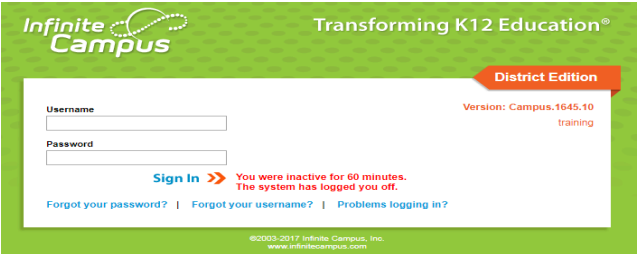
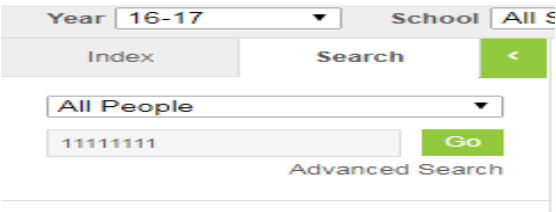
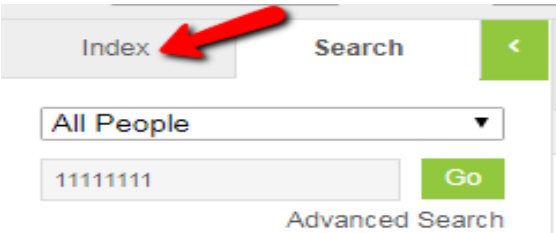
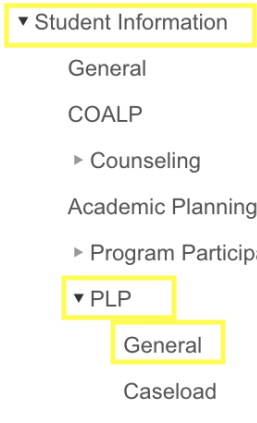
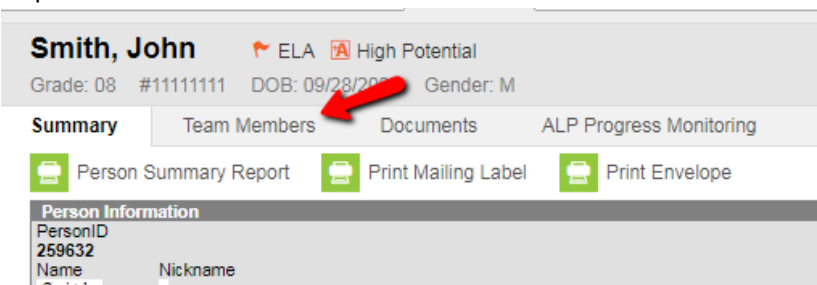


# How to Create a READ Plan in Infinite Campus

<p><b>Step 1 Log In</b></p>  <p>The login screen features the Infinite Campus logo and the tagline 'Transforming K12 Education'. It includes a 'District Edition' badge, a 'Version: Campus.1645.10 training' notice, and a 'Sign In' button. A warning message states: 'You were inactive for 60 minutes. The system has logged you off.' Links for 'Forgot your password?', 'Forgot your username?', and 'Problems logging in?' are provided at the bottom.</p>	<p>Log into Infinite Campus using your district login information</p>
<p><b>Step 2 Search student</b></p>  <p>The search interface shows filters for 'Year' (16-17) and 'School' (All S). It has an 'Index' tab and a 'Search' button. A dropdown menu is set to 'All People', and a text input field contains '11111111'. A 'Go' button and an 'Advanced Search' link are also visible.</p>	<p>Search for student by student name or student ID number</p> <p>Once found, click on the student's name</p>
<p><b>Step 3 Index Tab</b></p>  <p>The 'Index' tab is highlighted with a red arrow, indicating it is the selected view for the search results.</p>	<p>Go to the Index tab</p>
<p><b>Step 4 Go to the PLP Header</b></p>  <p>The 'Student Information' dropdown menu is expanded, showing options: General, COALP, Counseling, Academic Planning, Program Participation, PLP (highlighted), and Caseload. The 'General' option under PLP is also highlighted.</p>	<p>Under <b>Student Information</b>, choose the <b>PLP</b> dropdown triangle</p> <p>Select <b>General</b></p>
<p><b>Step 5 Team Members</b></p>  <p>The student profile for John Smith (Grade: 08, ID: #11111111, DOB: 09/28/2008, Gender: M) is shown. The 'Team Members' tab is highlighted with a red arrow. Other tabs include Summary, Documents, and ALP Progress Monitoring. Below the tabs are links for 'Person Summary Report', 'Print Mailing Label', and 'Print Envelope'. The 'Person Information' section shows 'PersonID: 259632' and 'Name: Smith'.</p>	<p>Select <b>Team Members</b> Tab</p>

