

This quick reference guide takes you through creating a Nonpublic Services Plan through the Nonpublic Services Plan Process.

After searching for a student through the student's page (See figure 1), click on the Student's name and you'll be taken to the Students workspace in EdPlan™.

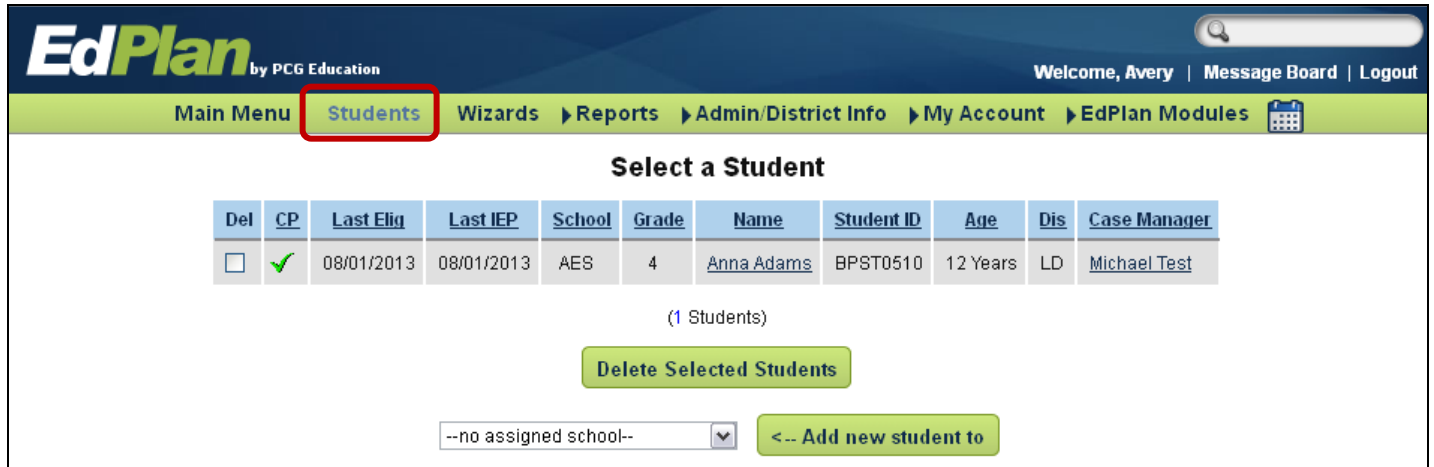


Figure 1

After clicking on a student's name in EdPlan, you'll see a light blue students menu appear (see Figure 2). This menu is where you will access the different modules in EdPlan. The students menu on your EdPlan site may be different from Figure 2.

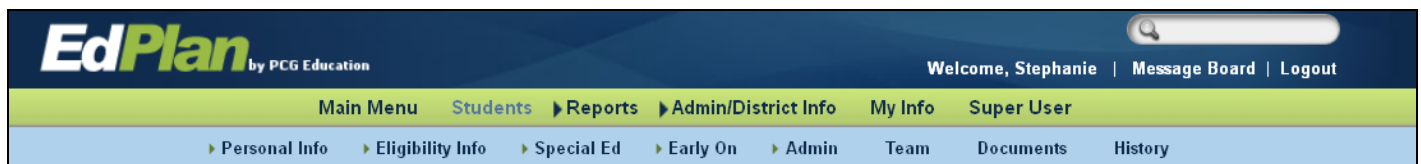


Figure 2

Look for the Special Ed Dropdown and click on the Nonpublic Services Plan link. Keep in mind the menus on your site may be different from what you see in this quick reference guide (see Figure 3).

