

Personal Pathways



to success™

Empowering all students to shape our future.™

Education and Economic Development Act
Individual Graduation Plan (IGP Success Planner)

IGP Success Planner Guidance Personnel User's Manual

Points of Contact:

Sherry R. Williams
S. C. Department of Education
Rutledge Bldg., 805B
1429 Senate Street
Columbia, South Carolina 29201
803-734-6267
swillia@ed.sc.gov
<http://www.ed.sc.gov>

Dr. Sabrina Moore
S.C. Department of Education
Rutledge Bldg., 805A
1429 Senate Street
Columbia, South Carolina 29201
803-734-8433
smoore@ed.sc.gov

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I. Purpose

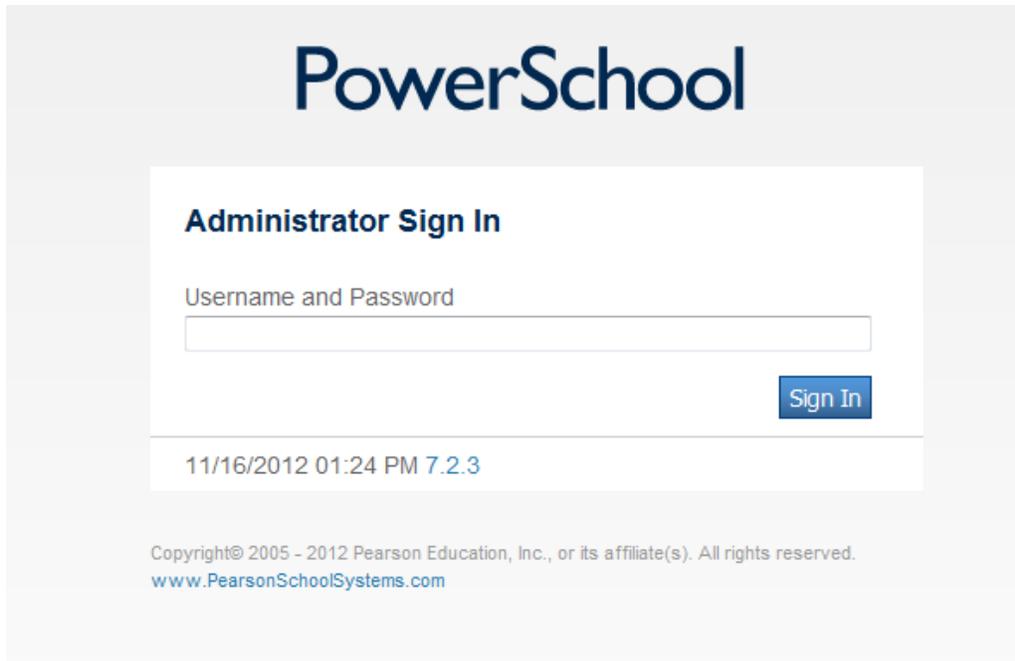
These directions are for the school district's guidance personnel to create student IGPs.

Curriculum Managers must have completed their responsibilities *before* these instructions can be used.

IGPs created in the production environment will be saved and available from year to year. The IGP follows the student as he/she transfers to and from any public school, including charter schools, in South Carolina.

II. HOW TO ACCESS THE IGP Success Planner:

Each counselor should log into PowerSchool using the username and password assigned at their district.



The screenshot shows the PowerSchool login interface. At the top, the "PowerSchool" logo is displayed in a large, blue, sans-serif font. Below the logo, the text "Administrator Sign In" is centered. Underneath, there is a label "Username and Password" followed by a single-line text input field. To the right of the input field is a blue button with the text "Sign In" in white. Below the input field and button, a timestamp "11/16/2012 01:24 PM 7.2.3" is displayed. At the bottom of the page, there is a copyright notice: "Copyright© 2005 - 2012 Pearson Education, Inc., or its affiliate(s). All rights reserved." followed by the website address "www.PearsonSchoolSystems.com".

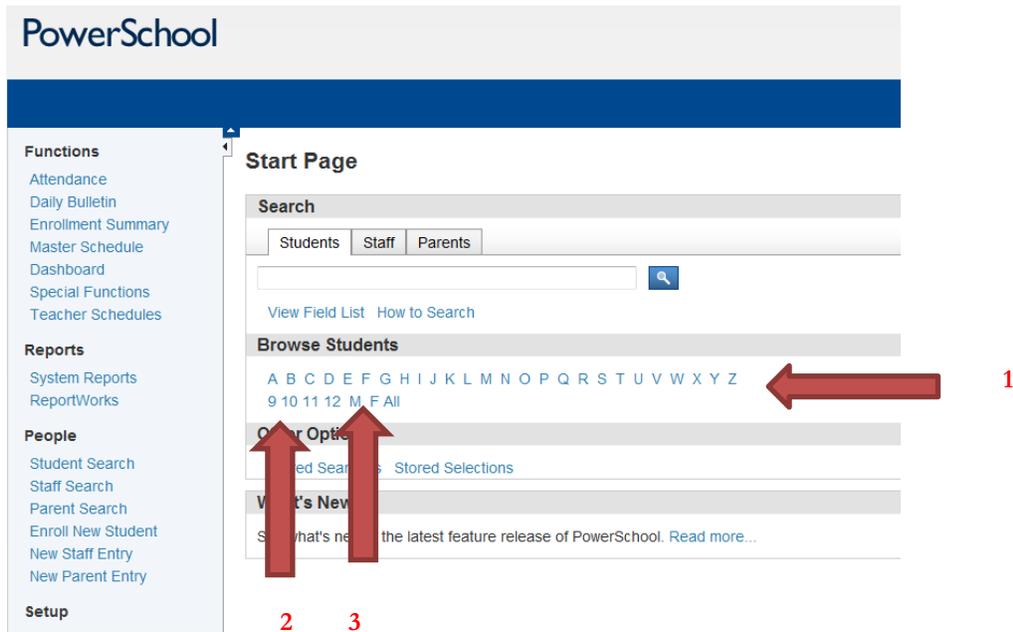
III. THE PEARSON IGP SUCCESS PLANNER SYSTEM

Upon login you will see the PowerSchool Start Page.

