

Transition Page

Refer to the Transition Help Pages for more information

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General Student Information

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Instructional Plan

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Accommodations Page

Some accommodations have been moved to different areas

If tape recorders, calculators, word processors are checked the AT box in the LEAP accommodations will also be checked but you will still need to write the type of AT being used

Accommodations Page

The 4 AIM (Accessible Instructional Materials) formats have been identified by blue font.

2 additional formats have been added

Accommodations Page

Additional options have been added under Test/Quizzes

If an accommodation is bolded it is an approved accommodation for statewide assessment

If AT box is checked on this page it will be checked in the LEAP box on the Program Services Page

Program Services Page

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Program Services Page

Program Services Page

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ESY

- While several changes have been implemented on the IEP for ESYS – the actual ESY form will not be available through the IEP form until November.
- Additional training will be provided regarding the revised ESY regulations in the Fall 2009

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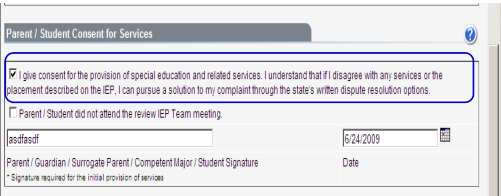
Placement/LRE



This statement has been revised to indicate a student participating in and passing 2 or more tests with Approaching Basic, earning the required Carnegie Units, etc., would be eligible to earn a regular High School diploma

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Placement/LRE



There are no longer *approve* or *refuse* boxes. The parent may either give consent for services or revoke consent after the initial provision of services. If the parents disagree with any part of the IEP, they can pursue a solution to their complaint through the state's dispute resolution options but the **consent for provision of services box must be checked if the LEA continues to provide services to a student.** Refer to the Placement/LRE HELP page for more information.

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Supporting Documentation



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HELP Pages

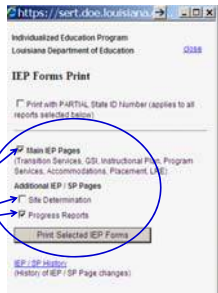
- The **HELP** pages of each page of the IEP have been updated.
- Review these pages often
- Instructional Plan – HELP pages have the **standards-based IEP steps**
- Program Services – HELP pages have **how to make assessment decisions** information

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Printing

A method to print more than one form at a time rather than having to go back to print screen for each form has been provided.

Check the box of the form or forms you want printed



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IEP Compliance

- A letter will be sent from SDE to districts that are out of compliance with timelines for 3 successive months
- Monthly compliance –justification will be required for each student whose IEP is out of timelines

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Train your Teachers

- All IEPs (regular and GT), Services Plans and Amendments must be submitted through SER IEP Forms
- Do not hand write IEPs and add to SER IEPs at a later date
- **DO NOT BACK DATE** an IEP to ensure compliance – DOE has an audit trail that identifies these **entries** and, DOE will contact the Special Director/Supervisor with their findings

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Train your Teachers

- Once you have a written IEP
- To create another IEP click on **ADD NEW**
- No information from the previous IEP carries over to the new IEP.

Team Meeting Date	IEP Type	Current Grade	Status	Submitted To SCR	Create Date
8/1/2009	Gifted/Talented - Review	4th - Fourth	Amended-Draft	N	8/24/2009 10:59:33 AM
8/1/2009	Gifted/Talented - Review	4th - Fourth	Amended - Official	Y	8/21/2009 2:37:14 PM
5/1/2009	Gifted/Talented - Review	4th - Fourth	Official	Y	4/30/2009 3:37:26 PM
8/2/2008	Gifted/Talented - Review	3rd - Third	Official	Y	4/29/2008 10:58:50 AM

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Train your Teachers

- Standards-based IEPs are required as of **July 1, 2009**
- Services Plans entry into IEP Forms was mandated as of **September 2, 2008**

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Train your teachers to check the Jurisdiction page to ensure that the correct school site code is entered before they write an IEP



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Train your teachers to check IEP and Evaluation dates to ensure that they are current.

