



The EDPlan Parent Connect feature will allow you, as the parent or guardian, to virtually access your child's documents, apply your response, and electronically sign the document(s). This guide provides information on:

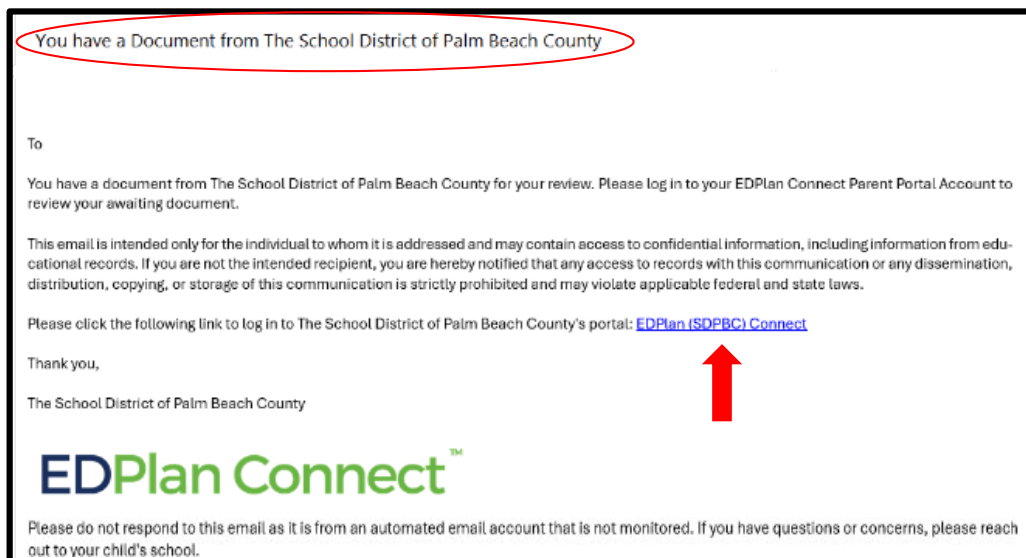
- How to access EDPlan Parent Connect; and,
- An overview of EDPlan Parent Connect, including information on how to review all documents, provide consent (if applicable), and sign documents that are available for signature.

You must have a phone number and email address set up in the Student Information System (SIS) to access the EDPlan Parent Connect. Physical copies of documents will still be provided. Please contact your child's school to update your phone number and/or email address in SIS or you can update in your SIS Gateway.

How to Access EDPlan Parent Connect

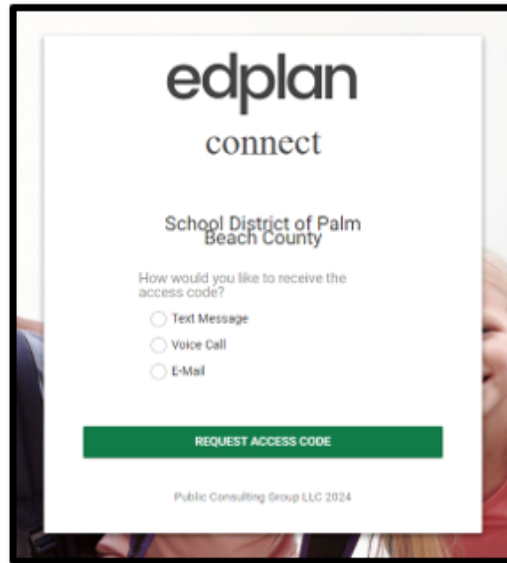
Once a document requiring review or consent has been created for your child, you will be sent an email notification with a link that allows you to access EDPlan Parent Connect. You can use EDPlan Parent Connect anytime, and it is commonly used if you are unable to attend a meeting in person. You can access EDPlan Parent Connect by following the steps below:

1. The notification shown here will be sent to the parent/guardian after a document has been created, or after another document requiring a signature and/or consent is generated. Additionally, if a parent/guardian has not taken the intended action, then a reminder email will be sent every 7 days.



