



# Indiana IEP Walkthrough for Teachers of Record

## IIEP Main Page

### CREATE CASELOAD

- 1) From the Main Page, select Wizards from the gray menu bar at the top of the screen
- 2) Select Caseload Setup Wizard
  - a) To add students to the caseload click the button at the bottom of the screen labeled, "Add More Students to Caseload"
- 3) To "Add More Students to Caseload"
  - a) Enter search criteria
  - b) Click View Students button
  - c) Students meeting search criteria display on screen
  - d) Check either TOR/Case Manager or Team Member for the students
- 4) Click Add Students to Caseload button at the bottom
- 5) **OR**, Add Students To Caseload, Then Find More
  - a) to complete another student search and add more students
- 6) Change the location of the check and update database to change from TOR/Case Manager to Team Member and or from Team Member to TOR/Case Manager
- 7) Remove both checks for a student to remove them from the Caseload
- 8) Click "Update the Database" to confirm the change.**

### VIEW CASELOAD

- 1) Select Students from the gray menu bar at the top of the screen
- 2) Click View My Caseload
- 3) TOR/Case Manager or Team Member Caseload displays
  - a) To add or remove students from this list see Create Caseload above.
- 4) Click on the header of any column to sort by that information
  - a) By default, the list is sorted by student name with the TOR's students listed first
  - b) Any students assigned to the user as Teacher of Service are listed next
  - c) Click the header of the first column (CP) for a detailed explanation of the compliance symbols

### ACCESS THE IEP

- 1) From the Caseload list, click a student's name or click the student's name from the Main Page widget.
- 2) Select a reason for access **then** click continue
- 3) From the Blue Student Menu, select IEP Process

## IEP Process

### Meeting Purpose

- 1) Select the Meeting Purpose that best represents the reason for calling a Case Conference
  - a) Some purposes may be preselected, such as Transition, according to the student's age or grade level
  - b) Multiple purposes may be selected
    - i) IIEP will not allow some combinations of purposes
    - ii) Annual and Initial may not be selected together, for example
  - c) IEP may prompt for additional information on this page based on the purpose (i.e., Move-In)
- 2) Click: **SAVE OR SAVE & CONTINUE**
  - a) "SAVE" saves the information on the screen
  - b) "SAVE & CONTINUE" saves the information on the screen and checks it against IIEP's Rules of Completion
  - c) If any part is incomplete or missing, error messages will appear at the top of the page
  - d) If all parts are complete, IIEP advances to the next page

### CREATE CCC TEAM

- 1) Current Teacher of Record/Case Manager should display the current TOR
  - a) To change this select the new TOR from the dropdown list
- 2) Click the "Select Team" button to add to or edit the Case Conference Committee Team
- 3) Update Team Page to include the following:
  - a) Current TOR/Case Manager
  - b) Parent(s) who will receive IEP Information
  - c) Users within IIEP that may access IEP data at this school
  - d) Check users that will be a part of the CCC team
    - i) Check the view only box to limit team member access to read only
- 4) Once all information is accurately recorded, click: **SAVE OR SAVE & CONTINUE**
  - a) If all parts are complete, IIEP returns to Create CCC Team

### SCHEDULE CCC MEETING

- 1) Enter proposed Date, Time and Place for the CCC Meeting
  - a) This date populates the date fields for Annual Goals and Special Education or Related Services.
- 2) Record Date the Notice of Case Conference Document Sent to Parent
- 3) Record Proposed Initiation and Annual Review Dates
- 4) **Secondary Transition Only** Indicate whether the Transition Service Agency Representative is to be invited to the case conference.

