

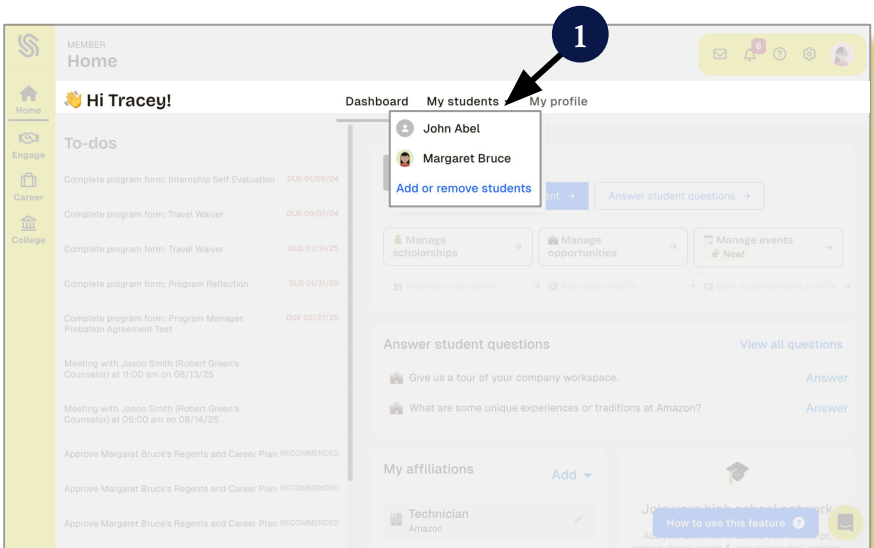
How to Review & Approve Student Personalized Plan

[guardian guide]

This step-by-step guide will walk guardians through the process of reviewing and approving their student's personalized plan. [Watch a video tutorial here!](#)

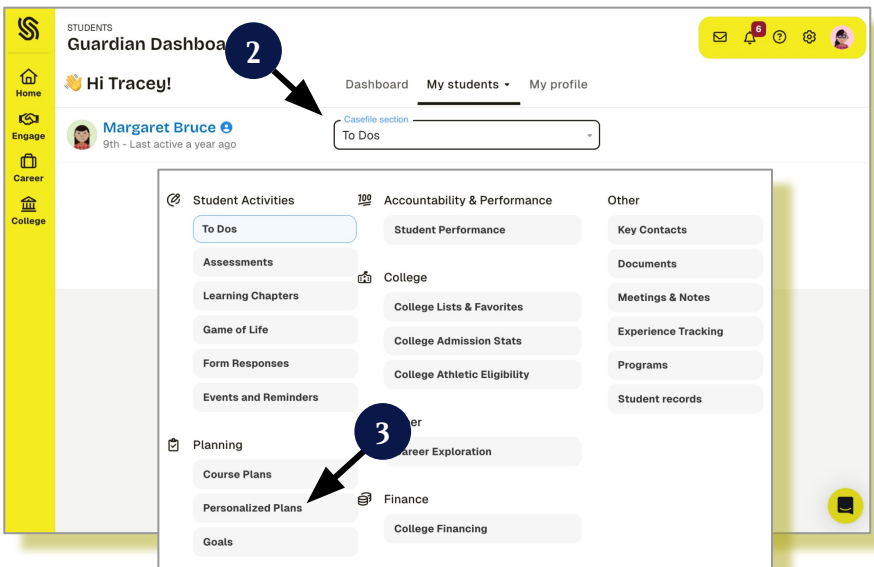
To get started, log into your SchoolLinks guardian account

