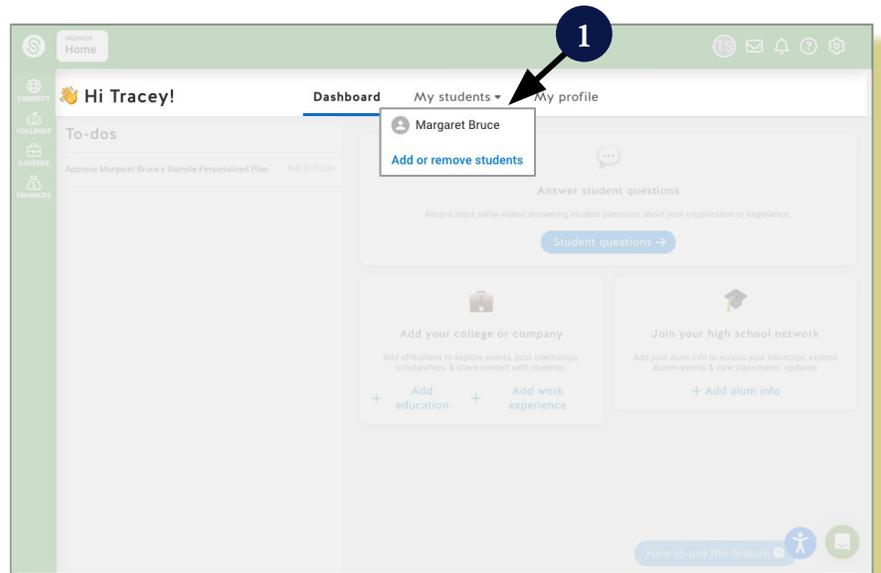# How to Review Student Course Plan [guardian guide]
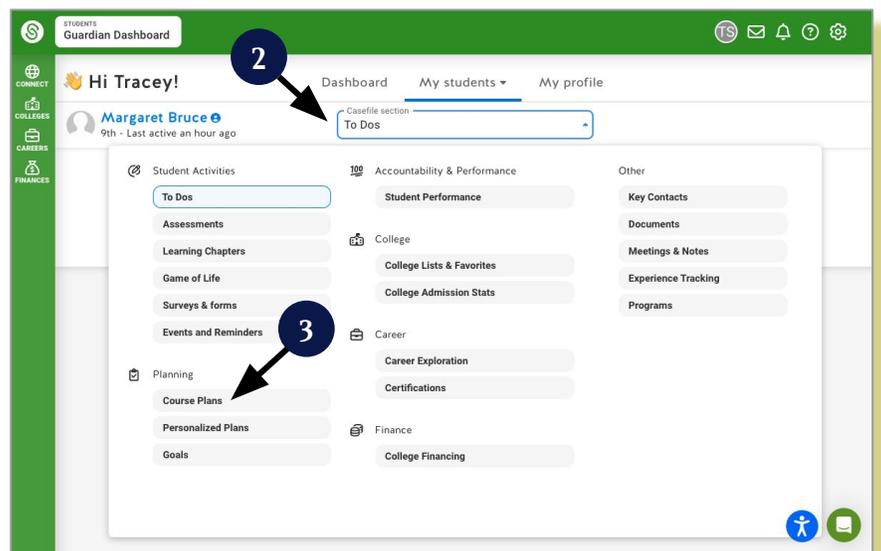
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This step-by-step guide will walk guardians through the process of reviewing and commenting on their student's course plan.

To get started, log into your SchooLinks guardian account

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 Course Plans

4 Click View Plan in the Current plan section

Note: all previous year plans can be viewed from under the Previous plans section

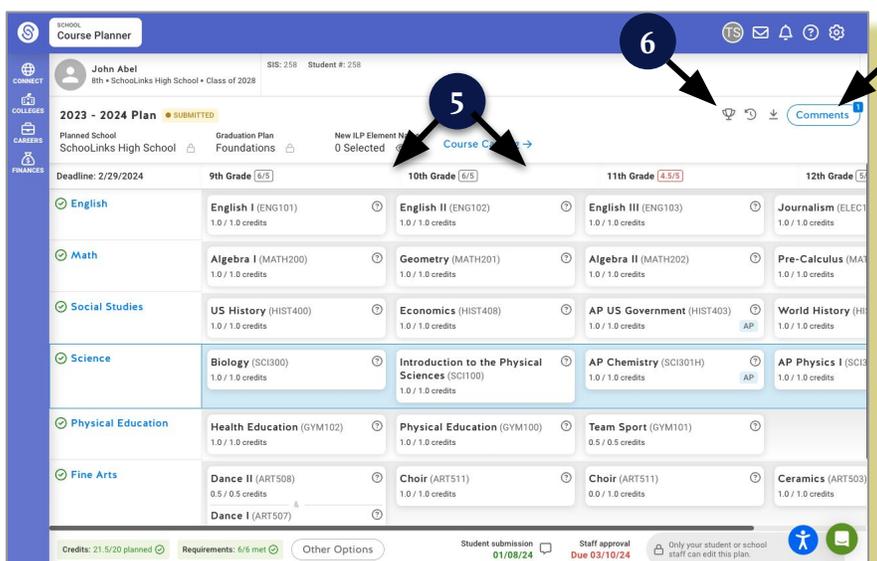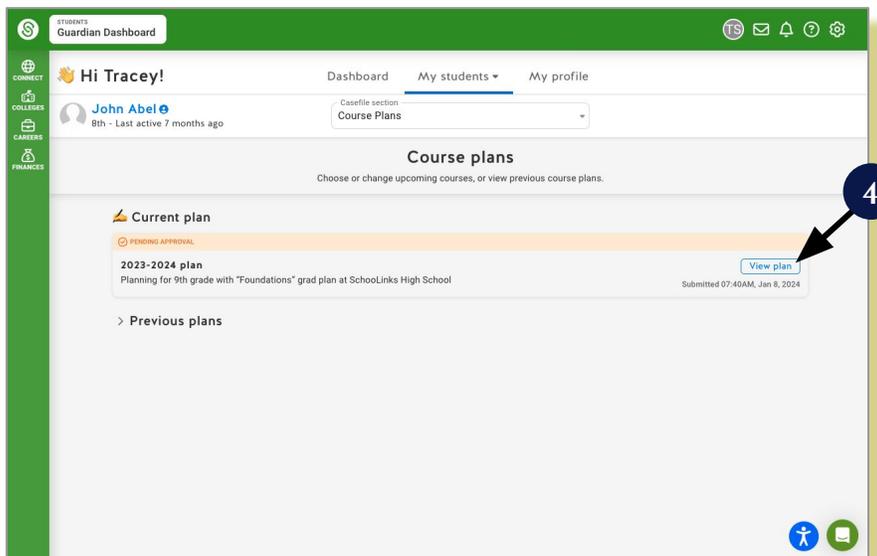**5** View student's planned courses for all of their graduation plan requirements

Note: anything in red indicates a missing requirement in the plan

6 Use the following to:

🏆 View student goals

🕘 View plan history

⤓ Export plan as PDF

7 Leave a comment if you wish to request a change to your student's course plan

Note: comments are visible to both student and counselor

If course plan guardian approval is required by the district, the course plan will then be added to the student's personalized plan where the approval process will occur. Learn more here: [How to Review & Approve Student Personalized Plan](#)