

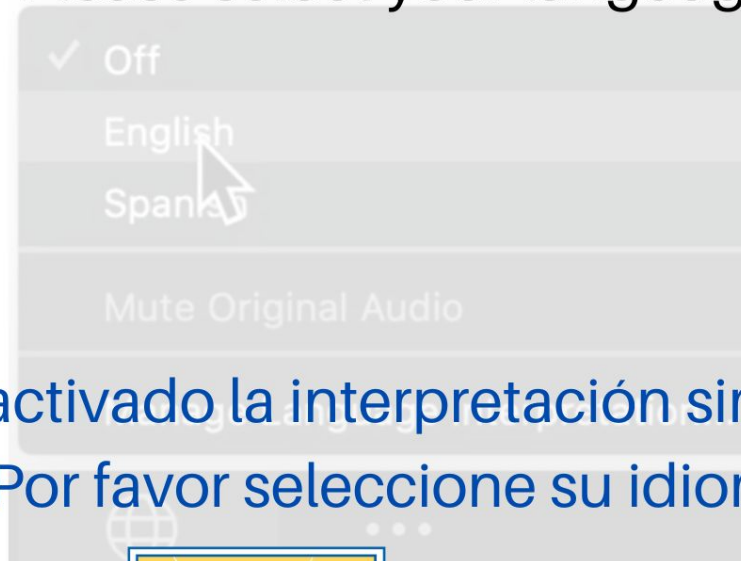


SchoolLinks

Course Planner for Guardians

Arlington Public Schools
SY 25-26

Simultaneous interpretation is now enabled
Please select your language



Se ha activado la interpretación simultánea
Por favor seleccione su idioma



Arlington
Public
Schools

Training Overview

In this session you will learn about our Course Planner feature and key parent/guardian tools that allow you review and acknowledge your student's course plan.

- Overview of Course Planning & Timeline
- Using Course Planner as a Student
- Viewing Course Plans as a Guardian
- Guardian Acknowledgement Process
- SchooLinks Support Resources



Overview of Course Planning

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What is Course Planner?

- ✓ A student-driven multi-year planning tool
- ✓ A way to select courses aligned with graduation goals
- ✓ A system that supports counselor workflows and parent/guardian involvement

The screenshot displays the 'SCHOOL Course Planner' interface. At the top, it shows the user 'Denise Mendez' and an 'Exit Student Demo' button. The main section is titled '2024 - 2025 Plan' with a 'NOT SUBMITTED' status. Below this, it lists the 'Planned School' as 'SchoolLinks High School' and the 'Graduation Plan' as 'Basic Grad Plan'. The interface is organized into a grid showing course selections for each year from 2022-2023 to 2025-2026. The left sidebar contains navigation icons for Home, Student, Explore, Plan, Engage, Career, and College. The 'Plan' section is currently active, showing a list of courses under 'English' and 'Electives' categories. The 'English' category includes English I (ENG101), English II (ENG102), English III (ENG103), and English IV (ENG104). The 'Electives' category includes US History (HIST400), AP US Government (HIST403), Algebra I (MATH200), Algebra II (MATH202), AP Biology (SCI300H), AP Chemistry (SCI301H), French I (FRE100), Psychology (HIST406), AP Calculus AB (MATH205), Band (ART509), Bundle 1 (Bun-1), Bundle 2 (Bun-2), Accounting (ELEC100), and Creative Writing (EL). Each course card displays its name, ID, credits, and a status (e.g., '1.0 / 1.0 credits ✓ | C' or 'Grade pending'). A bottom bar shows 'Credits: 20/20 planned', 'Requirements: 2/2 met', and a 'Submit plan' button with a deadline of 'Due 08/21/25'.



Student Scope

Course Planning is available for 6th - 11th grade students

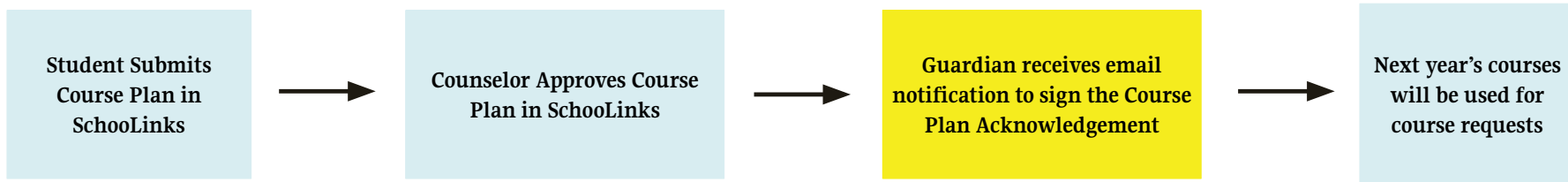
- 6th plans for 7th
- 7th plans for 8th - 9th (long-term planning)
- 8th plans for 9th-12th (long-term planning)



Course Planning Milestones

Parent/Guardian Course Plan Approvals

- After School Counselors approve student's course plans, parents/guardians will be notified via SchoolLinks to review and acknowledge student's course plan.
- Student Course Plans open **January 5th, 2026**



Student Access to SchoolLinks

schoolinks 

SchoolLinks Login Method



Login: Synergy MyAccess Portal

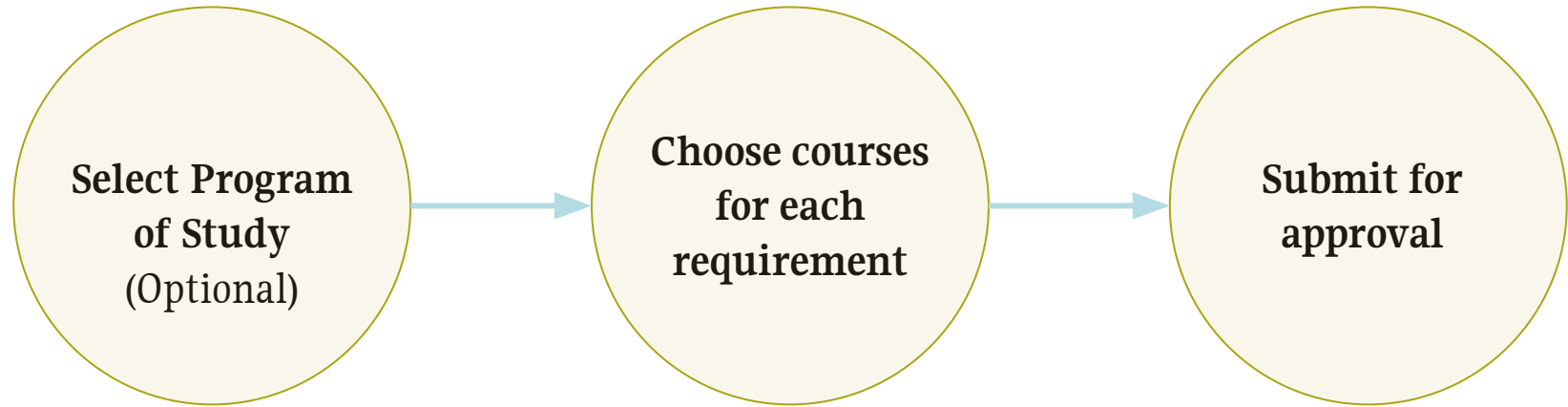
Note: Students and staff are rostered via a nightly CSV file sent from Synergy and will log in using the MyAccess portal

A screenshot of a web login portal. At the top is a dark blue header bar with the text "MyAccess@APS" in white. Below the header, on a light gray background, is the Arlington Public Schools logo, which consists of a blue square with a white 'A' and yellow sun rays, followed by the text "Arlington Public Schools" in a gray sans-serif font. Underneath the logo is the word "Login" in a gray font. Below "Login" is a white rectangular input field with the placeholder text "Username". Below the input field are two dark gray buttons with white text. The first button says "Go" followed by a white right-pointing chevron. The second button says "Scan QR Code" followed by a white right-pointing chevron.

