

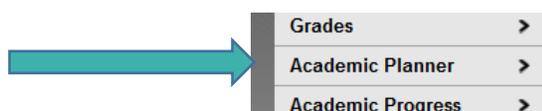
## How to Sign-Off on MYAP as a Parent

Starting in February 2017 and impacting the 2017-18 school year as well as any subsequent years on the student's plan, the Paulding County School District utilizes a tool called the Multi-Year Academic Planner (MYAP). Students register for classes for the following school year as well as plan for future years. Once a student completes this process, then, parents need to go into their parent portal account and sign-off on the plan which is also known as the IGP (Individual Graduation Plan). Every student must have their plan approved by a parent. Please follow the directions below for this and contact your school counselor if you have further questions.

**Step 1:** Go to the Parent Portal Login: <https://campus.paulding.k12.ga.us/campus/portal/paulding.jsp>

- Login using your user name and password.
- If you do not have a user name, then contact your school's front office to get one.

**Step 2:** Click on the **"Academic Planner"** tab on the left side of the screen:



**Step 3:** Click **"Next"** on the next screen. Do not change any of the drop boxes.

**Academic Planner**

Choose an Academic Plan: IGP - CTAE

This IGP has an emphasis or main pathway in the Career, Technical and Agricultural Education area. Your selection of courses will be extremely important as all students are required to meet graduation requirements within this plan. In addition, advisement from adults (counselors, teachers, and parents) will assist you in making these very important course decisions.

Post Grad Location: Post Grad Plans:

**Next**

**Step 4:** You will now be able to see your son or daughter's classes. Please look over these, and contact your student's school counselor if you have any questions or concerns.

- Click on the box that says "I \_\_\_\_\_ approve this Academic Plan"
- Then, Click on "Save" and the process is complete.
  - Note: When you click save, it could give you a couple of warnings about classes not being correct. The counselors are aware of these alert messages and will review and update your student's schedule of courses as necessary.

A screenshot of the Academic Planner interface. On the left is a navigation menu with 'Academic Planner' selected. The main area shows a 'Save' button, a search bar, and a table of course grades for grades 09 through 12. A red arrow points to the 'Save' button, and another red arrow points to the 'Academic Planner' menu item.

Grade: 09	Grade: 10	Grade: 11	Grade: 12
6.5 / 6.0	7.0 / 6.0	7.0 / 6.0	8.0 / 5.0
<b>ENGLISH (4.0 / 4.0)</b>			
1.0 / 1.0	1.0 / 1.0	1.0 / 1.0	1.0 / 1.0