



Search for articles...

All Collections > Course Planner and Personalized Plans > Personalized Plans >

Guardian: How to View, Request Changes, and Approve a Personalized Plan (PGP, IGP, ICAP, etc.)

Guardian: How to View, Request Changes, and Approve a Personalized Plan (PGP, IGP, ICAP, etc.)



Written by Jenny

Updated over 2 years ago

Table of contents



In this article, we will explain:

1. How you will view your student's Personalized Plan
2. How you can request changes on your student's Personalized Plan
3. How to approve your student's Personalized Plan
4. How to print your student's Personalized Plan

1. How to View your Student's Personalized Plan

From your guardian account, click the **Choose a different section** drop down, then select **Personalized Plans**.

The screenshot shows the Guardian Dashboard for Sarah Duffy, an 8th-grade student at SchoolLinks High School. A dropdown menu is open, showing various navigation options. A red arrow points to the 'Personalized Plans' option in the 'Planning' section.

Student Activities	Accountability & Performance	Other
To Dos	Student Performance	Key Contacts
Assessments	College	Documents
Learning Chapters	College Lists & Favorites	Experience Hour Tracking
Game of Life	College Admission Stats	
Surveys	Career	
Events and Reminders	Career Exploration	
Planning	Certifications	
Course Plans	Finance	
Personalized Plans	College Financing	
Goals		

Click **View Plan** for the current school year plan. You can also view an older plan with the **Review Plan** button.

The screenshot shows the Guardian Dashboard for Sarah Duffy. Two personalized plans are listed:

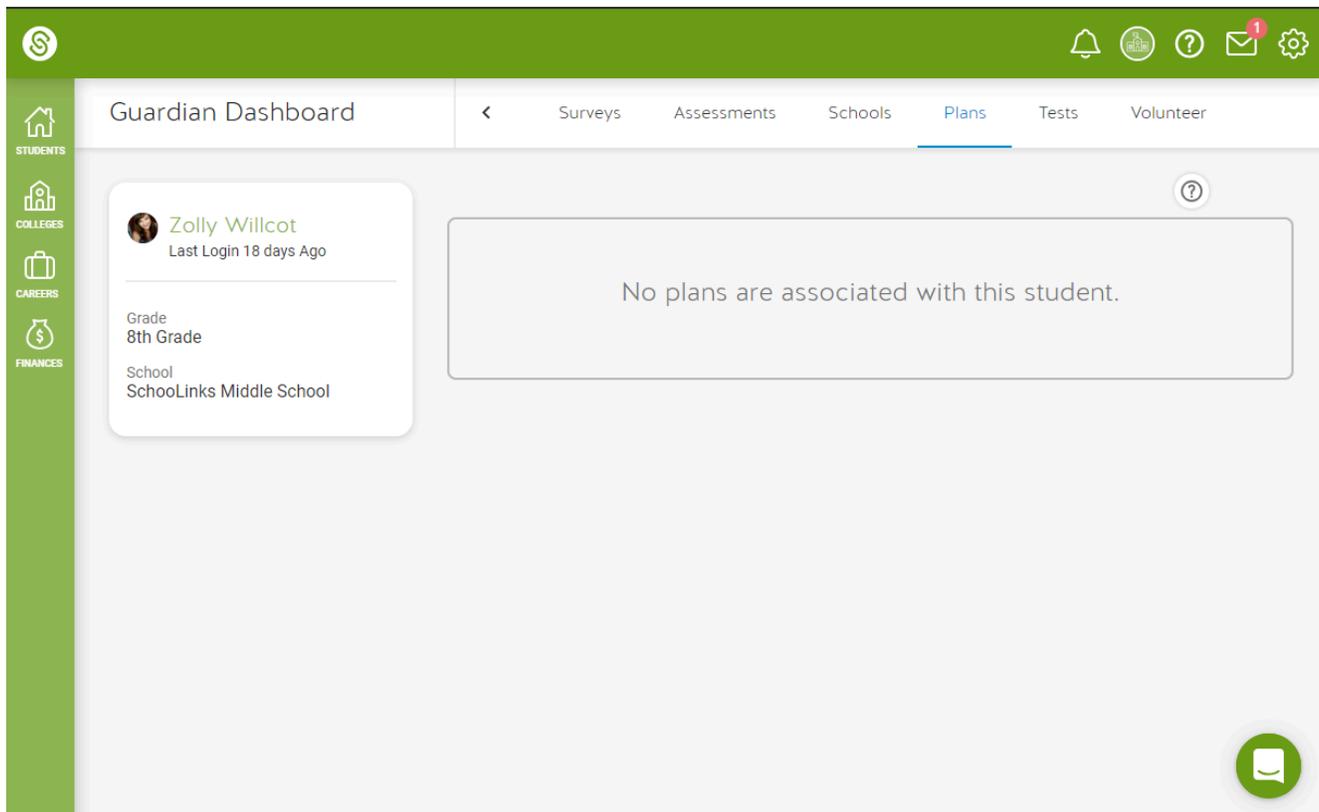
Plan Name	Completion Deadline	Student Status	Counselor Status	Guardian Status	Action
Personal Graduation Plan 2020 - 2021	April 17, 2022	SUBMITTED 04/12/2021	PENDING APPROVAL	PENDING APPROVAL	Review Plan →
MyCAP 2021 - 2022	December 12, 2021	SUBMITTED 04/12/2021	MISSED APPROVAL DEADLINE	MISSED APPROVAL DEADLINE	View Plan →

You will be able to view a plan summary, [download/print a PDF report](#), use plan options to view requirements, use plan options to view alternate courses, and click on requirements to view course pickers.

Your student can create their 4 Year Plan and make edits from their end before it has been submitted.

