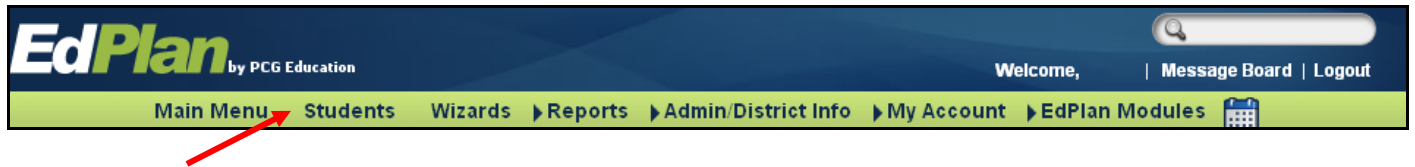
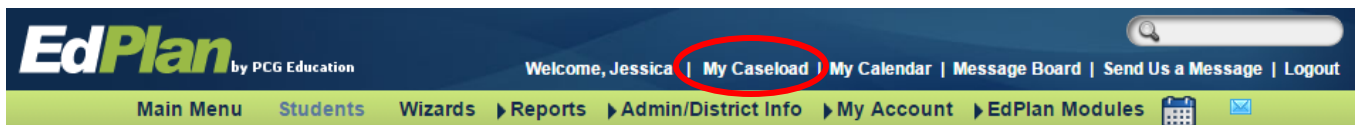


## Generate an Invitation Letter


- Navigate to the students menu using the green menu bar.



- You can either search for your student, or use the **View My Caseload** button at the bottom of the page. (Alternately, you can click **My Caseload** above the green menu bar on the top right)



### Criteria for Selecting Students to View

Grade Level:	All Grades	*
School:	All Schools	*
Student Last Name:	<input type="text"/>	<input type="checkbox"/> Exact Match
Student First Name:	<input type="text"/>	<input type="checkbox"/> Exact Match
Student Middle Name:	<input type="text"/>	<input type="checkbox"/> Exact Match
Student ID:	<input type="text"/>	<input type="checkbox"/> Exact Match
UIC:	<input type="text"/>	<input type="checkbox"/> Exact Match
Status:	<input type="checkbox"/> General Ed <input type="checkbox"/> Child Study <input type="checkbox"/> IEP <input type="checkbox"/> IFSP Referral <input type="checkbox"/> Initial Referral <input type="checkbox"/> NSP <input type="checkbox"/> IFSP Eligibility <input type="checkbox"/> Initial/Redetermination IEP <input type="checkbox"/> Discontinued <input type="checkbox"/> IFSP <input type="checkbox"/> Special Ed	
Medicaid Status:	<input type="checkbox"/> Has Medicaid Number	
Date of Birth:	<input type="text"/>	
Sort List By:	Student's Last Name	*

View Students

Advanced Student Search

View My Caseload

- Select the student on the next page by clicking on their name.

**Select a Student (Caseload of Ricardo McDaniel)**

CP	Proj Elig	IEP End	School	Grade	Name	Student ID	Age	Date of Birth	Dis	Case Manager
✓	08/26/2016	08/25/2014	ABT	2	<a href="#">Bruce Test</a>	BTEST123	8 Years 0 Months	08/25/2005	LD	Ricardo McDaniel
✓			ABT	3	<a href="#">Jack Test</a>	JTEST123	7 Years 7 Months	01/01/2006	ASD	Ricardo McDaniel
✓	02/01/2016	02/01/2014	ABT	2	<a href="#">Selina Test</a>	STEST123	8 Years 2 Months	06/22/2005	DB	Ricardo McDaniel
⚠	08/30/2015	08/30/2013	ABT	3	<a href="#">Cathy Ann Test</a>	02201990	12 Years 6 Months	02/20/2001	HI	
⛔	08/25/2014	08/02/2013	BTHS	9	<a href="#">Jill Test</a>	01223	19 Years 1 Month	07/04/1994		Herry McCoy

(5 Students)

[Print Caseload](#) [Export Caseload](#)

- Use the **Blue student menu** and navigate to **Documents**.
- Select the **Invitation Letter** and then click **Create Draft** (or **Create Final**)

**Documents**

Documents: Special Education Early On® Medicaid


- ☐ IEP at a Glance
- ☐ Manifestation Determination Review
- ☐ Summary of Academic Achievement and Functional Performance
- ☐ Interim Alternative Educational Setting
- ☐ Revocation of Parental Consent for Special Education
- ☐ Acknowledgement of Revocation of Parent Consent
- ☐ Notice for Exit of Special Education
- ☐ Request for Timeline Extension

**Letters:** ☒ IEP-Invitation Letter

[Create Draft \(will be saved for 30 days\)](#)

[Create Final Document \(will be saved\)](#)

- Complete the required information.


