

Individual Education Plan (Pennsylvania)

Last Modified on 04/04/2024 12:31 pm CDT

Editor Home | General Information | Editor Types | Editor Lock Out and Release Logic | Template Banks | Text Editors | Editors

Tool Search: Special Ed Documents

The Individual Education Plan is used to capture student special education plan information and match the required documentation provided by the state of Pennsylvania. This document describes each editor, the section(s) of the print format that include the entered information, a description of each field on the editor, and any special considerations and instructions.

The current print format of this document is the **PA IEP 2023**. Plan formats are selected in Plan Types.

NAME	STATUS	MODIFIED BY	COMPLETED BY	
Education Plan	(NOT STARTED)			>
Enrollment Information	(NOT STARTED)			>
Student Information	(NOT STARTED)			>
Parent/Guardian Information	(NOT STARTED)			>
Revisions	(NOT STARTED)			>
Team Meeting	(NOT STARTED)			>

Editor Home

The Editor Home lists the editors available, their status, and Modification and Completion information.



Header	Description
Name	The name of the editor.
Status	 The state of the editor. Statuses can be: In Progress indicates a user has entered and saved data in that editor. Not Started is the default status for all editors. Complete indicates a user has clicked the Complete button on the editor and the editor is read only. This does not lock the editor from further editing, but indicates the user considers the editor to be finished. Not Needed indicates a user has clicked the Not Needed button on the editor. This is usually done for editors that do not apply to the student. The following statuses are only available for the Nevada IEP: ESign indicates that editor has functionality related to the eSignature process. See the Nevada Individual Education Plan eSignature Process for additional information. Complete Pending eSignature indicates the plan has been entered and sent via the Campus Parent portal to the student's guardian for eSignature.
Modified By	The date and the user by whom the editor was last edited.
Completed By	The date and the user who clicked the Complete button for that editor.

General Information

The following table lists the actions available for the editors. When resizing the window, certain buttons are condensed into a single **Action** button.

Button	Description
Save	 Different editors have different save options. Click the arrow next to the Save & Stay button to view all saving options for any given editor. Save captures progress and navigates the user to the Editor Home or to the List Screen for List editors. See the Editor Types section for additional information. Save & Stay captures progress and keeps the user on the current editor. This save button is the default save option and usually found within the detail screen or list editors, such as Goals and Objectives. Save & Next captures progress and navigates the user to the next editor. Save & New captures progress and creates a new record. This save button is usually found within the detail screen of a list editor, such as Goals and Objectives. See the Editor Type section for additional information.



Button	Description
Refresh	Retrieves a new copy of data from the student's record. This includes enrollment, student, parent/guardian, and team member information. This also returns any accidentally deleted people records. Manually entered fields do not change when the refresh button is clicked. The user must Save after clicking Refresh to capture changes. A side panel displays listing all applicable Enrollment records for the student. See the Enrollments tool documentation for additional information.
Cancel	Navigates the user to the Editor Home screen or to the List Screen for List editors.
Status	 Changes the status of the editor. Complete indicates the editor is finished. This makes the editor read-only. However, this does not lock the editor from further editing. To further edit after an editor is marked Complete, the user must click In Progress. Not Needed indicates the editor does not apply to the student's plan or evaluation. This makes the editor read only. However, this does not lock the editor from further editing. To further edit after an editor is marked Not Needed, click the In Progress button. In Progress only displays when the editor is in the Complete or Not Needed status and allows additional edits to be made.
	 Complete Pending eSignature only displays for the Procedural Safeguards, IEP Implementation, and Medicaid Consent editors. This button marks the editor as complete until the parent/guardian electronically signs those sections of the plan via the Campus Parent Portal. See the Nevada Individual Education Plan eSignature Process for additional information.
Print	Prints the entire document.
Editors	Opens a side panel listing all the available editors and their status. Select an editor from this list to navigate to that editor or click Close to collapse the side panel.
Previous	Navigates the user to the previous editor.
Next	Navigates the user to the next editor.

Editor Types

There are two types of editors available: List or Basic editors. When navigating to a Basic editor, the list of fields within the editor display. List editors display a list of all records within that editor. Clicking an existing record or the New button opens the detail view for an individual record.