1 Click on the My Students tab at the top of the guardian dashboard and select your student from the list



2 Click to expand the Casefile section drop down menu

3 Select Personalized Plans

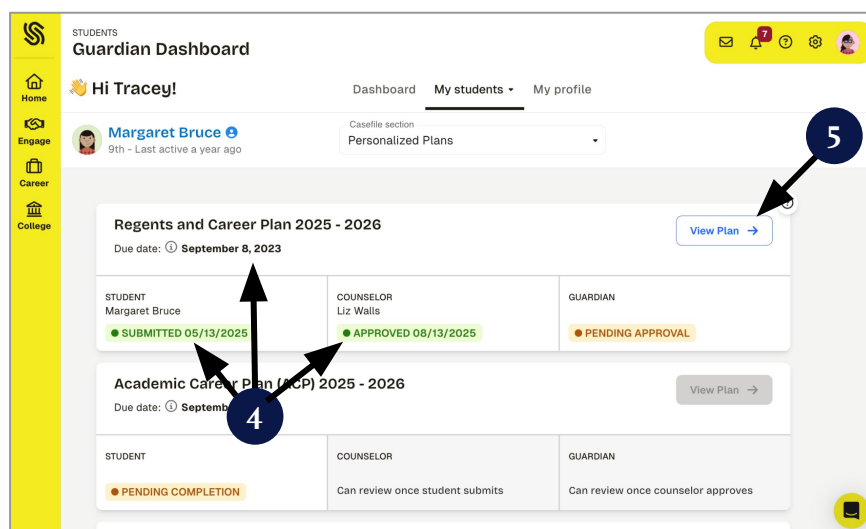




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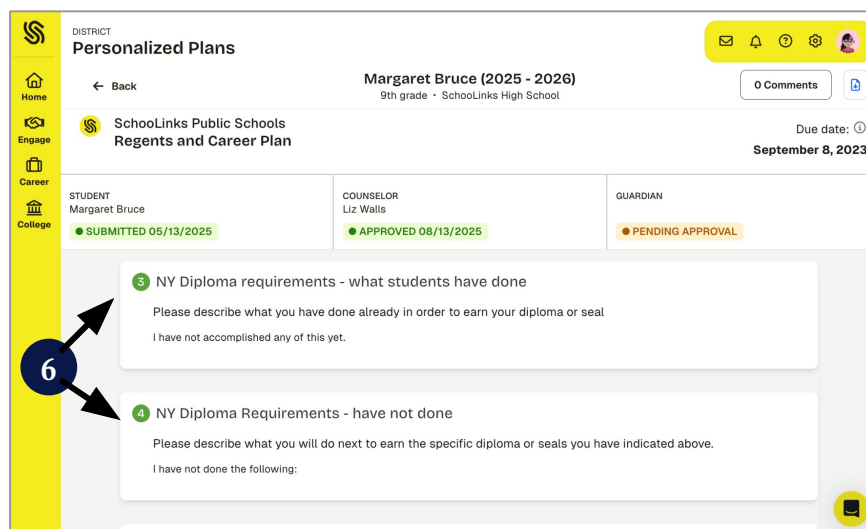
- 4 View the following:
- Student submission date
 - Guardian approval date
 - Counselor approval status

- 5 Click Review Plan to view plan details



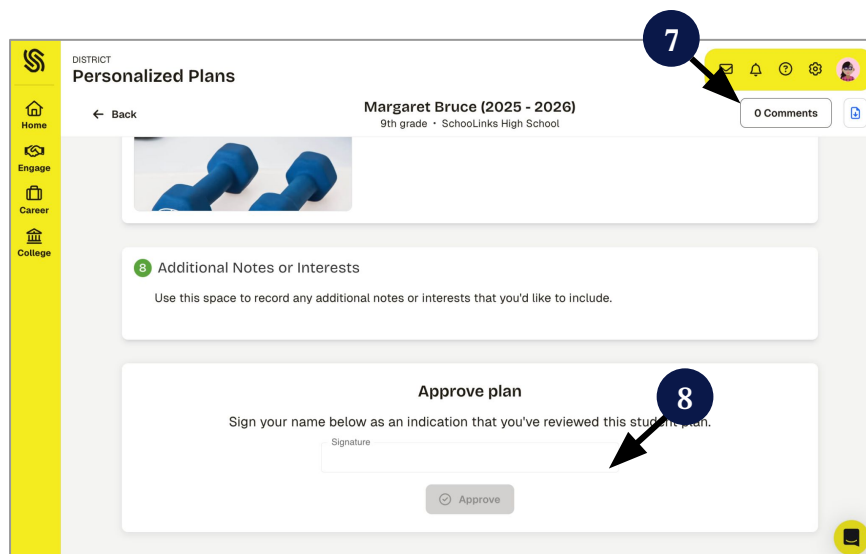
- 6 Scroll through to review each component of the plan

**Note: number of plan components and component types differ for each district*



- 7 Leave a comment if you wish to request a change to your student's personalized plan

**Note: comments are visible to both student and counselor*



- 8 Sign your name and select Approve to approve your student's plan