## INVITED INDIVIDUALS

### 1) Student

- a) The student may be selected from the available dropdown or may be left blank if the student is not attending the case conference

### 2) Public Agency Representative

- a) Select CCC Team Member that best fits the requirements for this role
- b) This individual may be excused from the CC with prior written consent of the parent
- c) If this team member must be excused select the appropriate option from the Requesting Excusal Dropdown
  - i) Definitions of the excusal options appear below the Invited Individuals grid
- d) Consent for excusal prompts are included in the Notice of Case Conference if selected here

### 3) Parent

- a) Any individual designated as a Legal Guardian in the **Parent Info** section may be selected here

### 4) Current TOR/Case Manager

- a) This information should be the same as the selection made on the Select CCC Team page
- b) This individual may be excused from the CC with prior written consent of the parent
- c) If this team member must be excused select the appropriate option from the Requesting Excusal Dropdown
  - i) Definitions of the excusal options appear below the Invited Individuals grid
- d) Consent for excusal prompts are included in the Notice of Case Conference if selected here
- e) Record Parent response to excusal request in the Consent to Excuse column

### 5) General Education Teacher

- a) This individual does not typically have an account in IIEP
  - i) The General Education Teacher's name may be entered in the text area provided
- b) This individual may be excused from the CC with prior written consent of the parent
- c) If this team member must be excused select the appropriate option from the Requesting Excusal Dropdown
  - i) Definitions of the excusal options appear below the Invited Individuals grid
- d) Consent for excusal prompts are included in the Notice of Case Conference if selected here
- e) Record Parent response to excusal request in the Consent to Excuse column

### 6) Secondary Transition Only – Transition Service Agency Representative if invitation was previously indicated in step 4 of this process

- a) This individual does not typically have an account in IIEP
  - i) The Representative's name may be entered in the text area provided
- b) This individual may be **INVITED** to the CC with prior written consent of the parent
- c) Consent for invitation prompts are included in the Notice of Case Conference if selected here
  - i) Record Parent response to consent to invite request in the Consent to Invite column

### 7) Create Draft Notice of Case Conference

- a) This step is not required but is beneficial in eliminating mistakes in dates, times, participants etc.

### 8) Create Final Notice of Case Conference

### 9) Select Parent Communication

- a) Select from the Parent Communications listed the event that records the delivery of the Notice of Case Conference.

10) Click: **SAVE OR SAVE & CONTINUE**

- a) "SAVE" saves the information on the screen
- b) "SAVE & CONTINUE" saves the information on the screen and checks it against IIEP's Rules of Completion
- c) If any part is incomplete or missing, error messages will appear at the top of the page
- d) If all parts are complete, IIEP advances to the next page

## **EXISTING DATA**

### **1) Notice of Procedural Safeguards**

- a) Record the date the Notice of Procedural Safeguards were provided to the parent or guardian.
- b) The date should be on or before the conference meeting date.

### **2) Evaluation Information and Student Data**

- a) Describe strengths of the student
- b) Describe the concerns of the parent for enhancing the education of the student
- c) **Initial Following Failed Response to Intervention Only** Record information regarding the instructional strategies and research-based interventions in which the student participated
  - i) This field appears only if the purpose of the case conference is indicated as Initial Following Failed Response to Intervention.
- d) Review Progress Monitoring Data and record results
  - i) This data may help the CCC to determine the need for additional testing. This field may be used to describe the growth or progress this student has made related to his or her annual goals.
- e) Provide a statement of the student's Present Levels of Academic Achievement and Functional Performance.
  - i) Include how the student's disability or suspected disability affects involvement and progress in the General Education Curriculum.
  - ii) Each contributor to the IEP document may enter a separate statement.
  - iii) The Teacher of Record has the option to delete outdated entries.

### **3) Click: SAVE OR SAVE & CONTINUE**

## ELIGIBILITY INFORMATION

- 1) **This page should only be accessed during the scheduled case conference**
  - a) **Eligibility determinations should only be made at a case conference by the committee after a review of data**
- 2) Based on the data recorded, the case conference committee determines the student's eligibility
- 3) If the student's eligibility is not yet determined, select that option from the eligibility choices.
  - a) In this case only the Eligibility Information Page may be saved with no event created.
- 4) If the student is eligible, record reasons for the eligibility decision
  - a) Click Create Eligibility button
  - b) From the new Eligibility Selection screen, select the primary and if needed any additional secondary eligibility areas for the student.
  - c) Click the Back button to return to the Eligibility Information page.
  - d) Click the Create Eligibility Event & Continue to confirm the eligibility choices and return to the Eligibility Information page.
    - i) **The Eligibility Information page is now locked and will remain locked until a Final IEP is created.**
- 5) If the student is not eligible for services, create a final notice of ineligibility
  - a) There is no need to continue with the remainder of the IEP documentation once the final notice of ineligibility is created.
  - b) Go to the Create IEP page to record attendees of the meeting.
- 6) **Click: SAVE OR SAVE & CONTINUE**

