

Important Information Regarding Catholic Accommodation Plans (CAPs)/Individualized Catholic Education Plans (ICEPs)

- ❖ The fillable forms are designed to support school teams in creating a clean copy for school teams and parents. Please see the page below for instructions on how to navigate the drop-down menu for the CAP/ICEP
- ❖ We can unlock the form for school team members to edit, but the parent acknowledgment section needs to remain unedited. Upon request, the password to unlock the document or an unlocked copy is available for principals and resource teachers.
- ❖ If sending plans electronically to parents, **the plans must be converted into a PDF format prior to being sent** to deter people outside of the school team from editing the document.
- ❖ ICEPs must be designed by a special educator. If your school does not have a special educator on staff, and an ICEP needs to be developed, please contact Margaret Kenney White.

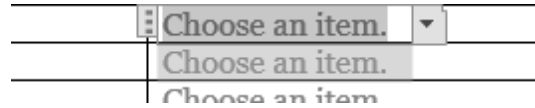
If you have any questions, concerns, or frustrations while creating a CAP or ICEP, please do not hesitate to contact Margaret Kenney White.

Email: KenneyM@adw.org

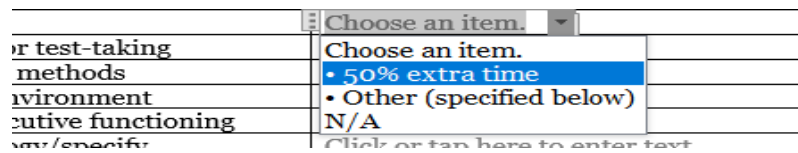
Phone: 301 853 4458

Navigating the Drop-Down Menu to Select Accommodations:

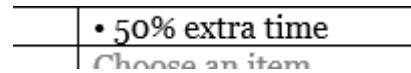
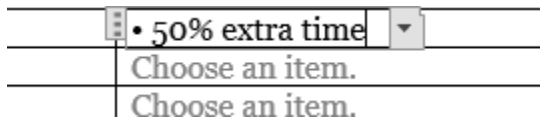
Step 1: click the text “Choose an item.” This will highlight the text grey and a box with a downward arrow will appear.



Step 2: Click the downward arrow and select an accommodation.



You will get one accommodation selection. If you click anywhere on the screen after making your selection it will show up in the appropriate box.



To select more accommodations, proceed to step 3.

Step 3: Click the right sliver of the grey down arrow of the drop-down menu and a “+” sign should appear.



If this does not work, click the right arrow key until the existing accommodation is highlighted and a “+” sign appears. Please reach out to me if these options are not working.



Another drop-down menu will appear for you to add additional options to the plan.

