Instructions for viewing and signing ILPs for Parents:

Good afternoon Joe Clark Families,

I am emailing to communicate information about student ILPs (Individual Learning Plans). ILPs will now be accessed through a new platform called Ed Forms.

Your child's ILP has been sent to you through Ed Forms and you should have received an email from **noreply-educationforms@imagineeverything.com** **Check your junk mail if you do not see this email in your inbox.**

The email will contain a short message from your teacher requesting your signature for consent. **Signing is as easy as clicking a box - no uploading signatures required!**

1. In the email, you will see a **BLUE BOX** that says **"View Report"**.
2. Click on the box to view your child's Individual Learning Plan (ILP).
3. Read through the report. When done, click the **BLUE BOX** at the very bottom that says **"Sign Report"**.
4. After clicking to sign, a **GREEN BOX** will appear confirming you have signed and allowing you to print the report.

★ Please note that when a link is sent to you through Ed Forms (via noreply-educationforms@imagineeverything.com) **the link is only accessible for 7 days**. If you miss this viewing window, please email your child's homeroom teacher to request a new link.

If you have any questions about your child's learning plans, please reach out directly to your child's homeroom teacher or our Learning Coach, Sheroma Green greens@fsd38.ab.ca.

Jolene Becker & Kerrie Reschke
Joe Clark Admin Team