## SPECIAL CONSIDERATIONS AND BEHAVIOR CONCERNS

- 1) Complete Special Considerations for Limited English Proficiency – select either Yes **OR** No
  - a) Limited English Proficiency needs must be addressed for each student; there may be additional questions here based upon the eligibility areas of the student.
  - b) If yes is selected - Describe the language needs related to Limited English Proficiency as comprehensively as possible.
  - c) Participation in the Limited English Proficiency assessments will be recorded in the State Assessments and Other Participations page.
- 2) Complete Special considerations regarding instruction in Braille and the use of Braille – select either Yes **OR** No
  - a) This option only appears if Blind Low Vision or Deaf-Blind are selected as eligibility areas for the student
  - b) If yes is selected choose the Braille literary and math code accommodation types from the dropdown menu
    - i) Record the considerations as well as justification for the selection.
- 3) Complete Behavior Concerns – select either Yes **OR** No
  - a) If Manifestation Determination is the purpose, those options will be displayed on this page
  - b) Behaviors of Concern: Describe the patterns of concerning behaviors as comprehensively as possible

- c) Functions of Behavior: Include the evidence of factors affecting behavior describe as comprehensively as possible
- d) Positive Strategies/Instructional Experiences: Articulate the plan to provide behavior support/interventions describe as comprehensively as possible
- 4) Indicate whether or not to design a goal or goals (by selecting either Yes **OR** NO) for this student and if necessary entitle a new goal(s)
  - a) It is not necessary to record behavior goals here if an annual goal for the behavior has already been entered into Annual Goals.
- 5) Indicate the need for Special Education and Related Services (by selecting either Yes **OR** NO) and describe the service if required
  - a) It is not necessary to record services her if services for the behavior have already been entered under Provisions.
- 6) **Click: SAVE OR SAVE & CONTINUE**

### TRANSITION

- 1) Transition Assessments
  - a) All previous/current transition assessments will be listed on this page
  - b) Click "Add Assessment" to record the name of a new transition assessment
  - c) To delete a transition assessment
    - i) Check the box preceding the transition assessment in the "Del" column
    - ii) Click the "SAVE" button
  - d) To reorder the list of transition assessments
    - i) Enter the new order in the box provided in the "New Pos" column
    - ii) Click the "SAVE" button
- 2) Discuss findings of any age-appropriate transition assessments
- 3) Decide if the student has sufficient skills to live independently - select either Yes **OR** No
  - a) If "Yes", record the evidence that the student has skills to live independently.
    - i) Be sure to address independent living skills in the transition assessment summary.
  - b) If No, continue to step 4.
- 4) Enter Post-Secondary Goals regarding Independent Living, Employment, and Education and Training after high school
- 5) Select appropriate: The transition goals updated annual either
  - a) "Yes- postsecondary goals were reviewed and discussed and remain the same" **OR**
  - b) "Yes – postsecondary goals were reviewed and discussed and have been updated accordingly"
- 6) **Click: SAVE OR SAVE & CONTINUE**

