

Connect Parent Portal Parent/Guardian Guide

The IEP Online Connect Parent Portal feature will allow you, as the parent or guardian, to virtually access your child's IEP Online documents and electronically sign and/or review the document(s). This guide provides an overview of the IEP Online Connect Parent Portal, including information on how to review all documents and sign documents that are available for signature in Connect.

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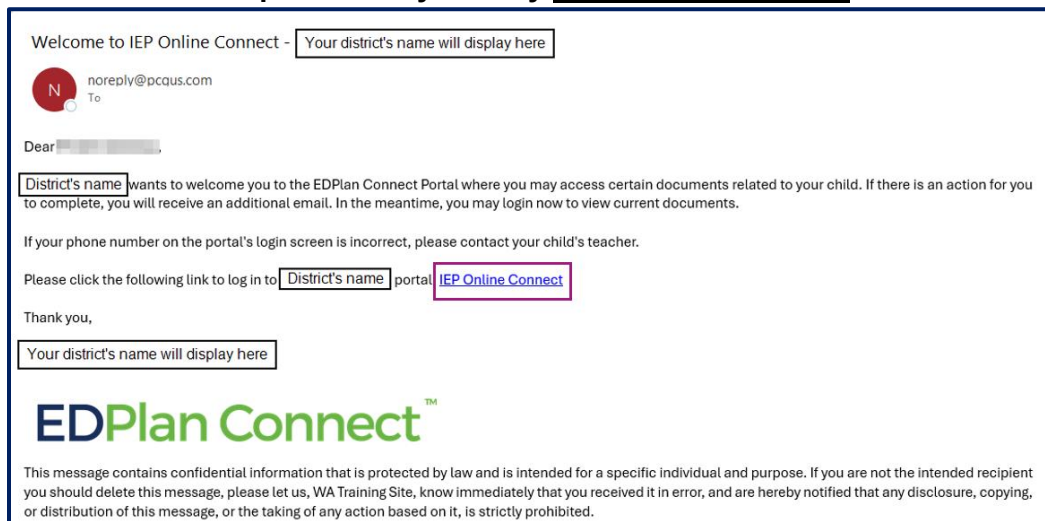
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How will I access Connect?

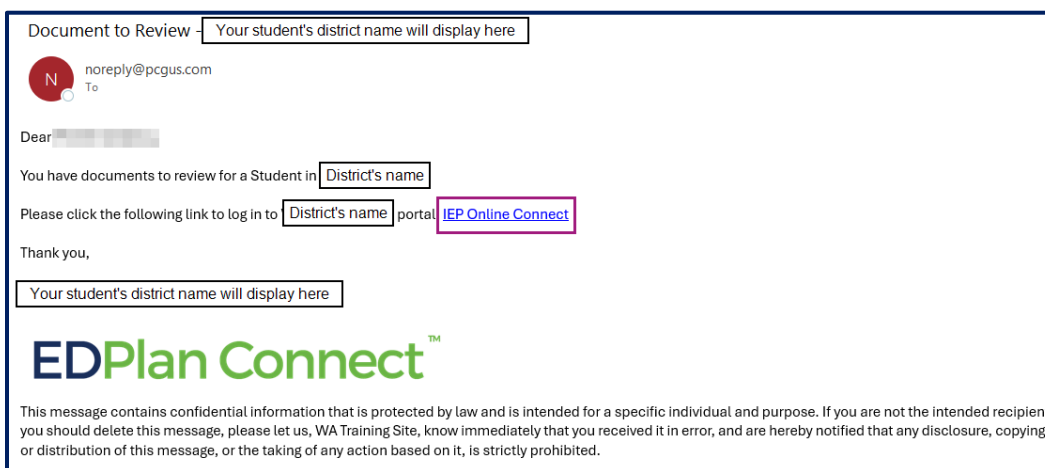
Once a document requiring a signature or other documents requiring review have been created for your child, you will be sent an email notification with a link that allows you to access the Connect Parent Portal. You can also access the Connect Parent Portal at any time.