# How to Create a READ Plan in Infinite Campus

## Step 6 Create Team

**Smith, John** ELA High Potential  
Grade: 08 #111111111 DOB: 09/28/2003 Gender: M

Summary **Team Members** Documents ALP Progress Monitoring Contact Log

**Find & Link New Team Member** **Enter New Team Member** Print Active Only

Start Date	End Date	Title	Name	Role
04/28/2017		Father/Son (GUARDIAN)	Adu-Marfo, Kennedy	
03/11/2017	05/26/2017	Teacher	GREEN, JODI	Read-Only
03/11/2017	05/26/2017	Teacher	LOUGHLIN, EMILY	Read-Only
03/11/2017	05/26/2017	Teacher	MORENO, JENNIFER	Read-Only
12/17/2016	05/26/2017	Teacher	LAUMANN, CRAIG	Read-Only
08/08/2016	12/16/2016	Teacher	BAKER, EVELYN	Read-Only
08/08/2016	05/26/2017	Teacher	MCELDOWNEY, JULIE	Read-Only
08/08/2016	05/26/2017	Teacher	NORRIS, SUSAN	Read-Only

Fetch Classroom Teachers

**Find New Team Member**

Census: [Dropdown] Role: [Dropdown]

Classroom Teachers: [Dropdown]

Advisor Staff: [Dropdown]

Add Team Member

Teachers' names populate automatically. You can add or delete names from this list.

Use **Find & Link New Team Member** to add household members.

Use **Enter New Team Member** to add staff not populated in the list of classroom teachers. Complete the box that appears to add names to the team.

Select **Save & Continue**

## Step 7 Documents

**Smith, John** ELA High Potential  
Grade: 08 #111111111 DOB: 09/28/2003 Gender: M

Summary **Documents** Team Members ALP Progress Monitoring Contact Log

Person Summary Report Print Mailing Label Print Envelope

**Person Information**

PersonID: 259632

Name: Smith, John Nickname: [Empty]

Gender: M Race Ethnicity: [Empty] No Image Available

State Race/Ethnicity: 03:Black (Not Hispanic)

From the student summary page that appears, go to the **Document** Tab

## Step 8 Create Document

**Smith, John** ELA High Potential  
Grade: 08 #111111111 DOB: 09/28/2003 Gender: M

Summary Team Members **Documents** ALP Progress Monitoring Contact Log High Potential

Open Lock/Unlock Copy Delete Print **New Document** Upload Document

**Documents List**

- 2017-2018 (1)
- 2016-2017 (1)

Select **New Document**

## Step 9 Create New Plan

**Create New Document Wizard**

Please select one of the following documents:

☒ **Create New Plan:**  
Goals and Objectives, Services, Accommodations, Transition, and Other Information

☐ 2. ALP State Reported

☐ 3. Advanced Learning Plan

☐ 504 Plan

☒ **READ Plan**

☐ RTI Plan from Enrich

☐ **Create New Progress Report:**  
Report measurable progress against ongoing Plan Goals

☐ **Create New Simple Form:**  
Notices, checklists, and supplemental forms

DOCUMENT SELECTED FOR CREATION: READ Plan

Create Document Cancel

Under **Create New Plan**, select **READ Plan** and click on **Create Document**

# How to Create a READ Plan in Infinite Campus

## Step 10 Education Plan

High Potential READ PLAN

Grade: DOB: Gender: M

Summary Team Members Documents ALP Progress Monitoring High Potential MTSS Progress Mon

Save Save & Continue Print

**Plan Outline PLP**

- Education Plan
- Student Demographics
- Parent/Guardian Information
- PLP Team Meeting
- Goals and Objectives
- Services
- Assessments
- Learning Attributes

**Education Plan**

\*Start Date 08/25/2022 End Date

Plan Name READ PLAN

Plan Type Oral Language Phonics

Learning Area(s) Addressed

Plan Team Manager

Complete all areas highlighted in the example on the left.