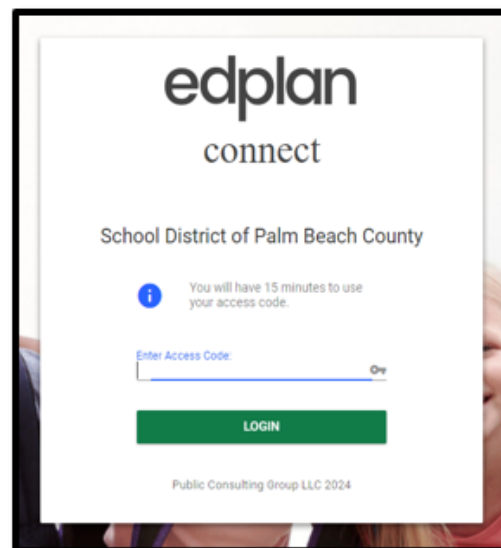


- After clicking on the link, you will be taken to EDPlan Parent Connect to authenticate your identity per Family Educational Rights and Privacy Act (FERPA) requirements by requesting an access code. You can choose to receive your code either by text message, voice call, or email from your contact information in the Student Information System (SIS). The login page will look like the picture below.



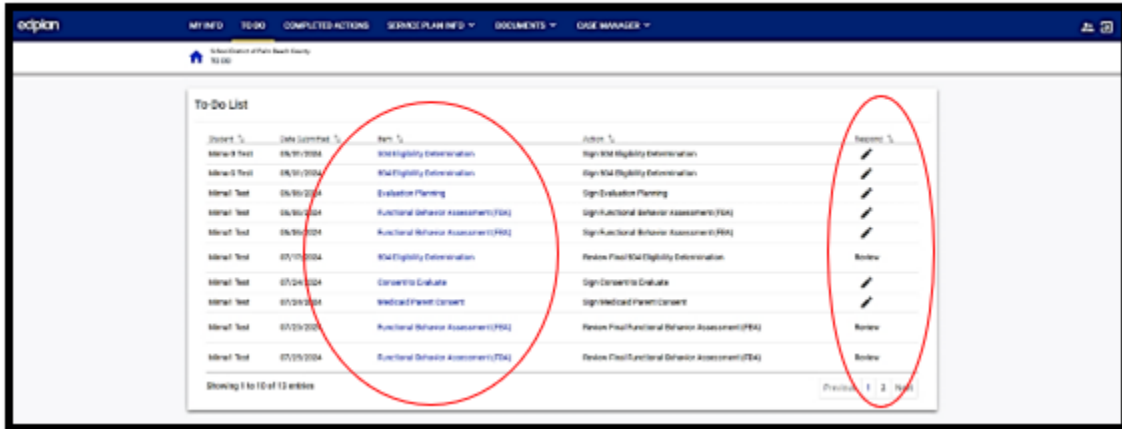
Select how you want to receive your access code and click the “Request Access Code” button (seen in green in the screenshot above). Within 1-2 minutes you will receive the access code via the method you chose (for example, you would get a text if you selected “Text Message” above).

- Once you receive the code, enter it into the field seen in the picture below and select “Login”.