Using Course Planner as a Student

schoolinks 

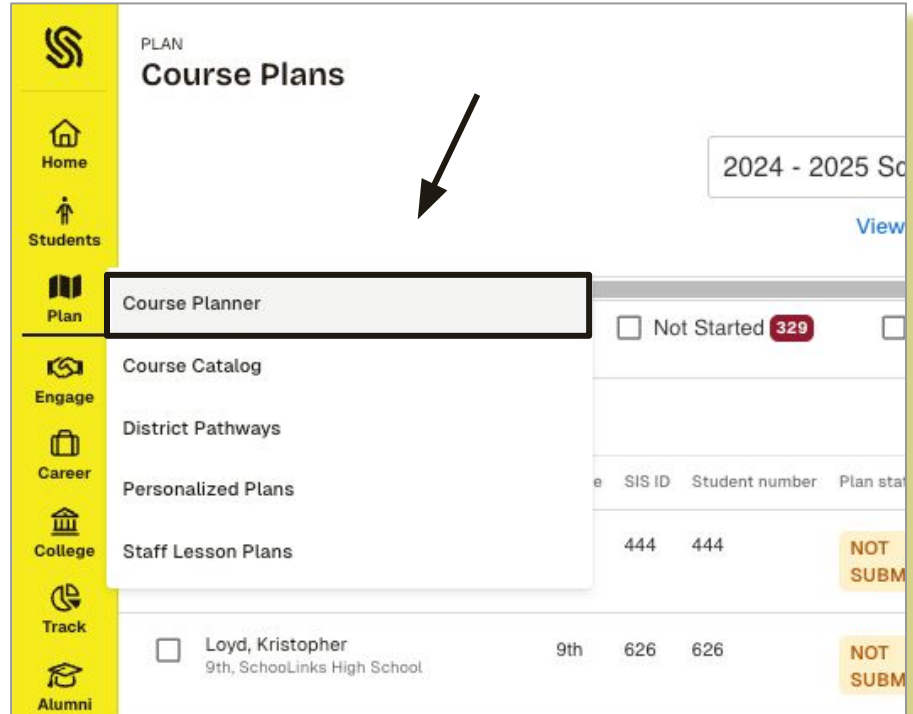
Course Planning for Students



Access Course Planner as a Student

Click **Plan** and select **Course Planner**.

- Available to students when Course Planner is opened.
- Also accessible from the student's to-do list.



The screenshot shows the 'Course Plans' interface. On the left is a yellow sidebar with icons and labels: 'S' logo, 'Home', 'Students', 'Plan' (highlighted), 'Engage', 'Career', 'College', 'Track', and 'Alumni'. The main area is titled 'PLAN Course Plans'. A dropdown menu is open under 'Plan', listing 'Course Planner' (highlighted with a black box and an arrow), 'Course Catalog', 'District Pathways', 'Personalized Plans', and 'Staff Lesson Plans'. To the right, there's a section for '2024 - 2025 School Year' with a 'View' link. Below this is a table with columns 'SIS ID', 'Student number', and 'Plan status'. The table contains two rows: one for 'Loyd, Kristopher' (9th, SchoolLinks High School) and another for 'Loyd, Kristopher' (9th, SchoolLinks High School). Both rows show 'NOT SUBMITTED' status.

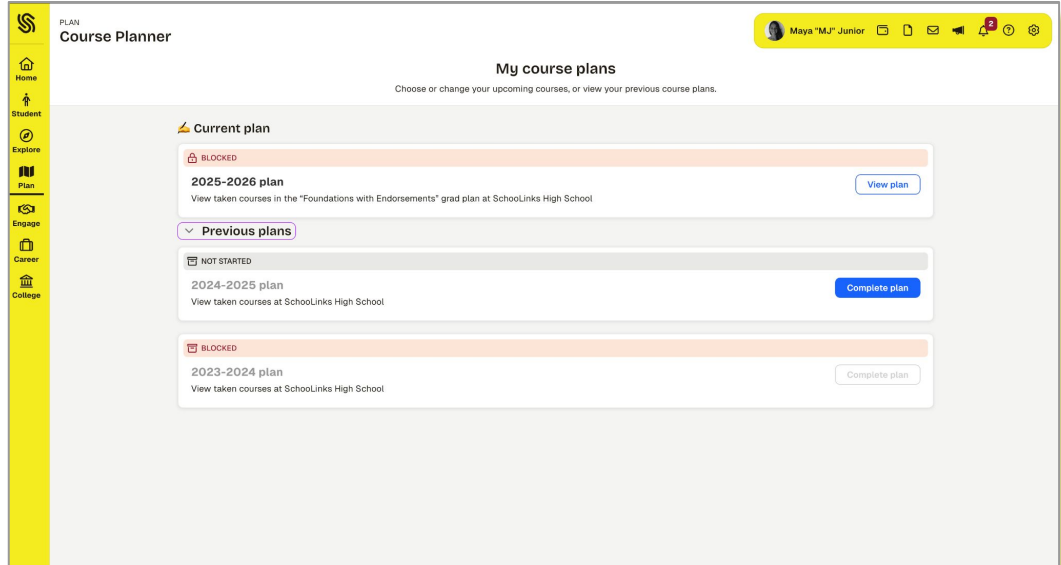
SIS ID	Student number	Plan status
444	444	NOT SUBMITTED
444	444	NOT SUBMITTED



