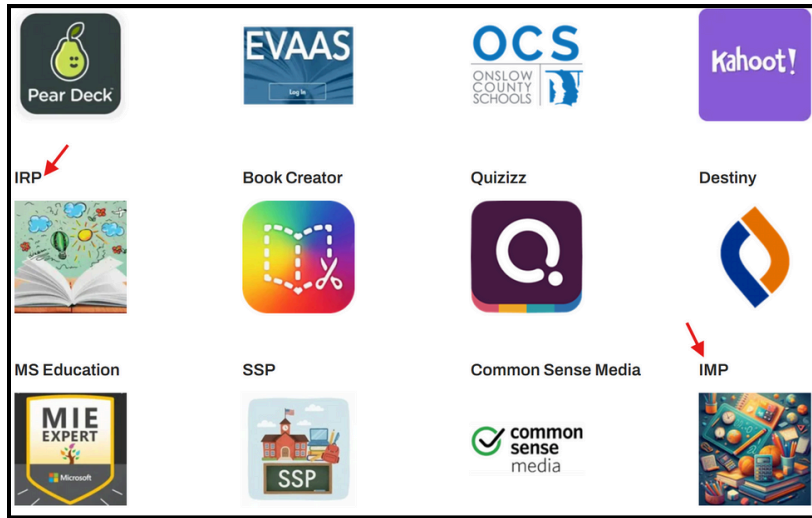


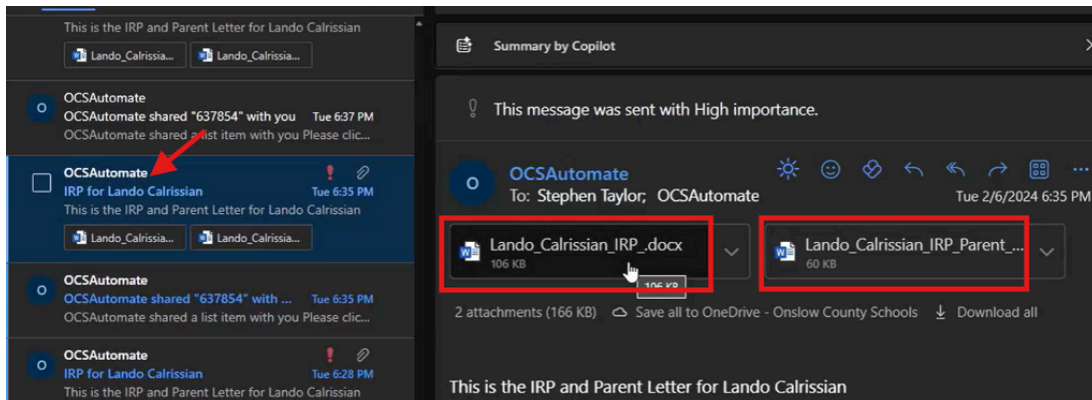
IRP and IMP Guide

Creating a New IRP or IMP

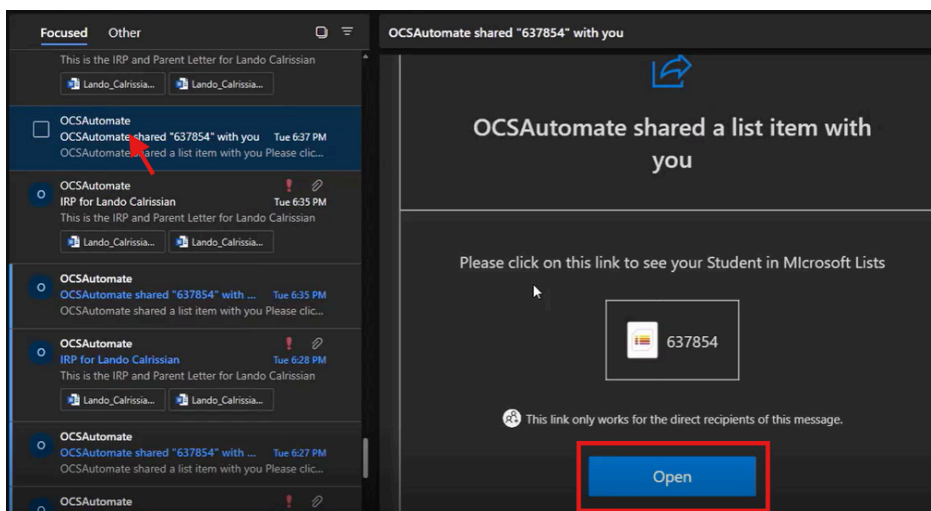
- Click on the IRP or IMP icon on the [OCS Teacher Tools](#) page to access the form,



