

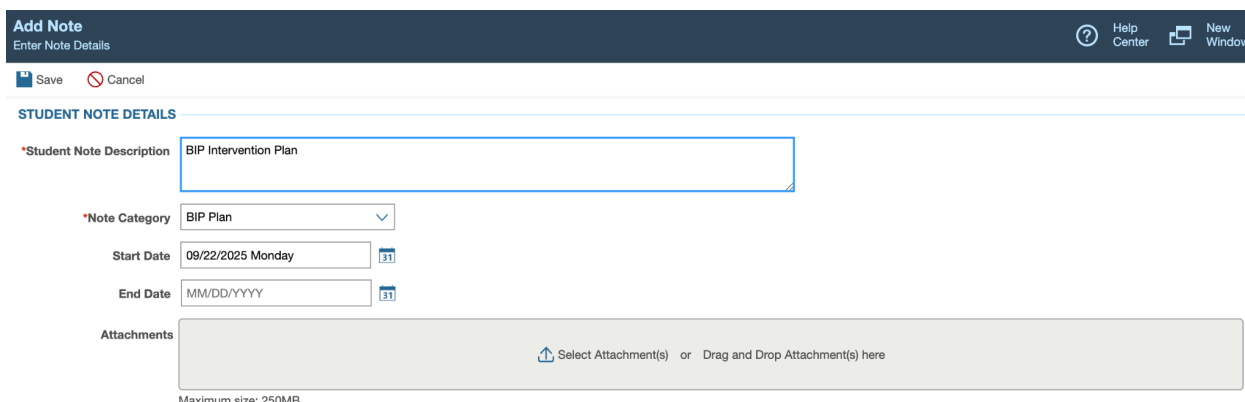


ADDING A BIP INDICATOR TO A STUDENT'S RECORD

- From **Student/Student Profile**, look up the student
- Down the left side, under **GENERAL**, go to **ALL NOTES**
- Click the **ADD STUDENT NOTE** on the right side

 Add Student Note

- Complete the **ADD NOTE** screen



- Items with the **red *** are required fields
 - **Student Note Details** (*suggestion: BIP Intervention Plan*)
 - **Note Category**
 - Use the drop down and select **BIP PLAN**
 - **Start Date** - will default to current date, adjust as needed
 - **End Date** -
 - should remain blank BUT will need to be updated at the end of the BIP Plan
 - Students who withdraw/transfer should have their open notes ended

- If added BIP Plan, click the ATTACHMENT
- Search for file on your computer, drive and select
- Once the screen is complete and/or file attached, click SAVE on the top left of the NOTES screen.



This adds a BIP indicator “B” to the student record allowing teachers/staff to review the student’s BIP plan.

Indicators





STUDENT'S NAME - BIP Intervention Plan				
Description	Start Date	End Date	Note Type	Note Category
BIP Intervention Plan	09/22/2025		General	BIP Intervention Plan

If you have any questions, trouble or would like assistance, please contact the District or Building Application Specialist