A. Finding your student

Before you create an IGP, you must first find the student for whom you would like to create an IGP.

Search options are by last name (1), grade (2) or gender (3). After selecting a student, his/her bell schedule will appear.



Click “IGP Success Planner”

The screenshot shows the PowerSchool interface. On the left is a sidebar with a menu. A red arrow points from the 'IGP Success Planner' link in the 'Academics' section to the main content area. The main content area displays a 'Bell Schedule View' for a student named John Canaday (ID 12 62940) at RHHS. The schedule is for Monday, 11/12/2012, and shows various classes and activities throughout the day.

B. CREATING AN IGP

1) To Create a new IGP

Select “Create New IGP” (1) for students who do not have a previous IGP: an 8th grade student, a student who transferred to your school from outside of South Carolina, or for any other student who does not have an IGP from a previous IGP (cluster, major, etc.).

Click “submit” (2).

The screenshot shows the 'IGP Home' page for John Canaday. It features a table of 'Unlocked IGP Records' and a 'Locked IGP Records' section. Below the tables is a form to create a new IGP. A red arrow labeled '1' points to the 'Create New IGP' button. Another red arrow labeled '2' points to the 'Submit' button at the bottom of the form.

Title of IGP	Created On	Modified On	Academic Year	Primary		
Clone of John Canaday IGP 2012-2013	10/11/2012 03:29 pm	10/11/2012 03:29 pm	2012	No	Clone this IGP	Delete
John Canaday IGP 2012-2013	10/11/2012 12:00 am	10/11/2012 12:00 am	2012	No	Clone this IGP	Delete this IGP
John Canaday IGP 2012-2013	10/11/2012 12:00 am	10/11/2012 12:00 am	2012	No	Clone this IGP	Delete this IGP
John Canaday IGP 2012-2013	10/11/2012 12:00 am	10/11/2012 12:00 am	2012	No	Clone this IGP	Delete this IGP
John Canaday IGP 2012-2013	10/11/2012 12:00 am	10/11/2012 12:00 am	2012	No	Clone this IGP	Delete this IGP

Item | **Value**

Plan Name | Leah Cabe IGP 2012-2013 *

Academic Year | 2012-2013

2) Cloning an IGP – cloning an IGP is identical to “create new from this one” in the former system. Cloning provides you with a copy of the former IGP which can be updated. Choose the IGP to be cloned and click “Clone this IGP” (1); then click on the IGP in the “Title of IGP” section to open the document (2).

Start Page > Student Selection > IGP Home

IGP Home

Canaday, John 12 62940 RHHS

Unlocked IGP Records						
Title of IGP	Created On	Modified On	Academic Year	Primary		
Clone of John Canaday IGP 2012-2013	10/11/2012 03:29 pm	10/11/2012 03:29 pm	2012	No	Clone this IGP	Delete
John Canaday IGP 2012-2013	10/11/2012 12:00 am	10/11/2012 12:00 am	2012	No	Clone this IGP	Delete this IGP
John Canaday IGP 2012-2013	10/11/2012 12:00 am	10/11/2012 12:00 am	2012	No	Clone this IGP	Delete this IGP
John Canaday IGP 2012-2013	10/11/2012 12:00 am	10/11/2012 12:00 am	2012	No	Clone this IGP	Delete this IGP
John Canaday IGP 2012-2013	10/11/2012 12:00 am	10/11/2012 12:00 am	2012	No	Clone this IGP	Delete this IGP

Locked IGP Records

Title of IGP	Created On	Modified On	Academic Year	Primary

C. Populating the IGP

Follow steps 1 – 4 on the top tabs. Descriptions of each field are provided below. After completing each Step, click “save and next” to go to the next tab.

Individual Graduation Plan

Canaday, John 12 62940 RHHS

Step 1 Step 2 Step 3 Step 4 IGP Resources

Item	Value
Plan Name	Clone of John Canaday IGP 2012-2013 *
Career Goal	Medical Doctor
Academic Year	2012-2013 School Year
Postsecondary Plans	<input checked="" type="checkbox"/> Four-Year College <input type="checkbox"/> Workforce/Apprenticeship <input type="checkbox"/> Two-Year College/Technical Training <input type="checkbox"/> Military
Meeting Conducted By	Jason L Saltsman
IGP Data Input By	
In Attendance	Mrs. J
	<input checked="" type="radio"/> Parent/Step Parent/Guardian <input type="radio"/> No Representative <input type="radio"/> Other Representative
Participation Venue	

Save and Next

Step 1:

Plan Name: name the IGP

Career Goal: student's desired career

Academic Year: The year for which the plan is being made. If an academic year is missing, it must be added in the "Year and Terms" field in PowerSchool. Check with your district's PowerSchool coordinator.

Postsecondary Plans: You may click all four choices or leave it blank

Meeting Conducted By: The name of the counselor conducting the IGP Conference

IGP Data Input By: Anyone who assists with the pre-population of information may type in their name here.

In Attendance: The names, relationships of people who attend the conference face-to-face

Multiple choice:

Parent/Step parent/Guardian – click this if the parent or guardian is sitting in the room with you, face-to-face, during the meeting.

