

## **EdPlan Connect Parent Guide**

EdPlan Connect is a feature which allows the parents or guardians to access their student's IEP, 504, Medicaid, or other documents remotely and securely. The parent will have the ability to view and/or sign the document depending on the request of the school.

### **Access**

You will receive an email with access every time there is a new document requesting your review or signature. That email will include a hyperlink to the login screen which is specific to you.

Once you are on the login screen, you must validate yourself by sending an access code to your phone either via text or voice. (The phone numbers that display are the phone numbers that the school has on your profile as the parent/guardian)

- If text, you will receive a text message within a few seconds with your access code
- If voice, your phone will ring and there will be an automated voice telling you your access code

Once you log into the system, you may navigate between any of the headers (as shown below) which may contain information related to the student.

MY INFO

TO-DO LIST

COMPLETED ACTIONS

SERVICE PLAN INFO

DOCUMENTS

CASE MANAGER

You will first be taken to the "To-Do List" where you may review or sign certain documents depending on the "Respond" button to the right. If it simply says "review", you are asked to review the document. If it displays a picture of a pencil, this is for you to click on and provide a response and/or signature.



**You are welcome to explore the other tabs when navigating through the system.**

The "Documents" tab will display all documents generated on the student's record. This includes the documents that display on the "To-Do List" as well as documents which may have been created but have not triggered an action for you to complete. They will remain here historically for your reference.

To access EdPlan Connect in the future, you could utilize any of the below options:

- **Option 1:** Keep the email you received from the system with the hyperlink
  - **Option 2:** Save the hyperlink from the email onto your computer (Save as a favorite)
  - **Option 3:** Contact the school for them to have the system send you the email/hyperlink again
  - **Option 4:** Wait until you have another action to complete in the system since the system will email you the hyperlink every time there is an action to complete
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