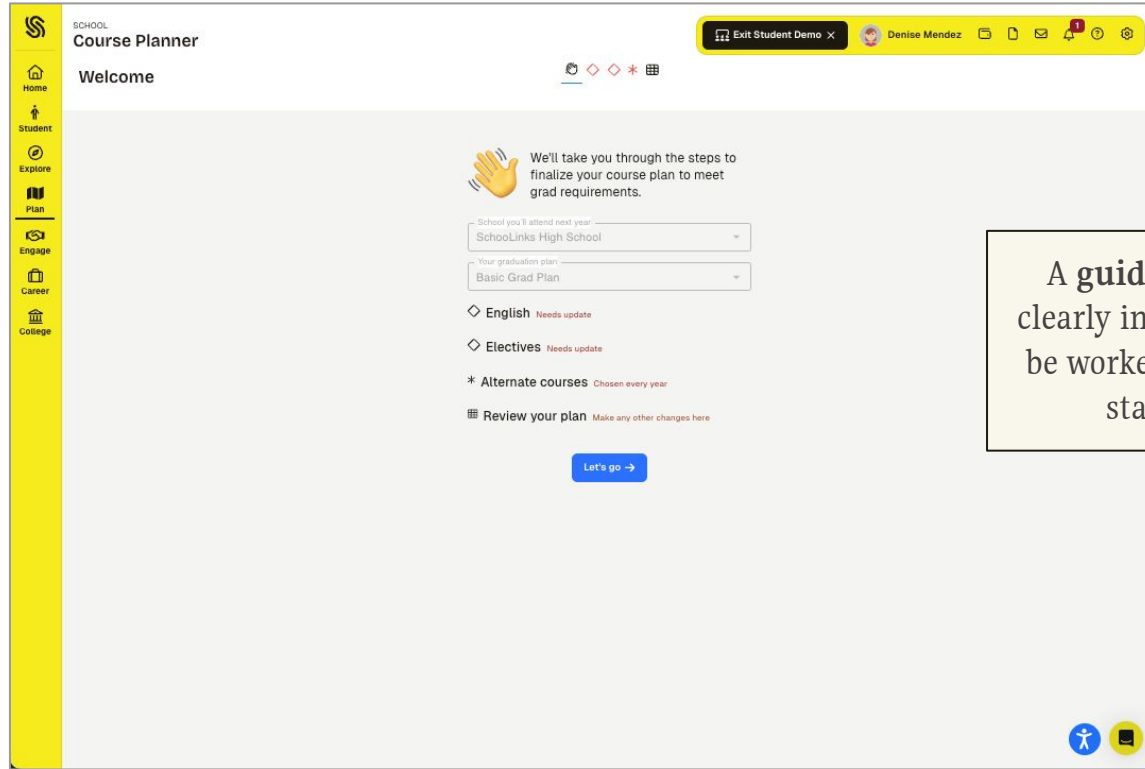
Course Plan History

Keep track of course plans year-to-year.

- Current plan: planning for next year.
- Historical plans: no longer editable.



Welcome Page



A **guided experience** that clearly indicates what needs to be worked on and the current status of the plan.



Program of Study

First step in course planning if you offer programs.

- Select programs
- Selected programs add requirements to plan for

The screenshot shows a web interface for selecting a program of study. At the top, there is a navigation bar with a 'Summary' link and a 'Continue' button. The main heading is 'Program'. Below this, there are three sections: 'Description', 'Program Requirement', and a list of program options. The 'Description' section states: 'Select a pathway that matches your career interest.' The 'Program Requirement' section indicates that the requirement is 'Met' and instructs the user to 'Select 1 - 2 Pathways from the list of options. The Pathways selection adds requirements to the graduation plan, which determine the courses needed to graduate.' The list of program options includes: 'Arts, Audio/Video Technology, and Communication' (2 Options), 'Public Service' (2 Options), and 'Science, Technology, Engineering, Math (STEM)' (2 Options, 1 Selected). A 'Biomedical Science' option is also visible in a separate box with a description: 'If interested in the medical or advanced science fields, this program will lay the foundation allowing you to take a foundational Biomedical Science course and Human Anatomy.' At the bottom, there is a 'Course Catalog' link and a user profile icon.

← Summary

Program

Description
Select a pathway that matches your career interest.

Program Requirement Met
Select 1 - 2 Pathways from the list of options. The Pathways selection adds requirements to the graduation plan, which determine the courses needed to graduate.

Biomedical Science
If interested in the medical or advanced science fields, this program will lay the foundation allowing you to take a foundational Biomedical Science course and Human Anatomy.

Arts, Audio/Video Technology, and Communication 2 Options

Public Service 2 Options

Science, Technology, Engineering, Math (STEM) 2 Options 1 Selected

Course Catalog

Planning for Each Requirement

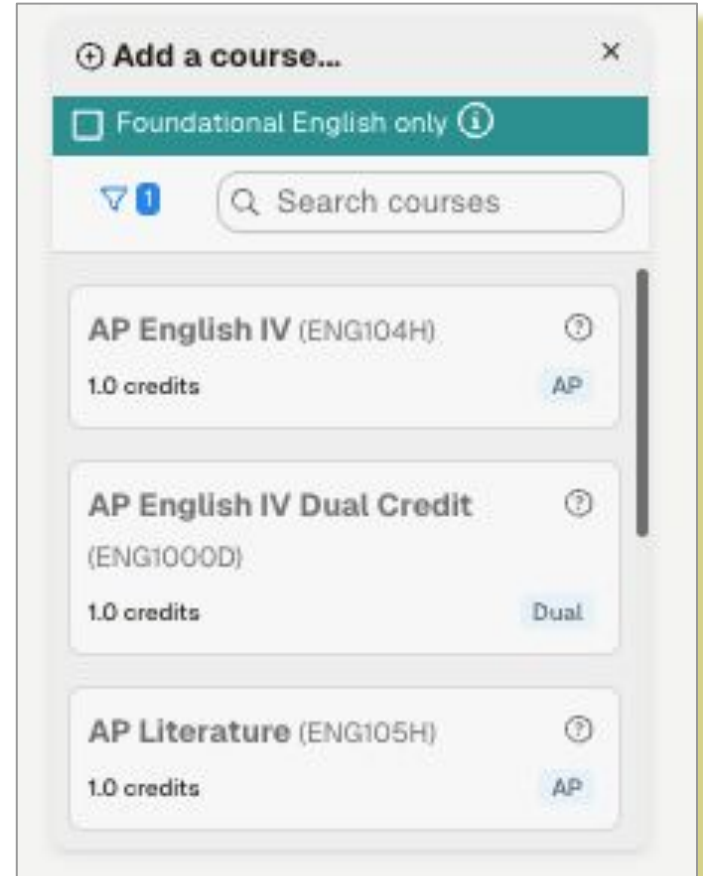
- Students step through each graduation requirement.
- Courses added automatically with sequences, or manually selected.
- Real-time indication if the requirement is being met.

The screenshot displays the 'Course Planner' interface for a student named Caleb Murphy. The page is titled 'English' and indicates that '4 levels of English' are required, with a green checkmark and the text 'REQUIREMENTS MET'. The interface is organized into four columns representing different grade levels: 2025-2026 (9th grade), 2026-2027 (10th grade), 2027-2028 (11th grade), and 2028-2029 (12th grade). A 'SEQUENCE' section shows 'Foundational English' as the starting point. Below this, four course cards are displayed: 'English I (ENG101)' (1.0 / 1.0 credits), 'English II (ENG102)' (1.0 / 1.0 credits), 'English III (ENG103)' (1.0 / 1.0 credits), and 'English IV - Advanced Literature (ENG104)' (0.5 / 0.5 credits). Each card has an 'Add another course' button. A fifth card, 'English IV - Research Project (ENG104)' (0.5 / 0.5 credits), is also shown. The interface includes a 'Summary' link, a 'Continue' button, and a 'Course Catalog' link at the bottom.



