

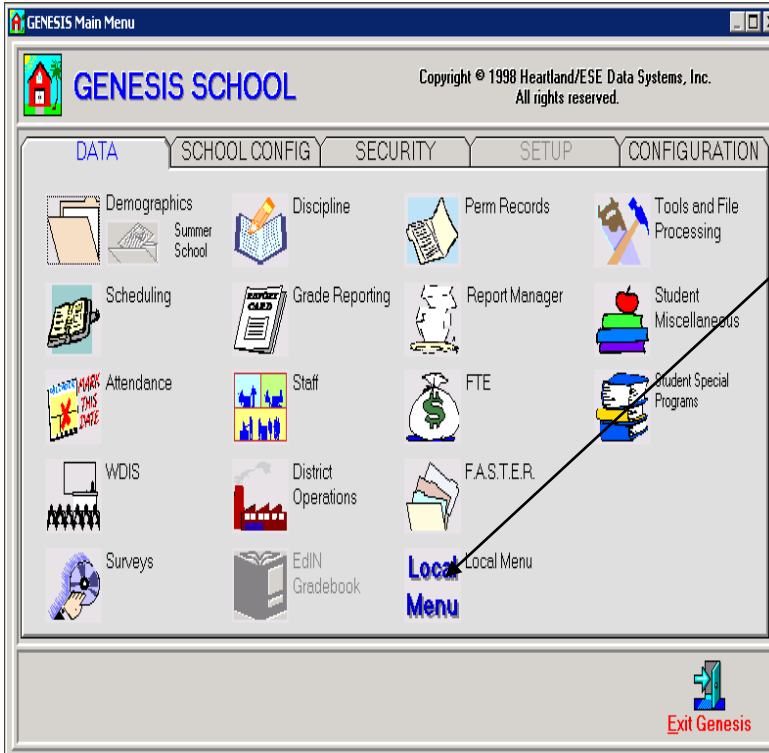
Academic Success Plan (ASP)

Genesis Documentation For Administrators

2009-2010

Academic Success Plan (ASP) Procedures

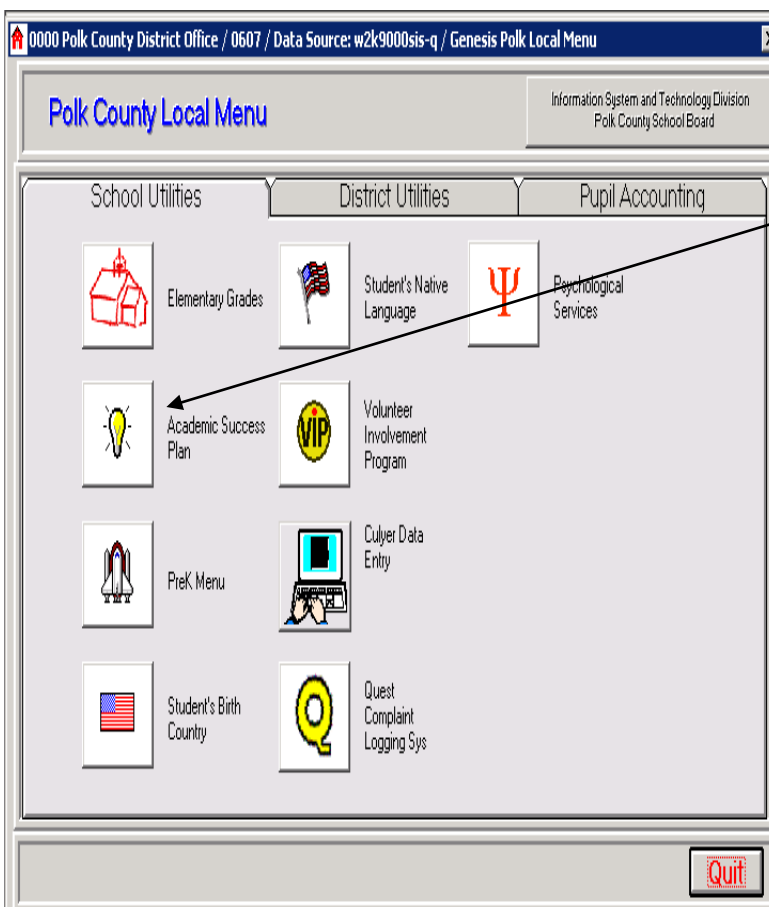
Step 1



At the **Genesis Main Menu**,
click Local Menu to access
Academic Success Plan.