- If the IEP is not current, a new review IEP must be developed
- If the evaluation is not current, the teacher needs to contact pupil appraisal



Train your Teachers

To check the Submitted to SER column

Team Meeting Date	IEP Type	Current Grade	Status	Submitted To SER	Create Date
5/1/2009	Gifted/Talented - Review	4th - Fourth	Amended - Official	N	5/1/2009 10:55:33 AM
5/1/2009	Gifted/Talented - Review	4th - Fourth	Amended - Official	Y	5/21/2009 2:30:18 PM
5/2/2009	Gifted/Talented - Review	4th - Fourth	Official	Y	4/30/2009 3:27:26 PM
5/2/2008	Gifted/Talented - Review	3rd - Third	Official	Y	4/29/2008 10:58:52 AM

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Train your Teachers

Why check the Submitted to SER column?

Before creating a new IEP, the teacher needs to check if the IEP is still in draft

- if in draft, either make the IEP official or delete
- If the IEP is official
 - has it been submitted to SER (Y or N)
 - If Y then a new IEP can be created
 - If N then teacher needs to contact her IEP Form Approver

The IEP Form Approver has to submit the IEP to SER

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Train your Teachers

Before creating a new IEP, the teacher needs to check

If the IEP is official
has it been submitted to SER (Y or N)
If Y then teacher can create the new IEP

Team Meeting Date	IEP Type	Current Grade	Status	Submitted To SER	Create Date
8/15/2008	Regular - Initial	1st - First	Official	Y	7/6/2009 7:52:30 AM

If N then teacher needs to contact her IEP Form Approver

Team Meeting Date	IEP Type	Current Grade	Status	Submitted To SER	Create Date
8/15/2008	Regular - Initial	1st - First	Official	N	7/6/2009 7:52:30 AM

The IEP Form Approver has to submit the IEP to SER

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Train your Teachers

Before creating a new IEP, the teacher needs to check if the IEP is still in draft

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Train your teachers

to check the IEP type and the Team Meeting Date to ensure accuracy prior to making the IEP OFFICIAL

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Train your Teachers

- The IEP type or Team Meeting Date (TMD) **cannot** be changed through an amendment.
- If the incorrect form is chosen, i.e., GT IEP rather than a regular IEP or services plan or any other combination, the form **cannot** be changed through an amendment.
- The IEP must be rewritten on the correct form, then the District contact person (Joyce Hunter) requests DOE to delete the incorrect form – the new form must remain as a draft (same TMD) until incorrect form is deleted.

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Train your Teachers

Re-evaluation IEP (when to check this box)

- Check if you are holding the Re-evaluation and the review IEP meeting on the same day/time (required for G/T)
- Do not check if you process a Re-eval waiver and then days, weeks or months later you hold the IEP Team Meeting
- Do not check if the Evaluation dissemination date differs from the IEP TMD (team meeting date)

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Train your Teachers

Amendments

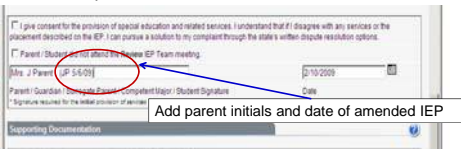
- Before an IEP can be amended the parent must be contacted regarding the need to amend. (Establish paper trail of parent notifications)
- After parent contact, the parent can agree the IEP can be amended either with or without an IEP Team meeting.
- It is an IEP team decision as to whether an IEP is amended or a new IEP is created and a new anniversary date is established

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Train your Teachers

Amendments

- If amending, it is recommended you add the parent's initials and a second date in the parent signature box (The date in the Calendar box must remain the same as the TMD)



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Train your Teachers

Amendments

- After parent has received a copy of the IEP, it is only necessary to send the parent the amended **pages** of the IEP.
- There is no limit to the number of amendments that can be processed.
- **If having problems submitting to SER - Do NOT amend the IEP multiple times before contacting central office (Joyce Hunter at 349-7924).**

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Train your Teachers

If you are **having problems** making the IEP official or submitting to SER –

Do NOT amend the IEP multiple times before contacting central office personnel. If you need help, call Joyce Hunter at 349-7924.