- Once you have submitted the form, you will receive two emails. One with your IRP/IMP documents, including the IRP/IMP form and parent letter. You can download the documents and make any modifications necessary to print to send home.

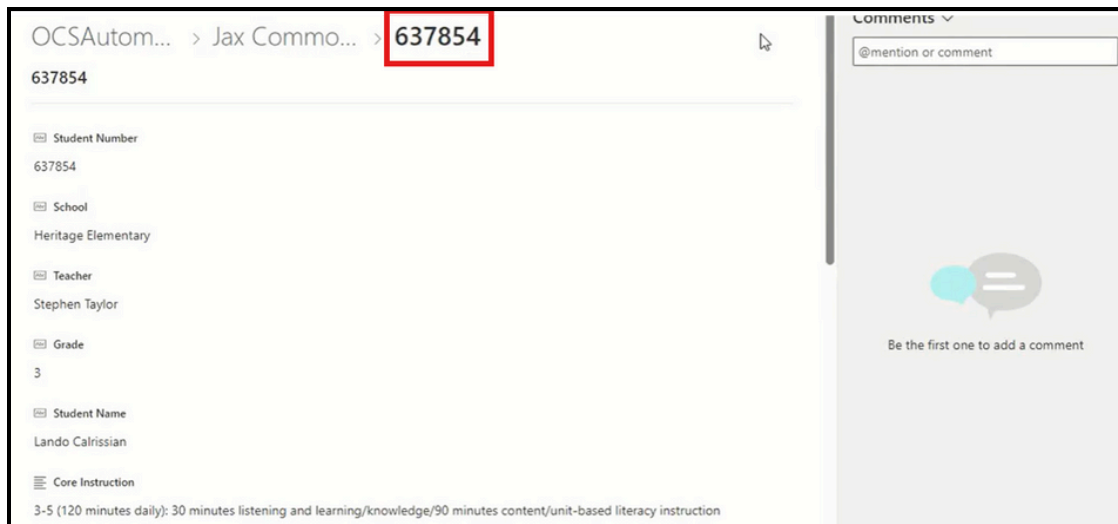


- The other email will be from OCS Automate that will provide a link to the student record in Microsoft Lists. Click open to go to the record.