You can access the IEP Online Connect Parent Portal by following the steps below:

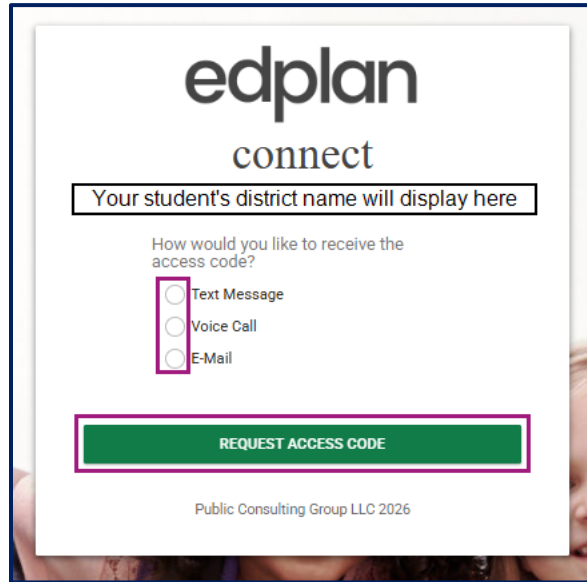
1. Locate the email notification in your email.
 - a. **The notification shown here is an introductory email that allows parents to access the portal at any time by clicking the blue link.**



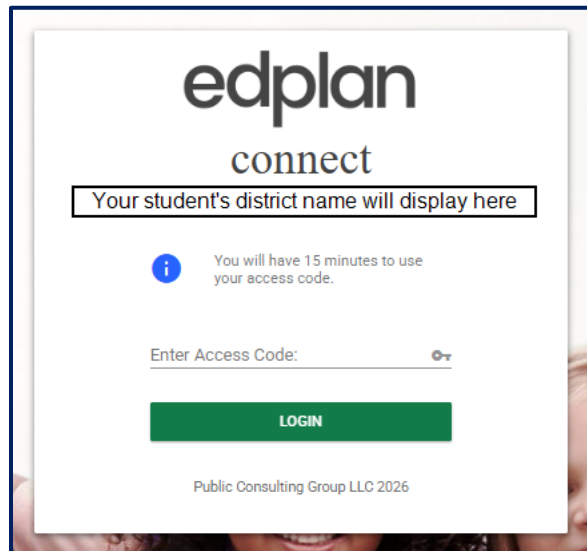
- b. **The notification shown here will be sent to the parent/guardian after any document requiring a signature or review has been created.** Signature request notification emails and notification emails for review only documents are sent immediately. Additionally, if a parent/guardian has not taken the intended action, then a reminder email will be sent every 7 days. **Access the portal by clicking the blue link.**



2. After clicking on the link, you will be taken to the Connect Parent Portal to authenticate your identity per Family Educational Rights and Privacy Act (FERPA) requirements by requesting an access code.
 - a. Select to receive your code either by text message, voice call, or email.
 - b. Once you select how you want to receive your access code, click the “Request Access Code” button.
 - c. Allow for 1-2 minutes to receive the access code via the method you chose (for example, you will get a text if you selected “Text Message” above).



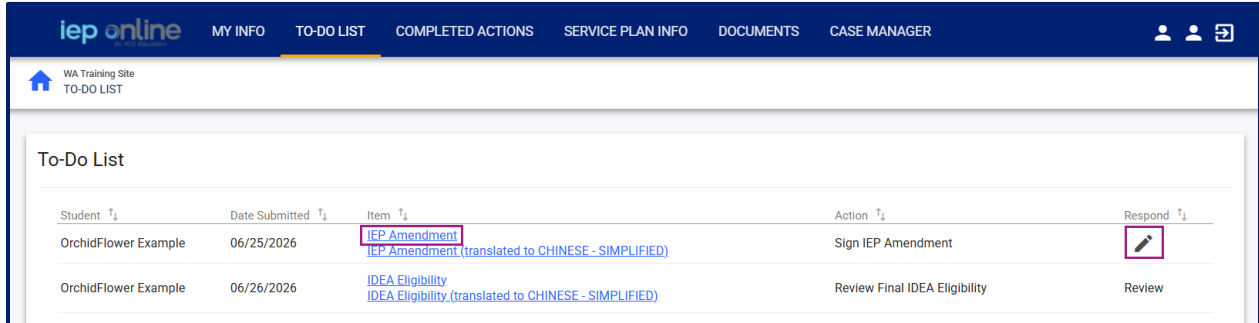
3. Once you receive the code, enter it into the field and select “Login”.



