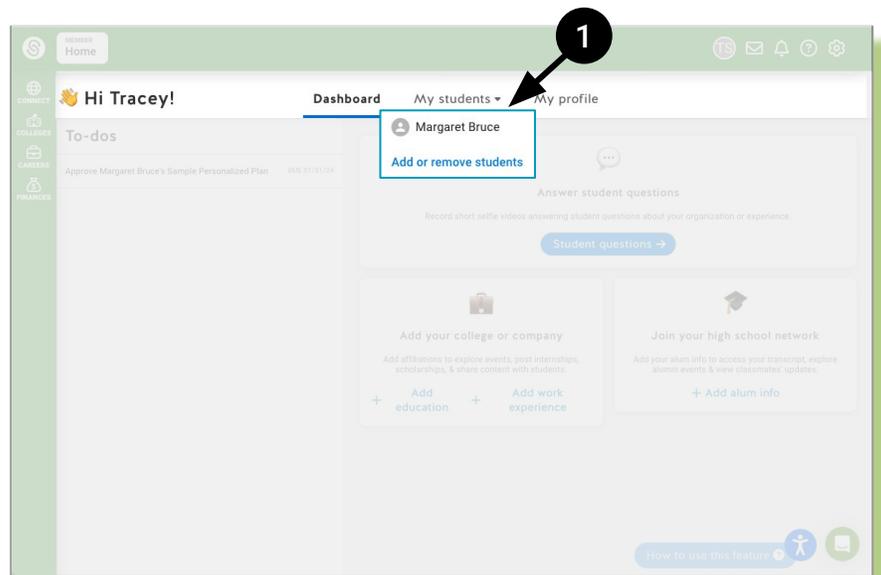


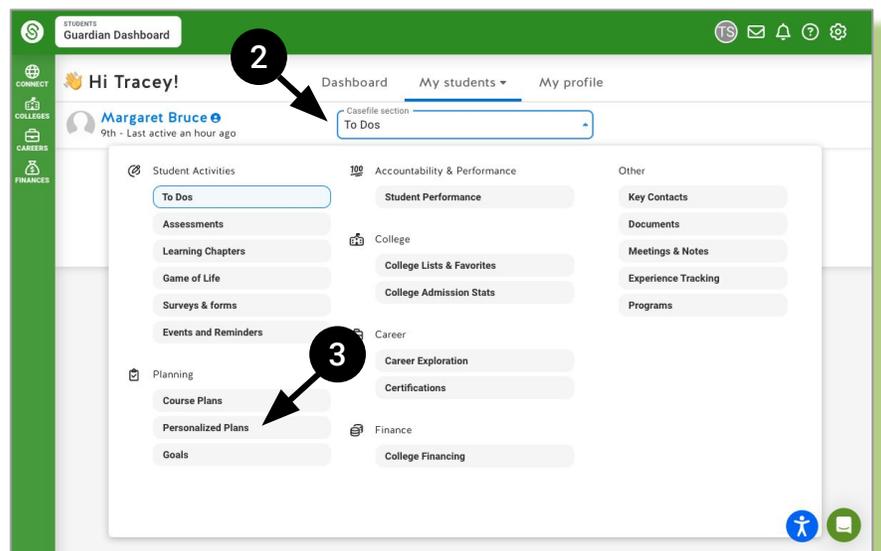
How to Review & Approve Student Personalized Plan [guardian guide]

Parents/Guardians, It is a state of Texas requirement for students to complete a Personalized Graduation Plan (PGP) with their Counselor. It must be signed by the student, parent, and counselor. Please follow these instructions to log in, review, and sign the PGP. Contact your student's counselor with any questions. **To get started, log into your SchoolLinks guardian account.** Visit: <http://app.schoollinks.com/login/member>.

