

Individual Education Plan (BIE)

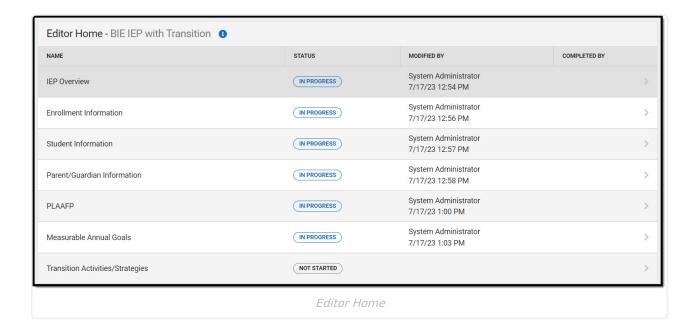
Last Modified on 03/11/2024 8:45 am CDT

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 Bureau of Indian Education. 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 is the **BIE IEP 2023.3** and **BIE IEP with Transition**. Plan formats are selected in Plan Types. The plan type documented is the **IEP with Transition**. Editors only available for the Transition IEP are marked as Transition only below.



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	 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 and 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.

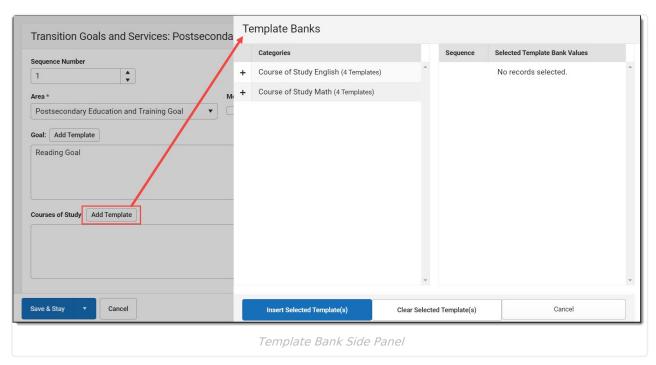
In order to release an editor, the user must:

- 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.

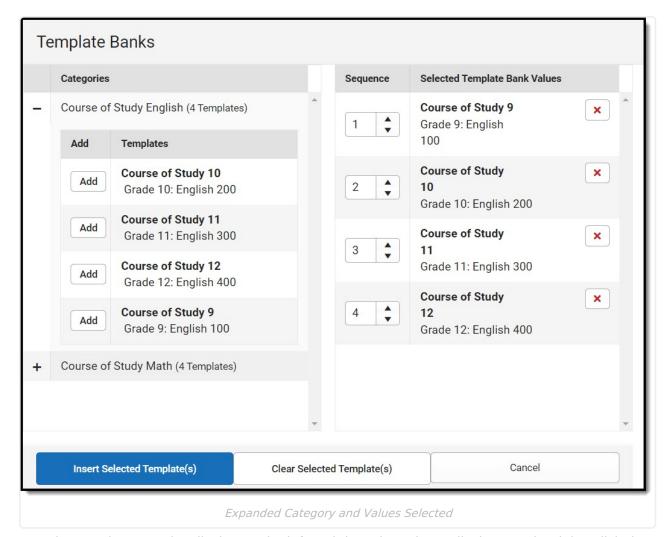
Template Banks

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.



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





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.





Text Editors

Images should not be inserted into text fields.

Editors

IEP Overview | Enrollment Information | Student Information | Parent/Guardian Information | PLAAFP | Measurable Annual Goals | Transition Activities/Services | Needed Transition Services | Course of Study | Transfer of Rights | ESY Information | Notification of Progress | School-Wide Assessments | Special Education Services | Related Services | Potential Harmful Effects | LRE | Impact Statement | Accommodations and Modifications | Supplementary Services | Special Factors | Discipline | Assistive Technology | Hearing Aid Maintenance | IEP Meeting Invite | Team Meeting | IEP Meeting Notes | Prior Written Notice

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

IEP Overview

The IEP Overview editor includes general meeting and screening information and lists the dates associated with the plan, such as dates the plan is active.

This editor must be saved before continuing to other areas of the plan.



