

This quick reference guide takes you through creating an IEP through the IEP 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.

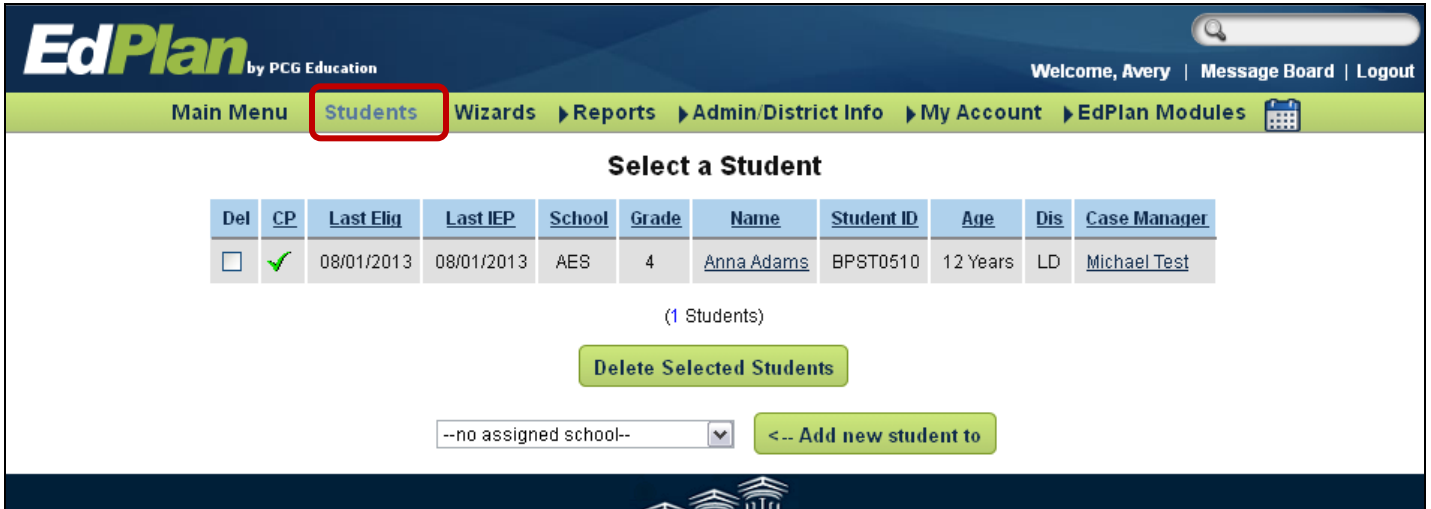


Figure 1

After clicking on a student's name in EdPlan, you'll see the **Blue Student Menu** appear, see Figure 2. This menu is where you will access the different modules in EdPlan.

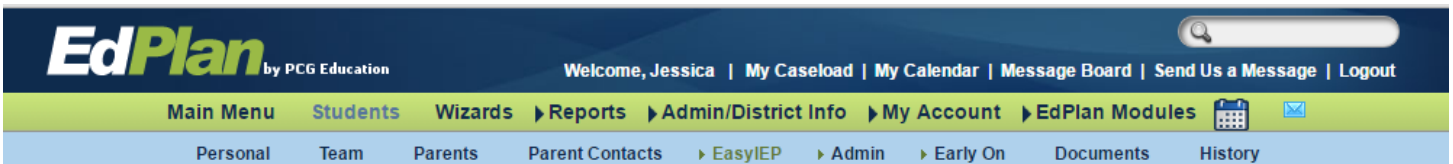


Figure 2

Look for the EasyIEP Dropdown and click on the IEP Process link.

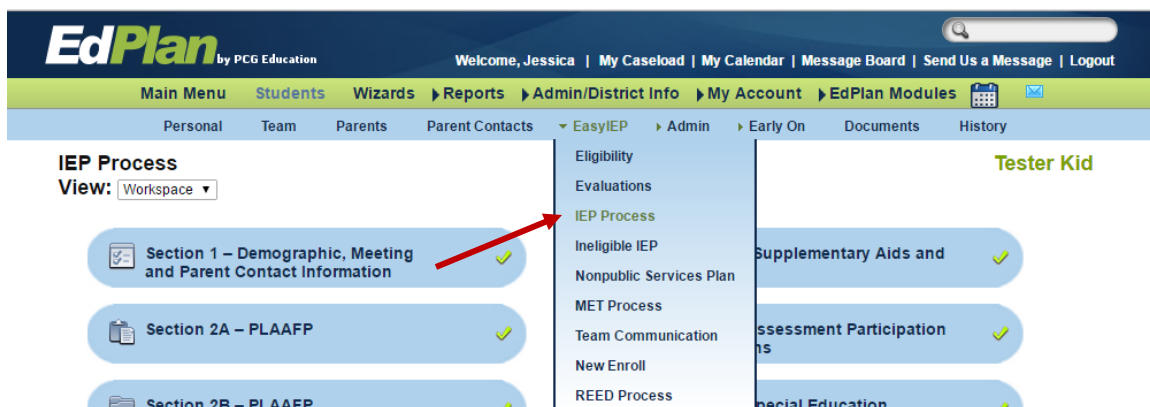


Figure 3

Figure 4 shows the IEP Main Process page. On the main IEP Process screen there a few things you should know about. The first is the and that will appear next to each link on this page. If you see a , that indicates there is one or more errors outstanding on that page. If you see a next to a page, then it means there are no errors on that page (this only means that the minimum requirements have been completed. Information from other IEP Team Members may still be missing). If you don't see either the or the page has not yet been visited or no one has yet invoked the error checks.