No Representative – click this choice if a parent or guardian did not attend the meeting face-to-face

Other Representative – click this option if the parent assigns someone else to attend. The representative's name should be typed in the "In Attendance" box. If a parent and another representative attend, choose "parent/step parent/guardian". This is the data used for statewide reporting of parental participation; therefore, the parent's participation is most important.

Participation Venue: The SC Department of Education requires that 80% of IGP conferences have a parent attend face-to-face. However, parental participation is critical even if a parent cannot attend the conference face-to-face. Therefore, the remaining 20% of conferences may utilize other venues of parental participation such as telephone, video conference, email, or other technology venues. If a parent attends face-to-face choose "in-person." Telephone and video conference are not considered "face-to-face" even if the parent attends real-time during the conference using one of these methods; however, these are acceptable venues for parental participation.

Step 2:

Academy: A drop down list will populate based on the curriculum created by your district curriculum manager. If you do not use Academies/Schools Of Study, choose "no academy." You must choose an academy, even if it is "no academy" in order for the cluster and major boxes to appear.

Cluster: Cluster choices are based on district curriculum

Major: This section populates with the majors associated with the cluster choice based on the district curriculum

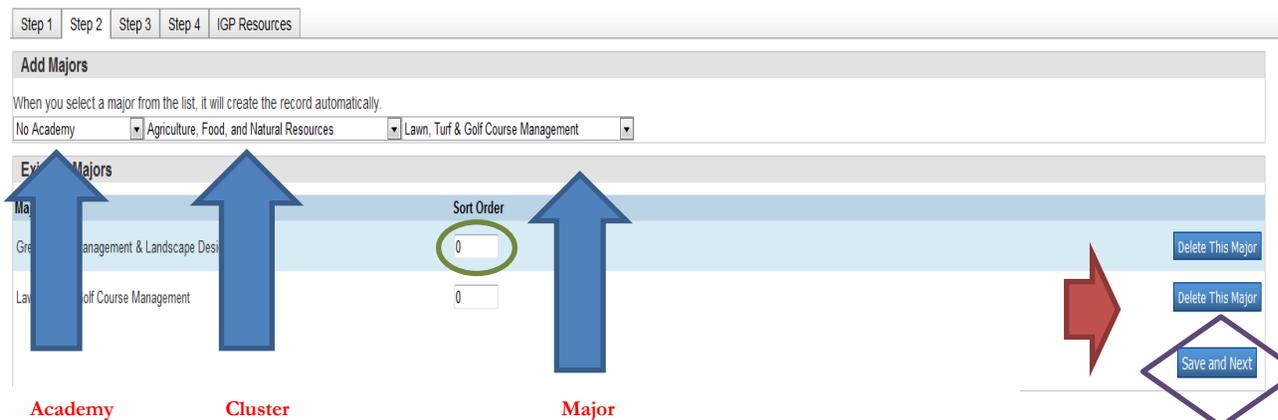
Major Sort Order: If a student chooses more than one major, you can enter the number that represents the order of importance

Delete This Major: Click "Delete This Major" to remove a major from an IGP 

To move to Step 3, click "Save and Next" 

Individual Graduation Plan

Canaday, John 12 62940 RHHS



The screenshot shows the 'Individual Graduation Plan' interface. At the top, there are navigation tabs for Step 1, Step 2, Step 3, Step 4, and IGP Resources. Below this is the 'Add Majors' section, which includes a dropdown menu for 'Academy' (set to 'No Academy'), a dropdown for 'Cluster' (set to 'Agriculture, Food, and Natural Resources'), and a dropdown for 'Major' (set to 'Lawn, Turf & Golf Course Management'). Below the dropdowns is a table with columns for 'Major', 'Sort Order', and 'Delete This Major'. The table contains two rows of data. The first row has 'Golf Course Management & Landscape Design' as the major and '0' as the sort order. The second row has 'Lawn, Turf & Golf Course Management' as the major and '0' as the sort order. Blue arrows point to the 'Academy', 'Cluster', and 'Major' dropdowns. A red arrow points to the 'Delete This Major' buttons. A purple diamond icon points to the 'Save and Next' button.

Step 3:

Step 3 must be completed by the professional school counselor (aka guidance counselor).

Grade levels are vertical on the left side and academic course areas are horizontal across the top.

To choose a course for the grid, click on the academic area. See the section below with the green oval.

Total credits are collected for each year and for the academic course area.

Troubleshooting:

If Senior IGP's are not showing any courses that is because the course catalog comes from the *Next School Indicator* on the *Scheduling Setup* screen and they have already been changed to the Graduated Student School. Change them back to the current school and the courses will show in the course catalog.

If course credits are not consistent with the transcript determine if the student took high school credit-bearing courses in middle school.

If courses are not showing that should be active, contact your district curriculum manager to ensure the course has been associated with a major, cluster, and academy.

When an academic area is clicked a list of courses will appear based on your curriculum mapping (see on chart below). Choose a course from the list and drag it to the appropriate place in the grid. You will see the following symbol  below which will allow you to drag the course to the appropriate place on the grid.

- **Courses for the student's major which are marked with an * are already on the planning grid and cannot be dragged onto the planning grid**
- **Courses in the Course Catalog which are marked with an * are already on the planning grid and they can be dragged onto the planning grid to take the course more than once**
- **Courses which have already been taken can be dragged within the grade level where the student earned credit for them**
- **Courses which are planned to be taken can be dragged to any grade level on the planning grid**
- **Courses can be removed from the planning grid by dragging them onto the Potential College Credits row**
- **The Course Catalog is the Course Catalog from the school which is set as the student's Next School on the Scheduling Preferences screen**
- **The number following the course name is the mark which a student has earned for the course if the student has completed the course**

Courses in italic have potential college credit

Click "Save and Next"  to go to Step 4.

