



How to View and Digitally Sign Your Child's IPP

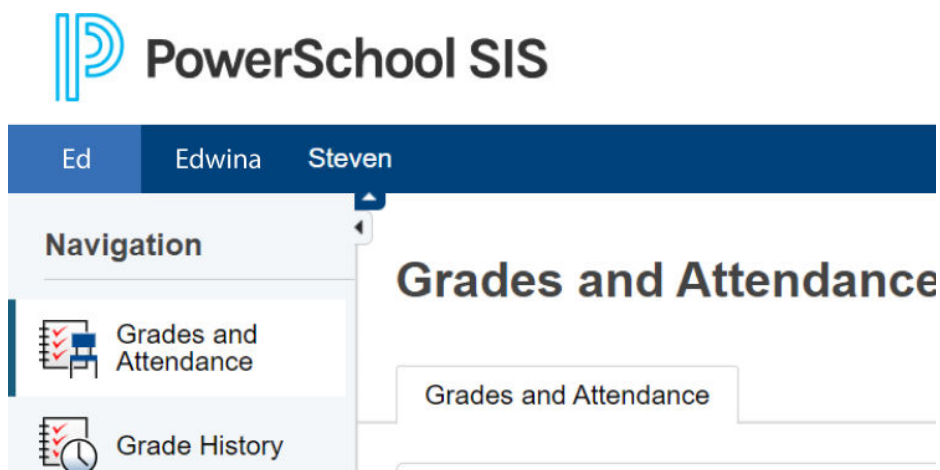
Dossier is Westmount's IPP System and is accessed through PowerSchool. All students at Westmount have an Individual Program Plan (IPP). This is a working document and remains visible to parents year-round. Families are asked to view their child's IPP at the end of October each year and digitally sign them in June.

- Mid-October, teachers connect with families of 2E students to collaborate on next steps and strategies
- End of October, all families are asked to **review** their child's IPP in PowerSchool and contact their child's SOURCE teacher if they have questions about the IPP content.
- In June of each year, families are asked to **digitally sign** their child's IPP in PowerSchool

Parents will log into their parent PowerSchool account to access their child's IPP

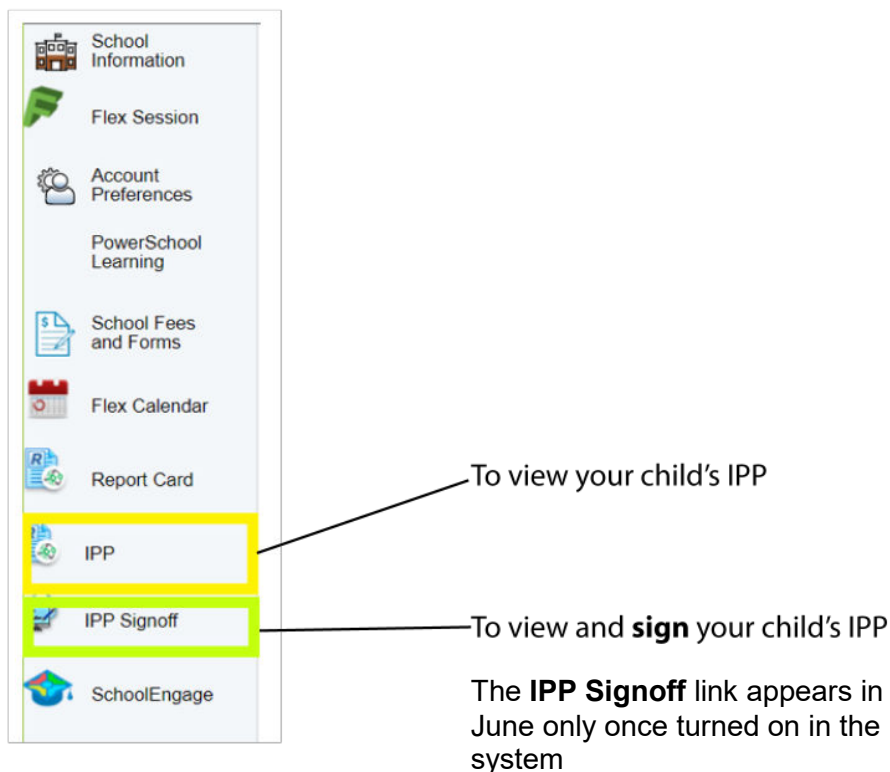
To Login to PowerSchool

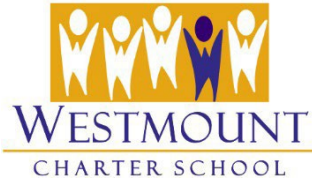
1. Log into [PowerSchool](#) using your *parent* PowerSchool account. **You cannot view and sign your child's IPP if logged in through your student's PowerSchool account.**
2. If you have more than one student currently attending Westmount, click on one of your students from the top left corner of the PowerSchool window. Otherwise, skip to [To View or View & Digitally Sign Your Child's IPP](#).



