

PRIOR NOTICE and CONSENT for EVALUATION/RE-EVALUATION:

Please remember to write on the form the date it was received from the parent at your school.

When a file needs to go to LRE or Support Team Review, please allow a day or two for your TCM to come check it. We may not be able to get to you on the day of your request, but we will do our best.

WHAT DO YOU DO WITH A PRINTED ADDENDUM?

Excerpt from PIE: [Making Changes to the IEP \(What is a Major vs Minor Changes? – See PIE\)](#)

Making **MINOR** Changes to the IEP:

1. If it is a minor change, contact the parent to propose the change. After they agree,
2. Navigate to the IEP.
3. Click the addendum button at the top of the IEP. (If the IEP is not finalized, finalize before making an addendum.)
4. Make the changes to the IEP. In the goal area field, service description field or the accommodation field, you might want to type: "Addendum" [Current Date], Goal/Service/Accommodation title. This will make it clear what has been added as an addendum.
5. Print 2 copies of the pages that are changed AND the page of the IEP that has the Parent Prior Notice for Free Appropriate Public Education.
6. Highlight the changes on both copies (unless you indicated them as addendum when they were entered).
7. If it is a Minor Change, contact the parent to review the changes.
8. Provide parents a copy.
9. Document the provision of parental copy on the school copy. For example: "8/28/2012: Reviewed proposed addendum with Mrs. Smith. Provided her a copy of the changes and prior written notice."
10. Attach the school copy to the **BACK of the IEP** which was added in the student's permanent record.
11. Note on the front of the IEP, "See addendum dated ____". This will indicate to anyone who receives the file that there has been an addendum.



Making **MAJOR** Changes to the IEP

1. If this is a major change, contact the parent and the IEP team members to schedule an IEP meeting.
2. Complete and send the Notice of Meeting.
3. For IEP team members who will not attend, the Team Member Excusal process needs to be completed by the applicable team member or case manager (for gen. ed teacher only)
4. Navigate to the IEP.
5. Click the addendum button at the top of the finalized IEP. (If the IEP is not finalized, finalize before making an addendum.)
6. Make the changes to the IEP. To make it clear what is being added, you might want to type: Addendum [Current Date], Goal If you are adding a goal/or service, Title, or Addendum [Current Date], Service Title.
7. Convene your IEP team and review the proposed changes.
8. Document the proposals using the Meeting Summary Document.
9. Print 2 copies of the pages that are changed AND the page of the IEP that has the Parent Prior Notice for Free Appropriate Public Education.
10. Highlight the changes on both copies (unless you indicated them as addendum when they were entered).
11. The whole IEP team signs the addended IEP when major changes are made. Team member excusals are required for missing signatures.
12. Provide parents a copy.
13. Staple the school copy to the **TOP of the IEP** which was added in the student's permanent record.



The Clock is Ticking: - Deadline: Friday, April 27, 2018

Did you know you can move IEP meetings up for transferring files? It will help you meet the transfer deadline as well as give your TCM time to check the file before it is transferred. Be sure to give yourself enough lead time for you to finish any needed changes after your TCM check.

[See the 2018 File Transfer Procedures for Deadlines and Instructions](#)

myIDEA Tip Sheets: Pages 2 & 3 of this document are simple easy to follow tip sheets showing users "How to Set the Service Provider" in myIDEA and "How to Generate the Service Provider" report in myIDEA. The fields are **required to be updated** by Case Managers and Related Servers on a regular basis and when there is a change.

How to Update Service Providers in myIDEA

Dear case managers and service providers,
Going forward, it is now **MANDATORY** to keep these fields up-to-date as service providers change. These fields are tied to service provider reports and to the Evaluate Davis system.

STEP 1

myIDEA

Welcome TOM JOHNSON (sign out)

Find Student | Reports

Student Information

Last Name: [REDACTED] First Name: [REDACTED] Gender: [REDACTED]
Middle Name: [REDACTED] Ethnicity: [REDACTED]
Date of Birth: [REDACTED] Student Language: [REDACTED]
Age: [REDACTED] Home Language: [REDACTED]
Enrolled School: KING ELEMENTARY Home Phone: [REDACTED]
Student ID: [REDACTED] Home Address: [REDACTED]
Grade: 04 City/State/Zip: [REDACTED]

Guardian Information

Guardian Name: [REDACTED] AS Phone: [REDACTED]
Location: [REDACTED] Email: [REDACTED]

File Information

Case Manager: [REDACTED] Eligibility Due Date: 2010-01-01
IEP Due Date: [REDACTED] Enrollment Code: Transfer Within District

SCRAM Information

Eligibility OTHER HEALTH IMPAIRMENTS
Start Date: [REDACTED]
End Date: [REDACTED]
Time Frame: 180 Minutes or more of 1st scheduled service (Self-Centered)
Regular School Setting (5 year old-13th grade students only) (This includes almost all learning center and functional skills students)
Enrollment: [REDACTED]
Percent: The student spends less than 40% of the school day with non-disabled peers in general education settings.
Educational Program: [REDACTED]

Find Student | Reports | IEP | Progress | Initial Placement | Change Placement | Age of Majority | IEP | IEP Progress | Evaluation | Renewal | Re-evaluation

GO HERE

STEP 1 – From the student information page. Press the “IEP” button.