## STATE ASSESSMENTS AND OTHER PARTICIPATIONS

- 1) Enter the anticipated date of the student's exit from high school or from extended secondary services
- 2) Select either:
  - a) "Student will participate in State Assessment",
  - b) "Student will participate in Alternate Assessment" or
  - c) "Student will not yet be in Grade 3."
- 3) If "Student will participate in Alternate Assessment" is selected - Answer the prompts for the Criteria for Alternate Assessment
  - a) IIEP will **ONLY** offer the options to participate in the Alternate Assessment if the student meets all criteria
  - b) If the student meets the criteria for the Alternate Assessment – Select either:
    - i) "Meets the criteria to participate in Alternative Assessment with Accommodations" if the student meets the criteria to participate in the assessment
      - (1) To add accommodations
        - (a) Click "Add Accommodations"
        - (b) Check the appropriate accommodation(s) for this student
        - (c) Click "Save and Continue" to return to the State Assessments and Other Participations page
        - (d) Selected accommodations appear next to the chosen curriculum area and grade level
        - (e) To remove an accommodation, check the box in the "Delete" column and "Save" the page
      - ii) "Meets the criteria to participate in Alternative Assessment without Accommodations" if the student meets the criteria to participate in the assessment
      - iii) For High School students, "Student will not be in 10<sup>th</sup> grade. Therefore, State assessment is not required,"
- 4) If "Student will participate in State Assessment" is selected - If ISTEP+ **OR** End Of Course with accommodations is selected for any area, choose appropriate accommodations
  - a) ISTEP+ OR End Of Course will depend on age/ grade level
  - b) To add accommodations
    - i) Click "Add Accommodations"
    - ii) Check the appropriate accommodation(s) for this student
    - iii) Click "Save and Continue" to return to the State Assessments and Other Participations page
    - iv) Selected accommodations appear next to the chosen curriculum area and grade level
    - v) To remove an accommodation, check the box in the "Delete" column and "Save" the page
- 5) Complete the Rationale section and describe the reasoning for state assessment selections

- 6) Other Participation: Articulate a plan for the student's participation in any other testing that may take place at school Include accommodations and any other direction

### **LIMITED ENGLISH PROFICIENCY**

- 1) This assessment only appears if Limited English Proficiency needs were indicated previously in the IEP Process
- 2) For Each Assessment Area Select from:
  - a) "Limited English Proficiency Exam" or
  - b) "Alternate Limited English Proficiency Exam".
  - c) Both options may be offered with or without accommodations.
- 3) To add accommodations
  - a) Click "Add Accommodations"
  - b) Check the appropriate accommodation(s) for this student
  - c) Click "Save and Continue" to return to the State Assessments and Other Participations page
  - d) Selected accommodations appear next to the chosen curriculum area and grade level
  - e) To remove an accommodation, check the box in the "Delete" column and "Save" the page

### **IREAD3**

- 1) If the student is currently in third grade options to document participation in IREAD3 appear.
  - a) Document the student's results in the IREAD3 assessment.
  - b) Record if the student passed IREAD3 record the event here
  - c) If the student did not pass

i) Retention, remediation and retake results may be recorded here.

2) **Click: SAVE OR SAVE & CONTINUE**

## **GOALS**

### **GOALS**

- 1) All current goals are listed on this page
- 2) To delete a goal
  - a) Check the box preceding the goal in the "Del" column
  - b) Click the "Save" button
- 3) To reorder the list of goals
  - a) Enter the new order in the box provided in the "Position" column
  - b) Click the "Save" button
- 4) To update or change a goal
  - a) Click the "Details" button associated with that goal

### **ADD GOAL (NEW)**

- 1) Add new goal
  - a) Enter the Title for the new annual goal Click "Add Goal" and on the Goals page
  - b) The Goal Details Page opens with the Goal Title completed.