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](#)

[Create Draft document](#)
Tester Kid

The following information is required before you can create this Draft Document

### IEP-Invitation Letter

To which Parent(s) is this letter addressed? Mom Test ▼

Is Tester Kid invited to this meeting?  
 If yes, select address below.

☐ 123 Fake Street, Menominee, MI, 49858

Date Sent: 08/30/2016

IEP Meeting Date: 08/15/2016

IEP Meeting Time:

Meeting Purpose:
 

Other Purpose:

Meeting Location: Menominee High School

Meeting Address: 2101 18th Street, Menominee, MI 49858

**IEP Team:**

Print Member	Team Member	Team Member Role
<input checked="" type="checkbox"/>	Jessica Savord	<span>Data Entry Pupil Accounting</span>
<input checked="" type="checkbox"/>	Brandee Test	
<input checked="" type="checkbox"/>	Mom Test	<span>Mother</span>
<input checked="" type="checkbox"/>	Dad Test	<span>Father</span>
<input checked="" type="checkbox"/>	Tester Kid	<span>Self</span>

**Other Representatives:**

Team Member	Team Member Role

Whom Letter is From: Jessica Savord

Title: Data Entry Pupil Accounting

Phone Number: (906)863-5665

Print Return Page:
 

☐ Yes
 ☐ No

[Create Draft Document](#)

- Navigate to the bottom of the page and click **Create Draft Document** (or **Create Final Document**)

- The document will now be saved on the bottom of the student's Documents page

**Documents** Tester Kid

Documents: Special Education Early On Medicaid

☐ IEP at a Glance
 ☐ Revocation of Parental Consent for Special Education

☐ Manifestation Determination Review
 ☐ Acknowledgement of Revocation of Parent Consent

☐ Summary of Academic Achievement and Functional Performance
 ☐ Notice for Exit of Special Education

☐ Interim Alternative Educational Setting
 ☐ Request for Timeline Extension

Letters: ☐ IEP-Invitation Letter

[Create Draft \(will be saved for 30 days\)](#)

[Create Final Document \(will be saved\)](#)

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Documents created for Tester Kid

Del	Doc ID	Date Generated	Generated By	Document
<input type="checkbox"/>	15687	08/30/2016	Jessica Savord	<a href="#">IEP-Invitation Letter</a>
EC	15678	08/22/2016	Jessica Savord	<a href="#">IEP-Invitation Letter</a>
E	15674	08/22/2016	Jessica Savord	<a href="#">Progress Report (2016-2017 - September)</a>
E	15673	08/22/2016	Jessica Savord	<a href="#">Progress Report (2016-2017 - August)</a>
E	15671	08/22/2016	Jessica Savord	<a href="#">Initial IEP</a>

An 'E' in the 'Del' column indicates that the document is associated with an Event. A 'C' in the 'Del' column indicates that the document is associated with a Parent Contact. In either case, the document can't be deleted until the associated event or contact is deleted. An 'A' in the 'Del' column indicates that the document is associated with another Document and it will be deleted when the associated document is deleted.