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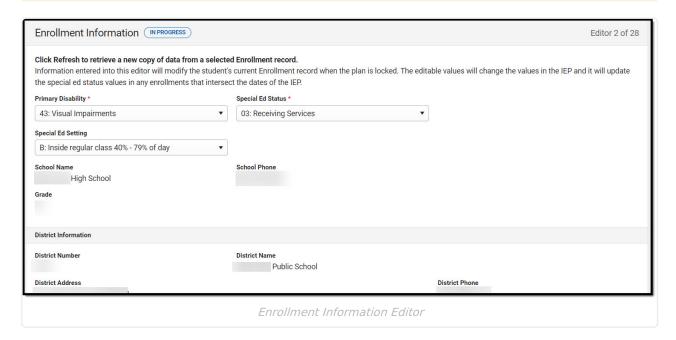
^ Back to Top

Enrollment Information

The Enrollment Information editor reports Special Education information from the student's Enrollment record. This editor is read only.



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



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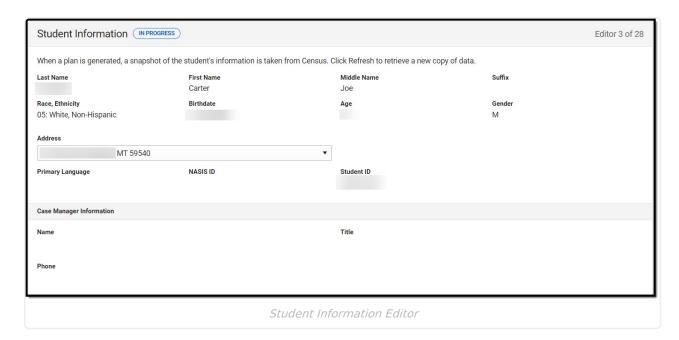
^ Back to Top

Student Information

The Student Information editor displays basic information about the student such as demographic information.

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





^ Back to Top

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.

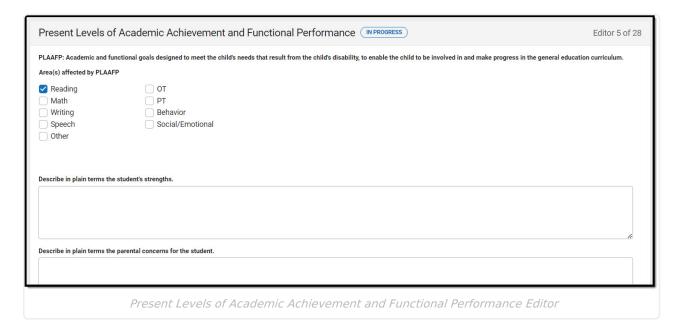




^ Back to Top

PLAAFP

The Present Level of Academic Achievement and Function (PLAAFP) editor provides a summary of the student's current achievement in school. This editor includes areas for parent and student input and a description of various kinds of assistance the student could receive.



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^ Back to Top



Measurable Annual Goals

The Measurable Annual Goals editor lists measurable goals designed to improve the student's progress in general education and how accomplishing those goals is tracked and determined.

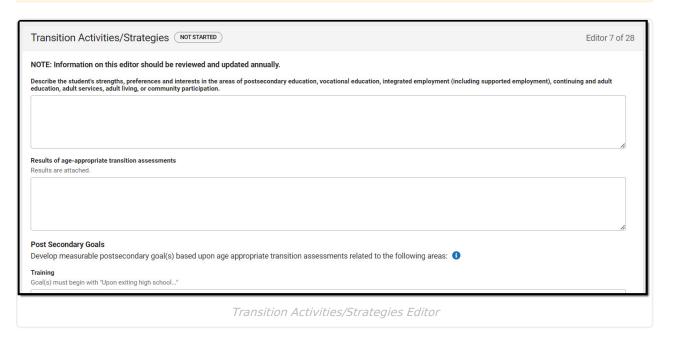
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^ Back to Top

Transition Activities/Services

The Transition Activities/Strategies editor identifies specific post secondary transition services provided to the student in various areas and strategies designed to improve the student's post secondary success.

This editor is only available in the IEP with Transition. This editor cannot be placed in a Not Needed status.



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^ Back to Top

Needed Transition Services

The Needed Transition Services editor is used to document statement(s) of the student's needed transition services



This editor is only available in the IEP with Transition. This editor cannot be placed in a Not Needed status.