Editor Lock Out and Release Logic

Only one user at a time can actively work on an editor. A person with a padlock icon 🌆 displays in



the Editors side panel, Editor Home, and List Screen of list editors indicating which editors currently have users working on them. Hovering over the icon displays the name of the user who has checked out the editor, including the current user (you).

Editors that are currently being edited are read-only for all other users. The name of the person working on the editor displays in the header.

In order to release an editor, the user must:

- navigate to the next editor by clicking Save and Next, or by clicking the Editors button and selecting the next editor from the side panel.
- click the **Cancel** button to return to the Editor Home screen.
- log out of the Campus application.
- navigate to a different tool in the Campus application.

Editors are automatically released when the in-application timeout limit has been exceeded. This is a back-end process and is usually around 30-60 minutes.

Template Banks

Certain fields within several editors have an **Add Template** icon that displays next to their name. Clicking this button displays a side panel with the available library of predetermined text for that field. Template Banks are managed in System Administration.

		Categories		Sequence	Selected Template Bank Values
1	+	Course of Study English (4 Templates)	-		No records selected.
Area *	м +	Course of Study Math (4 Templates)			
Postsecondary Education and Training Goal Goal: Add Template Reading Goal Courses of Study Add Template					
Save & Stay Cancel		Insert Selected Template(s)	Clear Selected	Template(s)	Cancel

Click the plus (+) icons next to the category to view the available template values.

Cate	gories			Sequence	Selected Template Bank Values	
Cou	rse of	Study English (4 Templates)	^	1	Course of Study 9 Grade 9: English	×
Ac	ld	Templates			100	
	Add	Course of Study 10 Grade 10: English 200		2	Course of Study 10 Grade 10: English 200	×
	Add	Course of Study 11 Grade 11: English 300		3	Course of Study	×
	Add	Course of Study 12 Grade 12: English 400			Grade 11: English 300	
	Add	Course of Study 9 Grade 9: English 100		4	Course of Study 12 Grade 12: English 400	×
Cou	rse of	Study Math (4 Templates)				
			~			

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Expanded Category and Values Selected

Template Bank Categories display on the left and the selected text displays on the right. Click the **Add** button to add the template value. This adds the template to the queue of values on the right. The red **X** removes selected templates while the sequence field can be used to reorder the templates. Another option is to use the up and down arrows next to the sequence field to reorder values.

Click **Cancel** to go back to the document. The **Clear Selected Template(s)** button removes all selected template values from the right selection screen.

Once selections are finalized, click the **Insert Selected Template(s)** button to add the values to the field within the document in the selected order. Template values are separated by carriage returns.

Courses of Study: Add Template	
Grade 9: English 100	
Grade 10: English 200	
Grade 11: English 300	
Grade 12: English 400	
	Example Territoria Benda Calentina in the Desame ant

Example Template Bank Selections in the Document



Text Editors

Images should not be inserted into text fields.

Editors

Education Plan | Enrollment Information | Student Information | Parent/Guardian Information | Revisions | Team Meetings | Special Considerations | Communication Plan | Section I: Language and Communication Needs | Section II: Academic Level, Services, and Assistive Technology | PLAAFP | Transition Goals and Services | State Assessments | Local Assessments | Plan Goals | Services | Gifted Supports | Extended School Year | Educational Placement | Educational Environment | | Behavior Plan Team Meeting | Behavior Plan Assessment Summary | Behavior Plan Sections A-C

The following section lists each editor and describes each field on the editor.

Education Plan

The Education Plan editor includes the various dates associated with the plan, why the IEP meeting was held, and how student progress is reported.

This editor must be saved before entering data into other editors.

Neeting Date: *	Implementation Date: *		Anticipated Duration Da	ite: *	
01/04/2021	01/05/2021	Ċ.	01/03/2022		
Vas this student placed by an agency?					
ther Information:					
ther Information:					
ther Information:					
ther Information:					
	ig changes to the IEP without convening a	n IEP meeting, as documented	l by:		,
	ig changes to the IEP without convening a	n IEP meeting, as documented	l by:		,
	ng changes to the IEP without convening a	n IEP meeting, as documented	l by:		,
ther Information: he LEA and parent have agreed to make the followin	ig changes to the IEP without convening a	n IEP meeting, as documented	by:		

Click here to expand...