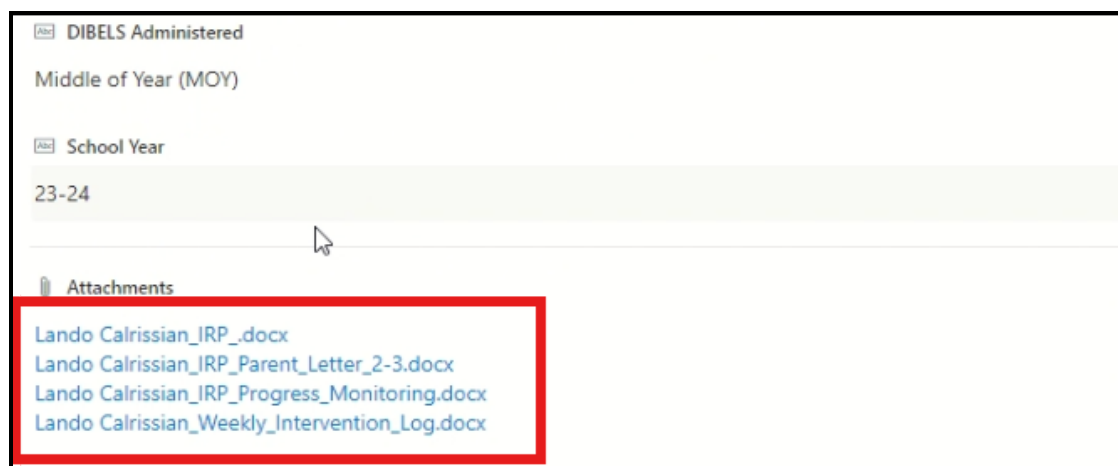


Accessing the Documentation

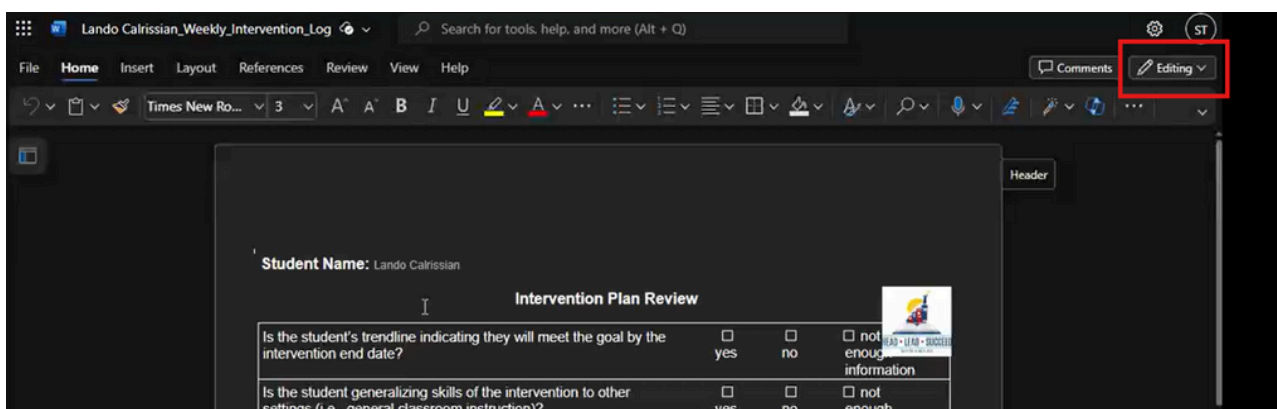
- Once you have clicked on your student entry in Microsoft Lists, it will take you to this screen. The student's UID number is the title of the item.



- If you Scroll down, you will actually be able to see the attachments that are now in your file. You will see the IRP/IMP document, parent letter, progress monitoring document and weekly intervention log.

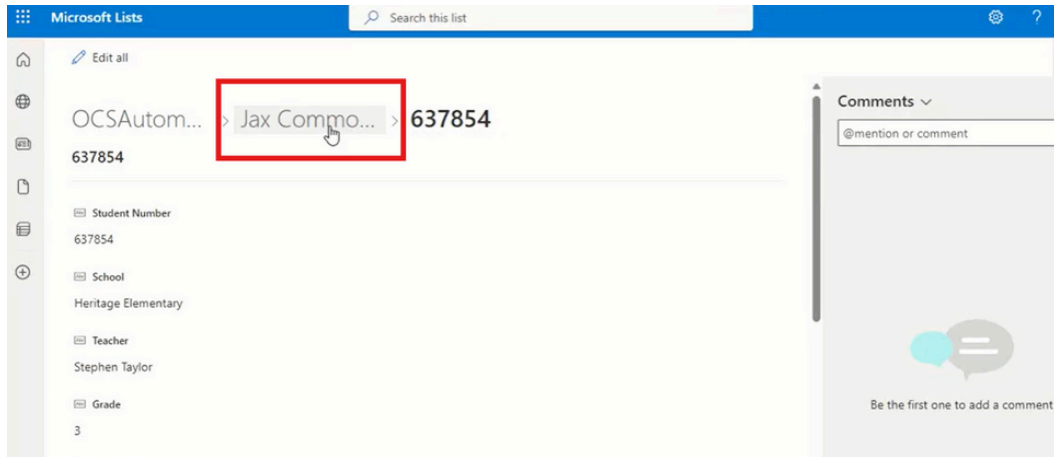


- With Microsoft Lists, all of this information is saved to the cloud associated with this item. You can edit the documents in the browser. Just keep in mind that if you want to utilize the checkboxes in the Intervention Log, you'll have to open the document in Word in the desktop app. To do this, click the Editing button, and choose Open in Desktop.