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^ Back to Top

Course of Study

The Course of Study editor lists the courses the student needs to complete to meet the established post secondary goals.

This editor cannot be placed in a Not Needed status.

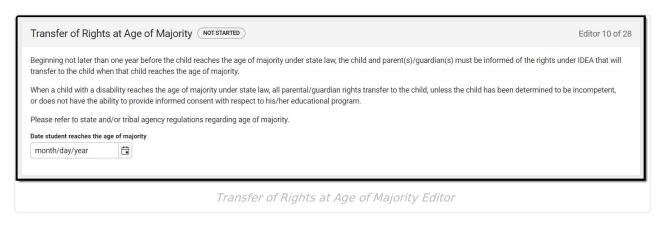
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^ Back to Top

Transfer of Rights

The Transfer of Rights editor to document the date the student will reach the age of majority.

This editor cannot be placed in a Not Needed status.

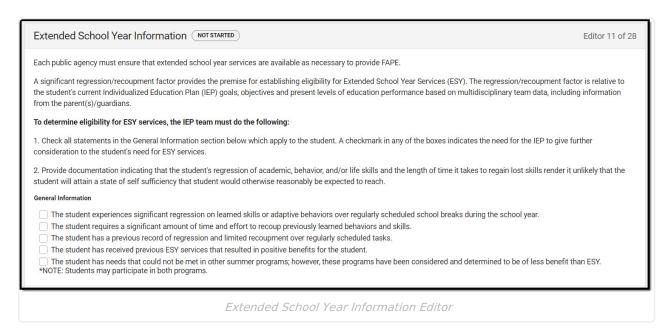


^ Back to Top

ESY Information



The Extended School Year (ESY) Information editor is used to document information about the student regarding services beyond the standard school time, such as beyond school hours or during breaks. This includes the team's decision regarding the student's participation in an ESY program.

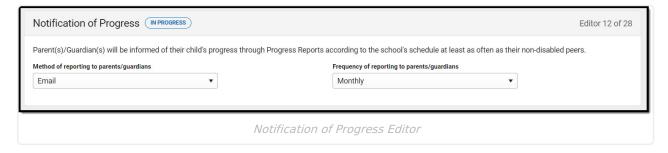


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^ Back to Top

Notification of Progress

The Notification of Progress editor to document the method and frequency in which the student's progress is reported to the student's parent(s)/guardian(s).



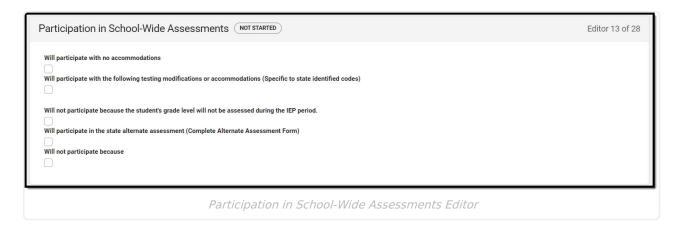
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^ Back to Top

School-Wide Assessments

The School-Wide Assessments editor reviews the IEP team's decision on how the student is tested to meet state guidelines. Details of accommodations and how the student is assessed are also documented.





^ Back to Top

Special Education Services

The Special Education Services editor lists services provided to the student in a Special Education setting.

▶ Click here to expand...

^ Back to Top

Related Services

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

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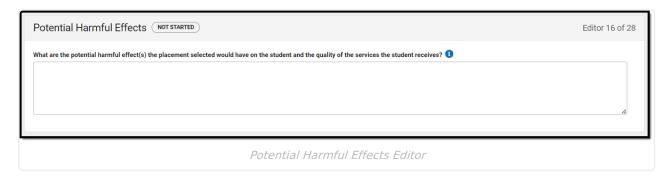
^ Back to Top

Potential Harmful Effects

The Potential Harmful Effects editor is used to document any potentially harmful effect(s) the placement selected would have on the student and the quality of the services the student receives. The following is a text field used to describe the risks of placement: What are the potential harmful effect(s) the placement selected would have on the student and the quality of the services the student receives?

Additional information is available by clicking on the info icon.

