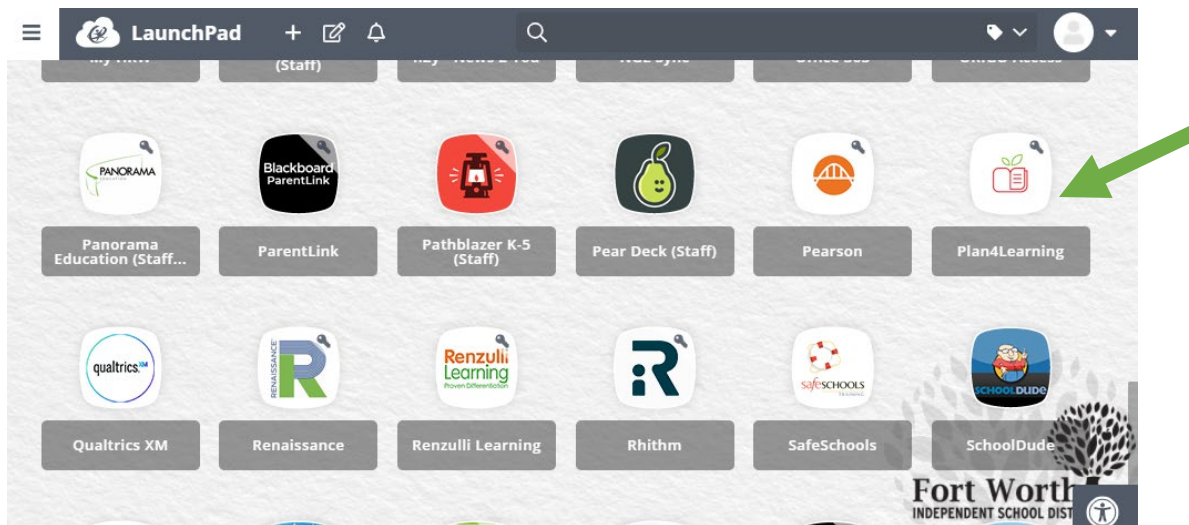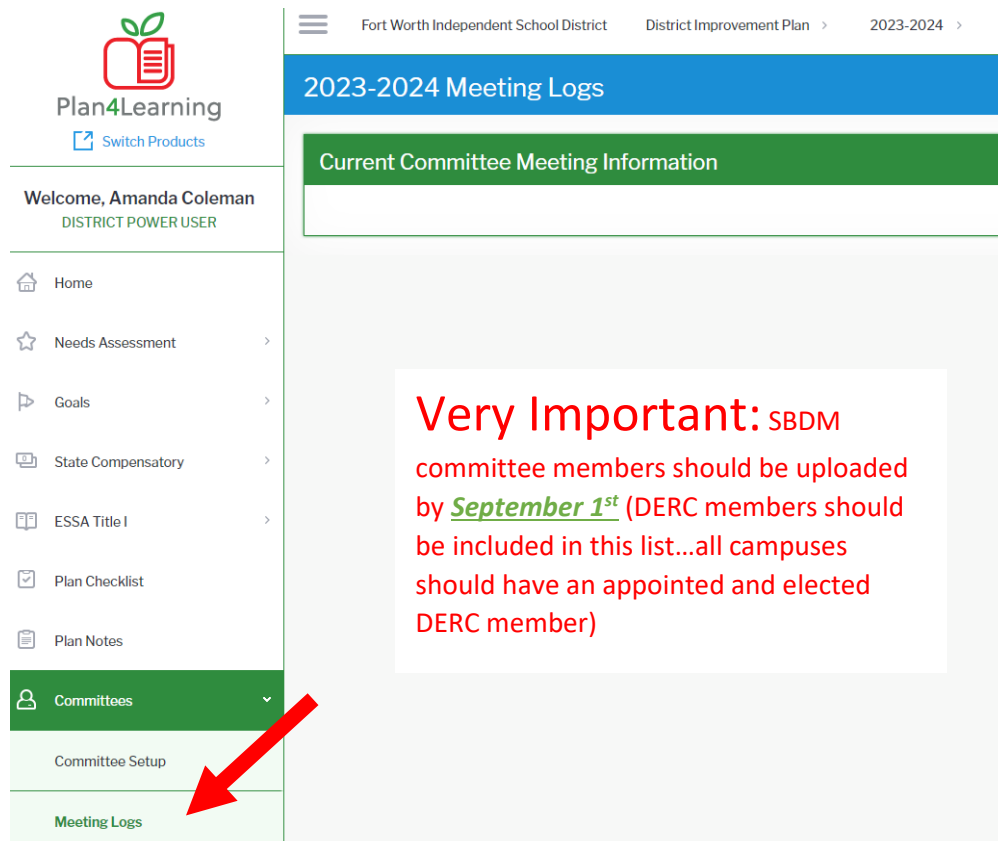# How to Upload Site-Based Decision-Making (SBDM) Committee Members and Meetings to Plan4Learning

1. Access Classlink: https://myapps.classlink.com/home
2. Select *Plan4Learning*

3. For your perspective campus use the Menu on the left to select *Committee, Committee Setup, Create Committee* then choose *Site-Based Decision Making*.
4. You will also see *Meeting Logs* under the *Committees* tab. You will upload your minimum of 6 SBDM meetings here.

Very Important: SBDM committee members should be uploaded by *September 1st* (DERC members should be included in this list...all campuses should have an appointed and elected DERC member)

Contact Amanda.Coleman@fwisd.org if you have questions.