

## Resetting Minutes per Week if it Differs from the Normal “2000 Minutes Per Week” School Week

1. Find a student and open the record.

CLARITY™ Student Test, Alicia (8)

Save Refresh Menu ...

Personal School Emergency Medical Guardians Attachments

Student ID: 8 Go  
 State Student ID: 8  
 First Name: Alicia  
 Middle Name:  
 Last Name: Test  
 Social Security #:  
 Gender: F - Female  
 Ethnicity: O - Other  
 Birth Date: 1/4/1995 (11 years + 1 m)  
 Type: (none)  
 Status: A - Active  
 Language: Primary: (none) Home: (none)  
 Address: City:

2. Click “Find a Service Plan”

CLARITY™ Service Plan List Test, Alicia (8)

Student: Test, Alicia (8) filter: (none) look for:

Begin Date	End Date	Type	Status	IEP Case Manager
9/22/2003	9/21/2004	2 - Review	1 - In-development	Schultz, Lynette

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3. Open, or click on the Service Plan you need to work on.

4. Click the Placement and Services Tab.

CLARITY™ Service Plan Test, Alicia (8); 9/22/2003

Save Refresh Menu ...

Student: Test, Alicia (8)

Detail Placement and Services Attachments

Total School Mins/Week: 750 < Reset Total Time  
 Total General Ed Mins/Week: 195 %: 26 < Calculate Times  
 Total Outside General Ed Mins/Week: 555 %: 74  
 LRE: GES1 - Primarily General Ed.- Some S.E. Inst  
 Total Service Mins/Week: 755

5. Change “Total School Min/week:” field to 2000 to 750, or whatever the number of minute per week that child is in school.

6. Click “Calculate Times”

7. Click SAVE

8. Send your \$25 support donation check to:  
 Paul Hans  
 Council Bluffs Community Schools  
 12 Scott Street  
 Council Bluffs, IA 51501

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