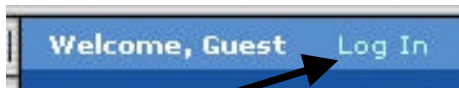


Page 1: How to Find Educational Plan Resources on the MPS Portal

Page 2: What you will find in the Education Plan 05-06 Folder on the MPS Portal

MPS is moving from its traditional web page based approach to communication on the Internet to a new “Portal” format. Here are the steps to take to get to your Educational Plan resources:

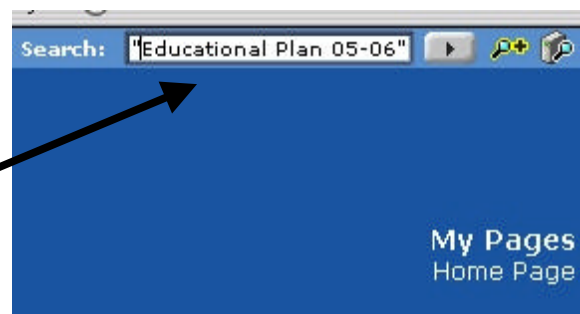
1. Go to this web address: [mpsportal.milwaukee.k12.wi.us](http://mpsportal.milwaukee.k12.wi.us), or from the current MPS home page ([www.milwaukee.k12.wi.us](http://www.milwaukee.k12.wi.us)), click on the MPS Professional Support Portal link.



2. Click the words “Log In” in the upper left had corner of the Portal welcome page. (Educational Plan templates are available to the public without a login, but to be able to get Ed Plan submission directions and to view the Initial Educational Plans submitted by MPS schools, a login will be required.)
3. Use the same login ID and password that you use to use the Internet in the MPS system: your e-mail alias and e-mail password.



4. At the top of the portal page you will find a Search window. Click in this window and enter your search criterion as you would on a search site such as Google or Yahoo. For a guaranteed return of a folder containing all of your Educational Plan documents, enter, “Educational Plan 05-06” (including the quotation marks will narrow your search).



5. Your search will result in zillions of possible documents. Look for a *folder* called Educational Plan 05-06. You may need to scroll down the page of search results to find it, and you may even need to go to a second page of possible documents.
6. Click the words Educational Plan 05-06 to go to the directory containing Ed Plan documents.

Rank	Name
1	 <b>Educational Plan 05-06</b> ... Template and information for Educational Plan Process ... (Properties) \\Knowledge Directory\Administration\Educational Plan 05-06

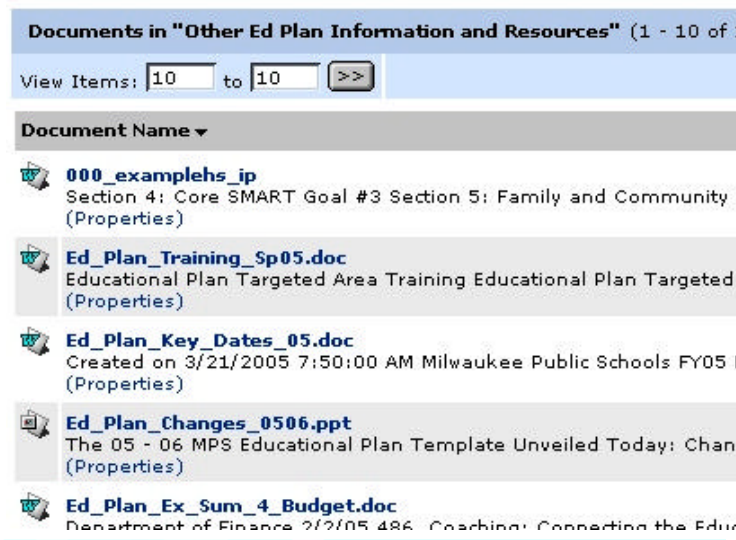
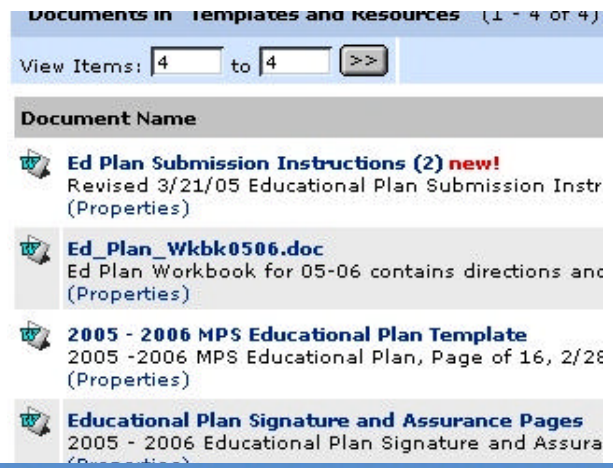
For a video clip that walks you through these steps, visit the web site below, click on the Professional Development link and look for the presentation by Ed Valent called “Ed Plan Resources”



<http://mslweb.milwaukee.k12.wi.us/mediasite/viewer/FrontEnd/Front.aspx?&shouldResize=False>

Contents of Educational Plan 05-06 Folder on MPS Portal:

1. In the **“Templates and Resources”** Folder:
  - a. Ed Plan Submission Instructions (required directions for posting your Ed Plan on the Portal)
  - b. Ed Plan Workbook: Updated to support development of this year’s Ed Plan
  - c. The 05-06 Ed Plan Template (The similarities between last year’s template and the current one will facilitate cutting and pasting from your old plan, **but schools need to use the current year’s template.**)
  - d. Ed Plan Signature and Assurance pages.
2. A folder called, **“Other Ed Plan Information and Resources”** contains a number of additional documents to assist you in the Ed Plan development process, including:
  - a. an example of a completed Ed Plan
  - b. Ed Plan training and deadline information
  - c. a number of Ed Plan related PowerPoints, This folder will continue to be updated with additional resources, as they become available.
3. The **“Review Team Documents”** folder provides a schedule of visits and most current review team composition. Schools are encouraged to contact their review team members for assistance in the development of their plan. Documents to be used in the review process are also be available in this folder.
4. This year, Ed Plans submitted before the review process will be available for anyone who has



logged into the Portal (i.e. MPS employees) to review. These documents can be found within the Ed Plan 05-06 folder in a folder called **Initial Educational Plans**.

(These plan submissions are to be completed and proofread. They are designated as “Initial” only to distinguish them from plans that have been submitted after the consideration of input in the Educational Plan review process.)

5. The **“Revised Educational Plans”** folder will contain plans to be submitted within 30 days after Ed Plan review team visits. These plans will be available for viewing to the public. (The Signature and Assurance section of the Ed Plan template was put into a separate document to keep student names from being posted on the Internet. Schools may consider using titles (e.g. math teacher leader, implementor) rather than names in the body of their Ed Plans if they do not want those names available to Internet Ed Plan readers.
6. **“Special Education CIFM Reports”** (Continuous Improvement Focused Monitoring) for each school are also posted here. Schools will need this information to complete their Ed Plans. Contact your Special Education Leadership Liaison if you have questions about this information.