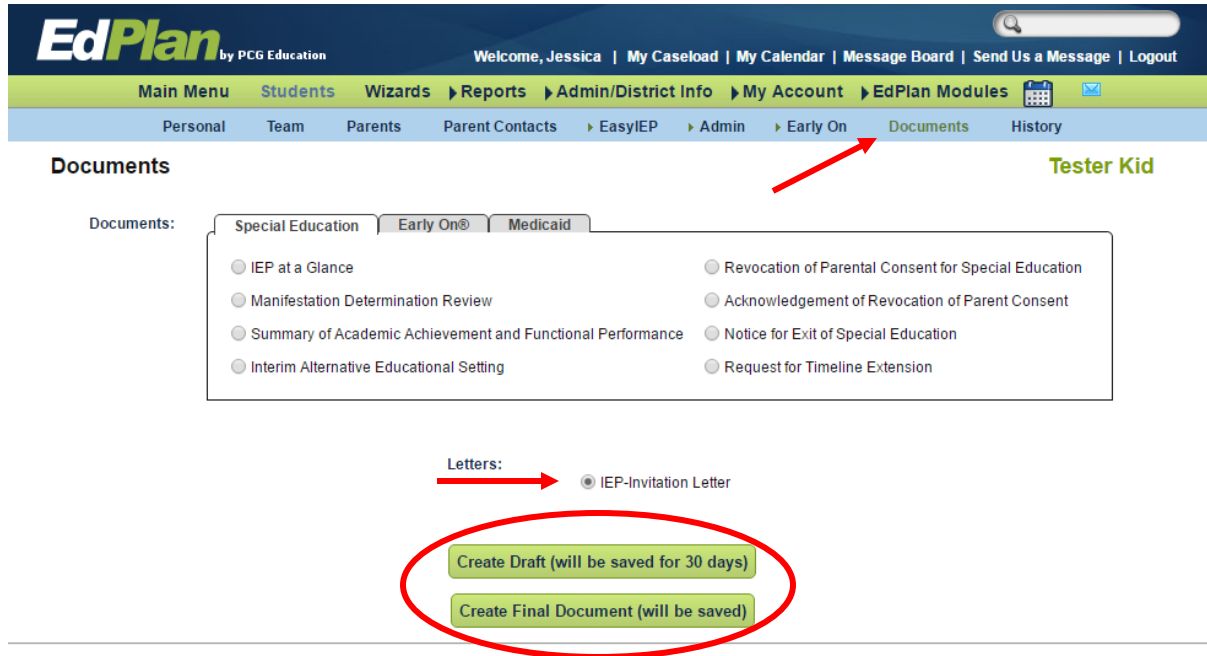
(5 Documents)

[Update the Database](#)

[View Inactive Documents](#)

- If only a Draft was created, you must go in and create a Final Document before proceeding.

- From the **Documents** tab, click “IEP-Invitation Letter” again, and this time click “Create Final Document (will be saved)”



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 | History

Personal | Team | Parents | Parent Contacts | EasyIEP | Admin | Early On | **Documents**

**Documents**

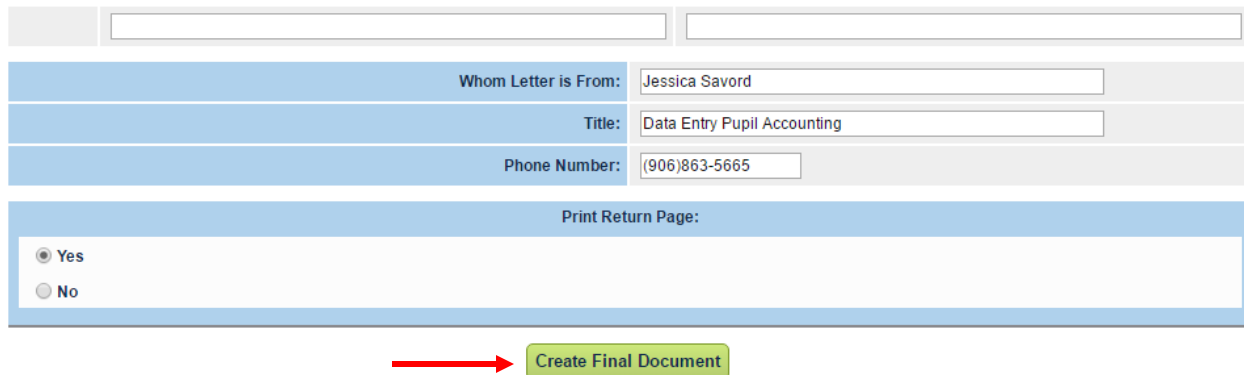
Documents: Special Education | **Early On®** | Medicaid

☐ IEP at a Glance  
☐ Manifestation Determination Review  
☐ Summary of Academic Achievement and Functional Performance  
☐ Interim Alternative Educational Setting

☐ Revocation of Parental Consent for Special Education  
☐ Acknowledgement of Revocation of Parent Consent  
☐ Notice for Exit of Special Education  
☐ Request for Timeline Extension

Letters: ☒ IEP-Invitation Letter

- Your information from the Draft document will be saved inside of the workspace. Make any necessary changes, and then click **Create Final Document** at the bottom of the page.



Whom Letter is From: Jessica Savord

Title: Data Entry Pupil Accounting

Phone Number: (906)863-5665

Print Return Page:

☒ Yes  
☐ No

- This will replace your **Draft Document** under the “Documents” tab, and be saved there permanently.