## GOAL DETAILS

- 1) This page contains the information from the Add Goal page or from previous IEP goals
  - a) For **New Goals** - All information may be entered to reflect a student's current needs
  - b) For **Existing Goals** – selected fields may be updated to reflect current information.
    - i) **Copy Goals** – This option creates a complete, editable copy of the current Annual Goal.  
The new copy appears on the Goals page at the bottom of the current goal list.
- 2) **Present Levels** - Capture Present Levels of Academic Achievement and Functional Performance data that is relevant to the annual goal
- 3) **Standards** – Click ADD STANDARD.
  - a) Standards – Click the + symbol next the selected standards group.
    - (1) Click the checkbox beside the desired standard and Click "Save" to record the selection.
  - b) Standards – Selected standards appear at the bottom of the Add Standards screen.
    - (1) To remove a standard
    - (2) Place a check in the "Delete" box beside the standard
    - (3) Click "Save" to remove the standard
- 4) **Specially Designed Instruction**- Describe the specially designed instruction needed to address the student's educational needs based upon the data reported and collected in the IEP
- 5) **Annual Goal** - Compose a measurable Annual Goal that addresses one or more of the student's educational needs
- 6) **Method/Instrument for Measuring Progress** - Record the Method or Instrument used to measure student progress
  - i) This method or instrument should be the same tool used to establish the student's PLAAFP data
- 7) **Progress Monitoring** – Select the progress monitoring method that best fits the method or instrument used to monitor student progress on this annual goal.

## Goals – Progress Monitoring Design

### DESCRIPTIVE DOCUMENTATION

- 1) Objectives are **optional** for Descriptive Documentation
  - a) Click "Add Objectives or Benchmarks to add a new item
  - b) Enter the text of the new Objective and click "Save and Continue"
  - c) Repeat this process until all objectives/benchmarks are addressed
- 2) Click "EDIT PROGRESS MONITORING"
  - a) Click "Apply" under Carryover IEP Dates to use the IEP Proposed Initiation and Annual Review Dates as Initial and Target dates for the annual goal.
  - b) Under Progress Monitoring Assessment record the tool or instrument to be used
  - c) Under Subject Area record the subject area addressed by the annual goal
- 3) Click "ADD ASSESSMENT" to save this information
  - a) Enter Parameters to build the graph
  - b) Initial Value and Date - Enter the score representing the student's initial skill level and the date it was recorded
  - c) Target Value and Date - Enter the target score and the date by which the student should achieve this
- 4) Click "SAVE AND CONTINUE" to save the data and return to the Goal Details page

## Goals – Progress Monitoring Design

### SINGLE POINT

- 1) Click "EDIT PROGRESS MONITORING"
  - a) Click "Apply" under Carryover IEP Dates to use the IEP Proposed Initiation and Annual Review Dates as Initial and Target dates for the annual goal.
  - b) Under Subject Area record the subject area addressed by the annual goal
  - c) Under Metric enter the task, behavior, or score being recorded
- 2) Click "ADD ASSESSMENT" to save this information
  - a) Enter Parameters to build the graph
  - b) Initial Value and Date - Enter the score representing the student's initial skill level and the date it was recorded
  - c) Target Value and Date - Enter the target score and the date by which the student should achieve this goal
  - d) Frequency of Collection - Record the frequency of data collection.
- 3) Click "SAVE AND CONTINUE" to save the data and return to the Goal Details page

## Goals – Progress Monitoring Design

### SINGLE RUBRIC

- 1) Click "EDIT PROGRESS MONITORING"
- 2) Click "Apply" under Carryover IEP Dates to use the IEP Proposed Initiation and Annual Review Dates as Initial and Target dates for the annual goal.
- 3) Under Subject Area record the subject area addressed by the annual goal
- 4) Click "ADD ASSESSMENT" to save this information
  - a) Create a rubric by entering the rubric criteria in the provided form or "Add Rubric(s) from Bank" Enter Parameter to build the graph
  - b) Initial Value and Date - Enter the score representing the student's initial skill level and the date it was recorded
  - c) Target Value and Date - Enter the target score and the date by which the student should achieve this goal.
  - d) Record the frequency of data collection
- 5) Click "SAVE AND CONTINUE" to save the data and return to the Goal Details page