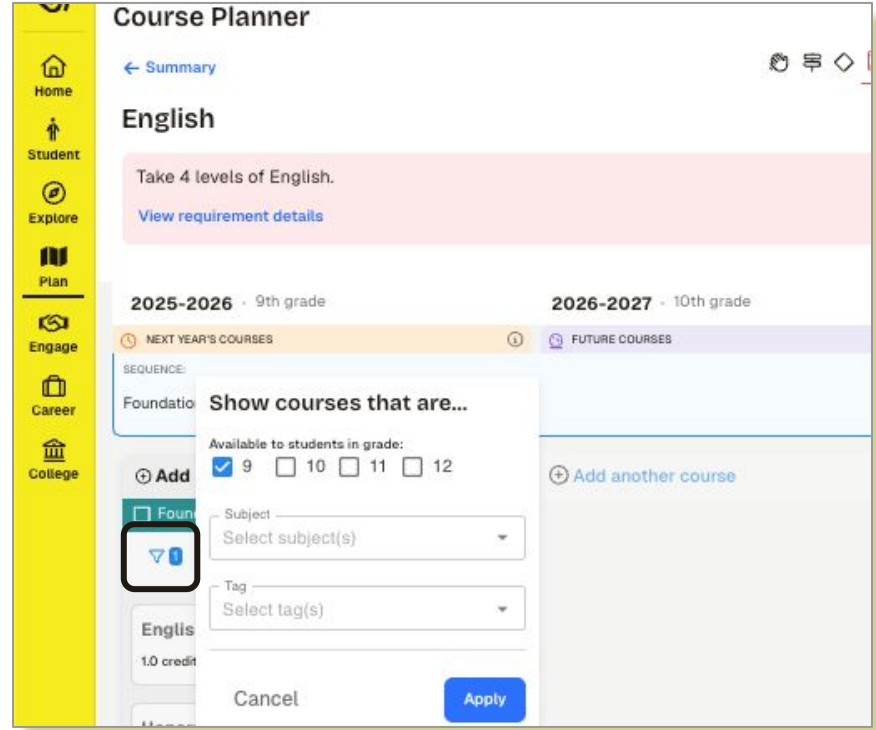
Browse and Add Courses

- When browsing for a course, students see just the courses available to them for that requirement and grade.
- Easily search for courses.
- Click to add a course.
- See course details with the question icon.



Browse and Add Courses: Filtering

- Students can also filter courses by clicking the **filter icon**.
- Students can filter by grade, subject and tag.
- Counselors can also filter by school and explore outside the requirements courses.



Adding Alternate Courses

- Students select courses to take if one of their selections is not available.
- Only selected for *next year*.
- Selected in the order of preference.

The screenshot shows a user interface for selecting courses. At the top, a card for 'Health Education' is displayed, including its course code '(GYM102)' and '1.0 / 1.0 credits'. Below this, there is a section titled 'Alternate courses' with an information icon. This section currently shows 'No courses added yet' and a large blue button that says 'Add 4 more alternate courses' next to a plus icon in a circle. To the right, a partial view of another course card for 'P' is visible.

Health Education ⓘ 🗑️
(GYM102)
1.0 / 1.0 credits

Alternate courses ⓘ

No courses added yet

⊕ **Add 4 more alternate courses**

Course Plan Summary

- Shows an overview of the student's plan for graduation.
- Clearly indicates in red where requirements aren't met.
- Review, edit, and submit.

SCHOOL Course Planner

Planned School: SchoolLinks High School

Graduation Plan: Foundations with Endorsements

Pathways: 1 Selected

Course Catalog →

2024 - 2025 Plan NOT SUBMITTED

2025-2026 - 9th grade 6/8 **2026-2027 - 10th grade** 6/6 **2027-2028 - 11th grade** 4/6 **2028-2029 - 12th grade** 6/8

English

- Honors English I (ENG101H) 1.0 / 1.0 credits Pre-AP
- Honors English II (ENG102H) 1.0 / 1.0 credits Pre-AP
- AP English IV Dual Credit (ENG1000D) 1.0 / 1.0 credits Dual Missing [prerequisite](#)
- AP English IV (ENG104H) 1.0 / 1.0 credits AP Missing [prerequisite](#)

Math

- Algebra I (MATH200) 1.0 / 1.0 credits
- Geometry (MATH201) 1.0 / 1.0 credits
- Algebra II (MATH202) 1.0 / 1.0 credits
- Pre-Calculus (MATH203) 1.0 / 1.0 credits

Social Studies

- World History (HIST401) 1.0 / 1.0 credits
- US History (HIST400) 1.0 / 1.0 credits
- US Government (HIST402) 1.0 / 1.0 credits
- AP Psychology Dual Credit (HIST100TH) 1.0 / 1.0 credits Dual

Science

- Introduction to the Physical Sciences (SCI100I) 1.0 / 1.0 credits
- Biology (SCI300) 1.0 / 1.0 credits
- Chemistry (SCI301) 1.0 / 1.0 credits
- Physics (SCI302) 1.0 / 1.0 credits

Physical Education


- Physical Education (GYM100I) 1.0 / 1.0 credits
- Physical Education (GYM100) 1.0 / 1.0 credits

Credits: 23/24 planned Requirements: 6/8 met Other Options

Student submission Due 08/21/25 Submit plan



Other Student Examples: 6th Grade

**SCHOOL**
Course Planner

Exit Student Demo x LH Lynn Hunt

Home Student Explore Plan Engage Career College

2025 - 2026 Plan SUBMITTED

Planned School Gunston Middle School Graduation Plan 7th Grade Requirements Course Catalog →

2026-2027 7th grade

NEXT YEAR'S COURSES

English	Grade 7 English (11110) 0.0 / 0.0 credits	1/0
History	Civics and Economics (12355) 0.0 / 0.0 credits	?
Math	Pre-Algebra for 7th Graders (7 and 8) (13109) 0.0 / 0.0 credits	?
Science	Grade 7 Life Science (14115) 0.0 / 0.0 credits	?
Health & PE	Grade 7 Health and Physical Education (17120) 0.0 / 0.0 credits	?
Electives	Arabic I (15800) 1.0 / 1.0 credits ↔ 1 alternate course selected	?
	Intermediate Band (19201) 0.0 / 0.0 credits ↔ 1 alternate course selected	?

Credits: 1/0 planned Requirements: 6/6 met Other Options

Student submission 12/17/25 Staff approval Due 03/06/26 If you make changes, resubmit before the deadline.



Other Student Examples: 8th Grade

The screenshot displays a 'SCHOOL Course Planner' interface. On the left is a yellow sidebar with icons for Home, Student, Explore, Plan, Engage, Career, College, and a logo. The main area shows a '2025 - 2026 Plan' with a 'SUBMITTED' status. It lists 'Planned School' as Wakefield High School and 'Graduation Plan' as COPY-Advanced Studies Diploma. A red rectangle highlights the '2025-2026' column, which is labeled '8th grade' and '2/7'. This column contains a list of 'TAKEN COURSES' for the 8th grade, including English 8 (11120), World Geography (12210), Pre-Algebra for 8th Graders (13112), Grade 8 Physical Science, Intensified (14129), French I (15110), and Grade 8 Health and Physical Education (17200). The other columns show 'NEXT YEAR'S COURSES' for 9th grade and 'FUTURE COURSES' for 10th, 11th, and 12th grades. The bottom of the interface shows submission and approval dates, and a small chat icon in the bottom right corner.

