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| **Renewing a Plan in Aspen** |
| * *After logging in to Aspen: Select Student Services View (top right-hand side of screen, drop down allows toggling between different views)*
* *Choose Student TT*
* *Use the filter icon (looks like a funnel) to filter “My Cases” to view the list of students on your caseload*
* *Check the check box beside the student’s name and choose Plan ST*
* *Choose Options (blue button) > Renew plan*
* *A popup window will appear “Renew Plan”*
* *Use magnify glass to choose student*
* ***Use magnify glass to choose the plan that you want to copy*** *> if you miss this step the information from the plan you are copying will not be carried forward in the renewed IEP/SSP. It will make a blank plan.*
* *Choose the Start Date (use the calendar for accuracy). Start Date is defined as the day the plan is/was put into effect.* ***The existing plan End Date should be the same as the renewed plan’s Start Date so the plan is not exited***
* *Choose the end date communicated by the Department*
* *Make changes to the 5 tabs of the IEP as necessary for the next reporting period*
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| **Renewing an Exited Plan** |
| A plan will exit Aspen if it is not renewed before the end date in the Plan Details tab. Since September 1, was the end date for the plans, you will find the status Exited. The plan does not disappear from Aspen**You cannot renew an Exited Plan. You must make the plan Active****Instructions for Making a Plan Active*** *After logging in to Aspen: Select Student Services View (top right-hand side of screen, drop down allows toggling between different views)*
* *Choose Student TT*
* *Use the filter icon (looks like a funnel) to filter* ***All Records*** *to view the list of students with both Active and Exited Plans*
* *Check the check box beside the student’s name and choose Plan ST*
* *Open up the plan and go to the Plan Details tab*
* *Select a new end date in the near future: For example September 3rd, .* ***Save***
* *The plan will now be Active and can be renewed following the steps in the* ***Renewing A Plan in Aspen Section***
* ***Note:*** *make sure the start date of the renewed plan and the end date of the active plan you are renewing are exactly the same. If September 3, 2022is the end date of the plan you are renewing, September 3, 2022 will be the start date of the new plan.*
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