

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

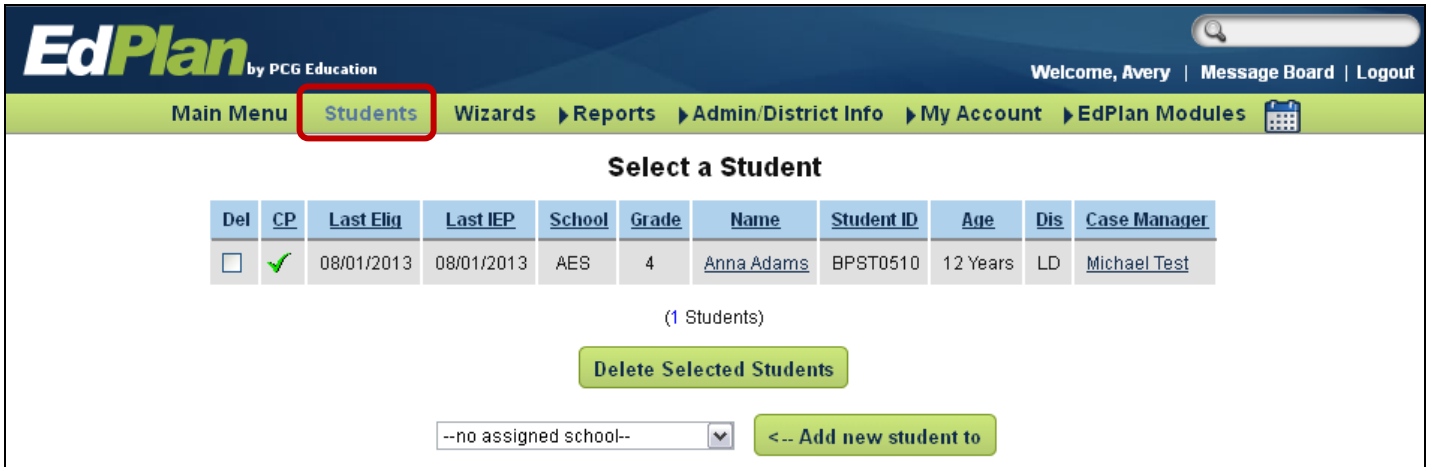


Figure 1

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

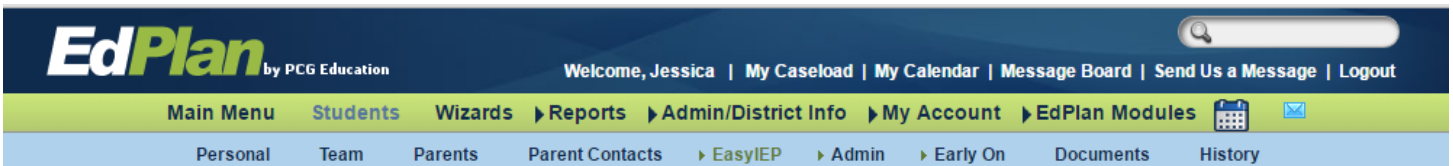


Figure 2

Look for the EasyIEP Dropdown and click on the **Ineligible IEP** link.

