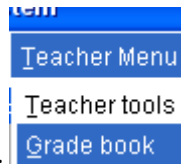
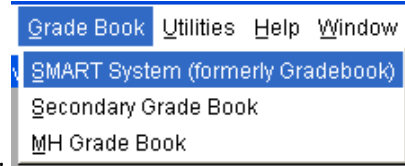


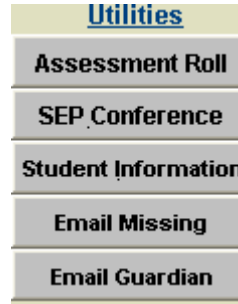
Directions for General Education Teachers to Access SPED Accommodations Screen



1. Login to Encore and go to Teacher Tools > Grade Book.



2. Select your Grade Book option from the Grade Book Menu.



3. Under the Utilities Section, choose Student Information.



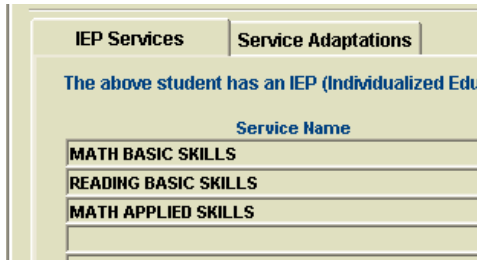
4. Select the special education button.

5. Select a student from the list (left click on the row 1 time).



6. Click Accommodation at the bottom of the Special Education Student Services Screen .

7. The IEP Services tab shows you student’s service time, frequency and service provider. Service Adaptations shows you the accommodations/modifications a student needs to be provided in your classroom so he/she receives a free appropriate public education (FAPE).



8. The **Print** buttons allow you to print a report showing services and accommodations.

The **Print Test Accommodations** button shows you the End of Level/Unit test accommodations as determined by the IEP team. These accommodations should align with the Service accommodations so students are

instructed and tested under similar conditions. The **Dismiss** button will take you back to the SPED Student Services screen where you can access information about other students in your program.