4. Once you log into the site, you will be taken to your To-Do List where any document requiring a signature from you or ready for review will be displayed.

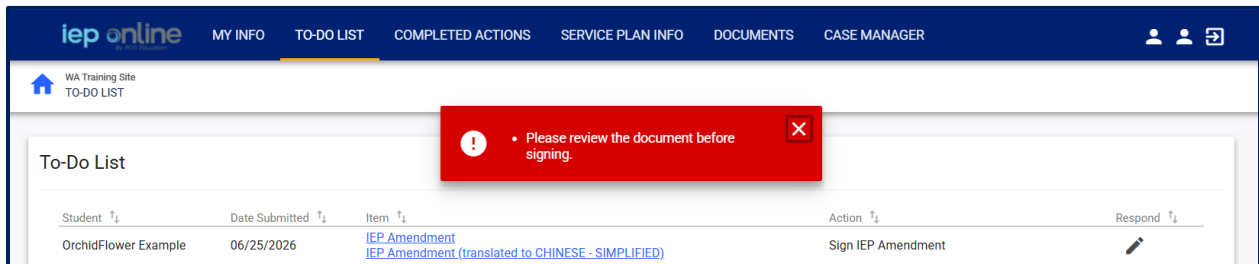
How can I add my signature to a document in Connect?

1. Once you log into the site, you will be taken to your To-Do List where any document requiring a signature from you or ready for review will be displayed.
 - a. Click on the document name to review the document.
 - b. Click on the pencil under “Respond” to sign the document. This will only appear if a signature has been requested for that record.
 - i. *Note: If the district translated the document into another language, the English version and translated version will both be visible.*



Student	Date Submitted	Item	Action	Respond
OrchidFlower Example	06/25/2026	IEP Amendment IEP Amendment (translated to CHINESE - SIMPLIFIED)	Sign IEP Amendment	
OrchidFlower Example	06/26/2026	IDEA Eligibility IDEA Eligibility (translated to CHINESE - SIMPLIFIED)	Review Final IDEA Eligibility	Review

- ii. The system will require the document to be reviewed prior to signing it. If the pen icon is selected to sign before the document has been reviewed, this red message will appear. Select the title of the document to review it prior to signing.

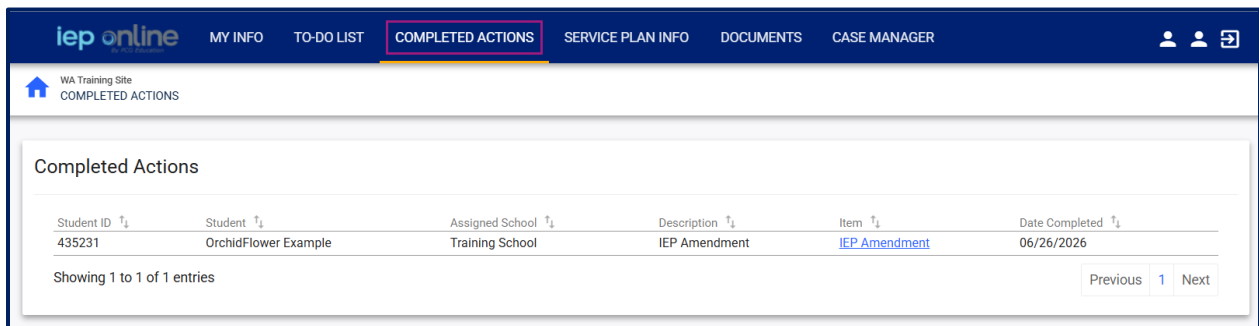


Student	Date Submitted	Item	Action	Respond
OrchidFlower Example	06/25/2026	IEP Amendment IEP Amendment (translated to CHINESE - SIMPLIFIED)	Sign IEP Amendment	

2. After reviewing the document and then selecting the pen icon to sign the document, you will be taken to a parent response page to add your signature electronically.
 - a. The date you are signing will auto-fill.
 - b. Add your signature on the signature line.
 - i. From a computer you can sign using your computer mouse.
 - ii. From a phone, tablet, or iPad you can sign using a stylus or finger.
 - c. After you have signed, you will then click the “Sign Document” button (bottom right corner after the signature line). This action submits your signature and completes the action required.