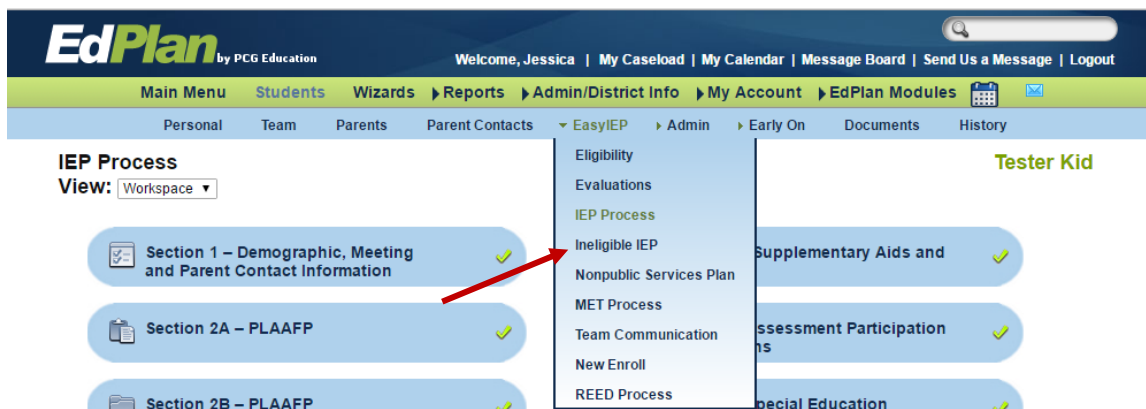






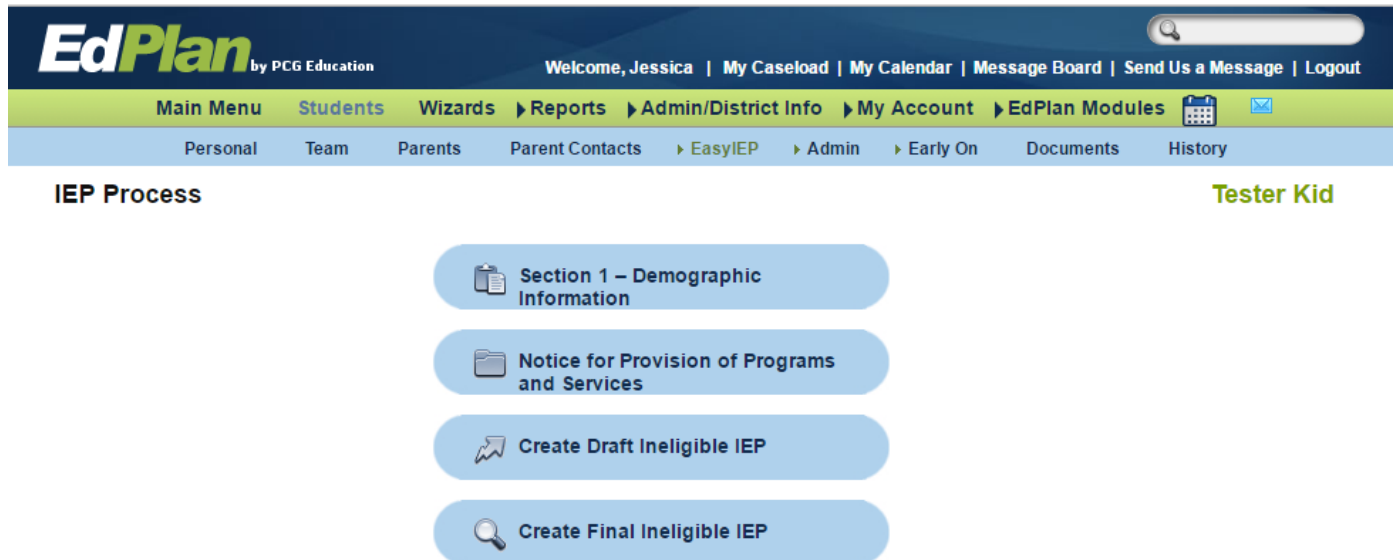


Figure 3

Figure 4 shows the Ineligible IEP 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 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 **Tester Kid**

- Section 1 – Demographic Information
- Notice for Provision of Programs and Services
- Create Draft Ineligible IEP
- Create Final Ineligible IEP

Figure 4

Next, let's view Section 1 – Demographic Information page. See Figure 5 on next page.

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 | History

IEP Process

Alex Test

STUDENT DEMOGRAPHIC INFORMATION

	* First	* Middle:	* Last:	Suffix:
* Student's Name:	Alex		Test	
* Student Code:	87654	Student UIC:		
* Date of Birth:	12/15/2008	* Resident District:	This School System	
* Gender:	Male	* Operating District:	This School System	
* Grade:	Early On/Early Intervention	* County:	Genesee	
* School:	Training School	* Primary Race:	White	
Next School:	-unknown-	Secondary Race:		
* Length of School Week:	960.00 minute(s) (> Std)	Third Race:		
		Fourth Race:		
		Fifth Race:		
		Sixth 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"/>	Mom and Dad Test	Both Parents	<input checked="" type="checkbox"/> Student Lives Here	<input checked="" type="checkbox"/> Include on IEP Team	<input checked="" type="checkbox"/>	<input type="button" value="Details"/>
<input type="checkbox"/>	Mom	Both Parents	<input type="checkbox"/> Student Lives Here	<input type="checkbox"/> Include on IEP Team	<input type="checkbox"/>	<input type="button" value="Details"/>

IEP MEETING INFORMATION

* Meeting Date: 11/16/2012

* Meeting Purpose:

* Select One of the Following:

Initial IEP

Reevaluation IEP

Figure 5

Figure 6 below shows what the bottom of each page in the Ineligible 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 at the bottom of the page that contains a status of each page in the Ineligible IEP Process. You can jump to the other pages in the Ineligible IEP Process from this navigation menu by clicking on any of the links.



Figure 6

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

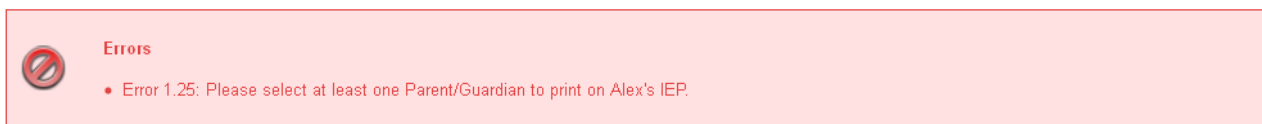


Figure 7

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

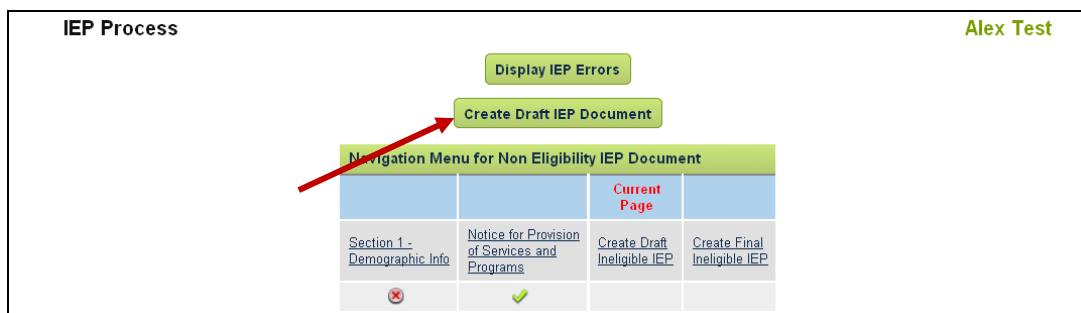


Figure 8

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