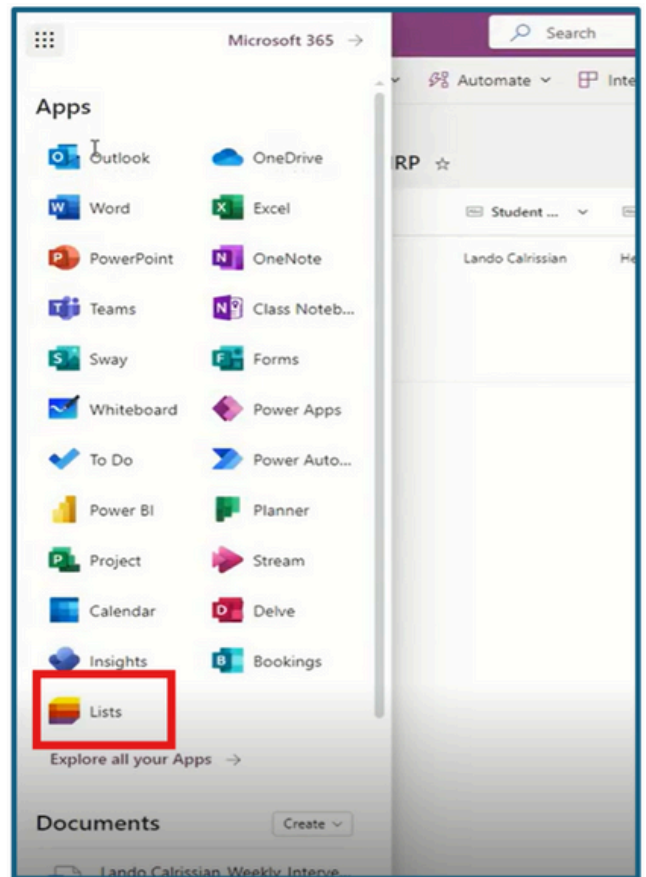
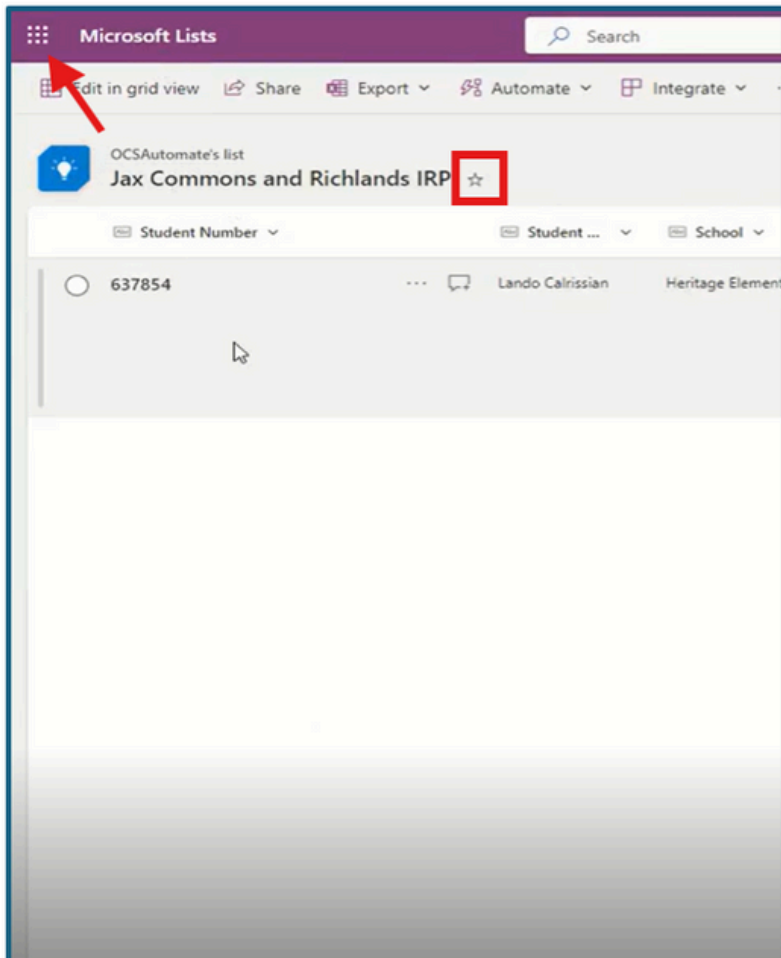