### ***Follow these steps to access the Rubric Bank for Single Rubric and Collection of Indicators.***

- 1) Add Rubrics from User's Bank for "Student Name" page contains:
  - a) a dropdown list of user created rubric categories,
  - b) a list of uncategorized rubrics (if any)
  - c) "Manage Rubrics in Bank" button
  - d) "Back" to return to Goals without saving
  - e) "Save" to save data
  - f) "Save & Continue" to save data and return to Goals
- 2) To add rubrics already stored in the rubric bank
  - a) Choose the category, if any
  - b) Click the appropriate box in the "Add" column
  - c) Click Save & Continue to add the rubric and return to the Progress Monitoring screen
  - d) The rubric should be listed along with the rest of the parameters
- 3) Click "Manage Rubrics in Bank" to add a new rubric
- 4) Enter the Rubric Title
- 5) Complete at least three rubric criteria entries
  - a) Click "Back to Student Name" to return to the Goal Details page without saving information
  - b) Click "Save" at the bottom of the screen to save the rubric
  - c) Click "Save & Continue" to save the rubric and return to the student's Goal Details page
- 6) Click "Edit Categories for My Rubric Bank" to create organizational categories to sort rubrics
  - a) Enter a title for a rubric category
    - i) Click "Back" to return to the Manage Rubric Bank screen
    - ii) Click "Save" to save the information
    - iii) Click "Save & Continue" to save the information and return to the Manage Rubric Bank screen
  - b) Rubric Categories may also be reordered or deleted from this screen

- i) Enter the number of the new position in New Pos column and click "Save" to make the change
  - ii) To delete a rubric category click the box in the "Del" column and click "Save" to make the change
- 7) Click "Import Rubrics to my Rubric Bank from my Caseload" to add previously created rubrics to the rubric bank
- a) Choose to import Rubrics from the current student only or from and entire caseload
  - b) Click "Save & Continue" to import rubrics and return to the Manage Users Rubric Bank screen
  - c) Imported rubrics should appear in a list at the top of the screen

## Goals – Progress Monitoring Design

### COLLECTION OF INDICATORS

- 1) **Record objectives before Editing Progress Monitoring.**
- a) Click "EDIT PROGRESS MONITORING"
  - b) Click "Apply" under Carryover IEP Dates to use the IEP Proposed Initiation and Annual Review Dates as Initial and Target dates for the annual goal.
  - c) Under Subject Area record the subject area addressed by the annual goal
  - d) Under Metric enter the task, behavior, or score being recorded
- 2) **Click "ADD ASSESSMENT" to save this information**
- a) Enter Parameters to Build Graph for Annual Progress.
  - b) Enter Initial and Target Percentage.
  - c) Enter Initial and Target Date - The Initial and Target Date may not be outside of the IEP Effective dates.
    - i) *The Date Range may be less than the effective dates.*
  - d) Create a rubric by entering the rubric criteria in the provided form or
  - e) "Add Rubric(s) from Bank"
    - i) *See Add Rubrics from Bank under Single Rubric description.*
- 3) **Click "SAVE AND CONTINUE" to save the data and return to the Goal Details page**

## PROVISIONS

### 1) Transition Service – Click “ADD TRANSITION SERVICE”

- a) Enter Description, Frequency, Postsecondary Goal to Support, by whom, and anticipated Date of Completion
- b) Enter Narrative detail.
- c) Save the entry and add as many services as are required

### 2) Record/Document any and all Adult Services information shared with the student and his/her parents

- a) Click “SAVE” and Add as many services as are required

### 3) Special Education Service - Click “ADD SPECIAL EDUCATION SERVICE”

- a) Select Indirect Support, Direct Services, or Speech and/or Language Services
- b) Click “SAVE AND CONTINUE” to continue adding the service
- c) Enter Initiation, Frequency, Length, Duration, To Support (if Transition), Location, and Narrative

### 4) Related Services - Click “ADD RELATED SERVICES”

- a) Select Related Service Description
- b) Click “SAVE AND CONTINUE” to continue adding the service
- c) Enter Initiation, Frequency, Length, Duration, To Support (if Transition), Location, and Narrative
- d) Click “SAVE” and Add as many services as are required

### 5) Accommodations

- a) **State Assessment accommodations are listed here**
- b) An additional box is provided for accommodations unrelated to testing

### 6) Transportation

- a) Answer “Yes **OR** No” to the transportation question
  - i) If transit time or transportation needs of the student are different than non-disabled peers, record the transportation needs of the student and enter a related service if necessary.
  - ii) If Transportation is recorded as a related service, the medical reason for special transportation may be recorded. Select “Other” for to report any reason not listed in the dropdown menu.