3. Once the signature has been submitted, that document will now be accessible under the “Completed Actions” tab at the top. It will no longer show under the “To-do List” tab because the action has been completed.



Student ID	Student	Assigned School	Description	Item	Date Completed
435231	OrchidFlower Example	Training School	IEP Amendment	IEP Amendment	06/26/2026

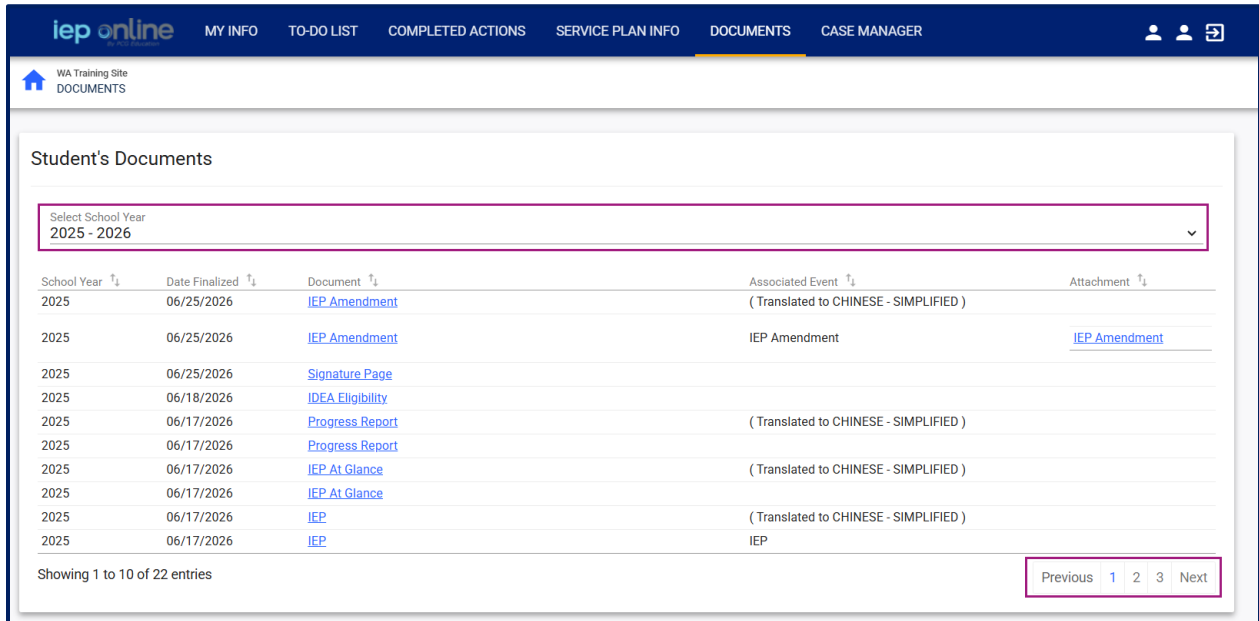
Showing 1 to 1 of 1 entries

Previous 1 Next

Where can I view my student's finalized documents?

All finalized documents for your student in IEP Online can be accessed at any time in Connect under the "Documents" tab. Select the blue title of the document to open the PDF.

- To view past school years, select the school year from the drop-down menu.
- There might be multiple pages of records for a school year. To view the next page of documents, select page 1, 2, 3, or Next in the bottom right corner.
- Note: If the district translated the document into another language, the English version and translated version will both be visible.*



