

Creating an Individual Development Plan

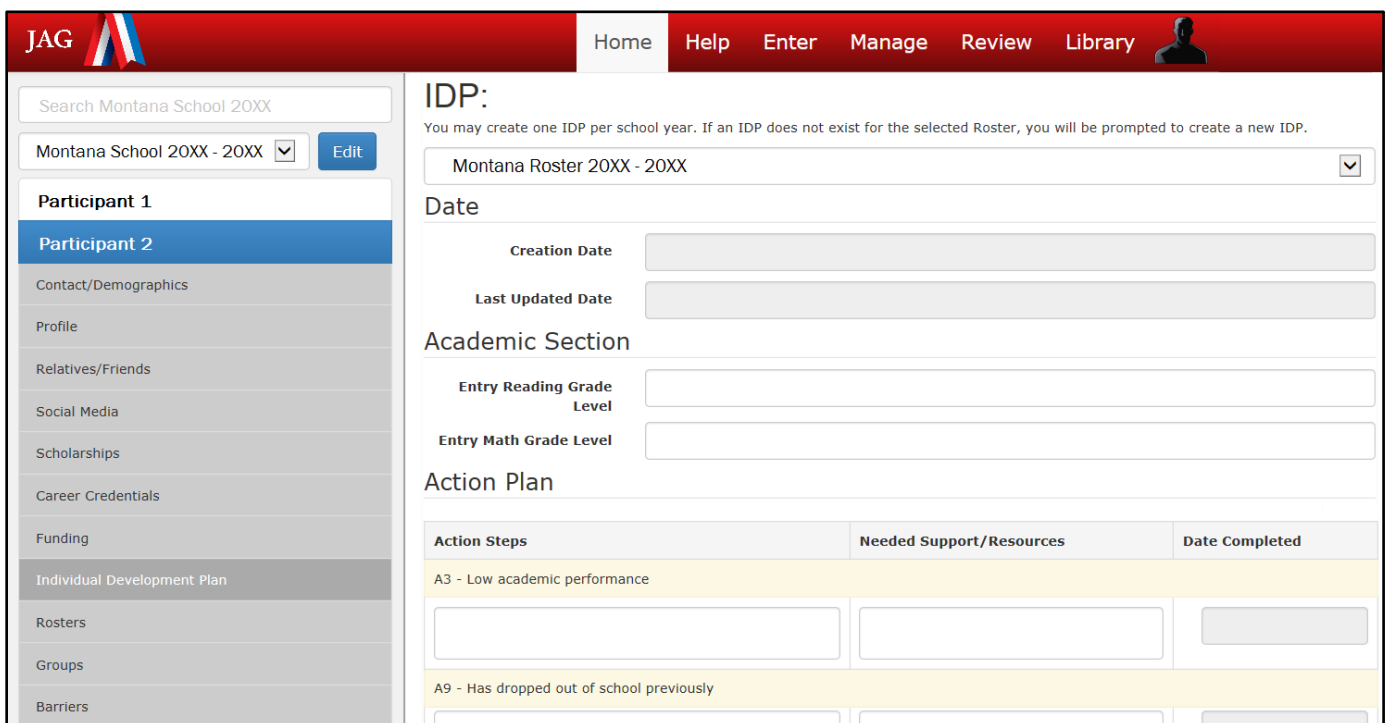
One incredibly important, and required JMG Document, is the Individual Development Plan. The Individual Development Plan is a tool designed to house and track a student's academic, vocational, and barrier removal goals. You will also complete the action steps needed to complete those goals. Some form of Individual Development Plan (paper/pencil or digital) needs to be completed for each student involved with JMG.

You will only create one plan for each school year. However, you are able to edit and update the Individual Development Plan at any point during the year. **Hint:** Although you can update the Individual Development Plan, you will remove and track barriers in a different place in eNDMS. We will discuss Barrier Removal in another eNDMS Tip at a later date.

Below is a step by step guide to create an Individual Development Plan in eNDMS:

Steps to enter an Individual Development Plan in eNDMS:

- 1) Select your **current roster** from the Navigation Sidebar (left hand side of your screen).
- 2) Select the **Student Name** from the Navigation Sidebar (left hand side of your screen).
- 3) Select the **Individual Development Plan** link from the gray-lit drop down menu under student name.
- 4) Select the **Roster Year** from the drop down menu.
- 5) Enter the **Creation Date** of the Individual Development Plan.
- 6) Enter all applicable information in the **Academic Section**.
- 7) Enter all applicable **Action Plan** information to include action steps and supports/resources for each barrier.
- 8) Enter all applicable **Career Section** information to include Career Interest Surveys (MCIS or Cops, Caps, Copes) Career Goals, Postsecondary Training Requirements, Action Plan, and Work/Volunteer History.
- 9) Enter all applicable **Summer Plan** information for students that will be coming back to your JMG class (multi-year students) to include Planned Summer Activities and Required Action Steps.
- 10) Enter any additional **Notes**
- 11) Select the **Save** button at the bottom of the screen in order to save Individual Development Plan.



JAG Home Help Enter Manage Review Library

Search Montana School 20XX

Montana School 20XX - 20XX

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Participant 2

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Funding

Individual Development Plan

Rosters

Groups

Barriers

IDP:

You may create one IDP per school year. If an IDP does not exist for the selected Roster, you will be prompted to create a new IDP.

Montana Roster 20XX - 20XX

Date

Creation Date

Last Updated Date

Academic Section

Entry Reading Grade Level

Entry Math Grade Level

Action Plan

Action Steps	Needed Support/Resources	Date Completed
A3 - Low academic performance	<input type="text"/>	<input type="text"/>
A9 - Has dropped out of school previously	<input type="text"/>	<input type="text"/>