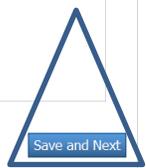
	English	Math	Science	Social Studies	Requirements / Electives	English Course Catalog	Total Credits Earned
Grade	301100CW ENGLISH 1 (R)	314100CW Alg Tech 1 (76) 314200CW ALGEBRA TECH II (74)	322600CW APPLIED BIOLOGY 1 (72)	336080CW MODERN GLOBAL STU (70)	344100CW PE I (91) 380100CW ART 1 (74) 560000CW INTRO FAMILY/CONSUL (88)	* 301100CW ENGLISH 1 301100CW ENGLISH 1 * 301200CW ENGLISH 2 301200CW ENGLISH 2 301280HW ENGLISH 2 HONORS * 301300CW ENGLISH 3 301300HW ENGLISH 3 HONORS 301400CW ENGLISH 4 301800HW ENGLISH 4 IB HL 301C000W ENGLISH 4 IB HL 303000EW ENGLISH 4 303001EW ENGLISH 4 303001VIEW ENG COM 4 * 303200CW CREATIVE WRITG 1 303200CW CREATIVE WRITG 2 304000CW SPEECH 305000CW JOURNALISM 1 305100CW JOURNALISM 2 305101CW JOURNALISM 2 305200HW Journalism 3 Honors 306400CW YEARBOOK 307010CW YEARBOOK OPT 307010CW ENGLISH 5 AP LIT 307100CW ENGLISH 4 AP 308941CW ENG ESSENTIALS	8
1 Grade	301200CW ENGLISH 2 (70) 303200CW CREATIVE WRITG 1 (88)	411200CW ALGEBRA 2 411200CW ALGEBRA 2	322700CW APPLIED BIOLOGY 2 (72) 322700CW APPLIED BIOLOGY 2 (72)	339904CW HIST WLD RELIG (80)	303200CW CREATIVE WRITG 1 (86) 380200CW ART 2 (90) 361100CW FRENCH 1 (72) 572000CW CULINARY ARTS 1 572001CW Cultrary Arts 1 HS (78) 572001CW Cultrary Arts 1 HS (78)		7
1 Grade	301300CW ENGLISH 3	314300CW MATH TECH 3/GEOM	322600CW CHEM TECH 1 328100CW ENV SCIENCE	332000CW AMER HIST/ACONST 339915CW SURVIV AMER HIST 339916CW SURVIV AMER HIST	08961100 ADVISOR 11 340200CH HEALTH 36030000CW ART 3-2-D DESIGN 360301CW ART 3 3D DESIGN 379640CH SUCCESS AFTER HS 379970CW LEARNING LAB 612200CW Digital Art & Design 3		
1 Grade							
Potential College Credits	301200CW ENGLISH 2 CA,TA 301100CW ENGLISH 1 CA,EA						
Total Credits Earned	3	2	2	2	6		15

Academic Areas 

- [English](#)
- [Math](#)
- [Science](#)
- [Social Studies](#)
- [Phys Ed](#)
- [Uncategorized](#)
- [Required](#)
- [Complementary](#)

*Courses for the student's major which are marked with an * are already on the planning grid and can not be dragged onto the planning grid

Courses for the student's major which are marked with an * are already on the planning grid and can not be dragged onto the planning grid
 Courses in the Course Catalog which are marked with an * are already on the planning grid and they can be dragged onto the planning grid to take the course more than once
 Courses which have already been taken can be dragged within the grade level where the student earned credit for them
 Courses which are planned to be taken can be dragged to any grade level on the planning grid
 Courses can be removed from the planning grid by dragging them onto the Uncategorized column or the Potential College Credits row
 The Course Catalog is the Course Catalog from the school which is set as the student's Next School on the Scheduling Preferences screen
 The number following the course name is the mark which a student has earned for the course if the student has completed the course
 Courses in italic have potential college credit