SCHOOL Course Planner

2025 - 2026 Plan • SUBMITTED

Planned School: Wakefield High School | Graduation Plan: COPY-Advanced Studies Diploma | Programs: 1 Selected | Course Catalog →

	2025-2026 • 8th grade 2/7	2026-2027 • 9th grade 6/7	2027-2028 • 10th grade 6/7	2028-2029 • 11th grade 6/7	2029-2030 • 12th grade 6/7
English	TAKEN COURSES	NEXT YEAR'S COURSES	FUTURE COURSES		
English 8 (11120) 0.0 / 0.0 credits Grade pending	English 9 (21130) 1.0 / 1.0 credits	English 10 (21140) 1.0 / 1.0 credits	English 11 (21150) 1.0 / 1.0 credits	English 12 (21160) 1.0 / 1.0 credits	
World Geography (12210) 1.0 / 1.0 credits Grade pending	World History & Geography: 1500 AD to Present (22216) 1.0 / 1.0 credits		United States & Virginia History (22360) 1.0 / 1.0 credits	United States & Virginia Government (22440) 1.0 / 1.0 credits	
Pre-Algebra for 8th Graders (13112) 0.0 / 0.0 credits Grade pending	Algebra I (23130) 1.0 / 1.0 credits	Geometry (23143) 1.0 / 1.0 credits	Algebra II (23135) 1.0 / 1.0 credits	Probability & Statistics (23190) 1.0 / 1.0 credits	
Grade 8 Physical Science, Intensified (14129) 0.0 / 0.0 credits Grade pending	Immersion Intensified Biology (24319) 1.0 / 1.0 credits	Immersion Intensified Chemistry (24416) 1.0 / 1.0 credits	Intensified Physics (24515) 1.0 / 1.0 credits	Anatomy & Physiology I, DE (98085W) 1.0 / 1.0 credits	
French I (15110) 1.0 / 1.0 credits Grade pending	French II (25120) 1.0 / 1.0 credits	French III (25130) 1.0 / 1.0 credits			
Grade 8 Health and Physical Education (17200) 0.0 / 0.0 credits Grade pending	Health & Physical Education I (27300) 1.0 / 1.0 credits	Health, Physical & Driver Education II (27410) 1.0 / 1.0 credits			
			Gourmet Foods Introduction to Culinary Arts (28250) 1.0 / 1.0 credits	Gourmet Foods - Year (28274) 1.0 / 1.0 credits	
		Economics & Personal Finance (22212)			

Credits: 26/26 planned | Requirements: 11/11 met | Other Options

Student submission 12/17/25 | Staff approval Due 03/06/26 | If you make changes, resubmit before the deadline.



Things Students Can Do

View or select a program of study

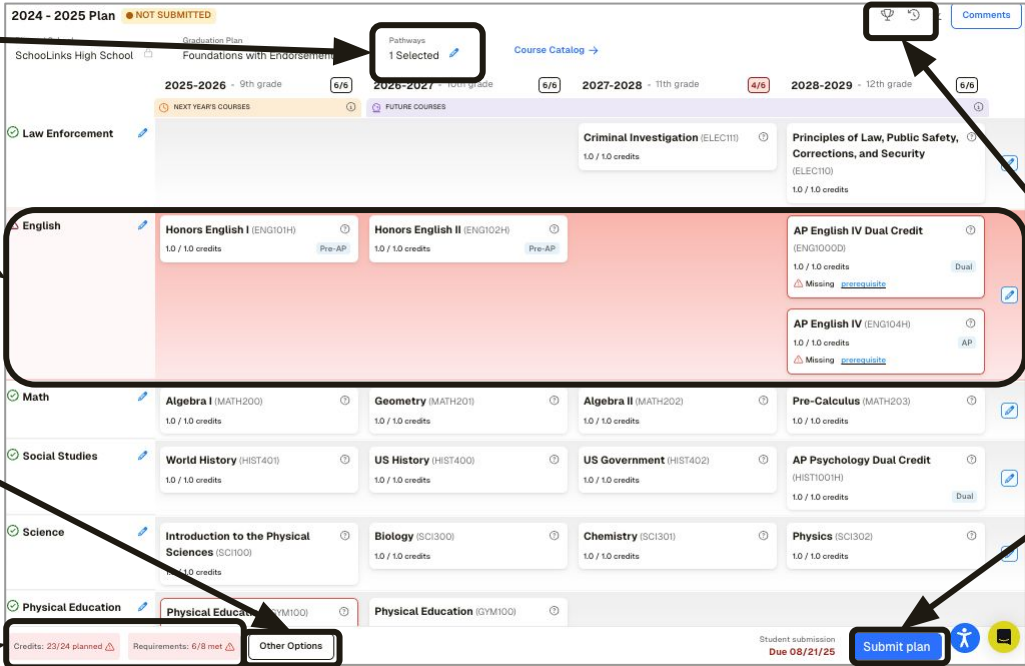
Click any requirement to add or remove courses

See supplemental plans & reset plan

See overall plan status

View goals, change history, download as a PDF

Submit their plan for approval.



The screenshot displays a student's course plan for the 2024-2025 school year. The interface includes a top navigation bar with a 'Pathways' dropdown menu showing '1 Selected'. Below this, a grid of course cards is organized by subject: English, Math, Social Studies, Science, and Physical Education. Each card lists the course name, credits, and a 'Pre-AP' or 'Dual' status. A red box highlights the English section, and a blue box highlights the Physical Education section. At the bottom, a summary bar shows 'Credits: 23/24 planned' and 'Requirements: 6/8 met', with a 'Submit plan' button. Annotations with arrows point to various elements: 'View or select a program of study' points to the 'Pathways' dropdown; 'Click any requirement to add or remove courses' points to a course card in the English section; 'See supplemental plans & reset plan' points to the 'Other Options' button; 'See overall plan status' points to the summary bar; 'View goals, change history, download as a PDF' points to a settings icon in the top right; and 'Submit their plan for approval.' points to the 'Submit plan' button.

Subject	Course	Credits	Status
English	Honors English I (ENG101H)	1.0 / 1.0 credits	Pre-AP
	Honors English II (ENG102H)	1.0 / 1.0 credits	Pre-AP
	AP English IV Dual Credit (ENG1000D)	1.0 / 1.0 credits	Dual
	AP English IV (ENG104H)	1.0 / 1.0 credits	AP
Math	Algebra I (MATH200)	1.0 / 1.0 credits	
	Geometry (MATH201)	1.0 / 1.0 credits	
	Algebra II (MATH202)	1.0 / 1.0 credits	
	Pre-Calculus (MATH203)	1.0 / 1.0 credits	
Social Studies	World History (HIST401)	1.0 / 1.0 credits	
	US History (HIST400)	1.0 / 1.0 credits	
	US Government (HIST402)	1.0 / 1.0 credits	
	AP Psychology Dual Credit (HIST1001H)	1.0 / 1.0 credits	Dual
Science	Introduction to the Physical Sciences (SCI100)	1.0 / 1.0 credits	
	Biology (SCI300)	1.0 / 1.0 credits	
	Chemistry (SCI301)	1.0 / 1.0 credits	
	Physics (SCI302)	1.0 / 1.0 credits	
Physical Education	Physical Education (GYM100)	1.0 / 1.0 credits	
	Physical Education (GYM100)	1.0 / 1.0 credits	

Credits: 23/24 planned Requirements: 6/8 met Other Options

Student submission Due 08/21/25 Submit plan



Warnings and Errors

Students get real-time feedback if any warnings or errors are found on their course plan.

Graduation Plan

- Requirement not met
- Credit requirements not met

The screenshot shows a graduation plan for a student at SchoolLinks High School. The plan is for the 2024-2025 year and is marked as 'NOT SUBMITTED'. It displays a grid of courses for the 9th, 10th, 11th, and 12th grades. The 'English' section is highlighted in red, indicating a requirement not met. The 'English' section shows the following courses: Honors English I (ENGL101H), Honors English II (ENGL02H), and AP English IV Dual Credit (ENGL000D). The 'English' section also shows a 'Missing prerequisite' warning for AP English IV Dual Credit. The 'English' section also shows a 'Missing prerequisite' warning for AP English IV Dual Credit. The 'English' section also shows a 'Missing prerequisite' warning for AP English IV Dual Credit.

