Individual Education Plan (Georgia)

Last Modified on 03/11/2024 8:44 am CDT

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The Individual Education Plan is used to capture student special education plan information and match the required documentation provided by the state of Georgia. 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 Individual Service Plan (ISP) is the same format as the IEP used for Private Schools in Georgia.**

> The current print format of this document is the **GA IEP 2023 and GA ISP 2023** . Plan formats are selected in Plan Types.

Georgia IEP Editor Home

Editor Home

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

Header	Description
Name	The name of the editor.

Header	Description
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. The following status is only available for the Nevada IEP: • **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.
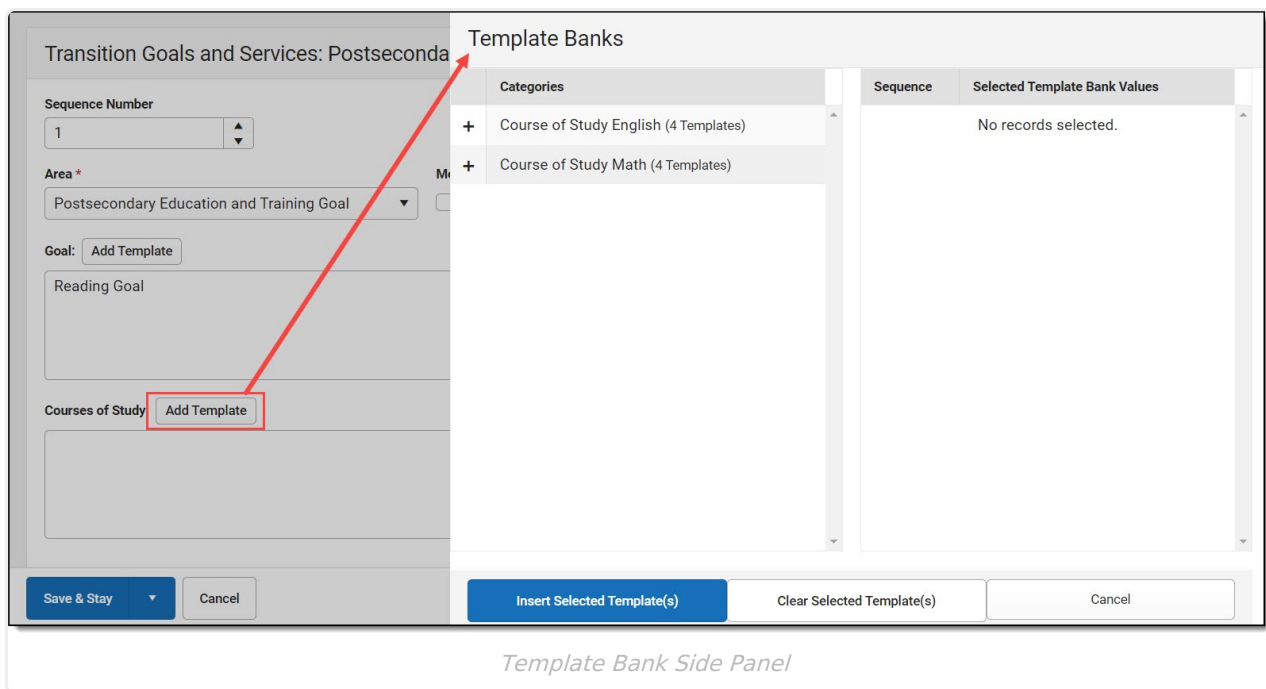
In order to release an editor, the user must:

- 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.

Template Bank Side Panel

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

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.

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 | Team Meeting | PLAAFP | Special Factors | Transition Service Plan | Transition Goals | Goals and Objectives | Student Supports | Assessment Determination | High School Mathematics Decision Rubric | Specific Testing Accommodations | Services Considered | Services Inside General Ed Classroom | Services Outside General Ed Classroom | Related Services | Extended School Year | Transportation | Parent Participation | Behavior Intervention Plans

The following section lists each editor and describes each field on the editor. Available editors include:

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.

