



Connect Parent Portal for Virginia IEP – Parent Guide

What is Virginia IEP?

The Virginia Department of Education provides school divisions access to Virginia IEP, an IEP case management system. Virginia IEP, powered by Public Consulting Group (PCG)'s EDPlan platform, is the solution your child's teachers use to create his or her Individualized Education Plan (IEP) and related documents.

What is the EDPlan Connect Parent Portal?

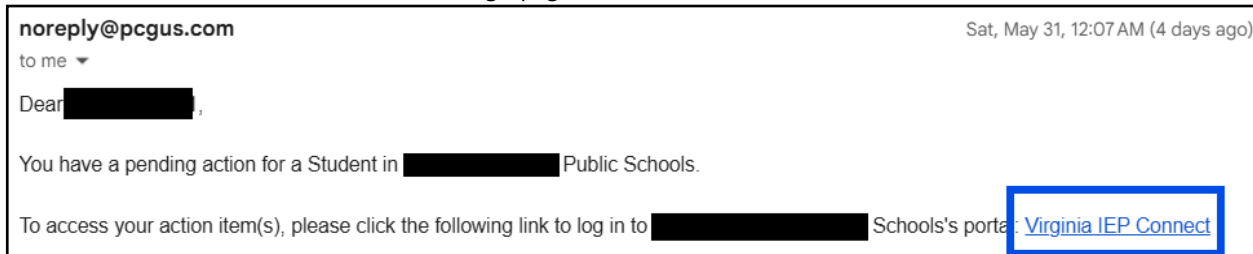
Connect acts as a virtual file cabinet, providing you remote, secure access to your student's documentation in Virginia IEP. Connect also allows parents to apply consent or sign documents that require a parent response. The Virginia Department of Education is enhancing Virginia IEP with the parent portal for all participating school divisions in 2025.

How will I access the portal?

The evening after school staff finalize certain documents, Connect will send an email prompting you to log into the portal. You can expect to begin receiving notifications for the following: IEPs, Eligibility decisions, and other documents awaiting your response and new Progress Reports for you to view. Look for emails from noreply@pcgus.com. PCG is the vendor that provides Virginia IEP for your division.



Each Connect email will contain a link to the login page.



After following the link, select where you would like to receive an access code.

How would you like to receive the access code?

☐ Text Message

☐ Voice Call

☐ E-Mail

REQUEST ACCESS CODE

Retrieve and enter the code to log in to the system.

You will have 15 minutes to use your access code.

Enter Access Code:
.....

LOGIN



This authentication process keeps your student's documents secure while eliminating the need to keep track of a username or password.

Can I log in at any time?

Connect will generate an email to the parent's email address on record to notify parents/guardians every time there is a new document that requires your review or signature. However, parents/guardians can access documents at any time. To access Connect, utilize any of these options:

- Option 1: Keep the email you received from the system with the hyperlink.
- Option 2: Save or bookmark the hyperlink from the email onto your internet browser.
- Option 3: Contact the school to request that the system send you the email/hyperlink again.
- Option 4: Wait until you have another action to complete in the system, at which point you will receive another access email.

How do I navigate within the portal?

Once logged into Connect, parents can navigate between six tabs:

- **My Info** - Here, you can view the information the school has on file for you. If updates are needed, contact your child's school.
- **To Do List** - Documents awaiting your response will appear here. Click the hyperlink to view documents and use the pencil icon to apply a response.
- **Completed Actions** - Documents you have already responded to will appear here.
- **Service Info** - Your student's special education eligibility information, services, and dates of service will appear here.
- **Documents** - You may view any of your child's documents here. Adjust the school year selection to choose which documents you would like to view.
- **Case Manager** - Information for your child's case manager will appear here.

Virginia IEP

MY INFO TO-DO LIST COMPLETED ACTIONS SERVICE INFO DOCUMENTS CASE MANAGER

Virginia State Ref Site
TO-DO LIST

To-Do List

Student	Date Submitted	Item	Action	Respond
October Ray Test	10/13/2023	Eligibility Group Summary Eligibility Group Summary (translated to Spanish)	Apply Parent Response for Proposed Eligibility Determination	

Showing 1 to 1 of 1 entries

Previous 1 Next