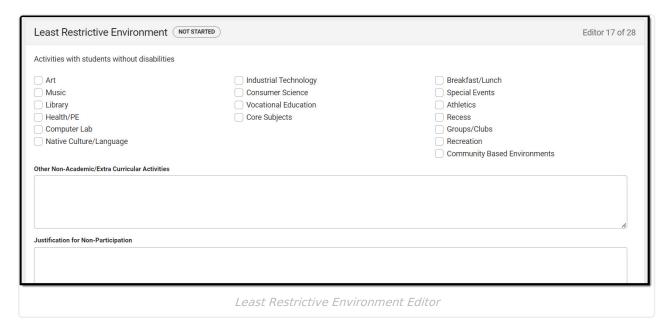




^ Back to Top

LRE

The Least Restrictive Environment (LRE) editor records information related to the student's placement and interaction with non-disabled peers.



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^ Back to Top

Impact Statement

The Impact Statement editor is used to document a statement of how the student's disability affects the student's involvement and progress in the general education curriculum. The following is a required text field used to describe the impact of the student's disability: How the child's disability affects the child's involvement and progress in the general education curriculum.





^ Back to Top

Accommodations and Modifications

The Accommodations and Modifications editor identifies the changes made in the way materials are presented or in the way the student demonstrates learning.

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^ Back to Top

Supplementary Services

The Supplementary Services editor lists additional supports provided to the student, such as consultations.

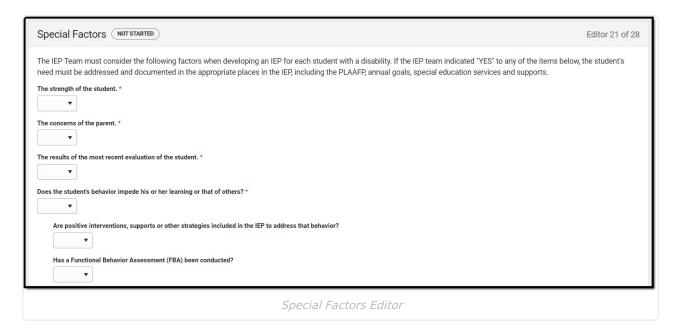
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^ Back to Top

Special Factors

The Special Factors editor lists any additional factors related to the student's special education needs.

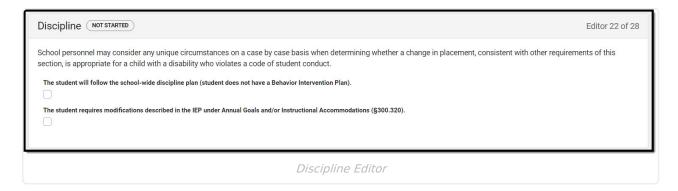




^ Back to Top

Discipline

The Discipline editor is used to indicate the student is to follow the school-wide discipline plan or the student requires the modifications described in this IEP under the annual goals and/or instructional accommodations.



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^ Back to Top

Assistive Technology

The Assistive Technology editor identifies assistive technology provided to the student, such as hearing amplification or braille readers.

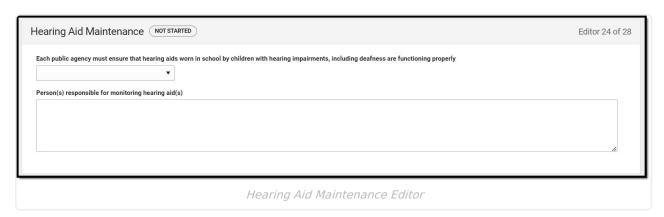
▶ Click here to expand...

^ Back to Top



Hearing Aid Maintenance

The Hearing Aid Maintenance editor is used to document the need to have personnel to maintain hearing aids used by students.



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^ Back to Top

IEP Meeting Invite

The IEP Meeting Invitation editor is used to document attempts made to invite the IEP Team to a meeting.

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^ Back to Top

Team Meeting

The Team Meeting editor lists the team meetings held by the IEP Team regarding the student.

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^ Back to Top

IEP Meeting Notes

The IEP Meeting Notes editor is used to document the notes from the meeting.

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^ Back to Top

Prior Written Notice



The Prior Written Notice editor provides a space for descriptions and explanations related to proposed or refused actions for a student.

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^ Back to Top

Previous Versions

Individual Education Plan (BIE) [.2303 - .2327] Individual Education Plan (BIE) [.2251 and previous]