

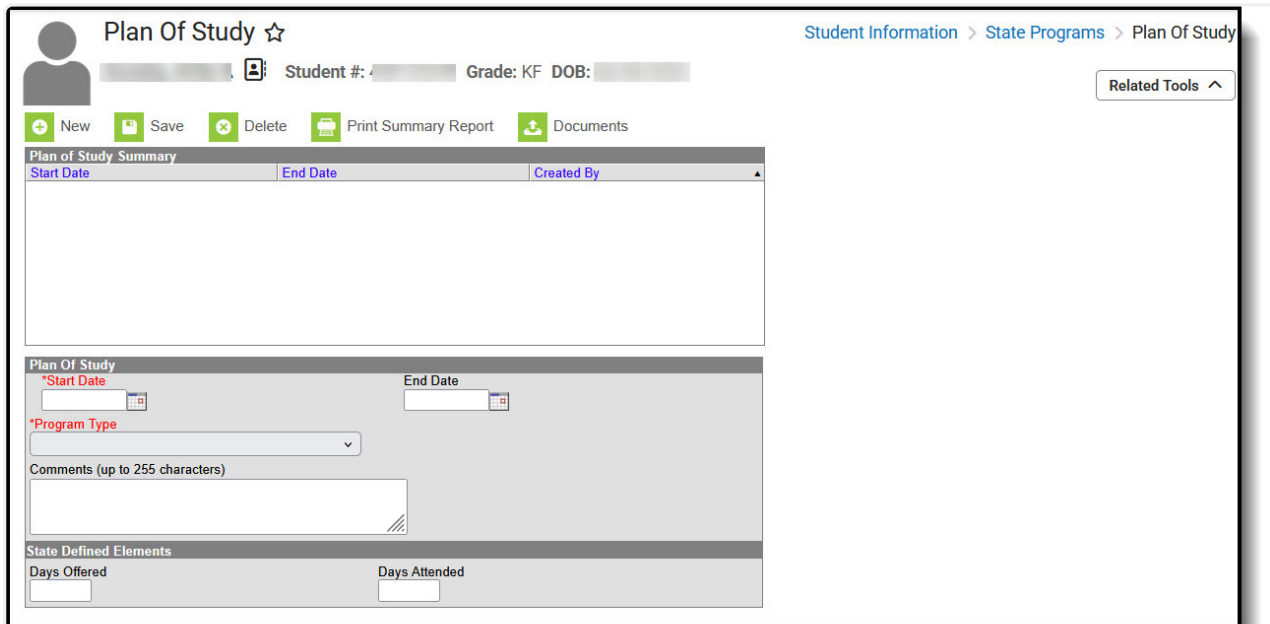
# Plan of Study (New Mexico)

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[Enter/Modify Plan of Study Records](#) | [Plan of Study Field Descriptions](#)

Tool Search: Plan of Study

The Plan of Study tool is used to track a student's data in three programs: Out-of-School Time, High-Impact Tutoring, and Near Peer Tutoring.



The screenshot shows the 'Plan Of Study' tool interface. At the top, there's a header with a user profile icon, the title 'Plan Of Study ☆', and navigation links: 'Student Information > State Programs > Plan Of Study'. Below the header, there's a form for student information: 'Student #', 'Grade: KF', and 'DOB:'. A 'Related Tools' dropdown menu is on the right. Below this, there are action buttons: 'New', 'Save', 'Delete', 'Print Summary Report', and 'Documents'. The main area is divided into two sections. The top section is 'Plan of Study Summary' with columns for 'Start Date', 'End Date', and 'Created By'. The bottom section is 'Plan Of Study' with fields for '\*Start Date', 'End Date', '\*Program Type' (a dropdown menu), 'Comments (up to 255 characters)', and 'State Defined Elements' with sub-fields for 'Days Offered' and 'Days Attended'.

*Plan of Study*

**Read** - Access and view the Plan of Study tool.

**Write** - Modify existing Plan of Study records.

**Add** - Add new Plan of Study records.

**Delete** - Permanently remove Plan of Study records.

For more information about Tool Rights and how they function, see the [Tool Rights](#) article.

## Enter/Modify Plan of Study Records

- Overlapping records are allowed by unique program type.

## Enter Plan of Study Records

1. Click **New**. A **Program Information** editor displays.
2. Enter the appropriate information for the fields in the editor.
3. Click the **Save** icon when finished. The new record is visible in the Plan of Study Editor.

## Modify Plan of Study Records

1. To modify a Plan of Study record, select it from the editor and enter the new information (end date, new comments, etc.).
2. When a student is no longer considered in the program, edit the record and enter an **End Date**.
3. When a record was entered in error, click the **Delete** icon to remove it completely.

## Plan of Study Field Descriptions

[Start Date](#) | [End Date](#) | [Program Type](#) | [Comments](#) | [Days Offered](#) | [Days Attended](#)

### Start Date

Indicates the date the student starts a Plan of Study program.

▶ [Click here to expand...](#)

#### Database Location:

planOfStudy.startDate

#### Ad hoc Inquiries:

Student > Learner > State Programs > Plan of Study > planOfStudy.startDate

### End Date

Indicates the date the student ended a Plan of Study program.

▶ [Click here to expand...](#)

#### Database Location:

planOfStudy.endDate

#### Ad hoc Inquiries:

Student > Learner > State Programs > Plan of Study > planOfStudy.endDate

### Program Type

Indicates the Plan of Study program the student is participating in.

- HIT-1: High-Impact Tutoring - English Language Arts
- HIT-2: High-Impact Tutoring - Mathematics

- NPT-1: Near Peer Tutoring - English Language Arts
- NPT-2: Near Peer Tutoring - Mathematics
- OST-1: Out-of-School Time - Academic
- OST-2: Out-of-School Time - Enrichment
- OST-3: Out-of-School Time - English Language Arts Academic
- OST-4: Out-of-School Time - Mathematics Academic

► [Click here to expand...](#)

#### **Database Location:**

planOfStudy.programType

#### **Ad hoc Inquiries:**

Student > Learner > State Programs > Plan of Study > planOfStudy.programType

## **Comments**

Lists any additional information added to the record.

► [Click here to expand...](#)

#### **Database Location:**

planOfStudy.comments

#### **Ad hoc Inquiries:**

Student > Learner > State Programs > Plan of Study > planOfStudy.comments

## **Days Offered**

Indicates the number of days in the program

► [Click here to expand...](#)

#### **Database Location:**

planOfStudy.daysOffered

#### **Ad hoc Inquiries:**

Student > Learner > State Programs > Plan of Study > planOfStudy.daysOffered

## **Days Attended**

Indicates the number of days the student attended the program

► [Click here to expand...](#)

**Database Location:**

planOfStudy.daysAttended

**Ad hoc Inquiries:**

Student > Learner > State Programs > Plan of Study > planOfStudy.daysAttended

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