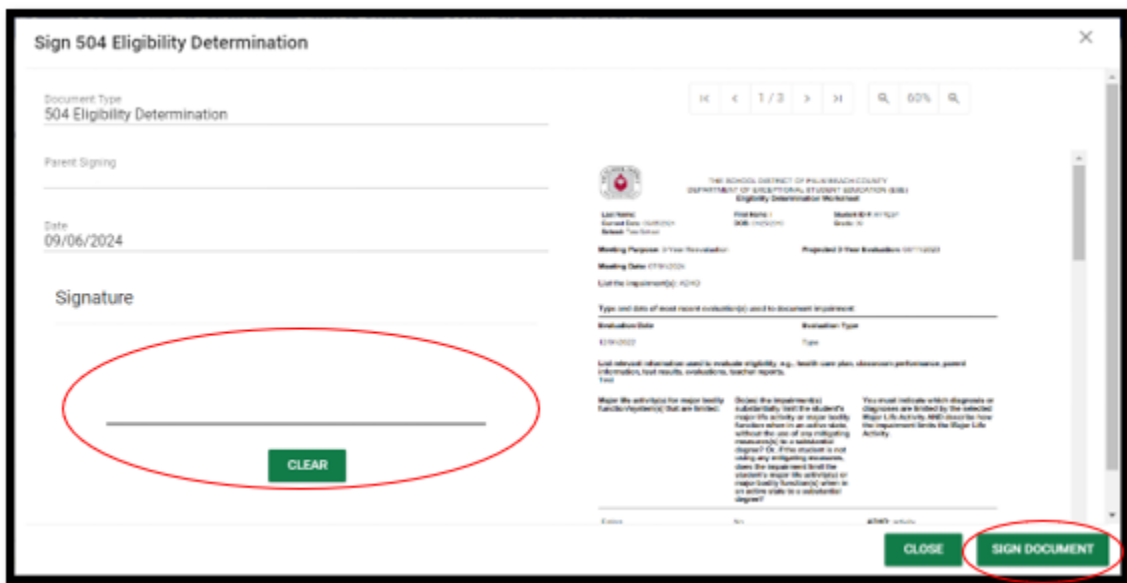




- Once you log into the site, you will be taken to your To-Do List where any document pending a response from you or ready for review will be displayed. Click on the document name to review the document and click on the pencil under “Respond” to sign the document. The system will require the document to be reviewed prior to signing it.



- After selecting the pencil under “Respond” for a document, you will be taken to a sign page that allows you to review, provide consent (if applicable), and sign the document. From a computer you can sign using your computer mouse. From a tablet, iPad, or phone, you can sign using a stylus or finger. After you have provided consent (if applicable) and signed, you will then select “Sign Document”. This action applies your signature and completes the action required. You will see these areas below.





EDPlan Parent Connect General Navigation

- **To Do List:** When you login to EDPlan Parent Connect, your landing page will be your To-Do List. When you have documents that need to be reviewed or signed, they will display in this list – as seen below.

Student %	Date Submitted %	Proposed Document %	Action %	Respond %
Ed Plan Connect	10/17/2019	Notice of Case Conference (Evaluation)	Review Final Notice of Case Conference (Evaluation)	Review

Showing 1 to 1 of 1 entries

- **Completed Actions:** You can also click on the Completed Actions link in the blue bar to review any previous actions you have completed – as seen below.

Student ID %	Student %	Access School %	Description %	Event / Document %	Date Completed %
No data available in table					

Showing 0 to 0 of 0 entries

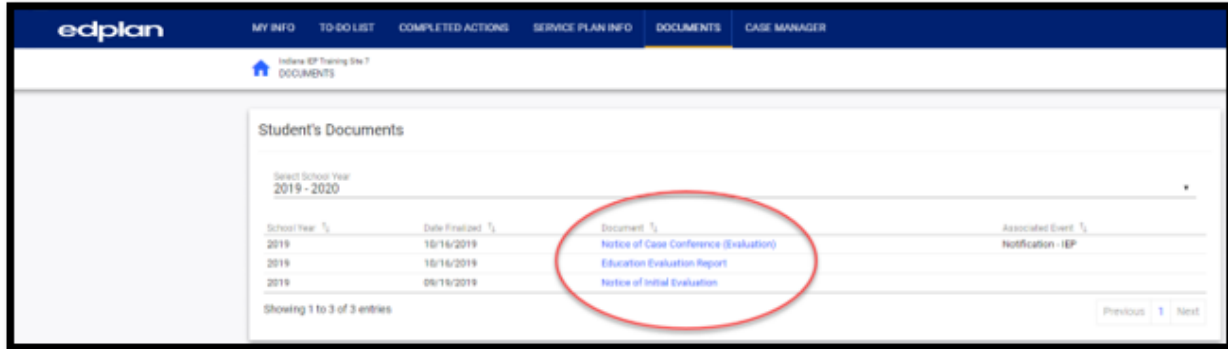
- **Case Manager:** You can review the district contact listed for your student under the Case Manager link – as seen below.

Case Manager Information

Name Lara Test	Title Special Ed Teacher	
Work Phone 512-736-8888	Email Address sample@school.org	
Address 5555 Second Street		
City Austin	State TX	Zip Code 78722



- **Documents:** While logged in, you will be able to review any documents associated with your child and your EDPlan Parent Connect account by clicking on the Documents link. You may click on the documents listed in blue to open each document as seen below.



Thank you for using EDPlan Parent Connect.

For questions relating to your child's ESE program and documents, please reach out to the school's ESE/504 Representative.