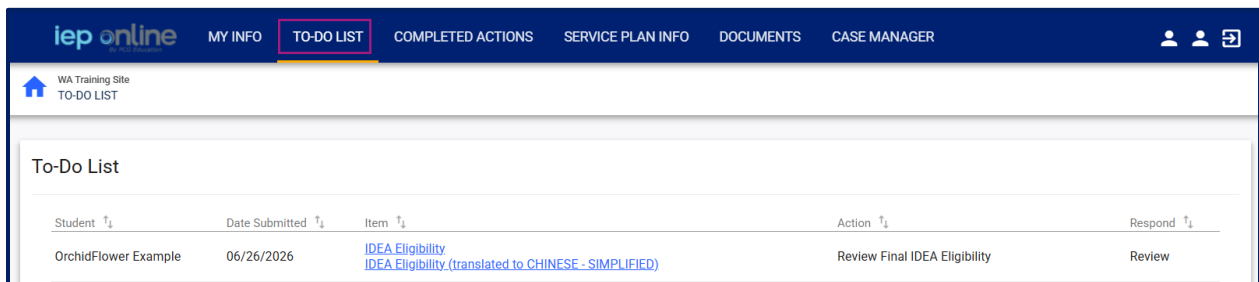
The screenshot shows the 'Documents' tab in the IEP Online interface. At the top, there's a navigation bar with 'MY INFO', 'TO-DO LIST', 'COMPLETED ACTIONS', 'SERVICE PLAN INFO', 'DOCUMENTS' (highlighted), and 'CASE MANAGER'. Below the navigation bar, the page title is 'WA Training Site DOCUMENTS'. The main content area is titled 'Student's Documents'. It features a dropdown menu for 'Select School Year' with '2025 - 2026' selected. Below this is a table of documents:

School Year	Date Finalized	Document	Associated Event	Attachment
2025	06/25/2026	IEP Amendment	(Translated to CHINESE - SIMPLIFIED)	
2025	06/25/2026	IEP Amendment	IEP Amendment	IEP Amendment
2025	06/25/2026	Signature Page		
2025	06/18/2026	IDEA Eligibility		
2025	06/17/2026	Progress Report	(Translated to CHINESE - SIMPLIFIED)	
2025	06/17/2026	Progress Report		
2025	06/17/2026	IEP At Glance	(Translated to CHINESE - SIMPLIFIED)	
2025	06/17/2026	IEP At Glance		
2025	06/17/2026	IEP	(Translated to CHINESE - SIMPLIFIED)	
2025	06/17/2026	IEP	IEP	

At the bottom, it says 'Showing 1 to 10 of 22 entries' and has a pagination control with 'Previous', '1', '2', '3', and 'Next'.

Where can I view tasks that I need to complete in Connect?

When you login to the Connect Parent Portal, 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.