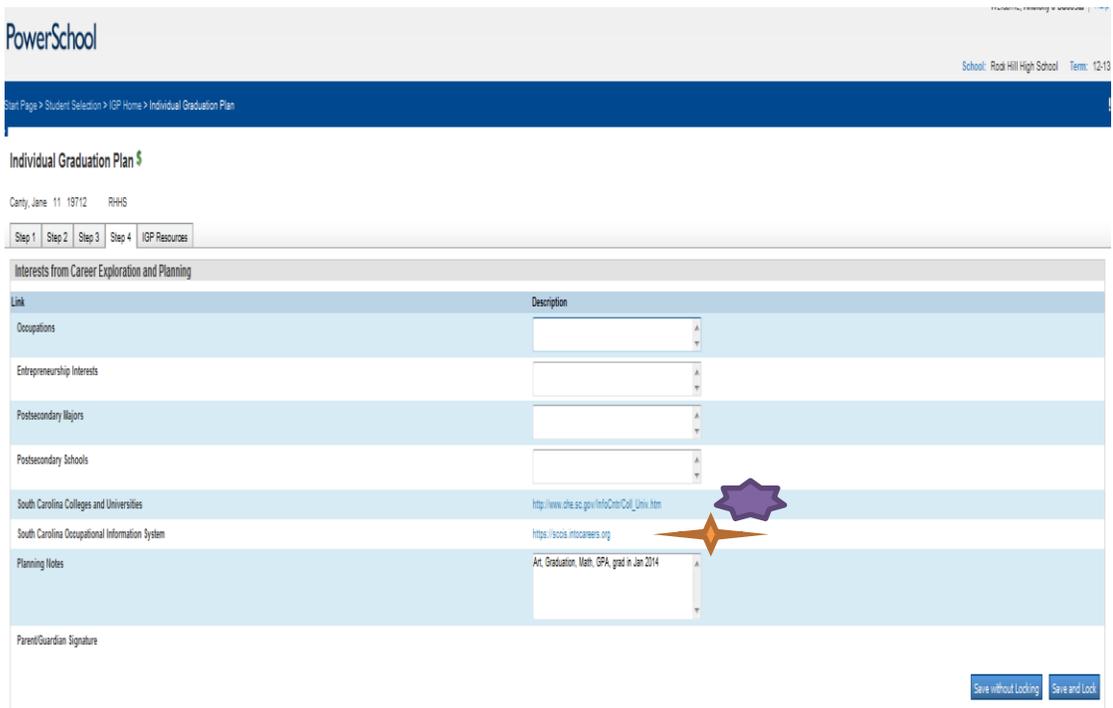


Step 4:

Boxes in Step 4 are “free text” and may be used to include information about the student’s occupational and/or entrepreneurial plans, postsecondary majors, and college choices. Counselors may also enter planning notes in Step 4. A universal link exists for the SC Commission on Higher Education for college searches and other related postsecondary information. 

Step 4 also contains the following features:

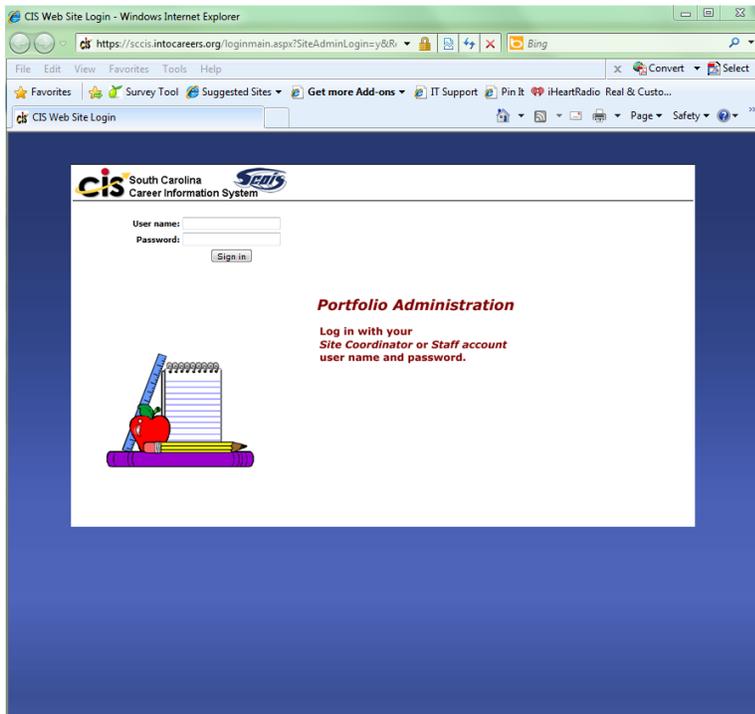
- a. SCOIS: A link to SCOIS,  when clicked, will direct the counselor to the administrative login page of SCOIS. From this page, counselors can log into their administrative database to find the student’s assessment results, using the student’s last name or graduation year or a defined group.**



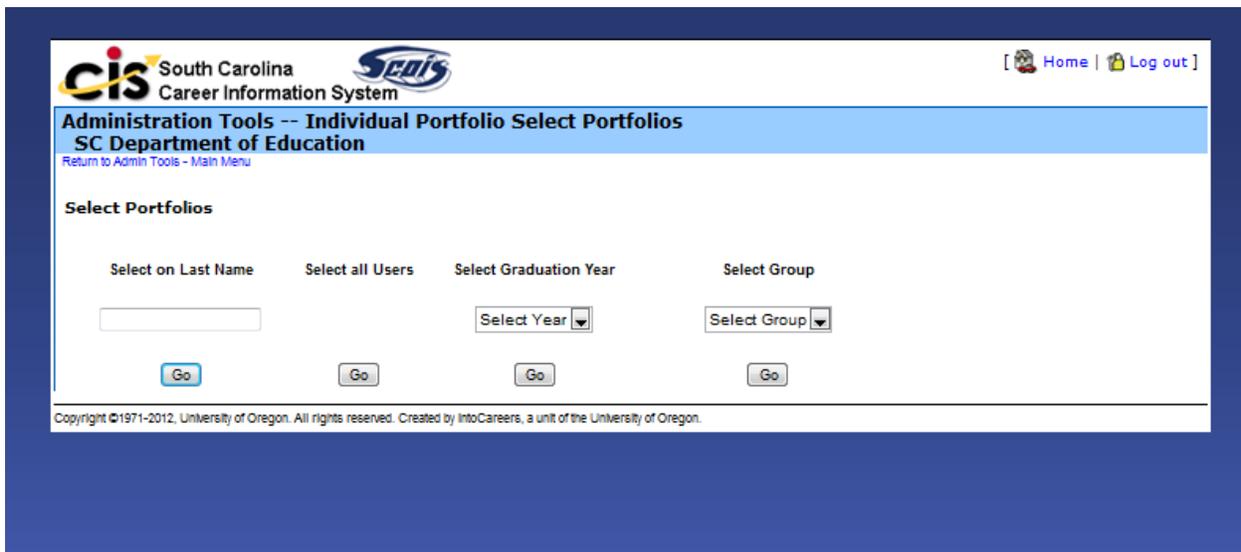
Link	Description
Occupations	<input type="text"/>
Entrepreneurship Interests	<input type="text"/>
Postsecondary Majors	<input type="text"/>
Postsecondary Schools	<input type="text"/>
South Carolina Colleges and Universities	http://www.sche.sc.gov/info/CareerCol_Units.htm
South Carolina Occupational Information System	https://scosis.mhccareers.org
Planning Notes	Art, Graduation, Math, OPA, grad in Jan 2014

1 2

Once you have clicked on the SCOIS link in the IGP Success Planner (see the  above), log in on the Portfolio Administration page (shown below) using your assigned administrative username and password.