STEP 2

myIDEA

Welcome TOM JOHNSON (sign out)

Find Student | Reports

Individualized Education Program (IEP)

View + | Create Addendum

IEP Archive

View + | Detach

Report	Finalized By	Meeting Date	Due Date	Addendum Date
view	[REDACTED]	22 Apr 2010	21 Feb 2011	15 Feb 2011
view	[REDACTED]	27 Apr 2010	26 Apr 2011	
view	[REDACTED]	27 Apr 2010	26 Apr 2011	
view	[REDACTED]	13 Apr 2011	09 Apr 2011	
view	[REDACTED]	13 Apr 2011	09 Apr 2011	

Columns Hidden: 5

Update Service Providers

CLICK HERE

View Finalized Report

STEP 2 – Click the arrow next to the “Update Service Providers” box.

STEP 3

myIDEA

Welcome TOM JOHNSON (sign out)

Find Student | Reports

Individualized Education Program (IEP)

View + | Create Addendum

IEP Archive

View + | Detach

Report	Finalized By	Meeting Date	Due Date	Addendum Date
view	[REDACTED]	01-Nov-2010	01-Nov-2010	
view	[REDACTED]	15-Nov-2010	21-Nov-2010	
view	[REDACTED]	22-Nov-2010	21-Nov-2010	
view	[REDACTED]	22-Nov-2010	21-Nov-2010	

Columns Hidden: 5

Update Service Providers

Special Education Services

View + | Detach

Service Name	Location Name	Minutes	Frequency	Provider
FUNCTIONAL MATH, READING, WRITTEN LANGUAGE, TRANSITION SKILLS	SPECIAL EDUCATION	322	DAILY	[REDACTED]
SOCIAL SKILLS	GENERAL/SPECIAL EDUCATION	20	4/WEEK	[REDACTED]
READING BASIC SKILLS	GENERAL EDUCATION	45	4/WEEK	[REDACTED]

Columns Hidden: 4

Related Services

View + | Detach

Service Name	Location Name	Minutes	Frequency	Provider
Speech and/or Language Services	GENERAL/SPECIAL EDUCATION	30	WEEKLY	[REDACTED]
Teacher directed communication	GENERAL/SPECIAL EDUCATION	10	DAILY	[REDACTED]

Columns Hidden: 4

Save Provider Update

Change Providers

The box will expand and show the SPED & Related Services for the Student.

STEP 3 – Change the providers by clicking the drop-down menus and selecting the correct provider.

If a provider is missing from the lists, please contact Tom Johnson with the provider's name and school location.
tomjohnson@dstdmail.net

STEP 4

myIDEA

Welcome TOM JOHNSON (sign out)

Find Student | Reports

Update Service Providers

Special Education Services

View + | Detach

Service Name	Location Name	Minutes	Frequency	Provider
FUNCTIONAL MATH, READING, WRITTEN LANGUAGE, TRANSITION SKILLS	SPECIAL EDUCATION	322	DAILY	[REDACTED]
SOCIAL SKILLS	GENERAL/SPECIAL EDUCATION	20	4/WEEK	[REDACTED]
READING BASIC SKILLS	GENERAL EDUCATION	45	4/WEEK	[REDACTED]

Columns Hidden: 4

Related Services

View + | Detach

Service Name	Location Name	Minutes	Frequency	Provider
Speech and/or Language Services	GENERAL/SPECIAL EDUCATION	30	WEEKLY	[REDACTED]
Teacher directed communication	GENERAL/SPECIAL EDUCATION	10	DAILY	[REDACTED]

