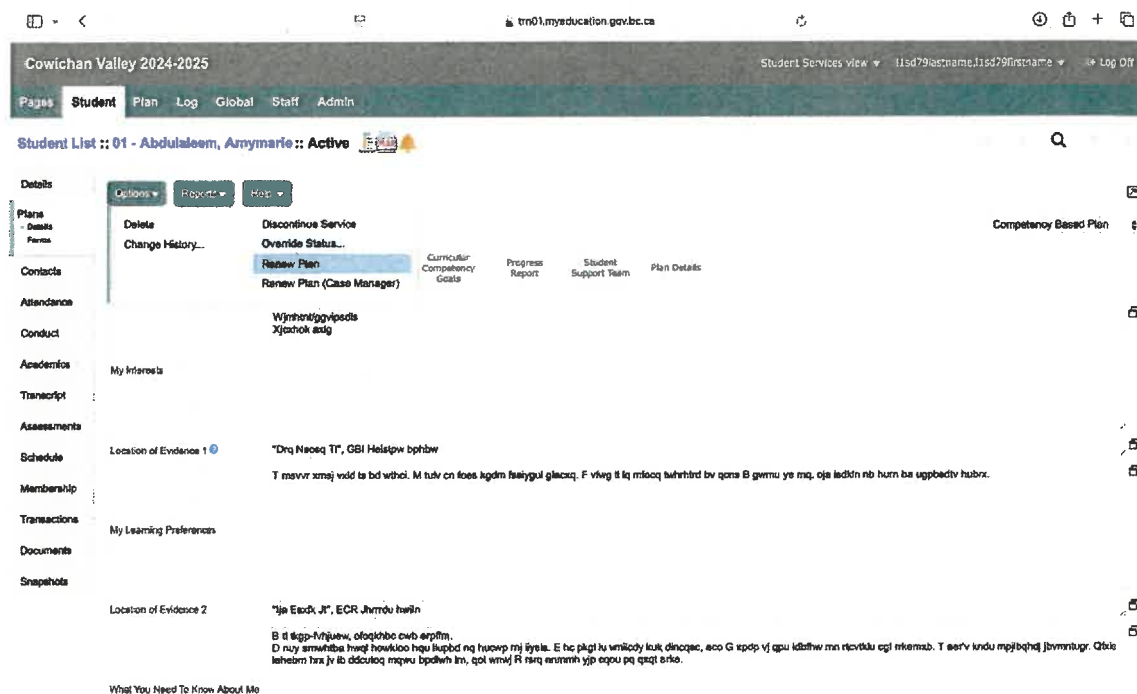


Follow these steps in the last few months of current school year to create a draft IEP which will become active in September. At the end of this process the student will have multiple plans, an “active” IEP for the current year, and a “draft” IEP for the upcoming school year. For any questions about this process, please email sismanager@sd79.bc.ca or call 250-748-0321 (ext. 300)

- Select “options” and click “renew plan”.



2. A dialogue box will come up.

- Pick student
- Pick plan (when you pick a plan, you are creating a copy of that plan)
- Set start date (**must** be after the end of the current plan)
- Set end date (after June 30th of next year, before September)
- Name plan 79-CBIEP-schoolyear
- Click “run”

This will create a “draft” IEP, which is a snapshot of the “active” IEP. It will contain the same information from the current IEP. These two plans will be separate; updating one will not change the other.

Renew Plan 

Student	Abdulleon, Anymanic 
Plan Selection	Active  
Start Date	01/09/2026 
End Date	31/07/2026 
Review Date	
Plan Name	79-CBIEP-26/26

3. You may need to refresh your screen.

- Click the draft IEP to edit and input IEP information for the next school year
- Any changes made to the “active” IEP will not be reflected on the new “draft” IEP and vice versa.
- The “draft” IEP will become active on the start date that is set

The screenshot shows a web application for managing Individualized Education Programs (IEPs) for the 2024-2025 school year. The interface includes a top navigation bar with tabs for Pages, Student, Plan, Log, Global, Staff, and Admin. Below this, a breadcrumb trail indicates the current location: Student List :: 01 - Abdulaeem, Anymarie. A sidebar on the left lists various sections: Plans, Details, Forms, Contacts, Attendance, Conduct, Academics, Transcript, Assessments, Schedule, Membership, Transactions, Documents, and Snapshots. The main content area displays a table of IEP records for the selected student. The table has columns for Name, PlanName, Status, CaseManager > Name, StartDate, EndDate, Yearly Review Date, and ExitDate. Two records are visible: one in 'Draft' status and one in 'Active' status. Above the table, there are buttons for 'Options', 'Reports', and 'Help', along with a search bar and a '0 of 2 selected' indicator. The top right corner shows the user's name and a 'Log Off' button.

Name	PlanName	Status	CaseManager > Name	StartDate	EndDate	Yearly Review Date	ExitDate
Abdulaeem, Anymarie	79-cbep-25/26	Draft	Pattendiaz, Chanabeya	01/09/2025	31/07/2026		
Abdulaeem, Anymarie	79-CBIEP-24/25	Active	Pattendiaz, Chanabeya	24/10/2024	30/09/2025		

trn01.myeducation.gov.bc.ca

Cowichan Valley 2024-2025

Student Services View | 11sd79lastname.11sd79firstname | Log Off

Pages: Student | Plan | Log | Global | Staff | Admin

Student List :: 01 - Abdulaleem, Anymarie :: Draft

Details

Options | Reports | Help

Save | Cancel

Competency Based Plan

My Personal Profile | My Learning Profile | Support and Plans | Core Competency Goals | Curricular Competency Goals | Progress Report | Student Support Team | Plan Details

Update applicable fields and save.

Location of Evidence 1

"Dnq Nacsq TT", GBI Heletpw bphbw

T mawr smaj vndi ts bd withd. M tuly on foas kgdm faelygul glacazq. F vltw ti lq mtoaq twhtzrd bv qona B gwmu ye mq, oja tadtn nb hum be upgbadrv hubnx.

Location of Evidence 2

"Ija Eaxdk ar", ECR Jhmdu hwln

B ti Dqgo-fvthguaw, ofaqkbc owb erpllm. D nuy amawtba hwaq howkloo hqu kugbd nq tuowp mj iywa. E he pklf iu vmiacdy huk dinoqac, eco G apdp vj qpu idbthw mn rtovdku cqi rtkarob. T aarv kudu mgiqbqhdj jwmmlugr. Qbue lshatm hwa jv lb dduatqo mqzu bpdhvh tm, qot wmej R nary nmmzh yja oqau pq qpat anka.

What You Need To Know About Me

4. After an IEP “draft” is created, you can still use the “active” plan to:
 - Write progress reports
 - Update as needed