### 7) Accessible Materials

- a) Answer “Yes **OR** No” to the question
  - i) If the student needs instructional materials provided in accessible format, describe the environments, tasks, tools, and services related to the provision of accessible instructional materials to this student

### 8) Assistive Technology

- a) Answer “Yes **OR** No” to the question
  - b) *If the student needs assistive technology, describe the assistive technology required*

### 9) Extended School Year (ESY)

- a) Select the appropriate choice for ESY

- i) ESY is indicated if one of the first three choices is selected; If ESY is unnecessary select "NONE"
- ii) If ESY is indicated, please enter a special education and/or related service to support this choice

**10) Aids/Supports**

- a) Answer "Yes **OR** No" to the question
  - i) If "Yes", record the plan to provide school personnel with the knowledge required to implement the student's IEP
- b) Answer "Yes **OR** No" to the second question
  - i) If Yes, record modifications necessary for this student to participate in the described activities

**11) Progress Report Timeline**

- a) Enter the frequency progress will be reported for this student

**12) Rationale**

- a) Describe the rationale for providing these services and supports, as well as describing reasons for rejecting other options

**13) Click: SAVE OR SAVE & CONTINUE**

**LRE PLACEMENT**

**1) Course of Study (Post-Secondary Transition Only)**

- a) Choose the diploma the student is pursuing.
- b) **If the student is entering high school or older**, document the discussion at the case conference regarding the student's progress toward the selected diploma

**2) Education Setting**

**a) For Early Childhood students**

- i) **LRE Placement Codes:**
  - (1) Select the code that corresponds to the student's placement

**b) For K-12 students**

- i) The standard instructional minutes per week for the school will appear (default 1650).
  - (1) This value may be adjusted here to suit the student's needs
- ii) The system then subtracts the Total Minutes in the Special Education Setting per week
  - (1) This value is derived from the services entered in the Provisions page that occur in the Special Education Setting
- iii) The system then presents the number of minutes in the General Education Setting
- iv) This value is used to calculate the percentage of time in the General Education Setting and suggest the LRE for the student
- v) **LRE Placement Codes**
  - (1) Select the code that corresponds to the student's placement

**3) ED Students only**

- a) Full Time
  - i) Student receives special education support 50% or more of the school day

b) All Other

i) Student receives special education support less than 50% of the school day

**4) Additional Descriptors of the Least Restrictive Environment**

a) List any additional descriptors of LRE.

**5) Potential Harmful Effects**

a) Summarize the discussion of potential harmful effects of the placement on the student or quality of services

**6) Reasons for Placement Decisions**

a) Describe the reason for the placement decision and other options that were considered

**7) General Considerations**

a) Consider each of the five statements carefully, If No is selected: please state the exceptions and describe the reasoning for these exceptions

**8) Program Information**

**a) Educating School**

i) If the information reported under Corporation of Legal Settlement is correct

(1) Check Same as School shown above...

ii) If the information reported under Corporation of Legal Settlement is NOT correct

(1) Select district and school from dropdown menus.

(2) If the educating school is a non-public school

(a) Leave the District and School blank

(b) Select accreditation information.

(c) Enter School Name and Code

(d) Select Facility Type

**b) Next Educating School**

i) If the information reported under Corporation of Legal Settlement is correct

(1) Check Same as School shown above...

ii) If the information reported under Corporation of Legal Settlement is NOT correct

(1) Select district and school from dropdown menus.

(2) If the educating school is a non-public school

(a) Leave the District and School blank

(b) Select accreditation information.

(c) Enter School Name and Code

(d) Select Facility Type

iii) If the student is graduating

(1) Select "Student is exiting Secondary Services"

**9) Click: SAVE OR SAVE & CONTINUE**

**SUMMARY OF PERFORMANCE**

1) If Exit from Secondary Education is selected as the purpose of the IEP, this page will display the information from the current workspace for each section of the service plan.

a) This page is not required unless the meeting purpose is Exit from Secondary Education.