English

3 / 4 Sub-Requirements

- English I
- English II
- English III
- Advanced English

[View Requirement Tree](#)

Geometry (302)

1.0 credits

Missing prerequisite

Courses

- Missing a prerequisite
- Missing a co-requisite
- Invalid courses



Student Submission

Students submit their course plan for approval when they have finished their selections.

- Students **CAN** submit plans with warnings or errors.
- They will need to explain why.

The screenshot shows a web application interface for course planning. At the top, there are tabs for different grade levels: '26 - 9th grade', '2026-2027 - 10th grade', '2027-2028 - 11th grade', and '4th'. The '2026-2027 - 10th grade' tab is active. Below the tabs, there is a list of courses including 'English I', 'Math 200', 'History', 'Biology (SCI300)', and 'Chemistry (SCI301)'. A modal dialog box titled 'Address errors before submitting' is open in the center. The dialog contains the following text: 'Your course plan contains the following errors. What would you like to do?'. It lists four errors: 'English: There is 1 error that must be fixed or addressed.', 'Electives: There is 1 error that must be fixed or addressed.', 'Total Credits: 23 / 24 Planned', and 'Yearly Credits Not Reached: You have not reached the minimum credits for grade 11 (6 credits)'. Below these errors, there is a section for 'Missing Course Alternate for 2 Courses: You must select 6 alternate courses for 2 courses'. At the bottom of the dialog, there is a blue button labeled 'Fix the errors...' and a link 'or submit it and explain the errors below:'. Below this, there is a text area for 'Course Plan Notes' with a character count '0/500 Characters'. At the very bottom of the dialog, there are 'Cancel' and 'Submit Plan' buttons.

Address errors before submitting

Your course plan contains the following errors. What would you like to do?

- △ English: There is 1 error that must be fixed or addressed.
- △ Electives: There is 1 error that must be fixed or addressed.
- △ Total Credits: 23 / 24 Planned
- △ Yearly Credits Not Reached: You have not reached the minimum credits for grade 11 (6 credits)
- △ Missing Course Alternate for 2 Courses: You must select 6 alternate courses for 2 courses

Fix the errors... or submit it and explain the errors below:

After submitting, you can still make changes until Thursday Aug 21.

Course Plan Notes

0/500 Characters

Cancel Submit Plan

Access Your Guardian Account

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Access Your Guardian Account (Synced Emails)

Logging in for the first time?

Go to app.schoollinks.com

- If the email on file with the district is a Google email, then click **Log in with Google** to sign in.
- Otherwise, click **Forgot password**, enter your email, then click **Reset password**. You will receive an email with instructions to create a SchoolLinks password.

The screenshot shows the SchoolLinks login page with a yellow background. The main heading is "Log in to your account". On the left, there are input fields for "Email" and "Password", followed by a yellow "Login" button and a "Forgot password" link. On the right, there are four social login buttons: "Log in with Clever", "Log in with ClassLink", "Log in with Google", and "Log in with LinkedIn*", with a note "*Guardians and members only" below them. At the bottom left, there is a link for "SchoolLinks student or staff? Claim account". An inset box shows the "Reset your password" screen, which has a heading, a sub-heading "Enter your email address to reset your password.", an "Email" input field, a "Back to login" button, and a "Reset password" button. An arrow points from the "Forgot password" link on the main page to the "Reset your password" inset.



[Onboarding for Guardians \(Synced Accounts\)](#)

Access Your Student's Course Plan

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View Student's Course Plan

If you would like to review your students Course Plan in SchooLinks:

- Select your student
- Then select **Course Plans** from the casefile section dropdown to view your student's course plan directly in SchooLinks

[View Student Course Plans](#)

The screenshot shows the Guardian Dashboard for a student named Maya "MJ" Junior. The interface includes a sidebar with navigation options like Home, Engage, Career, College, and Requests. The main content area has tabs for Dashboard, My students, and My profile. A dropdown menu in the top right corner is open, showing 'Casefile section' and 'Course Plans'. An arrow points from the 'Course Plans' option to a detailed view of the student's course plan for Margaret Bruce, 9th grade, SchoolLinks High School. The detailed view shows the 2024-2025 Plan, which is approved. It lists various courses and their status:

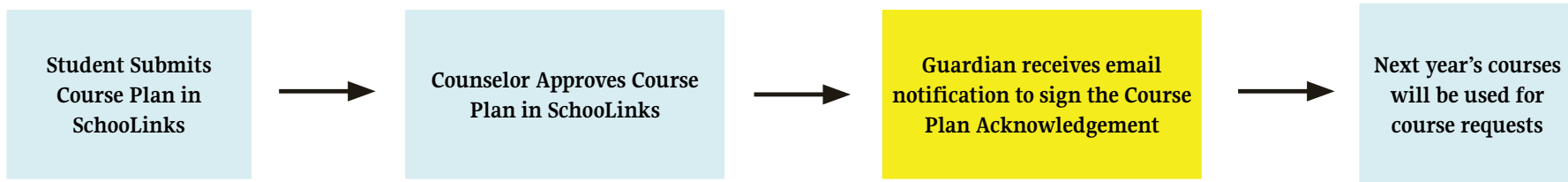
Category	Course	Credits	Status
English	English I (ENG101)	0.5 / 1.0 credits	A
	English II (ENG102)	1.0 / 1.0 credits	Missing prerequisite
	English III (ENG103)	1.0 / 1.0 credits	
	English IV - Advanced Literature (ENG104)	0.5 / 0.5 credits	
Math	Algebra I (MATH200)	0.5 / 1.0 credits	B
	Geometry (MATH201)	1.0 / 1.0 credits	Missing prerequisite
	Algebra II (MATH202)	1.0 / 1.0 credits	
	Pre-Calculus (MATH203)	1.0 / 1.0 credits	
Social Studies	US History (HIST400)	0.5 / 1.0 credits	A
	US History (HIST400)	0.5 / 1.0 credits	
	Honors US History (HIST400H)	1.0 / 1.0 credits	Pre-AP
	AP US History Dual Credit (HIST1000H)	1.0 / 1.0 credits	



Course Planning Milestones

Parent/Guardian Course Plan Approvals

- After School Counselors approve student's course plans, parents/guardians will be notified via SchoolLinks to review and acknowledge student's course plan.
- Student Course Plans open **January 5th, 2026**



Email Notification Course Plan Acknowledgement (Option 1)

Parents and guardians will receive the following message from info@schoolinks.com to review and approve their student(s) course plan:

Subject: Your student's **Course Plan Acknowledgement** is ready for your review

Hey *[Guardian Name]*, check out what's going on in your SchoolLinks account!

Action needed: Please review and approve your student's [Course Plan Acknowledgement](#), which is due *[guardian approval date]*. Please approve as soon as possible.

Sincerely,
SchoolLinks



View & Sign Your Student's Course Plan Acknowledgement (Option 2)

This will be listed as a **To-do** on your Guardian Dashboard.

Note: Course Plan Acknowledgements are only available for signature once the student has submitted their Course Plan AND the counselor has approved the plan.