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Enrollment Information



The Enrollment Information editor reports Special Education information from the student's Enrollment.

When the most recent locked Evaluation for the student was created using the classic Campus style, the **Refresh** button retrieves information from the student's Enrollment record. When the most recent locked Evaluation for the student was created using the updated Campus style, the **Refresh** button retrieves the Eligibility Date(s) and Disability information from the Evaluation. All other fields still pull from the Enrollment record.

Enrollment Information (IN PROGRESS)		Editor 2 of 22
Click Refresh to retrieve a new copy of data from a selecte Information entered into this editor will modify the student		
Primary Disability 2128: Specific learning disability	Secondary Disability 2126: Orthopedic impairment	
Tertiary Disability		
Special Ed Status	Special Ed Setting/Environment	
Y: Has IEP	19: Inside regular class >=80% of the day ▼	
Resident District	Resident School	School of Attendance
<u>:</u>		EAST MIDDLE SCHOOL
School Phone		
(999)555-5298		
School Year	Grade	Local Education Agency (LEA):
23-24	08	School District City of Erie
	Enrollment Information Editor	

Click here to expand...

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Student Information

The Student Information editor displays basic information about the student such as demographic information. This is a read-only editor.

The Refresh button retrieves a fresh copy of data from the student's record. See the General Information section for additional information.

Student Information (IN PROGRESS				Editor 3 of 2
Vhen a Plan is generated, a sn	apshot of the student's information is taken	from Census. Click Refre	sh to retrieve a new copy of	data.	
ast Name IAMILL	First Name DARRIN	Middle N PARKEF		Suffix	
ge 7	Birthdate 01/02/2004	Gender M			
ederal Designation : White	Federal Race(s) 6: White		nicity (state) , not Hispanic		
lome Primary Language					
.ddress 34 W 17 ST ERIE, PA 16502		Student I 304563		State ID 6331071008	
IP Code (for Students in Career an	nd Technology Centers)	Anticipat •	ed Graduation Year	County of Residence	
itudent has been offered the oppor	tunity to have assistance with voter registration.				
lame		Title			
/IEGAN BROOKS		(SPEDS	IAFF)		

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Parent/Guardian Information

The Parent/Guardian Information editor populates based on the guardian checkbox on the student's Relationships tool. The editor includes Demographics information for the student's guardian.

The **Delete** button next to each parent/guardian can be used to remove a parent/guardian from the IEP.

The **Refresh** button retrieves a new copy of parent/guardians' data. This also returns any accidentally deleted people. Manually entered fields do not change when the refresh button is clicked. The user must **Save** after clicking Refresh to capture changes.

Parent/Guardian Informati			Editor 4 of 2
When a Plan is generated, a snapsho student display below. Click Refresh		n is taken from Census. Individuals with the Guardian check box marked (on the Relationship tool for the
MILLS, LAURA - MOTHER - SON			
Print Sequence Address 934 W 17 ST ERIE, PA 16502 Home Phone	Work Phone	Cell Phone	Delete
fome Phone 752)555-7398x658 E-mail Home Primary Language	Work Phone	Cell Phone (889)555-6735x716	

Click here to expand...

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Revisions

The Revisions editor is used to document any IEP changed.

Participants / Roles ↑ 2 Example Participant	IEP Section(s) Amended Services	
Example Participant	Services	
	Revisic	Revisions List Screen

Click here to expand...

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Team Meetings



The Team Meeting editor lists the team meetings held regarding the student and the participants of the meeting. Team Meetings display based on the Meeting Date. The **Print in Plan** slider must be marked On for the team meeting record to appear on the printed document.

Team members added on the Team Members tool can be added to team meetings. Team members can be added manually on this editor, but are not saved in the system and have to be created each time they are included in a meeting.

Team				Editor 6 of 21
28	Meeting Date	Meeting Location	Print In Plan	
	03/23/21	Conference Room	OFF	•
		Team Meeting List Screen		

Click here to expand...

