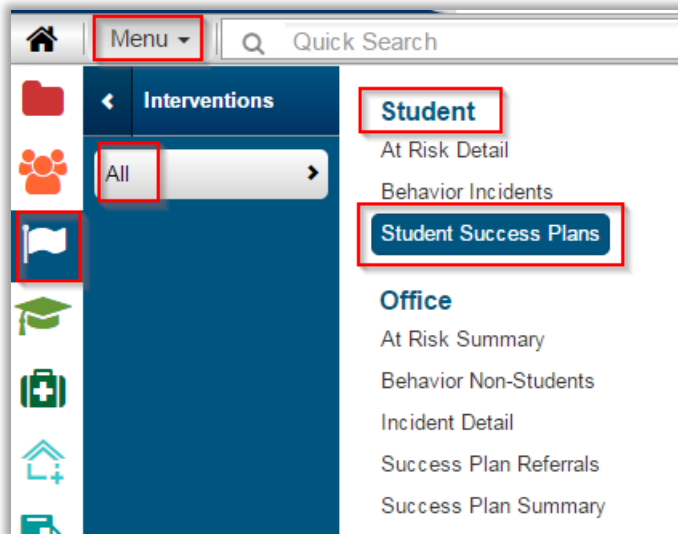


### ADDING SCHOOL COMMENTS TO THE SUCCESS PLAN

Use this page to add school comments to the student success plan.

#### STEP BY STEP INSTRUCTIONS

1. Find the student.
2. Go to [Menu < Interventions < All < Student < Student Success Plans](#)



3. Click on the plan title link to open the plan.

**Manual Non-Calculated Risks**

**DROP - Drop out Preventio... (Incomplete)**

Reason: DROP - Drop out Prevention and Reengagement Plan

Entrance Date: 01/01/2015

Exit Date:

**Plan**: NEW

Plan Type: DROPOUT - Drop out Prevention and Reengagement Plan Template

Plan Manager: -

- In Interventions panel, click on "School Notes/Research".

**Interventions**

- DISTRICT - District Notes/Research
- SCHOOL - School Notes/Research**

- Add comments to the General Comments section. Adding notes in this section will show up in weekly CDU report.

**General Comments**

Date*	Comment*	Sensitive	
10/29/2015 <input type="text"/>	10/29/15 possible No Ed Impact (mz)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>