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Processing IEPs on Holidays

IEP Form Validation

All errors marked in red must be corrected before this IEP can be made Official.

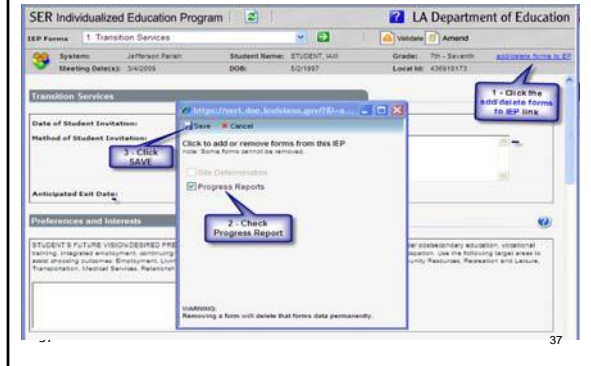
- ✓ [Transition Services](#)
- ✗ [General Student Information](#)
 - ⚠ G023: Team Meeting Date should not occur on a holiday.
 - ✗ G072: ODR must be one of the IEP Participants.

Yellow errors are warning messages & do not stop the processing of the IEP Form.

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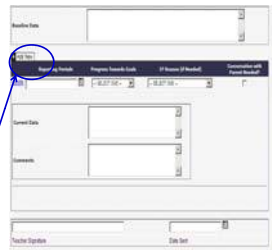
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Adding a Progress Report Form



Train your Teachers Progress Reports

- Add Progress Reports after the IEP has been made official
- Do not add a new Progress Report each 6 or 9 weeks
- On the Progress Report add a new reporting period by clicking on *Add New*



Train your Teachers

Please direct your teachers to call **DISTRICT** personnel with IEP questions before contacting the state department

- Local contact person is Joyce Hunter – GroupWise e-mail (preferred) or phone 349-7924

IEP Forms Roles & Responsibilities

IEP Form Approver

- Generate the Draft + SER Flag report to identify IEP Forms ready for review and submission to SER
- Ensure that the IEP Form content complies with IDEA, DEIA and local policies and procedures

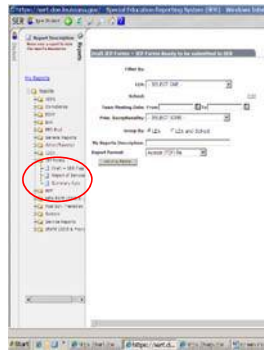
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Train your Form Approvers

COMPLIANCE ISSUE – IEPs forms are not being submitted to SER in a timely manner
IEP Form Approvers should run the Draft + SER Flag report (following is recommended)

- **Daily** at the beginning of school
- **Daily** if needed for the Oct 1 count (Child count)
- **Daily** – if needed for the February 1 count (MFP count)
- **Weekly** during rest of year
- **Daily** at the end of school



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Train your IEP Form Approvers

Why should the FORM Approver run the Draft + SER Flag report often?

It is the IEP Form Approver's responsibility to submit the IEP to SER

If the IEP Form Approver does not submit the IEPs to SER, the district can be

- out of IEP compliance
- student's IEP could reflect the incorrect LEAP code or test accommodations
- parents could challenge that the district is not following their child's IEP

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IEP Forms and SER Interaction

- IEP Forms must be **submitted to SER** for monthly IEP Compliance, and to be included in Child Count and MFP count
- SER IEP Forms will build the SER IEP page
- Summary IEP data are displayed when the IEP Form is validated

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If you have any questions contact
Joyce Hunter at 349-7924
or through GroupWise e-mail (preferred)

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