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Special Considerations

The Special Considerations editor describes other factors that may affect the student's progress, including behavioral issues, limited English proficiency, visual or hearing impairment, communication needs, or assistive technology.

pecial Considerations (IN PROGRESS)	Editor 7 of 2
pecial Considerations the IEP Team must consider before developing the IEP. Any factors checked as yes must be addressed in the IEP.	
the student blind or visually impaired? *	
yes, the IEP must include a description of the instruction in Braille and the use of Braille unless the IEP team determines, after an evaluation of the student's reac ading and writing media (including an evaluation of the student's future needs for instruction in Braille or the use of Braille), that instruction in Braille or the use or	ding and writing skills, needs, and appropriate of Braille is not appropriate for the student.
/es 🔻	
the student deaf or hard of hearing? *	
yes, the IEP must include a communication plan to address the following: language and communication needs; opportunities for direct communications with pe nguage and communication mode; academic level; full range of needs, including opportunities for direct instruction in the student's language and communication ricces. Indicate in which section of the IEP these considerations are addressed. The Communication Plan must be completed and is available at www.pattan.ne	on mode; and assistive technology devices and
∕es ▼	
es the student have communication needs? *	
yes, student needs must be addressed in the IEP (i.e., present levels, specially designed instruction (SDI), annual goals, etc.)	
/es 🔻	
es the student need assistive technology devices and/or services? *	
yes, student need suist be addressed in the IEP (i.e., present levels, specially designed instruction, annual goals, etc.)	
∕es ▼	
es the student have limited English proficiency?*	
yes, the IEP team must address the student's language needs and how those needs relate to the IEP.	
/es v	
es the student exhibit behaviors that impede his/her learning or that of others? *	
ves, the IEP team must develop a Positive Behavior Support Plan that is based on a functional assessment of behavior and that utilizes positive behavior technik havior may be listed in the Present Levels section of the IEP with a clear measurable plan to address the behavior in the Goals and Specially Designed Instruction port Plan if this is a separate document that is attached to the IEP A Positive Behavior Support Plan and a Functional Behavioral Assessment form are availab	on sections of the IEP or in the Positive Behavior
/es 🔻	
her (specify):	

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Communication Plan

The Communication Plan editor is used to document the student's communication needs.

This editor is available and required when the **Is this student deaf or hard of hearing?** question on the Special Considerations editor is marked as Yes.

Communication Pla	an Contributors IN PROGRESS)	Editor 7 of 22
The primary purpose of th	other sections of the IEP, including a development of the IEP.	sh discussion among IEP team members who re	view the student's needs based on communication skills and access. It d instruction, and IEP goals. Therefore, the Communication Plan must
First Name *	Last Name *	Role Name	Attended
Sharon	Example	Special Education Teacher	▼ ×
Add Refresh			
		Communication Plan Ec	litor



Section I: Language and Communication Needs

The Section I: Language and Communication Needs editor is used in conjunction with the Communication Plan editor.

This editor is available and required when the **Is this student deaf or hard of hearing?** question on the Special Considerations editor is marked as Yes.

			ble to subs or example										ns to sup	port the student's acc	ess to information, peopl	e, and experiences across
В	i	U	A:	F	Ŧ	Ξ	≡		i≡ -	- 🔳	Ţ	66 -	Θ	⊞		5 9 1
e there ptionali			uting facto	rs that imp	act effe	ctive lan	iguage a	and comm	unicatior	n develop	ment an	d full range	of needs	? For example, medic	al diagnosis, social, cultu	al, or additional identified
									:=					Ħ		

Click here to expand...

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Section II: Academic Level, Services, and Assistive Technology

The Section II: Academic Level, Services, and Assistive Technology editor is used in conjunction with the Communication Plan editor.

