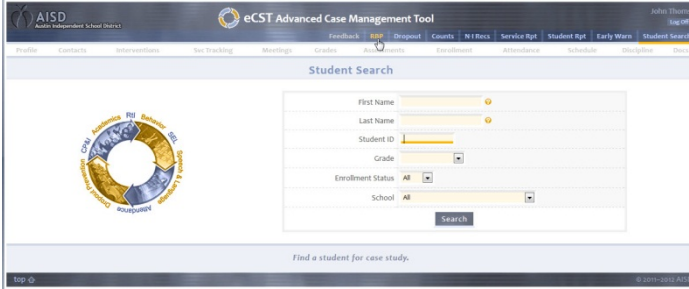
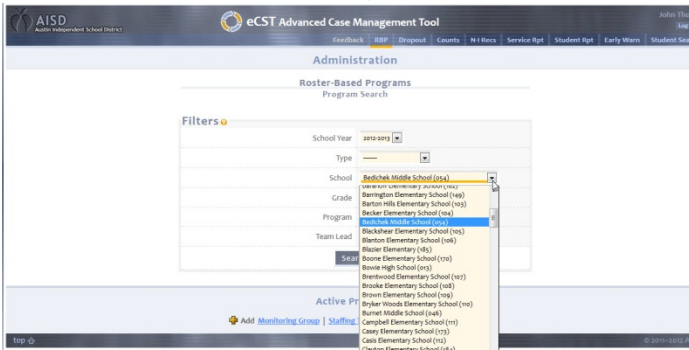


HOW TO CLOSE A RBP

1. Select **RBP** from the top row of the eCST



2. Select your **school** (unless your campus RBPs are listed below the Search button)

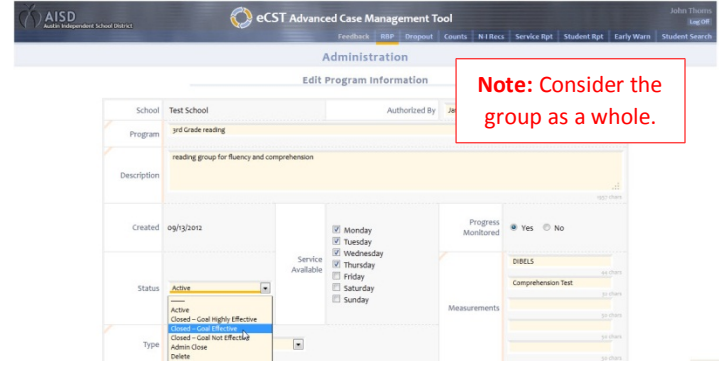


3. Click on **Edit**, for the RBP you are going to close.

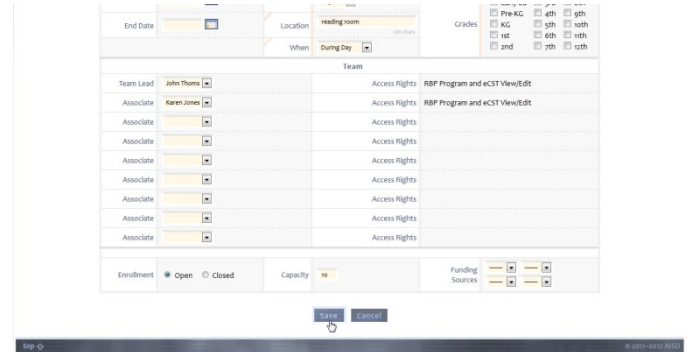
#	Type	Programs	Enrollment	Enrolled / Capacity	Time of Day	Locations	Duration	Team Leads	Actions
1.	Group	1st	Open	11 / -				Daniel Diehl	Yes Edit Assign Status
2.	Team	1st absences	Open	5 / -				Kemal Taskin	Yes Edit Assign Status
3.	Team	1st grade access	Open	0 / -				Simon Tidd	Yes Edit Assign Status
4.	Program	3rd Grade reading	Open	5 / 10	During Day	reading room	16-30	John Thoms	Yes Edit Assign Status
5.	Program	3rd grade LSP math	Open	0 / -	Saturday	classroom	16-30	Simon Tidd	Yes Edit Assign Status
6.	Group	5th Grade STAAR Reading Group	Open	5 / -				Rhonda Kurkil	Yes Edit Assign Status
7.	Group	5th grade group	Open	0 / -				Tina Stogdill	Yes Edit Assign Status
8.	Team	5th grade level team	Open	5 / -				John Thoms	Yes Edit Assign Status
9.	Program	4th, 5th, 6th Academic, Attendance, and Behavioral Intervention	Open	3 / -	During Day	Classroom	46-60	Andrea Ross	Yes Edit Assign Status
10.	Program	ALC 6th Grade Tier 3 Academic and Behavioral Intervention	Open	4 / -	During Day	Classroom	61-75	null null	Yes Edit Assign Status
11.	Program	After School	Open	5 / 50	After School	School	46-60	Simon Tidd	Yes Edit Assign Status

4. Open the drop down menu for **Status** and choose the appropriate status (Bolted choices are most often used).

- Active (Status prior to closing)
- **Closed – Goal Highly Effective** (Met or exceeded goal)
- **Closed – Goal Effective** (Sufficient progress)
- **Closed – Goal Not Effective** (Did not make progress)
- Admin Close (Closed by campus Admin or MIS)
- Delete (To remove goal from RBP list)



5. Scroll down to the bottom of the page and **save** the RBP.



6. Check on the RBP page, with all the RBPs listed, scroll to the bottom and you should see the closed RBPs in the list for **Inactive Programs**.

#	Type	Programs	Enrollment	Enrolled / Capacity	Time of Day	Locations	Duration	Team Leads	Actions
65.	Program	test group	Open	4 / 10	After School	room 8	31-45	null null	Yes Edit Assign Status
66.	Program	test program	Open	0 / -	During Day	office area	16-30	null null	Yes Edit Assign Status
67.	Team	werber	Open	3 / -				John Thoms	Yes Edit Assign Status
68.	Program	xyz	Open	0 / 10	During Day	dflg		Other null null	Yes Edit Assign Status

#	Type	Programs	Enrollment	Enrolled / Capacity	Time of Day	Locations	Duration	Team Leads	Actions
69.	Program	3rd Grade reading	Open	5 / 10	During Day	reading room	16-30	John Thoms	Yes Edit Assign Status

If you have questions or concerns, please contact your Child Study System Facilitator