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

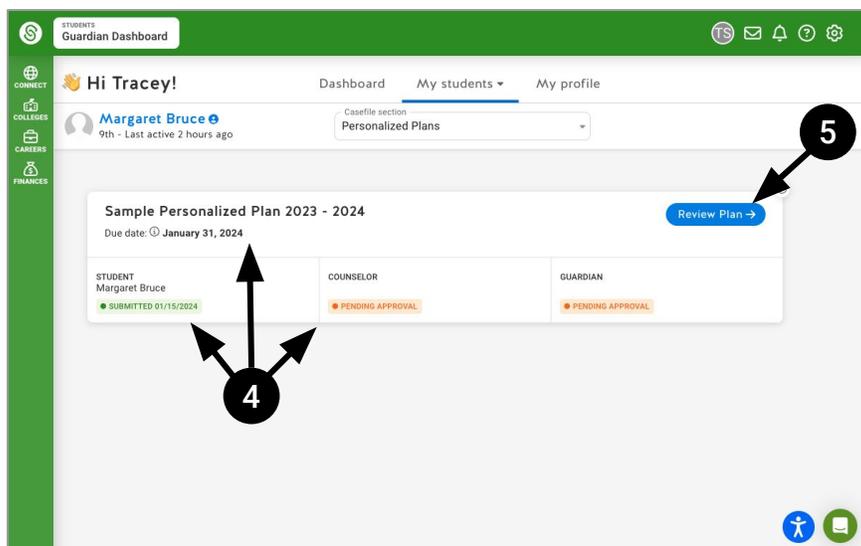


- 2 Click to expand the Casefile section drop down menu
- 3 Select Personalized Plans



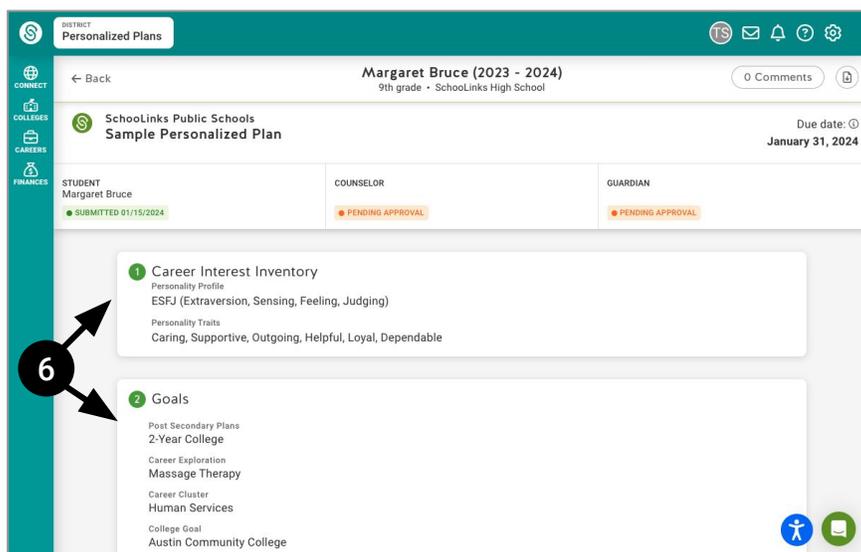
- 4 View the following:
- Student submission date
 - Guardian approval date
 - Counselor approval status

- 5 Click Review Plan to view plan details



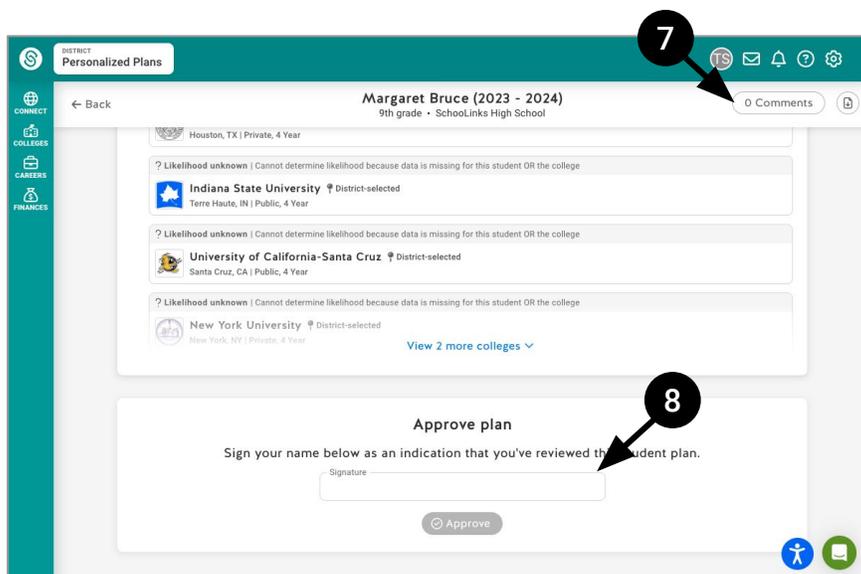
- 6 Scroll through to review each component of the plan

**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