This editor is available and required when the **Is this student deaf or hard of hearing?** question on the Special Considerations editor is marked as Yes.



		ant nave	grade-leve	academic	languag	je and c	ommun	ication	skills to	acce	ess and	particip	ate in gra	de-level	curri	culum and	instruction? *					
			essing the			lum thro	ough dir	rect inst	ruction	in the	eir com	municat	tion mode	? When a	direct	t instructior	n does not occu	r, describe ho	v the curricu	ulum is d	elivered	l using t
в	i	U	A:	F	Ŧ	-	≡	ł≡	- i=	-	Ī	Ē	66 -	G	Ð	⊞				5	0	:
			ed instruction	on and/or a	iccommo	odations	s are ne	eded fo	r the st	udent	to have	e equal o	opportun	ity to part	ticipa	ate and mak	te progress in t	neir education	al program?	*		
t select	t at lea	ast one				odations	s are ne	eded fo	r the st	udent	to have	e equal o	opportun	ity to part	ticipa	ate and mak	te progress in t	neir education	al program?	*		
t select	t at lea can Si	ast one	ed instruction			odations	s are ne	eded fo	r the st	udent	to have	e equal o	opportun	ity to part	ticipa	ate and mak	e progress in t	neir education	al program?	*		
t select Americ	t at lea can Si t	ast one ign Lan				odations	s are ne	eded fo	r the st	udent	t to have	e equal (opportun	ity to part	ticipa	ate and mak	te progress in t	neir education	al program?	*		
t select Americ C-Print	t at lea can Si t	ast one ign Lan				odations	s are ne	eded fo	r the st	udent	to have	e equal o	opportun	ity to part	ticipa	ate and mak	te progress in t	neir education	al program?	*		

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PLAAFP

The Present Level of Academic Achievement and Functional Performance (PLAAFP) editor describes the academic, developmental, and functional needs of the student, including the student's current strengths, parental concerns, the student's needs, the results of assessments, and the impact of the student's exceptionality on their progress.

		Editor 8 of
Sequence Number	PLAAFP Area	
	Functional Performance	
	PLAAFP List Screen	

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Transition Goals and Services

The Transition Goals and Services editor lists measurable goals based on transition assessments related to specific areas of the student's development.

Tran	nsitior	Goals and Serv			Editor 9 of 21	
	2 8	Sequence #	Area	Goal		
-		ition Service Activities : Example	Employment Goal	Example Goal	*	
					*	
	Transition Goals and Services List Screen					



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State Assessments

The State Assessments editor is used to document the state or alternative tests the student takes.

State Assessments IN PROGRESS	Editor 10 of 21
Instructions for IEP Teams: Please select the appropriate assessment option. Information on available testing accommodations may be fond in the Accommodations Guidelines available on www.education.pa.gov.	
Not Assessed No statewide assessment is administered at this student's grade level.	
No English proficiency assessment administered because the student is not an English Learner.	
PSSA Math and English Language Arts (ELA) administered in grades 3-8; Science administered in grades 4 and 8 Math	
ELA	
Keystone Exam Replaces the 11th grade PSSA in high school; Student must participate by 11th grade Algebra 1	
State Assessments Editor	

Click here to expand...

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Local Assessments

The Local Assessments editor is used to document the type of local assessment the student participates in.

Local Assessments (IN PROGRESS)	Editor 11 of 21
Local Assessment	
Student will participate in local assessments with the following accommodations	
State Accommodations	
Local Assessments Editor	

Click here to expand...



Plan Goals

The Plan Goals editor lists goals for the student in regards to their IEP. This includes Condition, Name, Behavior, and Criteria for the goal.

Plan G	Goals (IN PROGRESS)			Editor 12 of 21
	Sequence Number †		Goal	
		T		T
-	Objective(s)		Example Goal	*
	Short Term Objective			
			Plan Goal List Screen	

Click here to expand...

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Services

The Services editor is used to document supplemental aids and services, as well as adaptations, accommodations, or modifications to the regular education curriculum for the student.

rices Editor 🤇	IN PROGRESS				Editor 13
Sequence † 2	Service Type † 1	Service	Projected Beginning	Anticipated Duration	Area
	Positive Behavior Support Plan	Example Service	01/05/21	01/03/22	PBSP

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Gifted Supports

The Gifted Supports editor lists the gifted support services for a student identified as gifted who also is identified as a student with a disability.

ed Supports 💌	OGRESS	Editor 14 of
Sequence †	Support	
1	Gifted	

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Extended School Year

The Extended School Year editor indicates if the student requires services beyond the standard school time, such as beyond school hours or during breaks.

