**How to Write a PLP**

**On TIENET**

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1. **Log in** to TIENET
	1. Go to fc.skschools.net
	2. Sit on Staff
	3. Click on TIENET
2. **Search** for the student
	1. Click on **(*Search for other…)***
	2. Type the first few letters of the **last name** of the student needing the PLP. You do not need to type the whole name.
	3. When you find the student, click on the icon to the left that looks like a clipboard. It will say “**documents**” when you sit on it.
3. **Create** the PLP
	1. Click on the **arrow** to the left of the empty rectangle that will bring up a drop down menu.
	2. Select **RTI Literacy Plan (PLP)**
	3. Select “**Go**”. A new box will appear. Type in the **current grade**.
	4. Select “**Create**”
4. **Write the PLP** by filling in the appropriate empty boxes.
	1. Select “**Save, Continue Editing**” if you need to add more assessments.
	2. Select “**Save, Done Editing**” when you are done.
	3. You have now completed the “front page” of the PLP.
5. Write **the intervention plan**
	1. Click on the **arrow** next to “Intervention Plan” at the top of the page. This will bring a drop down menu. Click “description of intervention”.
	2. Fill in the pink boxes.
	3. ***You may find it helpful*** to use the “insert statements” that have been provided. When you click on the statement it will be added to the plan. You may insert as many as you deem necessary. You do NOT need to put in the name of the student, it will appear automatically when the PLP is printed, but you will need to fill in the blanks for the goal statements. ***Goals need to be measurable*** (ie. Points, level, %).
	4. For the Interventions/Strategies, first select the drop down arrow next to Public Statements (general) then select the literacy area for the child and a list of interventions will appear. Again, select the one(s) you find appropriate.
	5. Click “Save, Done Editing” when you are done.
6. If there is a reading teacher or special educator involved in the PLP, inform that person that the PLP is written and that they may now add their page to the PLP.