Education Plan Editor

▸ Click here to expand...

Enrollment Information

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

If 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. If 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 editor

▶ Click here to expand...

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 IEP Information section for additional information.

Student Information editor

▶ Click here to expand...

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 Information Editor

▶ Click here to expand...

Team Meeting

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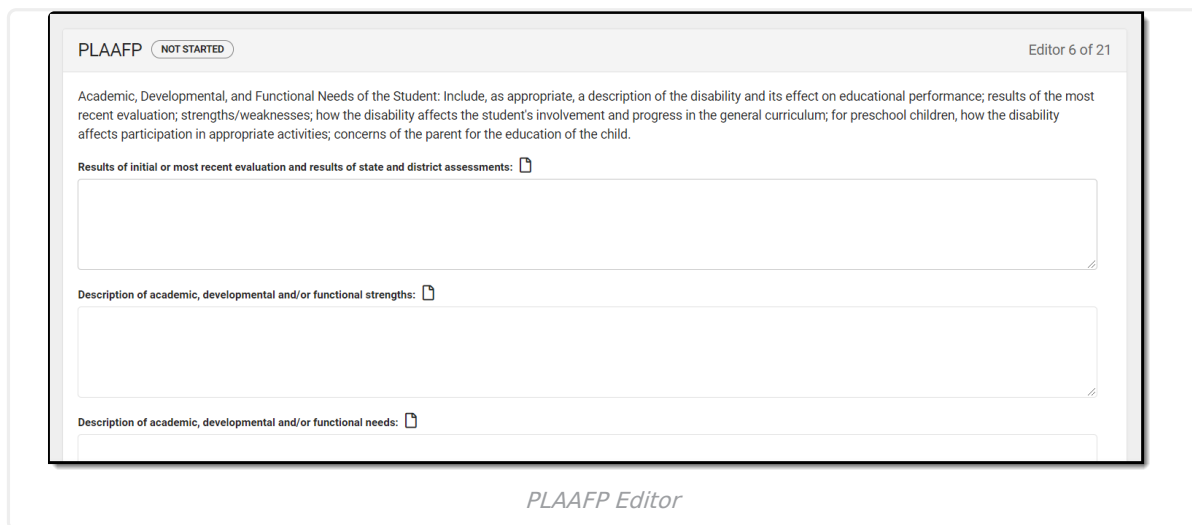
Team members added on the Team Members tool can be added to team meetings. Team members can be added manually on this editor, but are not saved in the system and have to be created each time they are included in a meeting.

▸ Click here to expand...

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.

PLAAFP Editor

▸ Click here to expand...

Special Factors

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

Special Factors Editor

▸ Click here to expand...

Transition Service Plan

The Transition Service Plan describes the student's needs, plans, and rights in transitioning from school to post-secondary life. This editor includes current interests and course of study and the student's goals relating to education, employment and living skills.

Transition Service Plan Editor

▸ Click here to expand...

Transition Goals

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

▸ Click here to expand...

Goals and Objectives

The Goals and Objectives editor lists goals designed to measure the student's progress in general education curriculum. Each goal includes how the goal is measured and how success is determined.

▸ Click here to expand...

Student Supports

The Student Supports editor describes additional accommodations and services provided to the student and school personnel.

Student Supports Editor

Assessment Determination

The Assessment Determination editor indicates if the student is able to participate in regular assessment and if not, why.

Assessment Determination Editor

High School Mathematics Decision Rubric

The High School Mathematics Decision Rubric is used to document the student's need for alternate course sequence in order to complete their mathematics course requirements of the State Board of Education.

For decision regarding Advanced Algebra: Concepts and Connections ⓘ

Complete the rubric for eligible students with disabilities who (1) were identified prior to enrollment in high school, (2) have a disability affecting mathematics achievement, and (3) want to follow an alternate course sequence to meet the mathematics course requirements of State Board Rule 160-4-2-.48 and will not receive appropriate benefit from participation in Advanced Algebra: Concepts and Connections or the equivalent.