Click the Local Menu icon

Step 2

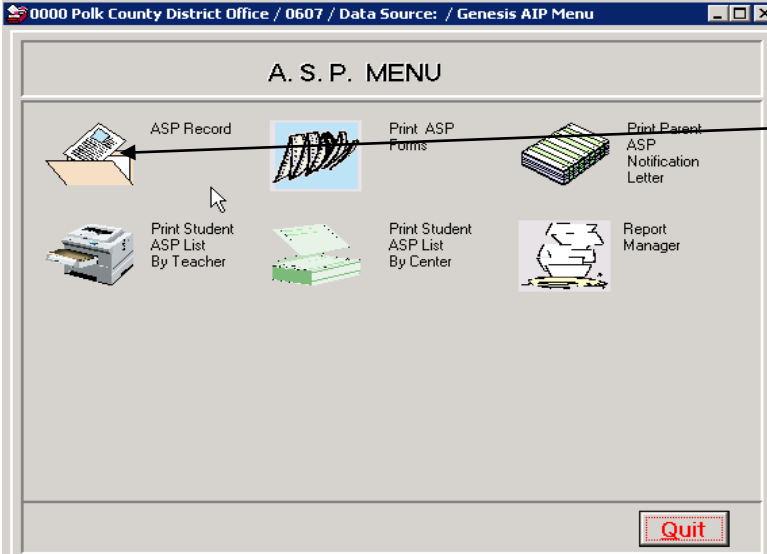


From the **Polk County Local Menu**:

Click the Academic Success Plan icon

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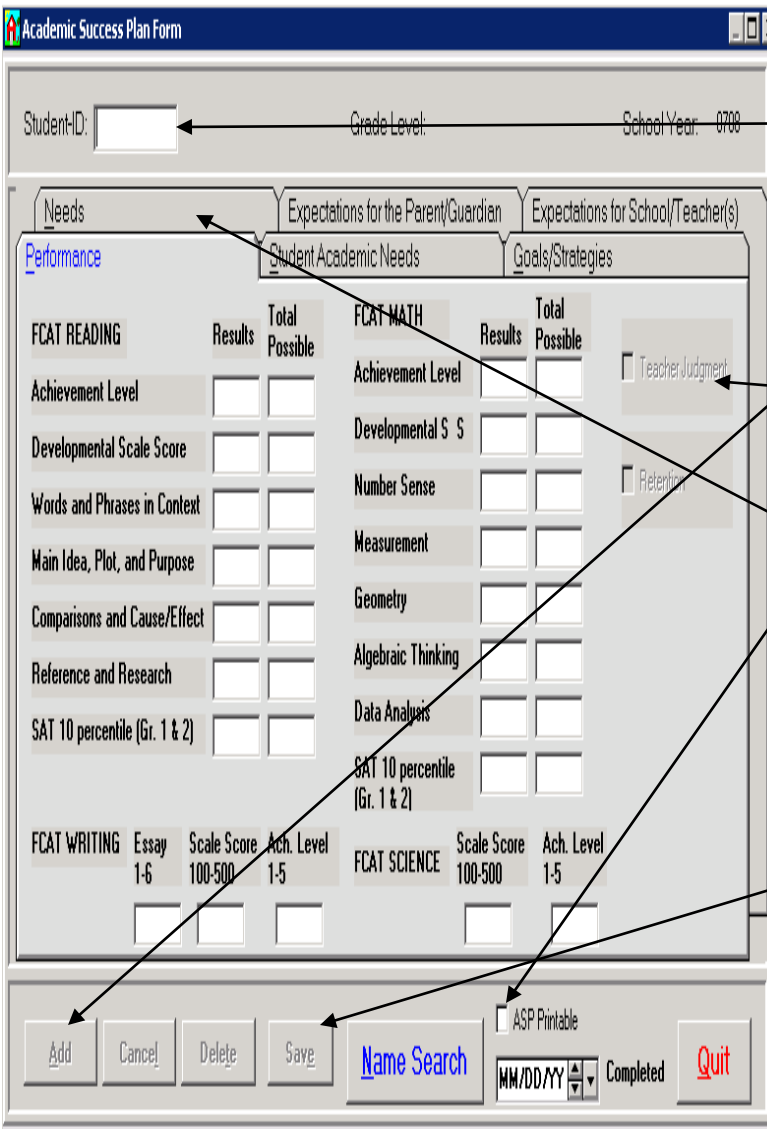
Step 3



TO ADD or UPDATE an ASP Record

Click the **ASP Record** icon

Step 4



STEPS FOR ADDING A NEW ASP RECORD

- Type the **Student ID number** or
- Click **Name Search** to locate the student

Click the **Add** icon

Select **Teacher Judgment**

Select **ASP Printable**

Click **Needs Tab** and select subject needs for that student.

Note: In order for the ASP to save you must select at least one area of need (Phonics, fluency, number sense)

Click **Save**

REMINDER:

If you mistakenly add a student who should not have an ASP, you may delete the record.