Choose your student by last name, grade level or assigned group.



- b. Parent signature box:** After the conference has been completed and the IGP locked and made primary, counselors should print the IGP and ask parents to sign in the box indicated below. ✘ Copies of IGPs signed by parents/guardians should be filed in students' guidance folders. **NOTE:** In districts where parents/guardians have access to Parent Portal, parents may log in to Parent Portal and sign the locked IGP electronically by typing their names in the signature box. *To use the electronic signature, the IGP must be locked in order for the*

parent to see it in the Parent Portal . See section IV for more details about the electronic signature.

PowerSchool School: Rood Hill High School Term: 12-13

Start Page > Student Selection > IGP Home > Individual Graduation Plan

Individual Graduation Plan \$

Carly, Jane 11 19712 RHHS

Step 1 Step 2 Step 3 Step 4 IGP Resources

Interests from Career Exploration and Planning

Link	Description
Occupations	<input type="text"/>
Entrepreneurship Interests	<input type="text"/>
Postsecondary Majors	<input type="text"/>
Postsecondary Schools	<input type="text"/>
South Carolina Colleges and Universities	http://www.dhe.sc.gov/Info/Career/Col_Univ.htm
South Carolina Occupational Information System	https://scob.mtcareers.org
Planning Notes	Art, Graduation, Math, GPA, grad in Jan 2014
Parent/Guardian Signature	

[Save without Locking](#) [Save and Lock](#)

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D. IGP Resources Tab

The curriculum manager may add links in the IGP resources section that will allow counselors to click on frequently visited sites. The demonstration below shows links to Enrich Assess, Yahoo, the SC Department of Education, and Edmodo. If links are not listed in the IGP resources tab, contact your curriculum manager. A link will not appear if it has not been properly set up providing a name, URL, and description.

Step 1 Step 2 Step 3 Step 4 IGP Resources

IGP Resources (links will open in a new window)

	Link	Description
1.	Yahoo!	This is a link to Yahoo!
2.	SCDE	SCDE main page
3.	Enrich Assess	Academic assessments
4.	Edmodo	Communication Website; allows teachers to post homework assignments and other information.
5.	Test	Test
6.		
7.		
8.		
9.		
10.		
11.		
12.		

E. Printing an IGP

After clicking “save without locking” or “save and lock,” the screen automatically redirects to the main screen below. When the IGP title is clicked (see the red arrow), the IGP will open.

Start Page > Student Selection > IGP Home

IGP Home

Canaday, John 12 62940 RHHS

Unlocked IGP Records

Title of IGP	Created On	Modified On	Academic Year	Primary		
Clone of John Canaday IGP 2012-2013	10/11/2012 03:29 pm	10/11/2012 03:29 pm	2012	No	Clone this IGP	Delete
John Canaday IGP 2012-2013	10/11/2012 12:00 am	10/11/2012 12:00 am	2012	No	Clone this IGP	Delete this IGP
John Canaday IGP 2012-2013	10/11/2012 12:00 am	10/11/2012 12:00 am	2012	No	Clone this IGP	Delete this IGP
John Canaday IGP 2012-2013	10/11/2012 12:00 am	10/11/2012 12:00 am	2012	No	Clone this IGP	Delete this IGP
John Canaday IGP 2012-2013	10/11/2012 12:00 am	10/11/2012 12:00 am	2012	No	Clone this IGP	Delete this IGP

Create New IGP

Locked IGP Records

Title of IGP	Created On	Modified On	Academic Year	Primary
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This is the view once the IGP is opened.

Individual Graduation Plan (IGP) Worksheet

Rock Hill High School 803-981-1300

Student: John Canaday, Grade: 12, School: RHHS

IGP Title	IGP Description	IGP Credits	IGP Status
English	411000W ALGEBRA I (70)	3	Completed
Math	311000W PHYS SCIENCE (70)	3	Completed
Science	311000W CHEM TRICH 1	3	Completed
Social Studies	311000W ACCURAC SOCIAL STU (70)	3	Completed
Electives	344000W PE I (40), 344000W CONSC CHOICE CPE (40), 344000W COUNSELING (40), 344000W AMB. INSTA/COINT, 344000W LAW EDUCATION (40), 344000W BUSY AMB INST, 344000W ADP/BOOK ID, 344000W HEALTH, 344000W COUNSELING ENG/ENG/EE (40), 344000W SUCCESS AFTER HS	30	Completed
Total Credits Earned		39	

Parent/Guardian Signature: _____ Date: _____

IGP Worksheet reflects a plan that may be subject to change by the availability and timing of course offerings in each school.

You may also click on the IGP Success Viewer to see the same IGP view.

PowerSchool

Start Page > Student Selection > Bell Schedule View

Bell Schedule View

12 62940 RHHS

Monday 11/12/2012

Time	Class
09:00 AM	AMER GVTECON
10:00 AM	A114 08:30 AM - 10:05 AM ENGLISH 2
11:00 AM	A204 10:06 AM - 11:43 AM SUCCESS AFTER HS
12:00 PM	B112 11:44 AM - 02:00 PM
02:00 PM	STATISTICS
03:00 PM	D101 02:01 PM - 03:37 PM

IGP Success Viewer

F. Making an IGP Primary

When you click on an unlocked IGP and change the “no” to “yes” in the “Primary” section below (indicated by the green oval), the IGP that was originally primary (indicated by the  below will automatically change to “no.” The unlocked IGP that was originally “no” (indicated by the  below) will change to “yes.”