All areas in red are required to be completed in order to Save the plan. Each section of the plan will populate as you Save and Continue the previous section.

**Plan Name** = READ Plan

**Plan Type** = Initial or Continuing Plan

**Learning Area(s) Addressed** = Area of need: Oral Language + 1 Domain or if not MLL 2 Domains for goals

Select **Save & Continue**

## Step 11 Navigation

Smith, John ELA High Potential

Grade: 08 #11111111 DOB: 09/28/2003 Gender: M

Summary Team Members Documents ALP Progress Monitoring Contact Log High Potential

Save Save & Continue Print

**Plan Outline PLP**

- Education Plan
- Student Demographics**
- Parent/Guardian Information
- PLP Team Meeting
- Goals and Objectives
- Services
- Assessments
- Learning Attributes

**Student Demographics**

Note: At the point the plan is generated, a snapshot of the student data is taken. To get a fresh copy, click the button below.

Refresh Student Information

Last Name	First Name	Middle Name	Suffix
Smith	John		
Federal Designation	Federal Race(s)	Race, Ethnicity (state)	
4: Black or African American	Black or African American	Black (Not Hispanic)	
Birthdate	Birth City	Gender	
09/28/2003		M	
Student Address			
82 Airport Blvd Aurora, CO 80011-9314			
School Name	School Phone	Student Number	Grade
East Middle School	(303)340-0660	11111111	08

You may navigate through the Plan Outline PLP menu topics (Education Plan, Student Demographics, Parent/Guardian Information etc.) by clicking on them

-----OR-----

IC will step you through the menu topics by clicking **Save & Continue**

## Step 12 Student Demographics

Smith, John ELA High Potential

Grade: 08 #11111111 DOB: 09/28/2003 Gender: M

Summary Team Members Documents ALP Progress Monitoring Contact Log High Potential

Save Save & Continue Print

**Plan Outline PLP**

- Education Plan
- Student Demographics**
- Parent/Guardian Information
- PLP Team Meeting
- Goals and Objectives
- Services
- Assessments
- Learning Attributes

**Student Demographics**

Note: At the point the plan is generated, a snapshot of the student data is taken. To get a fresh copy, click the button below.

Refresh Student Information

Last Name	First Name	Middle Name	Suffix
Smith	John		
Federal Designation	Federal Race(s)	Race, Ethnicity (state)	
4: Black or African American	Black or African American	Black (Not Hispanic)	
Birthdate	Birth City	Gender	
09/28/2003		M	
Student Address			
82 Airport Blvd Aurora, CO 80011-9314			
School Name	School Phone	Student Number	Grade
East Middle School	(303)340-0660	11111111	08

Demographics populate automatically from Infinite Campus.

Select **Save & Continue**

# How to Create a READ Plan in Infinite Campus

## Step 13 Parent/Guardian Information

**Smith, John** ELA High Potential  
Grade: 08 #11111111 DOB: 09/28/2003 Gender: M

Summary Team Members Documents ALP Progress Monitoring Contact Log High Potential

Save Save & Continue Print

**Plan Outline PLP**  
Education Plan  
Student Demographics  
Parent/Guardian Information  
PLP Team Meeting  
Goals and Objectives  
Services  
Assessments  
Learning Attributes

**Parent/Guardian Information**  
Note: At the point the plan is generated, a snapshot of the student data is taken. To get a fresh copy of the guardian information, click the button below.  
Refresh Guardian Information

Parent/Guardian comes from the census system and the only people listed here are marked as guardians of the student's current household, or direct guardians to the student through the relationship.