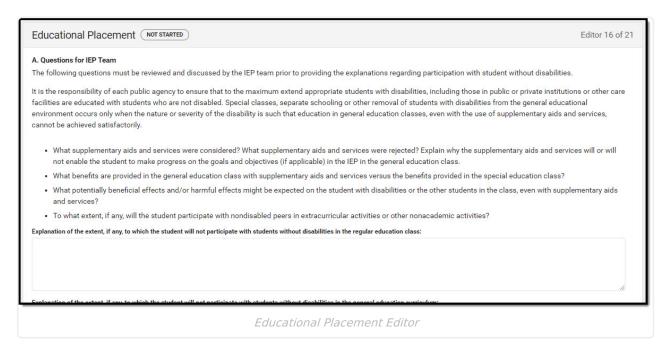
Extended School Year	r started	Editor 15 of 21
The IEP team has considered and di Eligibility * Student IS eligible for ESY	scussed ESY services, and determined that:	
Student eligibility selected above is base	d on the following information or data reviewed by the IEP team: *	
Example		4
The Annual Goals and, when appropriate, No ESY Goals or Objectives recorde	Short Term Objectives from this IEP that are to be addressed in the student's ESY Program are: d.	
	Extended School Year Editor	

Click here to expand...

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Educational Placement

The Educational Placement editor identifies the extent of the student's participation in general education alongside non-disabled, same age peers.





Educational Environment

The Educational Environment editor identifies the percentage of time the student participates in the regular classroom with individuals with and without disabilities.

Educational Environment (NOT STARTED)	Editor 17 of 21
Special Ed Setting This value was defined in the Enrollment Status Editor, please make any necessary changes to the Special Ed Setting within the Enrollment Status Editor. 19: Inside regular class >=80% of the day	
Section	
Section A 🔹	
Section A: For Students Educated in Regular School Buildings with Non Disabled Peers.	
Time spent outside the regular classroom receiving services unrelated to the student's disability (e.g. time receiving ESL services) should be considered time inside classroom. Education time spent in age-appropriate community-based settings that include individuals with and without disabilities, such as college campuses or ve should be counted as time spent inside the regular classroom. Calculation for this student: Indicate the percentage of time INSIDE the regular classroom for this student.	
Total hours the student spends in the regular classroom per day	
\$	
Total hours in a typical school day (including lunch, recess and student periods)	
The percentage of time student spends inside the regular classroom	
÷	
Educational Environment Editor	

Click here to expand...

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Behavior Plan Team Meeting

The Behavior Plan Team Meeting is used to documents meetings held to discuss the student's behavior plan.

This editor only needs to be filled out for students who have been identified as exhibiting behaviors that impede his/her learning or that of others within the Special Considerations editor.

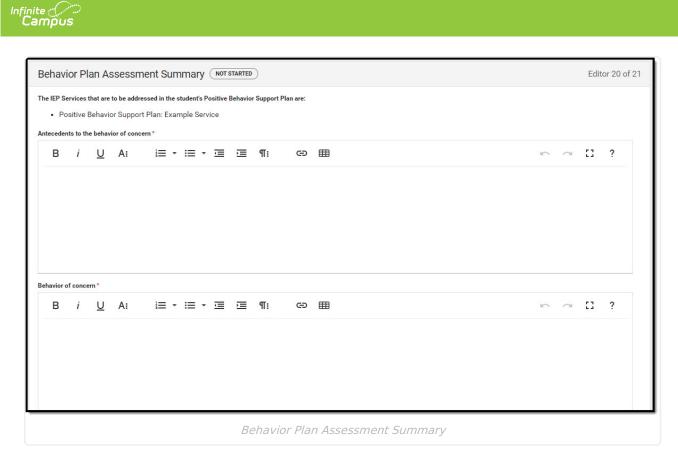
avior Plan Team Meeting 💷	ROGRESS		Editor 19 of
Meeting Date †	Meeting Location	Print In Plan	
03/02/21	Classroom E		

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Behavior Plan Assessment Summary

The Behavior Pan Assessment Summary is used to describe the student's overall behavior concerns and plan to address those concerns.



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Behavior Plan Sections A-C

The Behavior Plan Sections A-C editor is used to document prevention strategies and replacement behavior for the student.

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