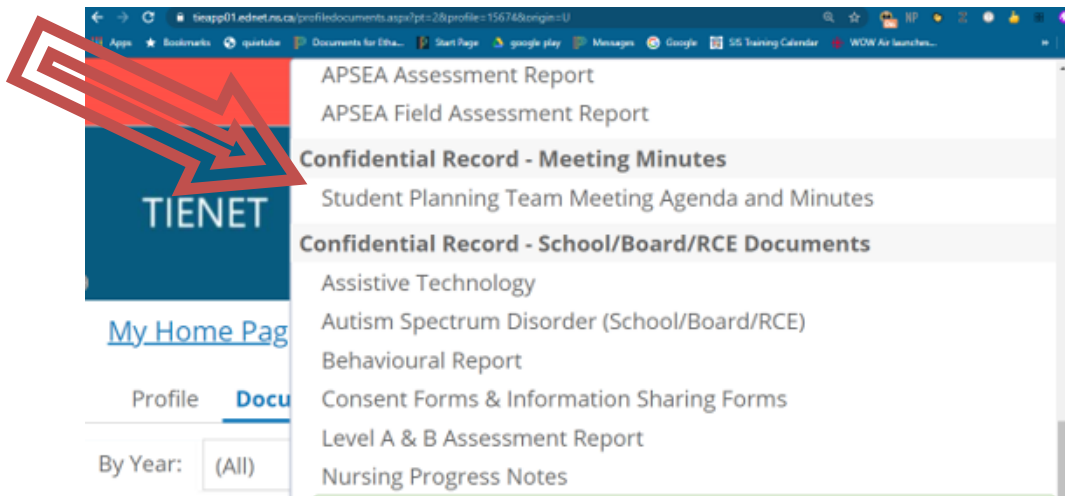
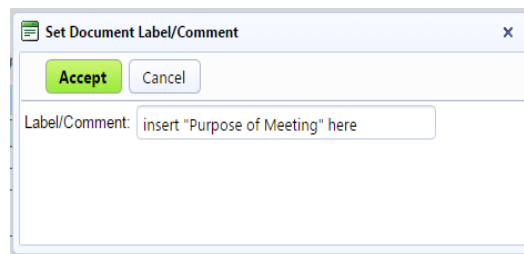




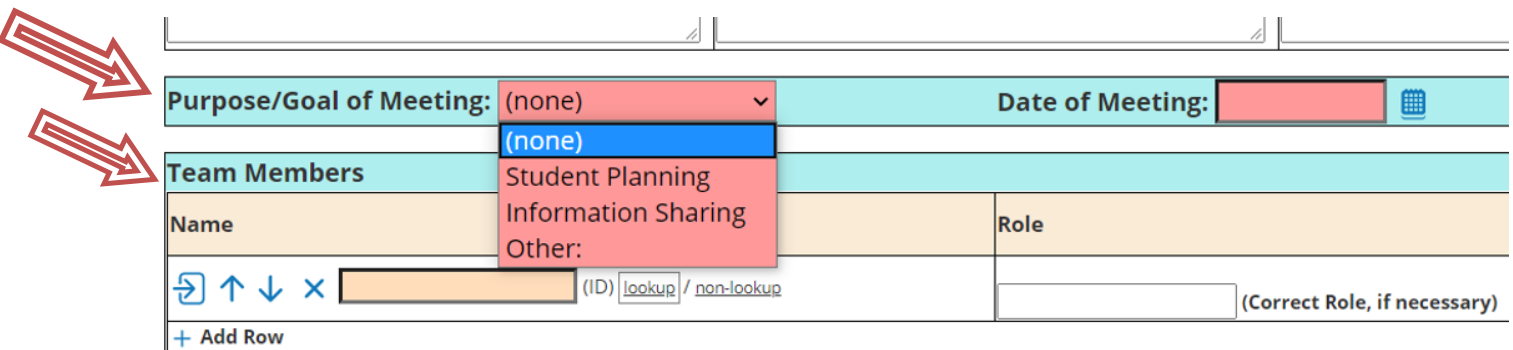
- Go to a student's Document Library
- From the drop-down menu choose **Student Planning Team Meeting Agenda and Minutes** and click **Go**.



- Enter a **Label/Comment** possibly indicating Purpose of Meeting and Click **Accept**.



The sections to be completed as required fields show in red. First select the **Purpose/Goal of Meeting** from the drop-down menu. **Other allo s ou to t pe in a te t o** The **Date of Meeting** is also required (MM/DD/YYYY). Date can be accessed and changed using the calendar icon.







The **Team Members** portion of the document requires you to indicate who the meeting participants are. All staff members, including those specialists attached to your school, will appear in the **"lookup"** menu. Once the **"lookup"** menu appears, simply click on the letter of the staff member's last name or type in their name in the text boxes. Those participants who are not attached to your school will be manually entered in the **"non-lookup"** text box along with their corresponding role/title.

Student Planning Team Meeting Agenda and Minutes

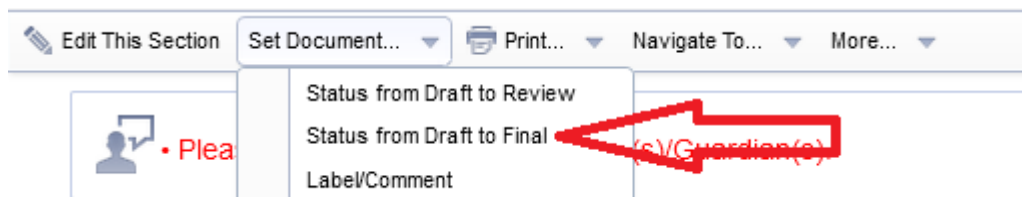
Quick Reference Guide

May, 2020

The next sections act as an agenda and minutes template to help guide the meeting. If applicable, fill in the **Discussion**, **Action Items** and **Follow-up/Review Required?** beside each agenda item. If the agenda item is not applicable, then **N/A** can be placed in the corresponding sections. Any items that need to be added to the agenda and minutes can be documented by using **Other** and additional rows can be added to **Other** by clicking on the “**Add Row**” button. Finally, the **Minutes Taken by:** field must be completed.

Agenda and Minutes			
Item	Discussion	Action(s)	Follow Up/Review Required?
Review purpose/goal of meeting, action items/follow-up from previous meetings, etc.	 a	 a	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N
Review student Strengths, Challenges, etc.			<input type="checkbox"/> Y <input checked="" type="checkbox"/> N

When the document is completed, select “**Save, Done Editing**” and set the document to **Final** so that it is secure and cannot be changed accidentally. To do this, click on the **Set Document** link at the top of the page and select **Status from Draft to Final**.



- Select **Final** in the drop down.
- Confirm this change by clicking **Accept**.

Set Document Status: Programming Document for Aurora Aalders (3101244659)

Change status from **Draft** to **Final**

Comments (optional)

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