Columns Hidden: 4

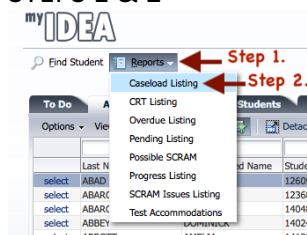
Then Click Save

Save Provider Update

STEP 4 – Click on the “Save Provider Update” button

How to Generate a Service Provider Report in myIDEA

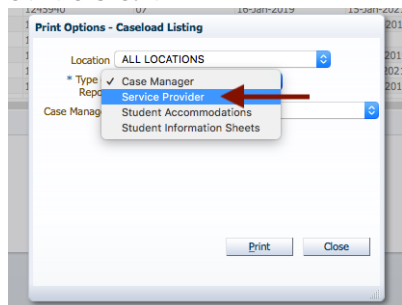
STEPS 1 & 2



STEP 1 – Click “Reports”

STEP 2 – Click “Caseload Listing”

STEPS 3 & 4

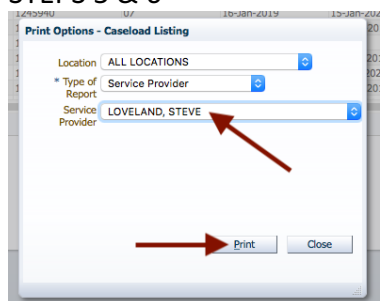


STEP 3 – In the Type of Report field, choose “Service Provider”

STEP 4 – Wait 10 seconds for the app to load the Service provider dropdown list (watch for the spinning blue circle to stop)



STEPS 5 & 6



STEP 5 – Select the Service provider from the dropdown list.

STEP 6 – Click “Print” to generate the report

If a provider is missing from the lists, please contact Tom Johnson with the provider's name and school location.