Guardian	Name
Father/Son	Kennedy Smith
Work Phone	Cell Phone (222)222-2222
Address	Home Phone (111)111-1111
82 Airport Blvd	
Aurora, CO 80011-9314	
Guardian	Name
Mother/Son	Dora Smith

Family Information populates automatically from Infinite Campus.

Select **Save & Continue**

## Step 14 PLP Team Meeting

**Smith, John** ELA High Potential  
Grade: 08 #11111111 DOB: 09/28/2003 Gender: M

Summary Team Members Documents ALP Progress Monitoring Contact Log

Print New Team Meeting Continue

**Plan Outline PLP**  
Education Plan  
Student Demographics  
Parent/Guardian Information  
PLP Team Meeting  
Goals and Objectives  
Services  
Assessments  
Learning Attributes

**Team Meeting List**

Print in Plan	Meeting Date	Meeting Location
X	06/29/2017	

Select **New Team Meeting**

All meetings created will appear in the **Team Meeting List**

## Step 15 Team Meeting Notes

**Smith, John** ELA High Potential  
Grade: 08 #11111111 DOB: 09/28/2003 Gender: M

Summary Team Members Documents ALP Progress Monitoring Contact Log

Save Save & Continue Delete Print New Team Meeting

**Plan Outline PLP**  
Education Plan  
Student Demographics  
Parent/Guardian Information  
PLP Team Meeting  
Goals and Objectives  
Services  
Assessments  
Learning Attributes

**Team Meeting List**

Print in Plan	Meeting Date	Meeting Location
X	06/29/2017	

**Team Meeting Editor**

Print in Plan ☒

Meeting Time  \*Meeting Date

Meeting Location  Invite Date

Minutes of Plan Meeting

**Team Meeting Attendance Editor**

Invited Attended Name	Title
<input type="checkbox"/> Adu-Marfo, Kennedy	Father/Son (GUARDIAN)

Enter the Meeting Date, minutes from the meeting, and check which team members were invited and attended.

Select **Save & Continue**

# How to Create a READ Plan in Infinite Campus

## Step 16 Goals and Objectives

Click on **New Goal**

## Step 17 Goal

Complete all areas highlighted in the example on the left.

**Sequence #** = Number of the goal (first goal is #1)

**Goal Name** = Area of need (if the student has a CLDE Flag, the Oral Language goal needs to be #1)

**Goal** = manually type in goal

**Associated Standard** = optional

**Associated Course** = N/A

**Current Performance** = optional

**Success Indicators** = optional

**Goal Assessment Criteria** = optional

Select **Save**

- **not Save and Continue**

## Step 18 Objective

The objective section is required but will not populate automatically. Click on Goals and Objectives in the menu to complete the objective area. Double-click on the goal just written. (wait for IC to bring up the Goal Editor)

Select **New Objective**

**Sequence #** = Number of the objective (first objective is #1)

**Objective Name** = Area of need specific to the goal

**Objective** = manually type in objective

**Instructional Strategies** = optional

**Assessments/Activities**

**Resources** = optional

**Assessment Criteria** = optional

**Associated Test** = optional

Select **Save & Continue**

# How to Create a READ Plan in Infinite Campus

## Step 19 Services

**Smith, John** ELA High Potential  
Grade: 08 #11111111 DOB: 09/28/2003 Gender: M

Summary Team Members **Documents** ALP Progress Monitoring Contact Log High Potential

Print New Service Provided Continue

**Plan Outline PLP**  
Education Plan  
Student Demographics  
Parent/Guardian Information  
PLP Team Meeting  
Goals and Objectives  
Services  
Assessments  
Learning Attributes

Service Provided	Time	Start Date	End Date
Progress Monitoring	30/0.0	06/30/2017	06/29/2018

Select **New Service Provided** to add specifics of the intervention

## Step 20 Services cont'd.

**Smith, John** ELA High Potential  
Grade: 08 #11111111 DOB: 09/28/2003 Gender: M

Summary Team Members **Documents** ALP Progress Monitoring Contact Log High Potential

Save Save & Continue Delete Print New Service Provided

**Plan Outline PLP**  
Education Plan  
Student Demographics  
Parent/Guardian Information  
PLP Team Meeting  
Goals and Objectives  
Services  
Assessments  
Learning Attributes

Service Provided	Time	Start Date	End Date
Progress Monitoring	30/0.0	06/30/2017	06/29/2018

**PLP Service Editor**

\*Service  
Service Provider  
Service Position  
General Ed Location  
\*Start Date  
\*End Date  
Minutes per session  
\*direct  
\*indirect  
Session frequency  
\*# sessions per  
\*Service Frequency  
Display on Print

Complete all areas highlighted in example on the left.

