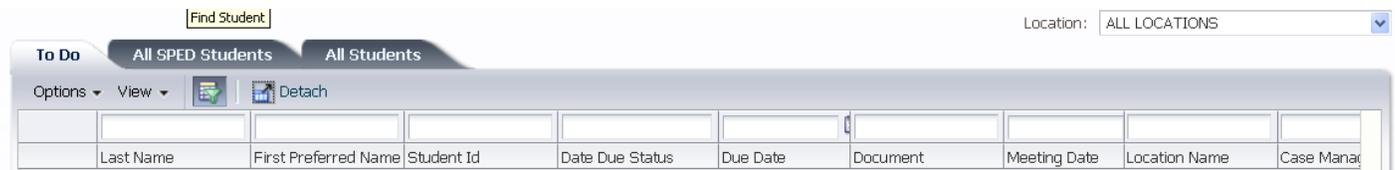


Login at <https://myidea.davis.k12.ut.us/iep> using your Encore User ID and Password

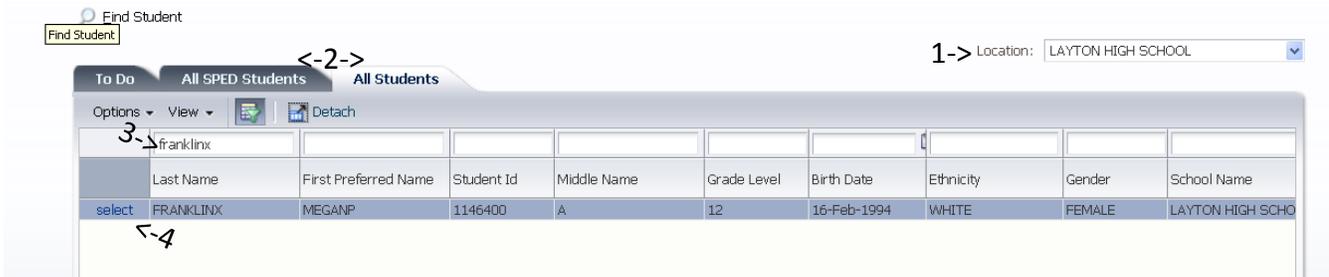


### To Do Screen:



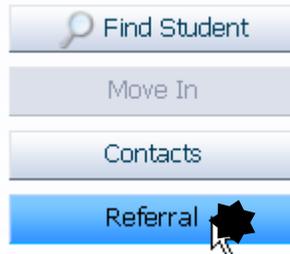
### To find students:

1. Set your school location (if you have more than one)
2. Go to All SPED Students or All Students (students who are new referrals will be in All Students)
3. The boxes at the top are query fields; you can type a last name, first name or student id. The less the better (so you don't have as many chances for typo's).
4. Click select.



## Completing a Referral

1. Login to myIDEA and find your student.



2. Click Referral.

3. Click the 'new button'.  or  they do the same thing.
4. Complete the form.
5. Save and Print.
6. Finalize **ONLY WHEN YOU SIGN A REFERRAL**. Finalize creates an archive of the document.

★ *A referral form is the 'tipping point' for special education consideration. If a referral form is signed by the LEA Designee, it is critical that it is followed up by obtaining parental consent for evaluation. If consent is given, there must be an Evaluation Summary and Eligibility Determination Document (it's all in one now), even if the student doesn't qualify for services. The documentation needs to be kept together, and in the event of an IEP team decision of ineligibility, the file is kept with INACTIVE SPECIAL EDUCATION RECORDS.*

## Viewing documents

1. Select the student.
2. Select the type of document you want to view



3. Documents that are finalized will have a button in the middle of the screen like  or you can click print. This will open the archived document.
4. Some documents weren't finalized (myIDEA is a new tool for everyone). In that case you can also click print or just view it on the screen.
5. **DON'T** click the new button, that opens a new form and makes the document pending.

## PIE Website Login:

Go to <https://davisspedpie.sharefile.com>

Your user ID is your email address

Your password (to start) is School. You will be prompted to change it upon login

There is a mobile app for Apple, Android and Blackberry. Your login information is the same.