tomjohnson@dsgmail.net

STEP 7

05-FEB-2018 11:58:16 AM Created by Service Provider Page 1 of 1									
Service Provider: FAMILY ENRICHMENT CENTER									
Student Name	Student ID	DOB	IEP Due	Elig Code/Chr	Next School	Service	Minutes	Frequency	
ABAR, ABAR	12360	21-MAR-2018	CD 27-APR-2020	Speech		SPEECH/ARTICULATION SKILLS	30	WEEKLY	
ABAR, ABAR	12360	22-APR-2018	CD 29-APR-2020	Speech		SPEECH/ARTICULATION SKILLS	30	WEEKLY	
ABAR, ABAR	12360	23-MAR-2018	CD 29-APR-2020	Speech		SPEECH/ARTICULATION SKILLS	30	WEEKLY	
ABAR, ABAR	12360	31-OCT-2018	CD 14-NOV-2019	Speech		SPEECH/ARTICULATION SKILLS	30	WEEKLY	
ABAR, ABAR	12360	30-APR-2018	CD 27-APR-2020	Speech		SPEECH/ARTICULATION SKILLS	30	WEEKLY	
ABAR, ABAR	12360	11-APR-2018	CD 01-MAY-2019	Speech		SPEECH/ARTICULATION SKILLS	30	WEEKLY	
Total for FAMILY ENRICHMENT CENTER: 6									
Service Provider: KING ELEMENTARY									
Student Name	Student ID	DOB	IEP Due	Elig Code/Chr	Next School	Service	Minutes	Frequency	
ABAR, ABAR	12360	07-MAR-2018	CD 08-JUN-2021	Speech		SPEECH AND LANGUAGE SKILLS	120	MONTHLY	
ABAR, ABAR	12360	12-MAR-2018	CD 10-MAR-2019	Speech		LANGUAGE / SPEECH	120	MONTHLY	
ABAR, ABAR	12360	20-MAR-2018	CD 19-MAR-2020	Speech		SPEECH/ARTICULATION SKILLS	120	MONTHLY	
ABAR, ABAR	12360	20-MAR-2018	CD 27-APR-2020	Speech		ARTICULATION / SPEECH SKILLS	60	WEEKLY	
ABAR, ABAR	12360	13-MAR-2018	CD 13-APR-2019	Speech		SPEECH/ARTICULATION SKILLS	120	MONTHLY	
ABAR, ABAR	12360	21-OCT-2018	CD 21-NOV-2019	Speech		LANGUAGE SKILLS	30	WEEKLY	
ABAR, ABAR	12360	08-OCT-2018	CD 21-OCT-2019	Speech		LANGUAGE SKILLS	30	WEEKLY	
ABAR, ABAR	12360	20-MAR-2018	CD 19-MAR-2020	Speech		SPEECH/ARTICULATION SKILLS	120	MONTHLY	
ABAR, ABAR	12360	17-MAR-2018	CD 20-MAR-2020	Speech		SPEECH/ARTICULATION SKILLS	120	MONTHLY	
ABAR, ABAR	12360	17-DEC-2018	CD 16-DEC-2020	Speech		LANGUAGE SKILLS	30	WEEKLY	
ABAR, ABAR	12360	10-MAY-2018	CD 09-MAY-2019	Speech		SPEECH/ARTICULATION SKILLS	60	WEEKLY	
ABAR, ABAR	12360	20-MAR-2018	CD 20-MAR-2020	Speech		SPEECH/ARTICULATION SKILLS	120	MONTHLY	
ABAR, ABAR	12360	10-APR-2018	CD 10-APR-2020	Speech		SPEECH/ARTICULATION SKILLS	30	WEEKLY	
ABAR, ABAR	12360	11-MAR-2018	CD 11-MAR-2019	Speech		SPEECH/ARTICULATION SKILLS	120	MONTHLY	
ABAR, ABAR	12360	11-MAR-2018	CD 11-MAR-2019	Speech		SPEECH/ARTICULATION SKILLS	120	MONTHLY	
ABAR, ABAR	12360	23-FEB-2018	CD 23-FEB-2020	Speech		SPEECH/ARTICULATION SKILLS	120	MONTHLY	
ABAR, ABAR	12360	19-APR-2018	CD 19-APR-2020	Speech		SPEECH AND LANGUAGE SKILLS	30	WEEKLY	
ABAR, ABAR	12360	23-MAR-2018	CD 14-MAR-2019	Speech		SPEECH AND/OR LANGUAGE SERVICES	30	WEEKLY	
Total for KING ELEMENTARY: 20									
05-FEB-2018 11:58:16 AM Created by Service Provider Page 2 of 1									
Service Provider: KING ELEMENTARY									
Student Name	Student ID	DOB	IEP Due	Elig Code/Chr	Next School	Service	Minutes	Frequency	
ABAR, ABAR	12360	01-MAR-2018	CD 30-APR-2020	Speech		SPEECH/ARTICULATION SKILLS	120	MONTHLY	
ABAR, ABAR	12360	04-FEB-2018	CD 03-FEB-2021	Speech		SPEECH/ARTICULATION SKILLS	120	MONTHLY	
ABAR, ABAR	12360	11-OCT-2018	CD 09-NOV-2019	Speech		SPEECH/ARTICULATION SKILLS	120	MONTHLY	
ABAR, ABAR	12360	24-MAR-2018	CD 23-MAR-2021	Speech		SPEECH/ARTICULATION SKILLS	120	MONTHLY	
ABAR, ABAR	12360	19-APR-2018	CD 14-APR-2019	Speech		SPEECH/ARTICULATION SKILLS	120	MONTHLY	
ABAR, ABAR	12360	15-MAR-2018	CD 14-DEC-2019	Speech		SPEECH/ARTICULATION SKILLS	120	MONTHLY	
ABAR, ABAR	12360	27-NOV-2018	CD 26-NOV-2020	Speech		SPEECH/ARTICULATION SKILLS	120	MONTHLY	
ABAR, ABAR	12360	09-OCT-2018	CD 01-MAY-2019	Speech		LANGUAGE SKILLS	120	MONTHLY	
ABAR, ABAR	12360	23-FEB-2018	CD 23-FEB-2020	Speech		SPEECH/ARTICULATION SKILLS	120	MONTHLY	
ABAR, ABAR	12360	19-APR-2018	CD 19-APR-2020	Speech		SPEECH AND/OR LANGUAGE SERVICES	30	WEEKLY	
ABAR, ABAR	12360	21-FEB-2018	CD 11-APR-2019	Speech		SPEECH/ARTICULATION SKILLS	30	WEEKLY	
ABAR, ABAR	12360	19-APR-2018	CD 19-APR-2020	Speech		SPEECH AND LANGUAGE SKILLS	200	MONTHLY	
ABAR, ABAR	12360	19-APR-2018	CD 19-APR-2020	Speech		SPEECH AND LANGUAGE SKILLS	100	MONTHLY	
ABAR, ABAR	12360	22-MAR-2018	CD 20-MAR-2020	Speech		SPEECH/ARTICULATION SKILLS	120	MONTHLY	
ABAR, ABAR	12360	23-FEB-2018	CD 23-FEB-2020	Speech		LANGUAGE SKILLS	60	MONTHLY	

STEP 7 – a popup window will open up with the .pdf version of the report. This can be examined, saved or printed from the pdf window.

This report includes: Students names, Student ID, Grade, Date of Birth, IEP Due Date, Eligibility Classification & Due Date, Next School (to attend), Name of the Service in which the service provider provides to the student, number of Minutes and Frequency of the service.

This report can be generated for all locations and will display different locations in subsequent tables on the report.

If students and their services are missing from this report, the service provider has not been specified on the IEP. (see the how-to document entitled: “How to Update Service Providers in myIDEA”.