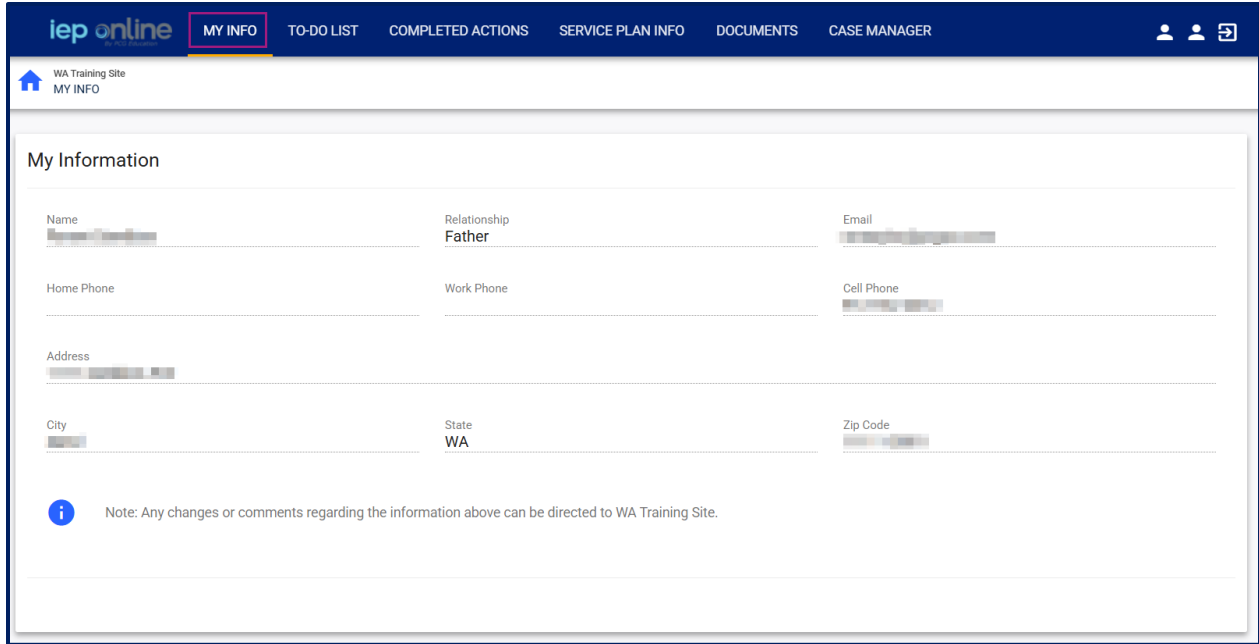


The screenshot shows the 'To-Do List' tab in the IEP Online interface. At the top, there's a navigation bar with 'MY INFO', 'TO-DO LIST' (highlighted), 'COMPLETED ACTIONS', 'SERVICE PLAN INFO', 'DOCUMENTS', and 'CASE MANAGER'. Below the navigation bar, the page title is 'WA Training Site TO-DO LIST'. The main content area is titled 'To-Do List'. It features a table of tasks:

Student	Date Submitted	Item	Action	Respond
OrchidFlower Example	06/26/2026	IDEA Eligibility IDEA Eligibility (translated to CHINESE - SIMPLIFIED)	Review Final IDEA Eligibility	Review

Where can I view my Connect information to confirm my details are listed correctly?

To view your information, navigate to the “My Info” tab at the top. This will display your name, relationship, email, phone number, and address.



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

WA Training Site
MY INFO

My Information

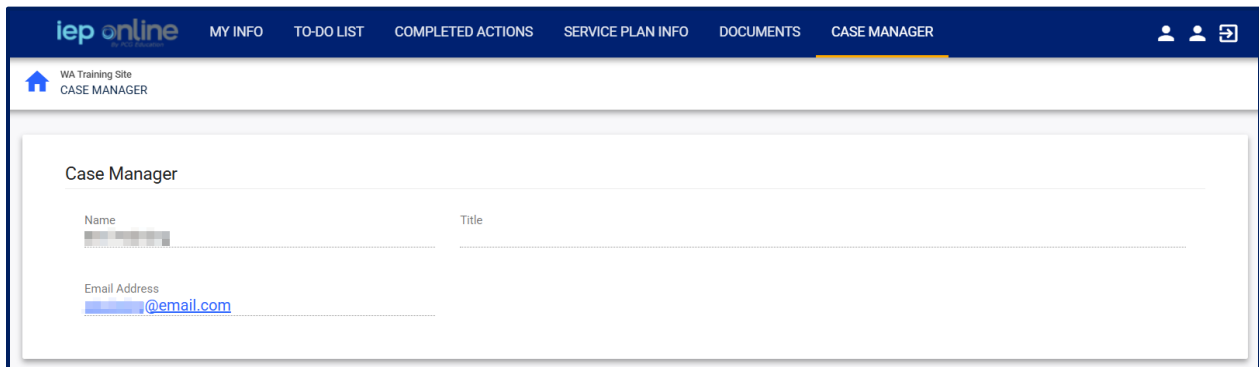
Name	Relationship Father	Email
Home Phone	Work Phone	Cell Phone
Address		
City	State WA	Zip Code

i Note: Any changes or comments regarding the information above can be directed to WA Training Site.

If any information is incorrect, please contact your student’s school to change the information in their Student Information System. Once the information is updated in their Student Information System, it will update in IEP Online and Connect the next day.

Where can I view who the case manager is for my student?

To view the case manager listed for your student, navigate to the “Case Manager” tab at the top. This will display the case manager’s name, title, and email address.



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

WA Training Site
CASE MANAGER

Case Manager

Name	Title
Email Address @email.com	

Connect Training Video for Parents/Guardians

Below is the link to a Connect Training Video intended for parents/guardians. Select the title to open the video in a web browser for viewing.

<https://youtu.be/jNVZ3lvkxjg>