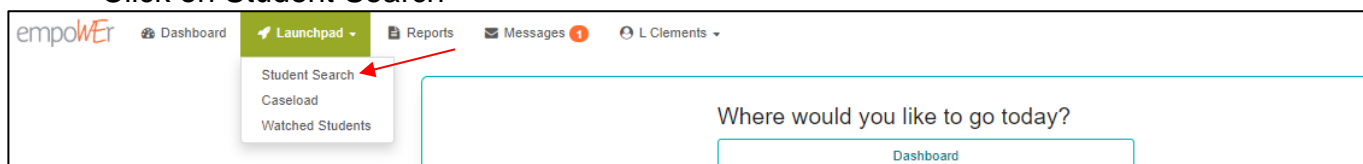


Adding a Program to a Student

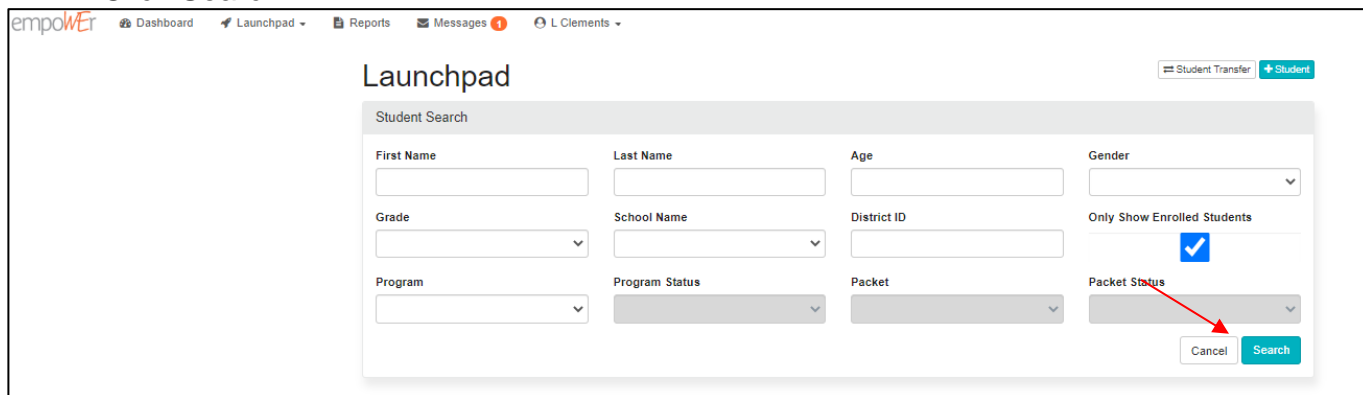
Programs such as MTSS/RTI, EC-IEP, IEP, 504, ELL, etc can be added to a student to begin district process.

To add a program:

- Locate the top toolbar of empowEr
- Click on Launchpad
- Click on Student Search



- Choose the appropriate search criteria (if desired)
- Click Search



This screenshot shows the 'Launchpad' page with the 'Student Search' form. The form includes fields for First Name, Last Name, Age, Gender, Grade, School Name, District ID, Program, Program Status, Packet, and Packet Status. A red arrow points to the 'Search' button at the bottom right of the form.

- Locate the appropriate student
- Locate the Program(s) column.
 - If the program is already listed that means it has already been added to the student and you can simply click the program link
- To add a new program click the + icon at the end of the student row

Launchpad

Student Search

First Name: Last Name: Age: Gender:

Grade: School Name: District ID: Only Show Enrolled Students: ☒

Program: Program Status: Packet: Packet Status:

Full Name	Student ID	Attending School	Grade	Gender	Age	Program(s)	
Armstrong, Steven Watch	11111	TX Middle School	05	Male	9	IEP View	Add
Baudelaire, Violet Unwatch	22222	TX High School	08	Female	15	504 View IEP View	Add
Branscum, Meadow Watch	33333	TX High School	07	Female	13	IEP View	Add

The New Plan page will appear where a program and starter packet must be chosen.

- Choose the Program you wish to add
- Choose the appropriate starter packet
 - Starter packets are events that will begin the program process. If you do not see the packet you are expecting to see reference the state Packet Guide or contact empowEr support for additional details.
- Click Create Plan
- Click Cancel to return to the Launchpad without creating the plan

While the plan is being created, the user will receive a message stating “the packet is being processed”:

Plan was successfully created.

Packet: Referral [More Details](#) [Back](#)

Student: Bruce Wayne ID# No ID

[Forms](#) [Notes](#) [Program Log](#) [Custom Plan Attributes](#) [Outcomes](#)

Loading...

Loading packet data...

When processing is complete, the packet will open. The first form in the packet appears with all other forms in the packet located to the right side of the screen in the "Forms List".