- All assurance statements must be met.
- This document and the information included in the decision must be reviewed and documented by the IEP team and must be attached and regarded as part of the student's IEP annually.
- All appropriate parties must sign and certify that they understand the assurances included within the rubric on an annual basis.

Decision Rubric

Evidence in the IEP clearly shows for Mathematics Statements

If "No" is selected for any statement below, the student is NOT eligible to follow an alternate course sequence to meet the mathematics course requirements of graduation rule 160-4-2-.48.

1. The student's disability affects the child's involvement and progress in the general high school math curriculum, as indicated in the Present Level of Academic Achievement and Functional Performance (PLAAFP) statement. *

Yes ▾

2. There is documented evidence indicating the student has received special education supports to access the course content required to meet the mathematics requirements in the Georgia High School Graduation Rule. The targeted supports, mathematics-specific IEP services, and goals address needs that require specially designed instruction for students to access and benefit from the general curriculum in the required courses. *
The student's academic record includes documentation of evidence-based prevention and/or intervention supports, including goals that:

1. are related to achieving mathematics content proficiency;
2. support access to and benefit from the content standards; and
3. are designed to promote the student's quantifiable academic progress in the content area state-adopted standards.

High School Mathematics Decision Rubric Editor

▶ Click here to expand...

Specific Testing Accommodations

The Specific Testing Accommodations editor lists tests the student participates in and the modifications made to scheduling, presentation, and student response.

▶ Click here to expand...

Services Considered

The Services Considered editor indicates services, both inside and outside the general education setting, that were considered for the student and why those services were rejected.

Services Considered Editor

▶ Click here to expand...

Services Inside General Ed Classroom

The Services Inside General Ed Classroom editor lists services provided to the student within a regular curriculum classroom.

> Only active Services with a Type of *Class* can be included in this editor. Services, Service Providers and Service Positions are established in System Administration.
>
> Dates must be within the scope of the plan.

▶ Click here to expand...

Services Outside General Ed Classroom

The Services Outside General Ed Classroom editor lists services provided to the student outside of a regular curriculum classroom in a specific special education setting.

> Only active Services with a Type of *Normal Services* can be included in this editor. Services,

Service Providers and Service Positions are established in System Administration.

Dates must be within the scope of the plan.

▸ Click here to expand...

Related Services

The Related Services editor lists developmental, corrective, or other supportive services required to assist the student.

Only active Services with a Type of *Related* can be included in this editor. Services, Service Providers and Service Positions are established in System Administration.

The dates of related services auto-populates to an Initiation Date of the Meeting Date entered in the Education Plan and an End Date of the IEP End Date. Dates must be within the scope of the plan.

▸ Click here to expand...

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 `NOT STARTED`

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Factors Considered:

☐ Severity of disability

☐ Rate of progress that may limit ability to achieve IEP objectives

☐ Relative importance of IEP goals at issue

☐ Delays or interruptions in service

☐ Age

☐ Regression that may limit ability to achieve IEP objectives/time needed for recoupment

☐ Critical point of instruction/emerging skills

☐ Transitional needs

Summary of ESY Consideration: *

Is Extended School Required? *

▼

Extended School Year Editor

▶ Click here to expand...

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Transportation

The Transportation editor is used to document any special accommodations the student may require for their transportation needs.

Transportation `IN PROGRESS`

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Is Special Transportation Required? *

Yes ▼

Transportation Accommodations

38: Car Seat ✕   9: Bus Buddy ✕

Rationale *

Transportation Editor

▶ Click here to expand...

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Parent Participation

The Parent Participation editor lists the ways in which the student's parents or guardians have been

notified about the plan and what documents were provided.

Parent Participation Editor

▸ Click here to expand...

Behavior Intervention Plans

The Behavior Intervention Plan editor describes the strategies implemented to address behavior issues that may interfere with the student's education or that of others.

> The **Print in Plan** slider must be marked On for the editor to appear on the printed document.

▸ Click here to expand...

Previous Versions

Individual Education Plan (Georgia) [.2331 and previous]