

### COPYING AN IPP DOCUMENT

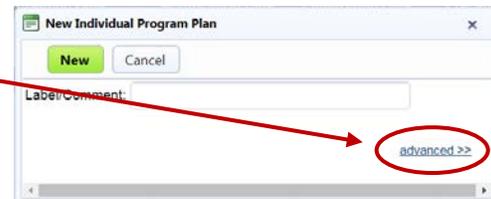
An IPP document can be copied at any point during the school year, and this feature can be helpful at the end of the current school year when preparing draft documents for the upcoming academic school year. Once a copy is made, the document can be edited.

#### Procedure:

1. Navigate to the student's document library in TIENET and select the **Individual Program Plan** document from the **Create New Document** dropdown.

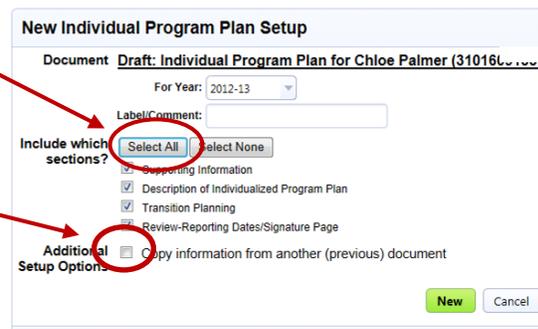
2. Click on the green Go button. 

3. Click on the 'advanced >>' link.



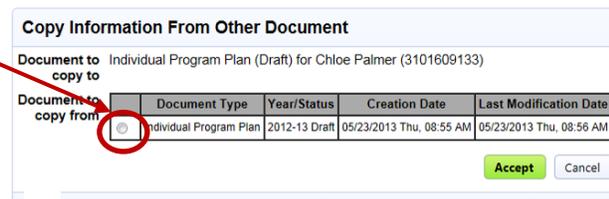
4. Select **all** the sections of the IPP.

5. Under **Additional Setup Options** check off "Copy information from another (previous) document".



6. Click the **New** button.

7. Choose the document you want to copy from and click **Accept**.  
(Note: Ensure that the document that you are copying from has the status set to Final).



8. Choose **Select All** and click **Accept**.

