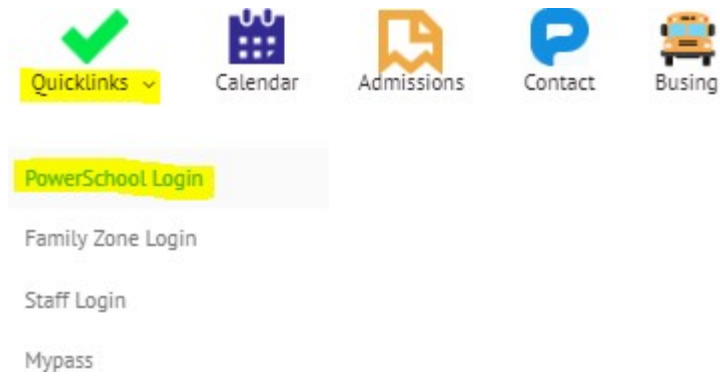
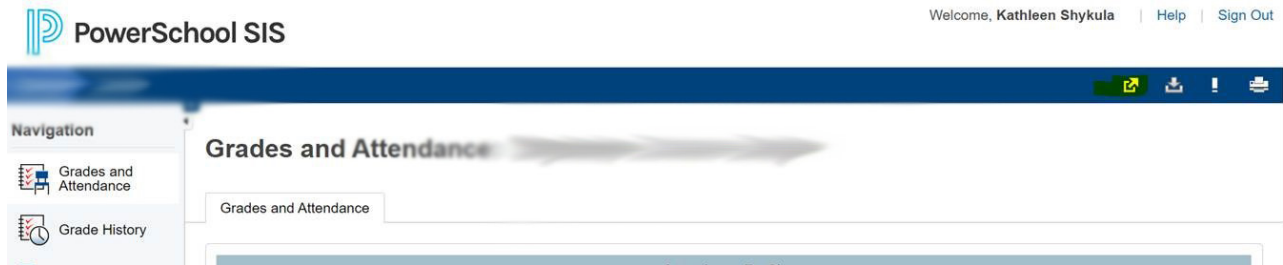


# How to Access and Digitally Acknowledge Student IPPs

1. Sign into the [PowerSchool Parent Portal](#). The portal can also be accessed by clicking on the **Quick Links** icon on the top of the Westmount website:



2. Click on the **applications** icon on right side of the top navigation bar.



3. Select **Special Education Home**.



- Click on **Instructional Support Plan**.

The screenshot shows the 'Special Programs' communication interface. At the top, there is a blue header with the 'Special Programs' logo and 'Communication' text. Below the header, the page title is 'My Home Page'. A 'Quick Access' panel is visible, containing three expandable sections: 'Documents (2020-21)', 'Documents (2019-20)', and 'Personal Options/Content'. The 'Instructional Support Plan' link is highlighted in yellow under the 2020-21 section. Below this, there is an 'Unread Messages (0)' section with the text 'There are no unread messages'.

- This will bring up the IPP, which you can read / print or acknowledge (digitally sign).

The screenshot displays the 'Instructional Support Plan' document page. The header includes the 'Special Programs' logo and 'Communication' text, along with a user profile icon labeled 'KS'. The breadcrumb trail shows 'My Home Page > Instructional Support Plan'. A dropdown menu for 'Section:' is set to 'Cover Sheet'. A 'Print...' button is visible. The main content area features the Westmount Charter School logo and contact information: Westmount Charter School, Westmount Charter School Society, 2215 Uxbridge Drive NW, Calgary, AB T2N4Y3, Telephone: 403-217-9427, and www.westmountcharter.com. Below this is a table with columns for 'WESTMOUNT CHARTER SCHOOL', 'Instructional Support Plan', and '2020-21'. A 'Student Information' section contains fields for 'Student Name', 'Grade', 'Alberta Education Learning Profile: Gifted and Talented', 'Alberta Education Number', and 'Student's Date of Birth'. An 'Additional Information' section is located at the bottom.

## To Acknowledge (Digitally Sign) the IPP

1. Click on **Cover Sheet** drop down and select **Acknowledgement** from the pulldown list.
2. Next, click on **Edit this Section** to digitally “sign”.
3. The editing window will appear, along with the **Save, Done Editing** and **Save, Continue Editing** buttons.
4. Click each check box statement listed under the current term. Select **Save, Done Editing**.
5. Your acknowledgement is now complete.

The screenshot shows the 'Special Programs' interface. At the top, there is a navigation bar with a question mark and 'KS' logo. Below it, the 'Editing Section: Acknowledgment\_' is displayed. A toolbar contains three buttons: 'Save, Done Editing' (highlighted in blue), 'Save, Continue Editing', and 'Cancel'. The main content area is titled 'ISP Acknowledgment' and is divided into 'Term 1' and 'Term 2'. Under 'Term 1', there are two statements, each with a checked checkbox and a highlighted name 'Jane Smith'. The first statement says '(parent/guardian name), have read this ISP.' and the second says '(parent/guardian name), support this ISP.'. Under 'Term 2', there are two unchecked checkboxes with empty name fields. At the bottom, there is another toolbar with 'Save, Done Editing' (highlighted in blue), 'Save, Continue Editing', and 'Cancel' buttons.

## To Print Your Signed IPP

1. Once you click the **Save, Done Editing** button, the **Print** button will re-appear. Click the **Print** button and from the dropdown, select **All Sections**. Choose your printer and your signed IPP will print.

The screenshot shows a breadcrumb trail: 'My Home Page > Self-Service Documents >'. Below this, there is a 'Section:' dropdown menu with 'Acknowledgment\_' selected. To the right of the dropdown are two buttons: 'Edit This Section' and 'Print...'. The 'Print...' button has a dropdown menu open, showing two options: 'This Section' and 'All Sections', both of which are highlighted in yellow. Below the buttons, the document content is visible, starting with 'ISP Acknowledgn' and 'Term 1'.

2. Log out of PowerSchool.

If you have any questions or concerns, please contact your child’s SOURCE teacher.