Accessing Microsoft Lists with all IRPs and IMPs

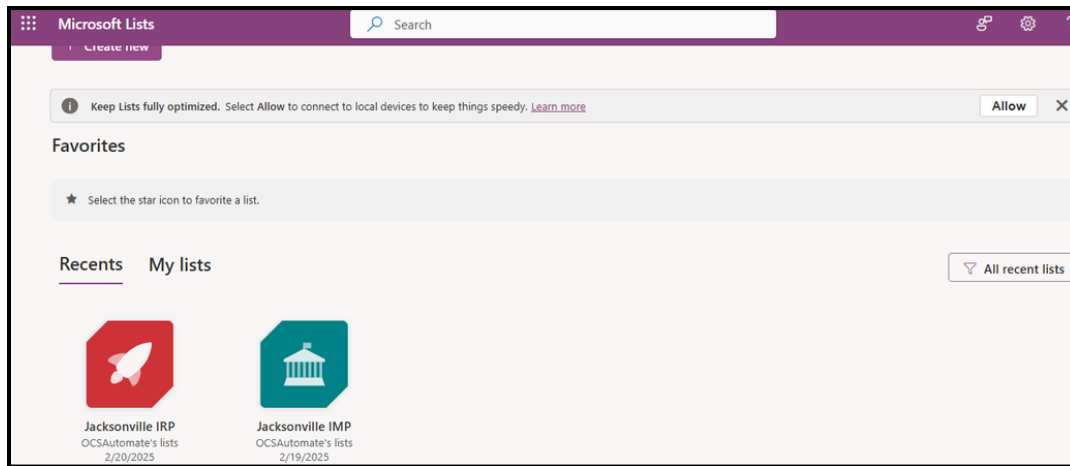
- You only have to do this one time to gain access, but it must be done for both IRP and IMP. Once you create one of each, go to the email from OCS Automate, click open, go to the breadcrumbs, and click on your district township.



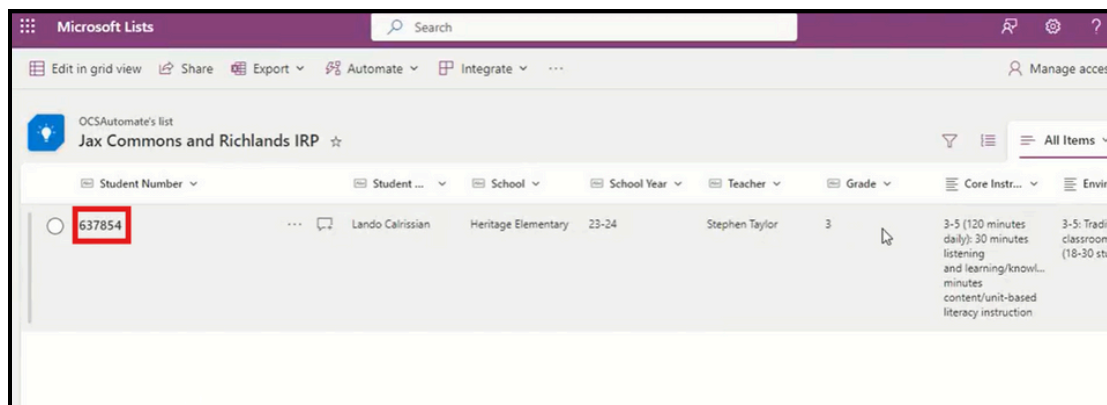
- Click the star to favorite the list. Then click on the Microsoft 365 waffle and select Lists. You may have to go to explore all apps at the bottom if you don't see it.