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Step 5

TO COMPLETE A STUDENT ASP RECORD

Type Student ID number

Type in the **completion date** the student completed **ALL** requirements for ASP

Click the **Save** button

NOTE 1: Inputting a completion date will remove ASP off the Elementary student's report card.

NOTE 2: You do not have to input a completion date on your student's ASP records at the end of the year. ASPs are generated each year based on retention and failing portion (s) of the FCAT or SAT 10.

NOTE 3: To print an ASP, click Quit to return to the ASP Menu.

Step 6

PRINT ASP FORMS

From ASP Menu, you can:

Click the **Print ASP Forms** icon

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Step 7

ASP PRINT CENTER OPTIONS

This will default to your school number

- **Select Check Box** if you want to print **Only New/Modified ASPs**.

NOTE: If the ASP's have been viewed already, you will need to unselect this box to print.

PRINT CRITERIA

By Level: MUST be selected

• **Select Level**

By Grade:

- **Select Grade Level**

Single Student:

- **Enter Student number**

You can also select the desired Sort Order for printing.

- **Click the radio button** in front of the sort to select

- **Click the Print button**

NOTE: ASP's are printed on legal

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Step 8

To Change the Primary Instructor

- Access the student's **Basic Demographics Screen** for the student
- Click the **Local** tab

Click the pull down of the **Instructor** in the subject area to be changed

School Year	Local ID	Last Name	First Name
0910	200	Molin	Kathryn
0910	300	Motsinger	Helen
0910	100	Walter	Teresa

Click on the teacher's name from the list of instructor

Note: If you change the Primary Instructor, you must lock the change or it will be refreshed.

To Lock this Instructor as the Primary Instructor for that Subject

- Click the box at the end of the instructor's name under **Lock**
- Click the **Update** button

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Step 9

A. S. P. MENU

PRINTING VARIOUS REPORTS

- Click the **Student ASP List by Teacher** icon
- Click the **Student ASP List by Center** icon

NOTE: Both reports will create spreadsheets

Step 10

From the Report Manager screen:

- Click the **Miscellaneous Category**
- Click the **Dynaport** tab
- **Double-Click** report **D-MIS00009** (Academic Success Plan List)
- Click the **Excel** icon to create and view the report

This report will give you a list of ASP's that have or have not been updated by subject and whether your school is ready to print.

Things to Remember!!

1. All Teacher Judgments will need to be added by the schools.
NOTE: You will not be able to add scores on Teacher Judgments
2. If you receive “**Access Denied**” when you access **Local Menu** or **Academic Success Plan**, please ask your **Principal** to add ASP Update to your profile via the User Profile Editor or complete the **Genesis Access Request Form** located in Outlook by completing the following steps: Click Tools > Forms > Choose Forms > Double click Genesis Access Request > Complete the first page > Click School Access, select ASP Update, and Click send. **The request form will be sent to Ginnie Allen (Security) and Tom Ray (Director)**

NOTE: The Genesis Access Request Form must come from your Principal

Q & A Section

1. How will the continued ASPs show up on the Report Card?

A new ASP will be generated each year based on student retentions and student failure of portions of the FCAT or SAT 10, but you will need to add ALL Teacher Judgment.

2. Why does ASP not appear on a student's report card when it should?

- a. **Check to see if the student has an ASP Record in Genesis**
- b. **Check to see if there is a completion date posted on the ASP Record in Genesis. If so, remove the date, be sure to select ASP Printable, and Save**
- c. **Check to see if the student is withdrawn**
- d. **ASPs are not generated for grade 12 students.**

3. Why wouldn't the ASP Record I just added print?

- a. **Please be sure you have selected the correct grade category for your students. If your school service PK-8 or 6-12, they will print according to the grade category. For example, typing E will print only students in PK-5; M for 6-8; and H for 9-12**
- b. **Check to see if the student is withdrawn**
- c. **Check to see if ASP Printable is checked on the student's record.**

4. What if I need to print another ASP Form for a student?

On the ASP Print Center screen, you can print a student's ASP by selecting Single Student and typing the student's ID number.

5. What do I do with the hard copies of the ASPs at the end of the school year?

Check with Administration at your school

6. Does a student need an ASP if they already have an IEP?

FLDOE does not require an ASP to be written for student that have a federally required student plan, such as an individual educational plan that address the areas of academic need. For example, if a student's IEP addresses reading, then an ASP for reading would not need to be written.

Contact Information

**Elementary School questions related to the ASP Form
(863) 534-0643 or 51456**

**Middle School questions related to the ASP Form
534-0956 or 53402**

**Secondary School questions related to the ASP Form
(863) 534-0624 or 51439**

**ALL Technical Questions for ASP in Genesis and the Polk Portal
Information Services
(863) 534-0756 or 51551**