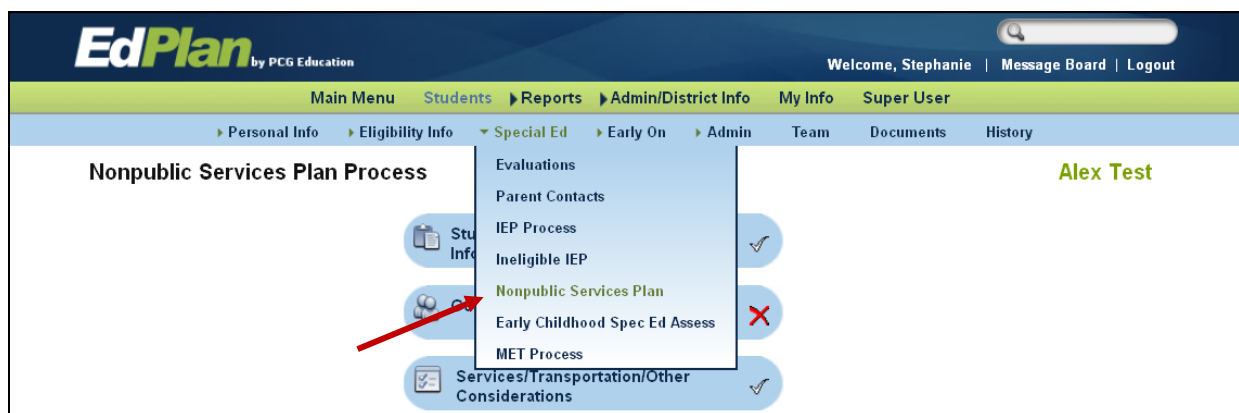


Figure 3

Figure 4 shows the Nonpublic Services Plan Process Navigation page.

- A **✗** or **✓** symbol may appear next to each link on this page.
- If you see a **✗**, that indicates there are one or more errors outstanding on that page.
- If you see a **✓**, that indicates there are no errors on that page (this only means that the minimum requirements have been completed. Information from other Team Members may still be missing).
- If you see a **✓**, the page has not yet been visited or no one has yet invoked the error checks.

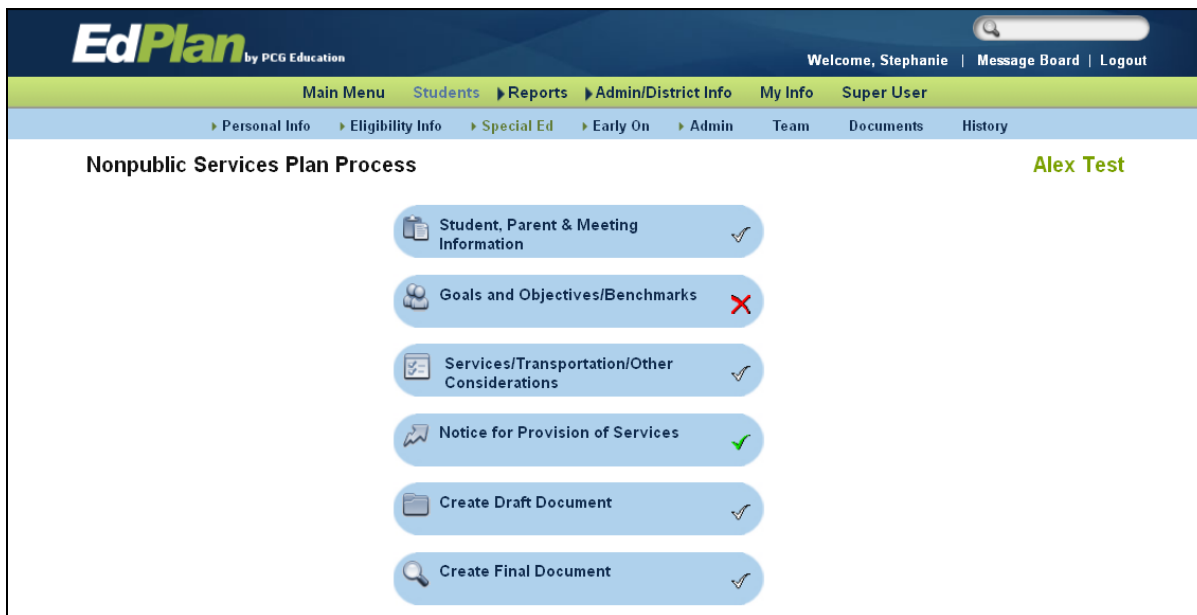


Figure 4

Next, let's view the Student, Parent & Meeting Information page. See Figure 5 below.