The screenshot displays the Guardian Dashboard interface. On the left is a yellow sidebar with navigation icons for Home, Engage, Career, and College. The main content area is titled 'MEMBER Home' and 'Hi Tracey!'. Below this is a 'To-dos' section with a list of tasks. The task 'Approve Margaret Bruce's Course Plan Acknowledgement' is highlighted with a red rectangular border. To the right of the task list, there are buttons for 'RECOMMENDED'. Further right, there is a section for 'Amazon' with various management options like 'Manage scholarships', 'Manage events', and 'Edit organization profile'. At the bottom right, there is a section for 'Answer student questions'.

Task	Status
Meeting with Jason Smith (Robert Green's Counselor) at 12:00 pm on 08/13/25	
Meeting with Jason Smith (Robert Green's Counselor) at 10:00 am on 08/14/25	
Meeting with Yolanda Williams (John Abel's Counselor) at 01:00 pm on 09/15/25	
Approve Margaret Bruce's SLPS Demo IL - Individualized Learning Plan (ILP)	RECOMMENDED
Approve Margaret Bruce's Course Plan Acknowledgement	RECOMMENDED
Approve Margaret Bruce's Course Plan Acknowledgement	RECOMMENDED



View & Sign Your Student's Course Plan Acknowledgement (Option 3)

Click **Personalized Plans** from the casefile section dropdown to view and approve the student's personalized plan.

[Overview of Your Student's Personalized Plan](#)

Note: Course Plan Acknowledgements are only available for signature once the student has submitted their Course Plan AND the counselor has approved the plan.

The image shows two screenshots of the SchoolLinks Guardian Dashboard. The top screenshot is the 'Guardian Dashboard' for a student named Maya 'MJ' Junior. A dropdown menu in the 'Casefile section' is open, showing 'Personalized Plans' as an option. An arrow points from this option to the bottom screenshot. The bottom screenshot is the 'Personalized Plans' page for Margaret Bruce (2025 - 2026), a 9th grader at SchoolLinks High School. It shows the student's status as 'Submitted 12/15/2025', the counselor's status as 'Approved 12/15/2025', and the guardian's status as 'Pending Approval'. The page includes sections for 'Academic Plan' (with a 'View course plan' button) and 'Approve plan' (with a signature line and an 'Approve' button).



SchoolLinks Support

schoolinks 

Visit the Help Center



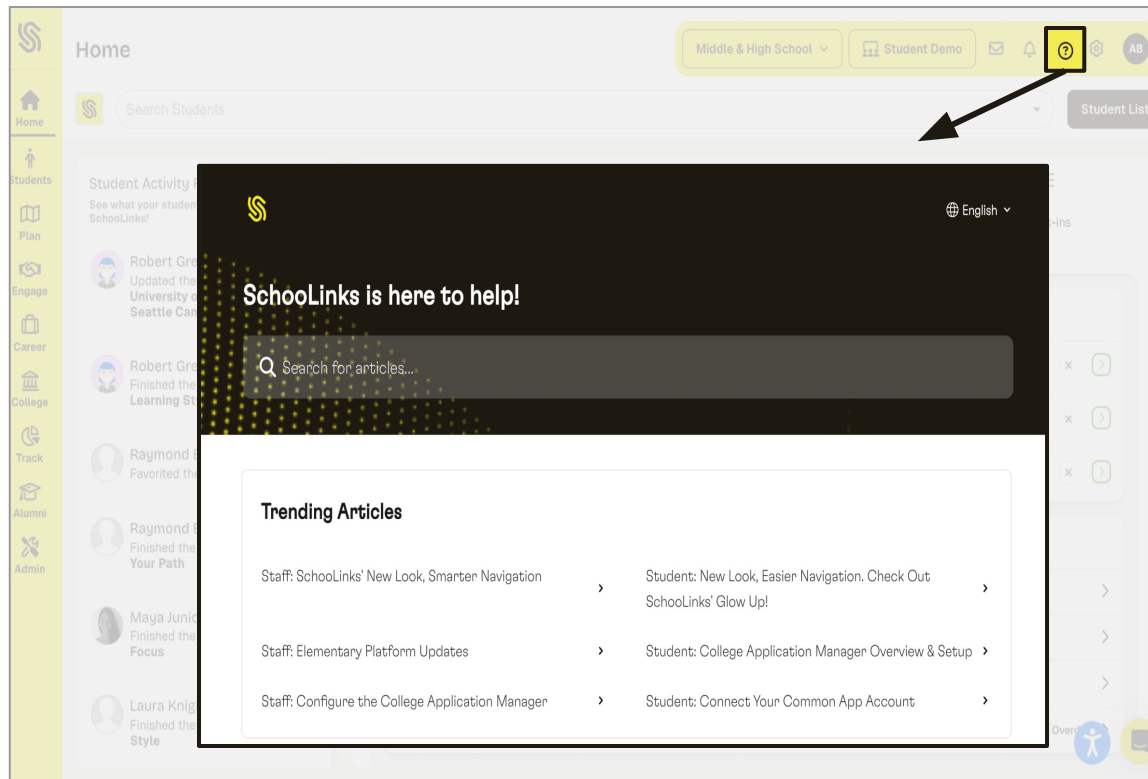
To access the Help Center:

- Visit support.schoollinks.com
***must be logged in first to view articles*

OR

- Click the Question Mark in the upper right corner of the platform, then select [Help Center](#)

Use the search bar to find your answer or scroll to browse topics

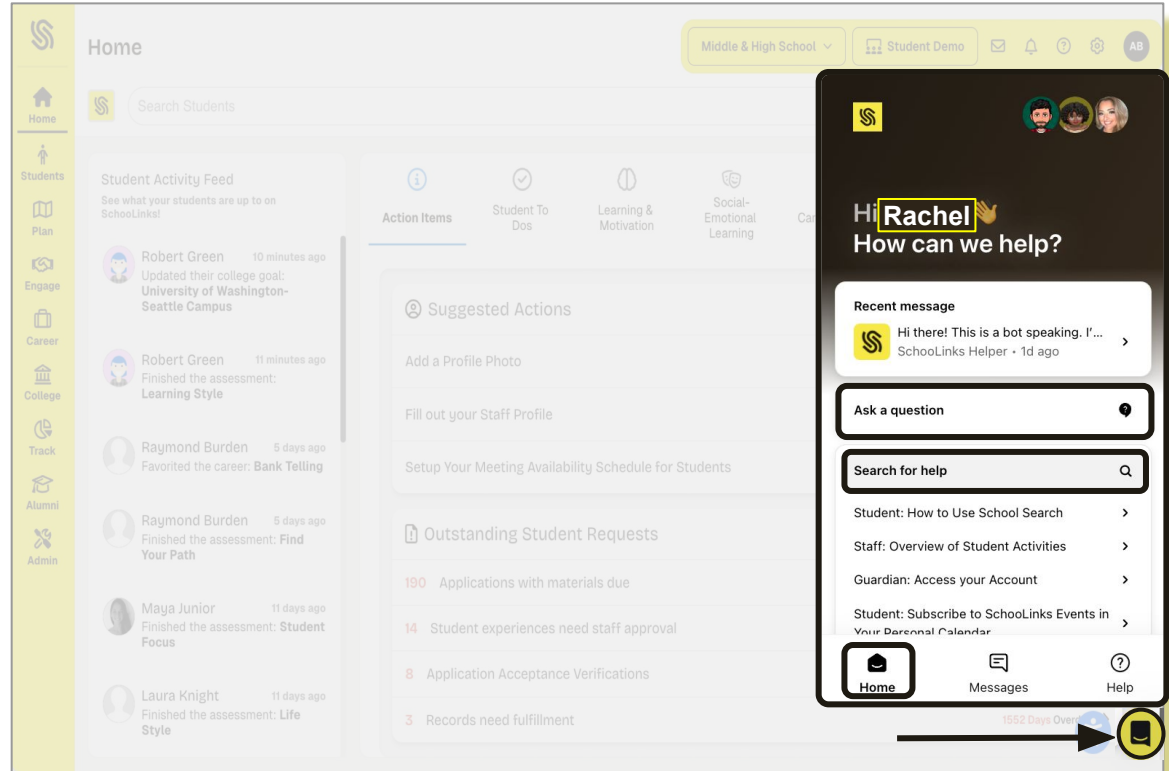


Get In-App Support (Home Tab)