IGPs must be locked in order for parents to see them in the Parent Portal and/or to add the parent e-signature. Once the parent provides the e-signature in Parent Portal, the counselor should make the locked and e-signed IGP primary.

IGPs must be locked and made primary in order for data from the IGP to appear in school, district, and statewide reports.

IGP Home

Hall, Jane 10 53/02 RHHS

Unlocked IGP Records					
Title of IGP	Created On	Modified On	Academic Year	Primary	
Clone of Jane Hall IGP 2012-2013	10/11/2012 03:17 pm	10/11/2012 03:17 pm		No 	Clone this IGP Delete
Create New IGP					
Locked IGP Records					
Title of IGP	Created On	Modified On	Academic Year	Primary	
Jane Hall IGP 2012-2013	09/29/2012 12:00 am	09/29/2012 12:00 am		Yes 	Clone this IGP

IGP Links	
Link	Description
IGP Dashboard	Click here to visit the IGP Dashboard for Rock Hill High School.
IGP Major Report	Click here to visit the IGP Major Interest report for Rock Hill High School.
IGP Completion Report	Click here to visit the IGP Completion report for Rock Hill High School.
IGP Summary Report	Click here to visit the IGP Summary report for Rock Hill High School.
IGP Plan Code Report	Click here to visit the IGP Plan Code report for Rock Hill High School.
IGP Statistics	Click here to visit the IGP Statistics for Rock Hill High School.

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G. Deleting an unlocked IGP

To delete an unlocked IGP, click on “delete” indicated below with the red arrow.

GP Home

Hall, Jane 10 53/02 RHHS

Unlocked IGP Records					
Title of IGP	Created On	Modified On	Academic Year	Primary	
Clone of Jane Hall IGP 2012-2013	10/11/2012 03:17 pm	10/11/2012 03:17 pm		No	Clone this IGP Delete



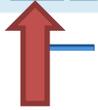
If you attempt to delete an IGP, a “confirm delete” button will appear.

GP Home

Hall, Jane 10 53102 RHHS

Unlocked IGP Records

Title of IGP	Created On	Modified On	Academic Year	Primary			
Clone of Jane Hall IGP 2012-2013	10/11/2012 03:17 pm	10/11/2012 03:17 pm		No	Clone this IGP	Confirm Delete	Cancel



Once “confirm delete” is clicked, the unlocked IGP will disappear.

Unlocked IGP Records

Title of IGP	Created On	Modified On	Academic Year	Primary	
[Empty Row]					Create New IGP

A locked IGP cannot be deleted.

IV. THE PARENT PORTAL

In districts where the Parent Portal has been activated, a parent will need a district assigned username and password to log into the Parent Portal. After logging into the Parent Portal, the parent should click on “IGP Success Viewer” (see red arrow below). Next, click on the title of the IGP (see the blue oval below).

Jane Rebekah

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- IGP Success Viewer**
- Curriculum Browser

IGP Success Viewer: Alt, Jane

This is a list of the individual graduation plans listed for Jane Alt.

Title of IGP	Created On	Modified On
Clone of Clone of Ashley 2012	10/02/2012 02:56 pm	10/02/2012 02:56 pm



At the bottom of the IGP, the parent will see the following boxes: Parent/Guardian/Representative Signature and Sign IGP. The parent should type his/her name into the signature box (★) and click “Sign IGP” (↑).

Parent/Guardian/Representative Signature

Date

Type your name and click here to accept and sign this graduation plan

Sign IGP



Meeting Conducted By:

Connie Grant

Once the parent signs the IGP in the Parent Portal, the e-signature will be visible in the IGP Viewer.

Modify Info

Other Information

Student Email

Parents

Photo

State/Province - SC

Transportation

Academics

Attendance

Enter Attendance

Cumulative Info

Graduation Plan Progress

Graduation Plan Selection

Graduation Progress

Historical Grades

Honor Roll

IGP Success Planner

IGP Success Viewer

IGP Cross District

Transmission

Standards

Teacher Comments

Term Grades

Test Scores

Truancies

Administration

District Specific

	11th Grade	EMPLOY ENGLISH III	JOB SKILLS MATH II	LIFE SKLS SCIE III	ADVISOR IB CAREER PREP III HR AES HOMEBOUND MATH STUD. IB SL 1	JOB SKILLS MATH II (98) PE I (90)	ADVISOR 11 ART 1 ART 2 BAND-MARCHING CULINARY ARTS 1 EMPLOY ENGLISH III ENTRO FAMILY/CONSU JOB SKLS MATH III
	12th Grade			CALCULUS AB AP			
	Potential College Credits						
	Total Credits Earned					15.5	15.5

Student Signature	Date	Lorenzo Testing 1...2...3.... Parent/Guardian/Representative Signature	Date
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Counselor Signature _____ Date _____

The IGP worksheet reflects a plan that may be subject to change by the availability and timing of course offerings in each school.

Printed: 10/29/2012 04:41 PM Revised: 10/02/2012 Meeting Conducted By: Connie Grant

IGP Data Input By: _____ In Attendance: Grant, Ashley, Ms. Alt Parent/Step Parent/Guardian Participation Venue: In-person

Not an official transcript

Individual Graduation Plan (IGP) Worksheet
Rock Hill High School 803-981-1300

Student	Alt, Jane	Plan Name	Clone of Clone of Ashley 2012	SUNS Number	3537130147	Current Grade	11	Academic Year	2012
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Interests from Career Exploration and Planning

- Occupations
- Entrepreneurship Interests
- Postsecondary Majors
- Postsecondary Schools
- Planning Notes

V. IGP CROSS DISTRICT TRANSMISSION

The Cross District Transmission (CDT) is found on the main page where the IGP Success Planner and IGP Success Viewer are found. The CDT should be used when a student leaves your school, and the IGP needs to be transferred to the receiving district in order for them to access the student's IGP.