EdPlan by PCG Education

Welcome, Jessica | My Caseload | My Calendar | Message Board | Send Us a Message | Logout

Main Menu Students Wizards Reports Admin/District Info My Account EdPlan Modules

Personal Team Parents Parent Contacts EasyIEP Admin Early On Documents History

IEP Process

View:

Tester Kid

- Section 1 – Demographic, Meeting and Parent Contact Information
- Section 2A – PLAAFP
- Section 2B – PLAAFP
- Section 3 – Secondary Transition Considerations
- Section 4 – Goals and Objectives/Benchmarks
- Section 5 – Supplementary Aids and Services
- Section 6 – Assessment Participation and Provisions
- Section 7 – Special Education Programs and Services
- Notice for Provision of Programs and Services
- Create Draft IEP
- Create Final IEP

Figure 4

Next, let's view Section 1 – Demographic, Meeting and Parent Contact Information page. See Figure 5 below.

Section 1 – Demographic, Meeting and Parent Contact Information Anna Adams

View:

STUDENT DEMOGRAPHIC INFORMATION				
	*First	*Middle	*Last	Suffix
*Student's Name:	Anna		Adams	
*Student Code:	BPST0510	*Student UIC:		
*Date of Birth:	09/23/2000	*Resident District:		
*Gender:	Male	*Operating District:		
*Grade:	Fourth Grade	*County of Residence:		
*School:	Adams Elementary School	*Primary Race:		
Next School:	-unknown-	*Secondary Race:		
Length of School Week:	1650.00 minute(s) (Std)	*Third Race:		

Student Demographic information is edited via the Personal Info page.

Parent Information

Delete	Name	Relationship:	Student Lives Here	Include on IEP Team	Include on IEP	
<input type="checkbox"/>	Jim and Sarah Adams	Both Parents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Details"/>

Are you amending the current IEP?

IEP MEETING INFORMATION	
*IEP Meeting Date	08/05/2013 <input type="button" value="Calendar"/>
*IEP Implementation Date:	08/05/2013 <input type="button" value="Calendar"/>
*Date this IEP Ends:	08/30/2013 <input type="button" value="Calendar"/>
*Offer of a FAPE Date:	08/05/2013 <input type="button" value="Calendar"/>
Last IEP Date:	08/01/2013 <input type="button" value="Calendar"/>
*Meeting Purpose:	Select One of the Following: <input type="text"/> Select All Others that Apply: <input type="text"/>

Throughout the IEP Process you will see Blue Informational sections which contain customized instructions.

Figure 5

Figure 6 below shows what the bottom of each page in the IEP Process looks like. You will see three buttons on the top and bottom of each page. **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. You will also see a Navigation Menu that contains a status of each page in the IEP Process. You can jump to the other pages in the IEP Process from this navigation menu by clicking on any of the links.

Show Section Just Save Save & Continue >>										
Navigation Menu for New IEP Process										
Current Page										
Section 1 – Demographic, Meeting and Parent Contact Information	Section 2A – PLAAFP	Section 2B – PLAAFP	Section 3 – Secondary Transition Considerations	Section 4 – Goals and Objectives/Benchmarks	Section 5 – Supplementary Aids and Services	Section 6 – Assessment Participation and Provisions	Section 7 – Special Education Services and Programs	Notice for Provision of Services and Programs	Create Draft IEP	Create Final IEP
✘	✘	✘	✔	✘	✘	✘	✘	✔		

Figure 6

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

- **ERRORS:**
- Error 1.27: Please select at least 2 parent contacts to print on Anna's IEP.

Figure 7

At any time a provider can create a draft document of the IEP. They simply would need to visit the Create Draft IEP page in the IEP Process, and click on Create Draft IEP. See Figure 8 below.

Create Draft IEP										Anna Adams
Display IEP Errors Create Draft IEP Document										
Navigation Menu for New IEP Process										
										Current Page
Section 1 – Demographic, Meeting and Parent Contact Information	Section 2A – PLAAFP	Section 2B – PLAAFP	Section 3 – Secondary Transition Considerations	Section 4 – Goals and Objectives/Benchmarks	Section 5 – Supplementary Aids and Services	Section 6 – Assessment Participation and Provisions	Section 7 – Special Education Services and Programs	Notice for Provision of Services and Programs	Create Draft IEP	Create Final IEP
✘	✘	✘	✔	✘	✘	✘	✘	✔	✔	

Figure 8

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