Click the chat icon in the lower right corner to access the following from the **Home** tab:

- The AI agent which generates answers and article sources based on your questions. This information is pulled directly from the Help Center, getting you the help you need without interrupting your workflow.
- The search bar to search by topic and view a list of suggested help center articles

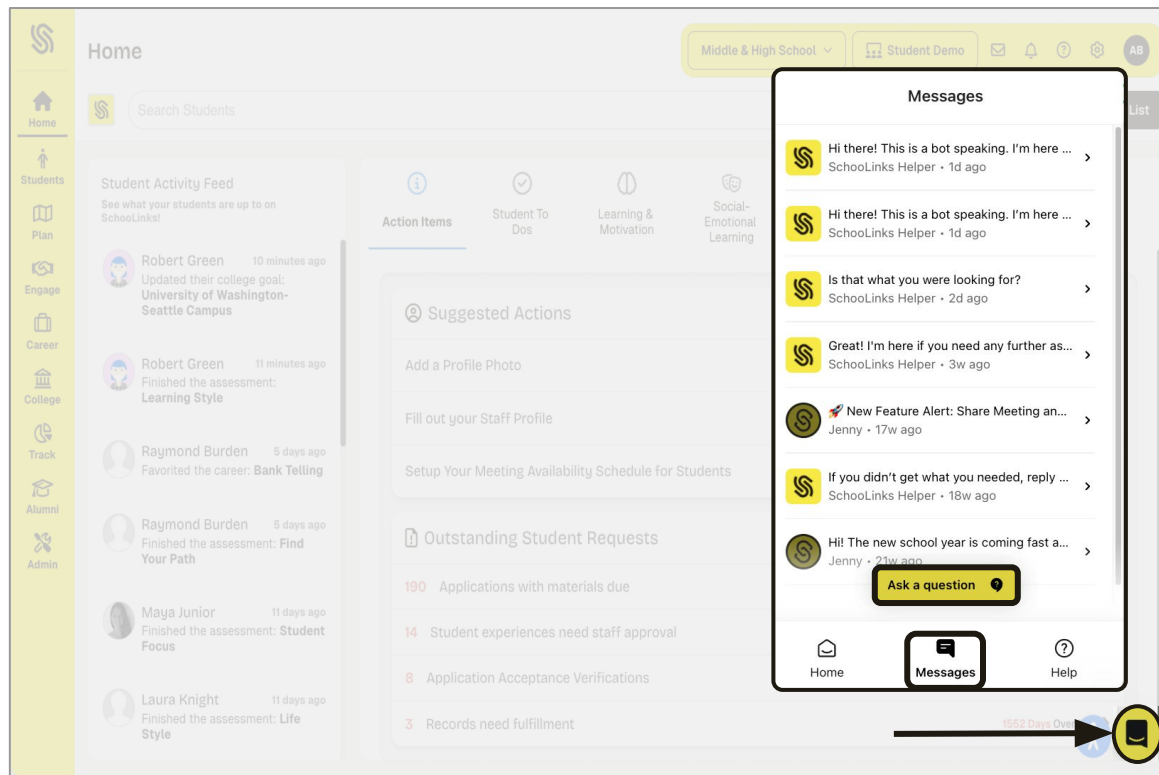


Get In-App Support (Message Tab)



From the **Messages** tab:

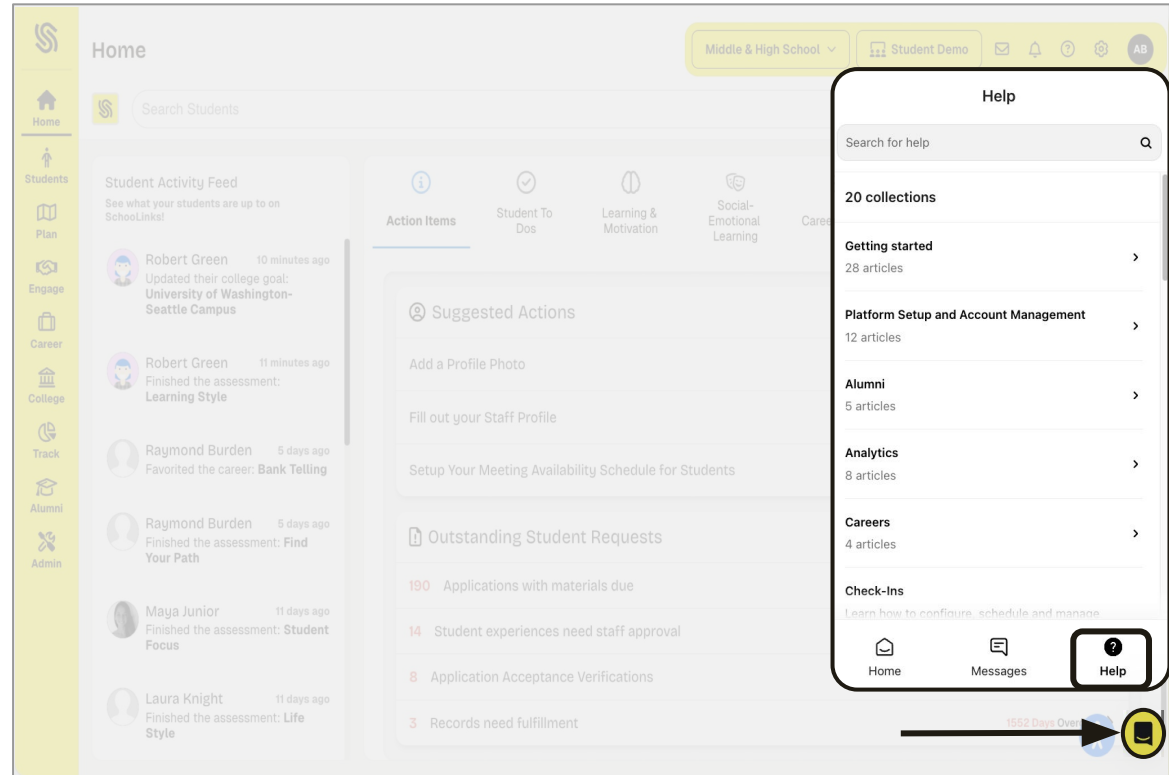
- View a history of your support messages
- Ask a question of the support team and receive a response within minutes during business hours.
 - 8:30am-6pm Eastern
 - 7:30am - 5pm Central
 - 6:30am - 4pm Mountain
 - 5:30am - 3pm Pacific



Get In-App Support (Help Tab)

From the **Help** tab:

- Search Help Center articles by keywords
- Explore Help Center Article Collections



Thank You!