1. Click on Cross District Transmission

Quick Lookup
Print A Report
Switch Student
List (207)

Information
Access Accounts
Addresses
Custom Screens
Demographics
Emergency/Medical
Family
Health
Modify Info
Other Information
Student Email
Parents
Photo
State/Province - SC
Transportation

Academics
Attendance
Enter Attendance
Cumulative Info
Graduation Plan Progress
Graduation Plan Selection
Graduation Progress
Historical Grades
Honor Roll
IGP Success Planner
IGP Cross District Transmission
Standards
Teacher Comments
Term Grades
Test Scores
Truancies

PowerSchool
Start Page > Student Selection > IGP Home

IGP Home

Unlocked IGP Records

Title of IGP
Ronald 2012

Locked IGP Records

Title of IGP

IGP Links

Link
IGP Dashboard
IGP Major Report
IGP Completion Report
IGP Summary Report
IGP Plan Code Report
IGP Statistics

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IGP Version 1.1.1

2. Choose the district where the IGP should be sent (see red oval); then click "submit" (see blue arrow).

Family
Health
Modify Info
Other Information
Student Email
Parents
Photo
State/Province - SC
Transportation

Academics
Attendance
Enter Attendance
Cumulative Info
Graduation Plan Progress
Graduation Plan Selection
Graduation Progress
Historical Grades
Honor Roll
IGP Success Planner
IGP Success Viewer
IGP Cross District Transmission
Standards
Teacher Comments
Term Grades
Test Scores
Truancies

Administration
District Specific
Fee Transactions

PowerSchool
Start Page > Student Selection > IGP Cross District Integration

Welcome, Anthony J. Dacosta | Help | Sign Out
School: Rock Hill High School | Term: 12-13 Semester 1

IGP Cross District Integration
Farnsworth, Jane 9 19320 RHHS

Send To

District

Submit

Please select a receiving district.

- Abbeville
- Adrian
- Allendale
- Anderson 1
- Anderson 2
- Anderson 3
- Anderson 4
- Anderson 5
- Anderson 80
- Bamberg 1
- Bamberg 2
- Barnwell 19
- Barnwell 29
- Barnwell 45
- Barnwell 80
- Beaufort
- Beaufort 80
- Berkley
- Calhoun
- Charleston
- Cherokee
- Chester
- Chesterfield
- Clarendon 1
- Clarendon 2
- Clarendon 3
- Clarendon 80
- Colleton
- Charlton

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IGP Version 1.1.1

Customized by the Pearson Custom Application Solutions team.

VI. FAQs:

Q. Do I have to use the electronic signature in the Parent Portal?

A. No. As in the past, you may print the IGP and allow parents to sign it before you file it. However, for parents to use the e-signature via Parent Portal, you must first lock the IGP. After you have locked the IGP, ask the parent to log into Parent Portal, click on IGP Success Viewer, go to the end of the document and sign in the box provided. Once the e-signature is complete in Parent Portal, the signature will be visible on the IGP Success Planner and IGP Success Viewer and the document can be made “primary.”

Q. Is this the final version of the IGP Success Planner?

A. No. There will also be a Version 2 with some necessary enhancements. However, updates are being made by Pearson on an as-needed basis to repair/correct functionality issues. Pearson has recently released Version 1.1.1 that should be uploaded by your technology coordinator.

Q. When using the Cross District Transfer to send an IGP to another district, which IGP is sent?

A. All of them. IGPs, when sent using the CDT, are housed on the Pearson cloud server until the SUNS# is entered by the receiving district's school. At the time the SUNS# is activated by another school, the IGP(s) on the cloud server are available for use by the new school. If an IGP is sent to a district and the student goes to another district, the former school must re-activate the student and send the IGP to the new district.

Q. How do we assign students to clusters and majors if we do not use Academies/Schools of Study?

A. The Curriculum Manager should create an academy titled “no academy” for the cluster. When building the IGP, the counselor would choose “no academy” from the drop down which would then populate the clusters, then majors, etc.

Q. We are not able to assign courses to majors. When you go into the curriculum manager function and click on majors and then assign courses, it will not allow you to assign courses. The search function does not yield any results whether you are seeking a course by title or course number.

R. Ensure that the courses have a credit type of “HS” associated with high school courses that should be active in the IGP system.

Q. Our system is taking forever to load courses in the system. Is there a problem at Pearson?

A. First, try launching the IGP Success Planner using Mozilla FireFox. Many of you may need to contact your district IT personnel to add FireFox to your desktop. Contact the Pearson Help Desk at CustomApplicationSolutions@Pearson.com. Please include Sherry Williams and/or Dr. Sabrina Moore in your email to Pearson. Our email addresses are srwillia@ed.sc.gov and smoore@ed.sc.gov

Q. The resources page is not working.

A. Ensure that the Curriculum Manager has provided the URL, Title, and Description in the appropriate fields.

Q. When will manuals and videos be posted to the web for district help?

A. Manuals for guidance personnel and curriculum managers, along with a recording of the IGP Success Planner Webinar, will be posted on December 6, 2012. Resources can be found on the Personal Pathways to Success Counselor Page found here:

<http://ed.sc.gov/agency/programs-services/174/Pathways/Counselors.cfm>