Student, Parent & Meeting Information Alex Test

Student Information

Last:	First:	Middle:
* Student's Name: Test	Alex	
* Date of Birth: 12/15/2008	* Grade: Early On/Early Intervention	
* Nonpublic School: Training School	* Resident District: This School System	
* District in which Nonpublic School is Located: This School System	UIC:	

Parent Information:

Delete	Parent/Guardian	Relationship	Student Lives Here	Include on IEP Team	Include on Document?
<input type="checkbox"/>	Mom and Dad Test	Both Parents	<input checked="" type="checkbox"/> Student Lives Here	<input checked="" type="checkbox"/> Include on IEP Team	<input type="checkbox"/>
<input type="checkbox"/>	Mom	Both Parents	<input type="checkbox"/> Student Lives Here	<input type="checkbox"/> Include on IEP Team	<input type="checkbox"/>

Meeting Information

Initial Nonpublic Services Plan
 Annual Review Nonpublic Services Plan
 Reevaluation Nonpublic Services Plan

* Date of Review: 06/25/2013

* Date Services Begin:

* Date Services End:

Student Demographic information is edited via the Personal Info page.

Figure 5

Figure 6 below shows three buttons that appear at the top and bottom of each page in the Nonpublic Services Plan Process.

- Show Section, when clicked, will display that section of the IEP in a pdf format.
- Just Save will save the data on the page.
- Save and Continue will save the data and check for any errors. If there are errors they will display on the top of the page. See Figure 7 for an example of the error check message.



Figure 6

Each page within the Nonpublic Services Process has a set of error checks to ensure completion of a compliant Nonpublic Services Plan. Figure 7 shows an example of how the error messages will appear in the Nonpublic Services Plan Process.

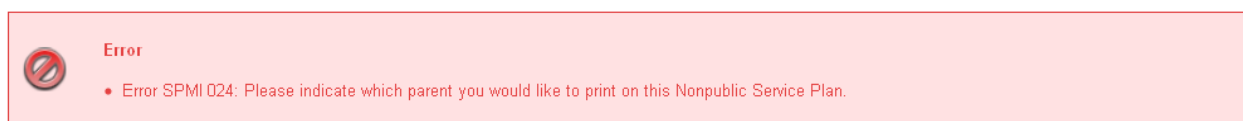


Figure 7

At any time a provider can create a draft document of the Nonpublic Services Plan. They simply would need to visit the Create Draft Document page in the Nonpublic Services Plan Process, and click on Create Draft (see Figure 8).

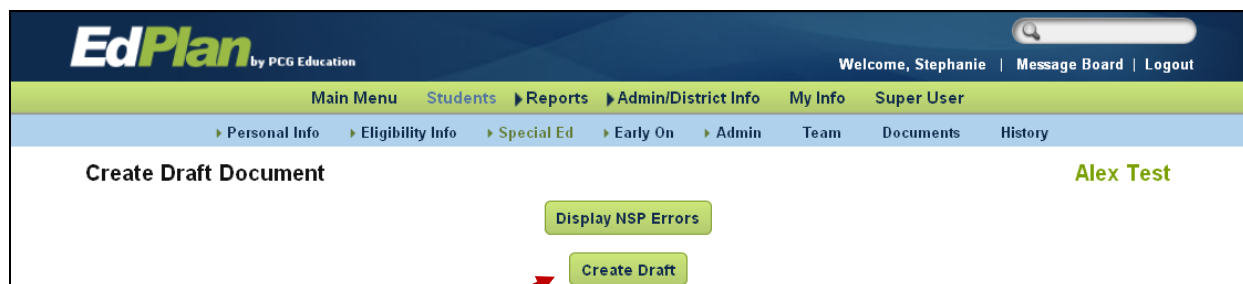


Figure 8

Providers will only be able to create a Final Nonpublic Services Plan once all sections of the Nonpublic Services Plan Process have a green check indicating all compliance checking errors have been resolved.