What if my Child's Personalized Plan has no Information?

If your student's Personalized Plan has no information on it you see a screen that looks like this:



This means your student has not started their Personalized Plan yet. Encourage them to start their plan and submit it so you can review it with them!

2. How to Request Changes to your Student's Personalized Plan

Guardians are not able to add/remove courses in the plan summary, add/remove courses in the course picker, add/remove alternate courses, or reset plans.

However, there are many ways to request changes for your student's personalized plan:

1. Leave a comment directly on the plan (this will be visible to both the counselor and the student)

Tip: This is the best way to request changes, since everything for your child's personalized plan is on the same page as the comment

2. Utilize the SchoolLinks [Message Center](#) to message your child's counselor
3. Email your child's counselor
4. Call your child's counselor

The screenshot displays the 'Personalized Plans' interface for Sarah Duffy (2020 - 2021), an 8th grader at SchoolLinks High School. The page title is 'Personalized Plans' with a 'Join Your Alumni/Professional Network' button. A navigation sidebar on the left includes links for STUDENTS, COLLEGES, CAREERS, and FINANCES. The main content area shows a yellow banner with instructions: 'Review the plan below and approve it at the bottom of the page. To request changes before approving, [add a comment](#) and we'll notify the student.' A 'COMMENT' button with a notification badge is highlighted by a red arrow. Below the banner, the plan is titled 'SchoolLinks Public Schools Personal Graduation Plan' with a 'Completion deadline April 17th, 2022'. A status table shows: STUDENT Sarah Duffy (SUBMITTED 04/12/2021), COUNSELOR (PENDING APPROVAL), and GUARDIAN (PENDING APPROVAL). The plan content includes '1 Career Interest Inventory' with a Personality Profile (ISFJ) and Personality Traits (Quiet, Friendly, Responsible, Conscientious, Loyal, Considerate, Kind, Stable, Practical), and '2 Goals' (Post Secondary Plans). A green chat icon is visible in the bottom right corner.

Note: Personalized Plans must be approved by guardians by a certain date set by your district, make sure you know the date plans have to be approved at your district!

3. How to Approve your Student's Personalized Plan

After reviewing the plan, at the bottom of the page type your name to electronically sign the plan

Then click the **Approve** button to approve your child's personalized plan

Note: Once guardians approve personalized plans, plans can NOT be changed.

If the approval deadline for your student's district has passed then you will not be able to sign the plan. If unable to sign, you could consider stating your approval by leaving a comment on the plan (the comment button is shown in the screenshot of this article's change request section).

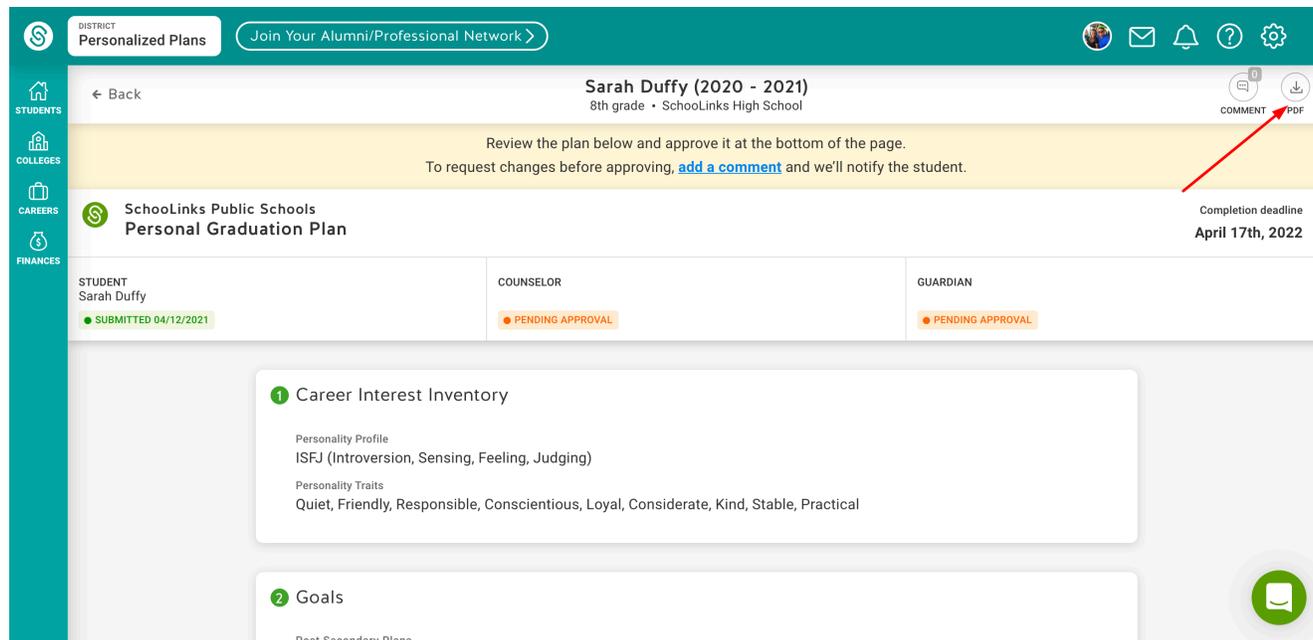
Note: Commenting with your approval is not the same as officially signing the plan and should only be done if you are unable to sign. You should always choose to sign the plan if you approve of it and are able to sign.

4. How to Print your Student's Personalized Plan

Navigate to the the **View Plan** page to review your child's Personalized Plan.

Click **PDF** to print the Personalized Plan.

*Note: You can also download a PDF of the plan summary by logging in and navigating to **Course Plan** tab. From here you can select **Download PDF**.*



Did this answer your question?