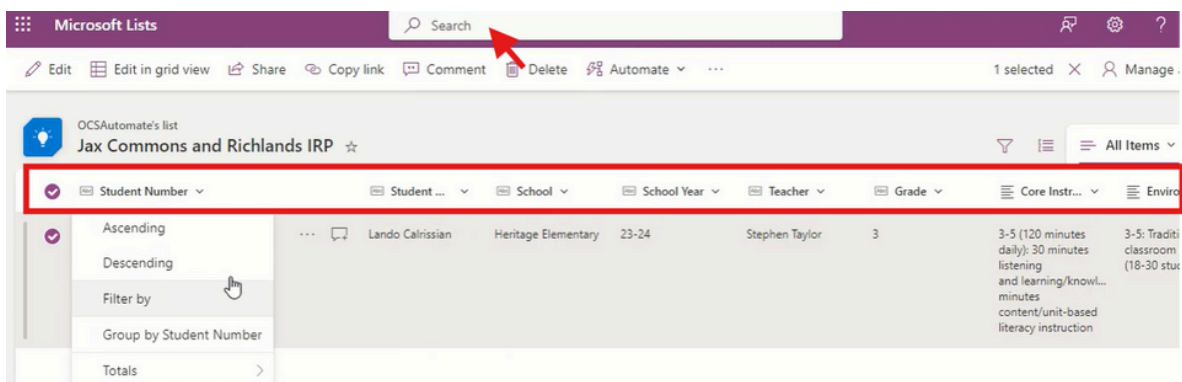
- Your lists should look like this, but with your district township, once you have accessed one for IRP and IMP.



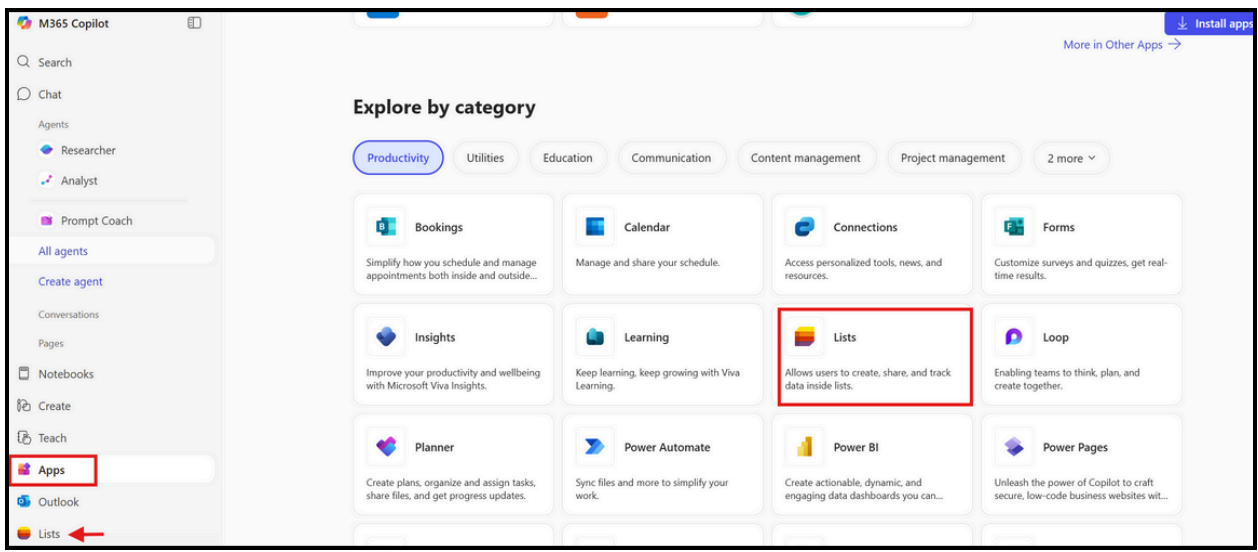
- Then, to view the student information in the list, you just have to click the student number and all of the information comes up like it did in the original email where you can edit and make changes as needed.



- You can also search your lists by typing in the student number in the search box or using the filters in the column headers.



- If you are trying to access your list from your Microsoft 365 account, click on Apps, go to Lists, click the three dots, click pin, and it will show up in your apps on the left for easy access.



- If you need more assistance, here are the videos that are also found on the website where the IRP and IMP forms are located.

[IRP and IMP Emails](#)

[IRP and IMP Microsoft List](#)