**Service** = Select **Reading**  
**Service Provider**= n/a  
**Service Position** = n/a  
**General Ed Location** = Optional  
**Start Date** = enter start date  
**End Date** = enter date intervention will end - you must choose a date here.  
Choose one year from the start date  
**direct** = How many minutes will you be providing support to the student  
**indirect** = Type 0  
**# sessions per** = type in the number of sessions you will meet with the student per year, term, month, week, or day  
**Service Frequency** = Select year, term, month, week, or day

(usually teachers will select something like direct = 15, indirect = 0, # sessions per = 3, service frequency = week. This means that you will meet with the student three times a week for 15 minutes per session.

Select **Save & Continue**

## Step 21 Assessments

**Smith, John** ELA High Potential  
Grade: 08 #11111111 DOB: 09/28/2003 Gender: M

Summary Team Members **Documents** ALP Progress Monitoring Contact Log High Potential

Save Save & Continue Print

**Plan Outline PLP**  
Education Plan  
Student Demographics  
Parent/Guardian Information  
PLP Team Meeting  
Goals and Objectives  
Services  
Assessments  
Learning Attributes

**Assessments**

Print in Plan Get Current Test Information

Test Scores (read only)

12-13 ACCESS FOR ELLS Grade 04 RawScore:null ScaleScore:null Result:null  
--null:01. Listening RawScore:5.600 ScaleScore:372.000 Result:5  
--null:02. Speaking RawScore:5.300 ScaleScore:376.000 Result:5  
--null:03. Reading RawScore:6.000 ScaleScore:360.000 Result:6  
--null:04. Writing RawScore:4.200 ScaleScore:346.000 Result:4  
--null:05. Oral Language RawScore:5.500 ScaleScore:374.000 Result:5  
--null:06. Literacy RawScore:4.800 ScaleScore:353.000 Result:4  
--null:07. Comprehension RawScore:5.900 ScaleScore:364.000 Result:5  
--null:08. Overall Score (Composite) RawScore:5.000 ScaleScore:359.000 Result:5

All assessments entered into Infinite Campus auto-populate in this section.

Check if you would like to Print them in the plan.

Select **Save & Continue**

# How to Create a READ Plan in Infinite Campus

## Step 22 Learning Attributes

**Learner's Learning Style** = optional  
**Learner's Academic Strengths** = optional  
**Learner's Academic Needs** = optional

Select **Save & Continue**

## Step 23 Review

Return to **Documents** Tab.

Highlight the plan by clicking on it once.

Select **Lock/Unlock** to lock the plan when complete and ready to be active. You can unlock it anytime to make necessary changes.

## Step 24 Progress Monitoring

Date	Time	Custom Data
04/24/2017	12:01 PM	Baseline_score=2, Current_score=3, Goal_score=10, Teacher_Comment=Student was out of town for 3 weeks and didn't receive services
02/07/2017	02:30 PM	Baseline_score=2, Current_score=7, Goal_score=10
02/07/2017	02:29 PM	Baseline_score=2, Current_score=2, Goal_score=10

Once plans are active, progress monitoring can be recorded using the READ Progress Monitoring Tab.

Open the **READ Progress Monitoring** tab.

Select **New Status**.

## Step 25 cont'd.

Complete all areas outlined below.

**Status Date** = date student was assessed

**Baseline score** = what the student's baseline score is

**Goal Score** = what the student's goal score is

**Current Score** = what the student scored on the date that was assessed

**Entered By** = Enter in Teacher's name

**End Status Date** = do not select unless you are ending this progress monitoring

**End Status** = select appropriate option

**Progress Comments** = name what assessment was being used for this progress monitoring

It is not necessary to select any of the checkboxes to the right