

Printing an FIE Report on IEPplus

1. Print out an “FIE Report” from IEPplus to use as a tool to complete FIEs that are due. Before printing the FIE Report, you must Compare the eschool Simple SE Listing Report and the IEPplus Basic Alphabetical List Report. This will ensure that the FIE report is accurate and not missing students.
2. Go to Reports and click on “FIE Report”

a) Leave today’s date. Date must be after 08/16/2022.

c) Click on “Important Date Range” Enter: 07/01/2019 to 06/30/2020

The screenshot shows the 'Reporting' section with the following configuration:

- Service Date: 10/12/2009
- Service Date Range: 08/24/2009 to 06/03/2010
- Selection Criteria - Important Date Selection: Required Information
- Important Date Type: FIE Date
- Important Date Range: 07/01/2019 to 06/30/2020
- Important Date: Look Up Date

d) Click on “Placement” then “Placement Location” and click on your campus.

e) Click on “Print Preview”

The screenshot shows the 'Reporting' section with the following configuration:

- Service Date Range: 08/24/2009 to 06/03/2010
- Selection Criteria - Placement Selection: App Date , Required Information , Primary Placement Only
- Placement Name: All Placements
- Placement Location: Aiken Elementary
- Placement Setting: All Settings
- Placement Location dropdown: Aiken Elementary, Benavides Elementary, Besteiro Middle School, BISSD Special Services Department, Brite Elementary

3. An “FIE report” with the dates illustrated above, should give you all the FIEs needed to be completed by the end of the school year.