To View or View & Digitally Sign Your Child's IPP

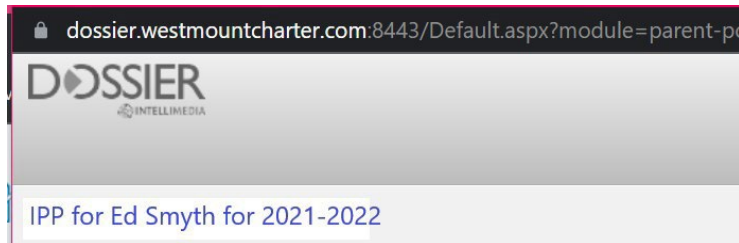
1. Scroll down the left-side PowerSchool menu.
 - Prior to June of each year, you will find an **IPP** menu option only. Click on this link to review your child's IPP.
 - In June of each year, an **IPP Signoff** menu option will become available in the menu. Click on this link to review and digitally sign your child's IPP.
2. Proceed to the next section to learn how to view or digitally sign your child's IPP.





To View Your Child's IPP

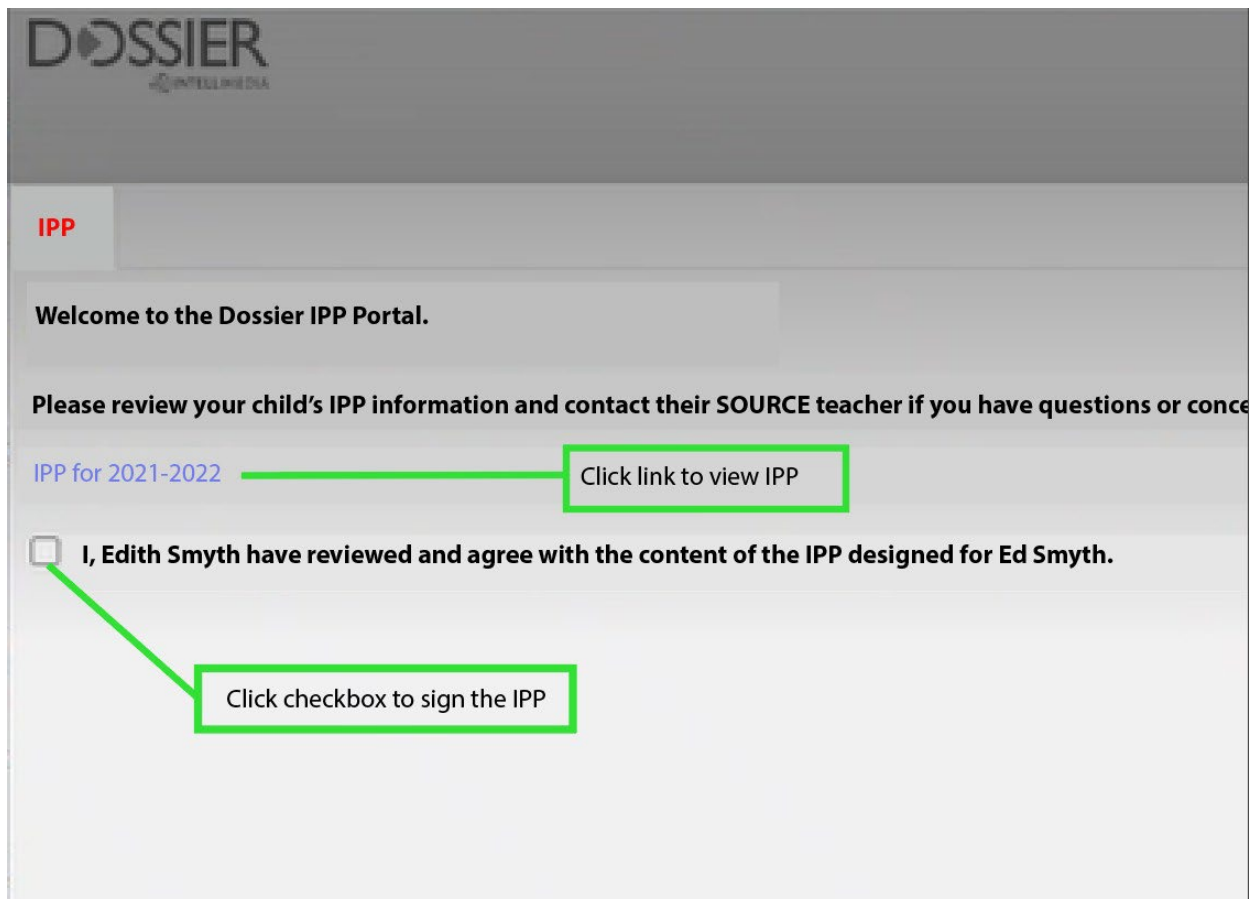
1. Click on **IPP** from the left-side menu. A page will open and you will see a link to your child's IPP.
2. Click on the link and you will be prompted to download your child's IPP. Select a location to save the IPP.



3. Open and review the IPP. If you have more than one student attending Westmount, return to the main PowerSchool screen, select your other student, click on IPP from the left side menu and repeat the process.

To View and Digitally Sign Your Student's IPP

1. In June, parents are advised to review/sign their student IPP's. Log into PowerSchool with your parent account and select one of your students from the top navigation bar or click on **IPP Signoff** from the **left-side menu**.
2. The IPP **for the selected student** will appear as a link. Click on the link to download and view.
3. Once you have reviewed the IPP, return to this window and click the checkbox to digitally sign the IPP.



The signoff process is now complete and you can view your child's IPP's at any time after this by logging into PowerSchool and clicking on **IPP** from the left side menu.