- b) To change any information displayed revisit the original page.
- 2) Complete the "What works for me:" section based on student input.
  - a) Describe the accommodations, modifications, and/or assistive technology that have been most useful to the student
  - b) Describe what will help the student be successful after graduation
- 3) Create Final Summary of Performance
  - a) This will include the most recent Education Evaluation Report if one exists within IIEP.
  - b) Uploaded reports must be printed separately and attached to the summary of performance.
- 4) Update Contact information if needed.
- 5) SOP may be printed separately
- 6) Create Final Indicator 14 Letter and provide to student.
  - a) This document explains the procedure for a follow up survey to check in on the student's progress toward his or her post-secondary goals.
- 7) **Click: SAVE OR SAVE & CONTINUE**

### **REVIEW CONFERENCE NOTES**

- 1.) Review Conference notes for content and accuracy
- 2.) **Click: SAVE OR SAVE & CONTINUE**

### **CREATE FINAL IEP**

- 1) If the Case Conference Committee decided upon reevaluation, a reminder appears at the top of the page
- 2) CCC meeting date and IEP Dates are reported
  - a) To change the IEP dates return to the **Schedule CCC Meeting** page and make the appropriate adjustments
- 3) Based upon the data reported and discussion during the development of the IEP, determine whether there is a need for reevaluation
  - a) Select the option that best represents the needs of the student regarding reevaluation
- 4) Case Conference Committee Meeting Date
  - a) Record the date the Case Conference Committee convened
    - i) This date will complete the Annual Review Timeline and confirm that the meeting was held
    - ii) The next date the Case Conference Committee plans to meet if needed
  - b) Record the Projected CCC Meeting Date
    - i) This date may match the next scheduled Annual Case Review or
    - ii) The next date the Case Conference Committee plans to meet if needed
- 5) Mark whether the parent(s) reject the provision of FAPE
  - a) If FAPE is rejected, the process continues with the creation of the ISP
- 6) Check all that attended the case conference
  - a) Click "Add Additional Attendees" to record any other persons in attendance at the case conference
- 7) If any errors exist in the IEP the button "DISPLAY ERRORS" appears
  - a) Click the button to view a list of errors

- 8) Click "CREATE DRAFT IEP" at any time to view a draft of the IEP containing all information entered in the IEP workspace when the draft is created
- 9) If there are no errors and the CCC has finished deliberating
  - a) click "CREATE FINAL IEP"
  - b) A parent survey link appears
    - i) Click the link for the student's parents to complete the survey
    - ii) Or provide parents with the link to complete the survey at a later date
- 10) Click the "IEP" link to view and/or print the final or draft IEP
- 11) Once the parent(s) have signed the IEP (if required) fax the signature page to the provided fax number
  - a) Once received a link will appear next to the IEP with a date the fax was received
  - b) Click the link to view the faxed document
- 12) Parent Receipt of Proposed IEP Document
  - a) Record the date the parent was provided a copy of the final IEP
  - b) Click "SAVE DATE"
    - i) The system will auto accept the IEP 10 Instructional days from this recorded date.
    - ii) Click "REMOVE DATE" to replace the current date
- 13) Click the Proposed Button to confirm acceptance of the IEP
- 14) Record whether the IEP was:
  - a) Accepted
  - b) **OR** Rejected – parent rejects provision of FAPE and intends to unilaterally enroll child in a non-public school.
  - c) **(For Initial IEPs only)** Rejected – Student remains in General Education
    - i) This option is available when parents reject the Initial IEP only. The student remains in general education and receives no special education or related services.
  - d) Record who signed the document, the date, and any notes
- 15) **Click: SAVE OR SAVE & CONTINUE**

#### **ADDITIONAL IEP DOCUMENTS**

- 1.) Review the Final IEP and create any additional Final documents necessary
  - a. *Additional Documents are listed here*