Elementary Individual Education Plan (Delaware)

Last Modified on 05/02/2024 2:01 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 Elementary Individual Education Plan captures elementary student special education plan information and matches the required documentation provided by the state of Delaware. This document describes each editor, a description of each field on the editor, and any special considerations and instructions.

> The current print format is **DE Elementary IEP 2024**. Plan formats are selected in the Special Ed Plan Type tool.

screenshot

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 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 certain state-specific documents: • **ESign** indicates that the 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.

Header	Description
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 is 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.
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 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 a listing of all the student's applicable enrollment records. See the Enrollments tool documentation for additional information.
Cancel	Navigates the user to the Editor Home screen or the List Screen for List editors.

Button	Description
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. The user must click **In Progress** to further edit after an editor is marked Complete**.** • **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. Click the **In Progress** button to further edit after an editor is marked Not Needed. • **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 is displayed. 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.

To release an editor, the user must:

* navigate to the next editor by clicking **Save and Next** or the **Editors** button and selecting
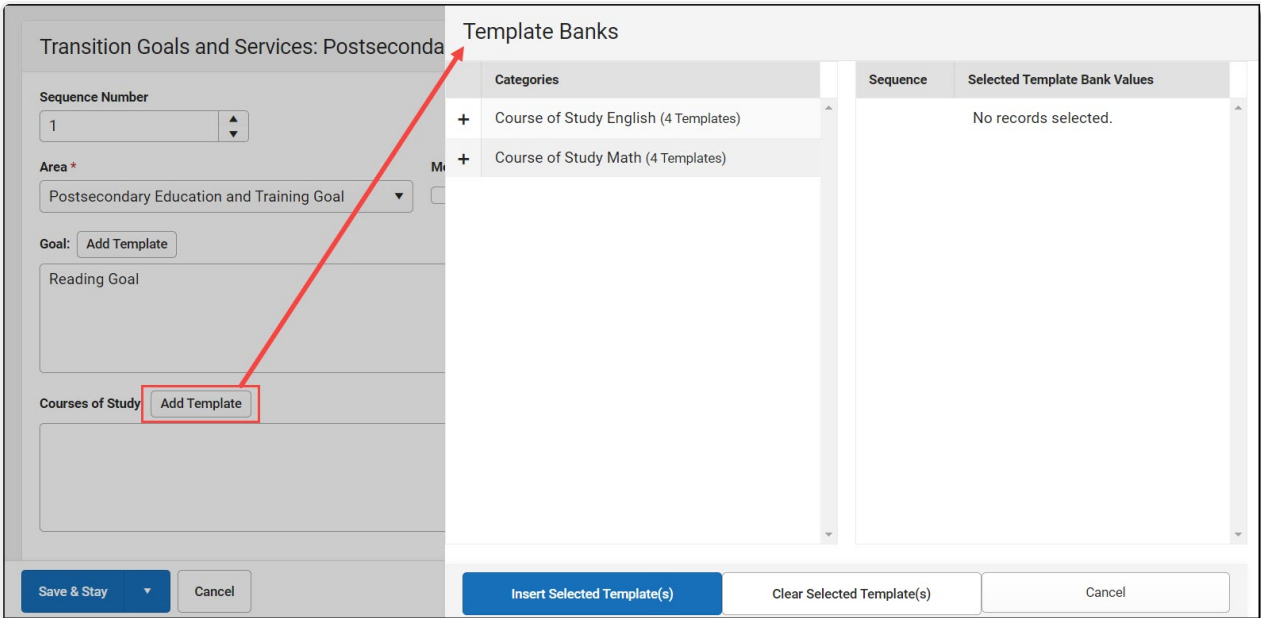
the next editor from the side panel.

- 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

Plan Header | Enrollment Information | Student Information | Parent/Guardian Information | Meeting Participants | Data Considerations | Other Factors to Consider | Unique Needs/Present Levels/Annual Goals and Benchmarks | Specially Designed Instruction | Supplementary Aids and Services | Transportation | Participation in Statewide Assessments | Discipline | Participation in Twelve Month Program | Consideration of Reading-Based Extended School Year Services | Reading-Based ESY Services | ESY | ESY Services | Least Restrictive Environment/Placement | Signatures | Medicaid | Prior Written Notice

Plan Header

The Plan Header editor stores plan information as well as related dates.

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

▸ Click here to expand...

Enrollment Information

The Enrollment Information editor is a read-only editor that pulls in district and school information where the student is enrolled. This editor also documents the student's disability(ies).

Click Refresh to retrieve a new copy of data from a selected Enrollment record.
Information entered into this editor will modify the student's current Enrollment record when the plan is locked.

Primary Disability *   **Secondary Disability**   **Tertiary Disability**

[1000: Autism   ▼]   [▼]   [Select Tertiary Disabilities...]

District of Residence   **Attending Building**

[   ]   Arthur Elementary

Grade
KG

District Information

District Number   **District Name**
100   Plainview Schools

District Address   **District Phone**
123 Main Street, Metro City, DE 55555   (763)555-5555

District SPED Address   **District SPED Phone**
456 2nd Avenue, Metro City, MN 55555   (763)633-1111

Enrollment Information Editor

▶ Click here to expand...

^ Back to Top

Student Information

The Student Information editor pulls demographic information regarding the student. This is a read-only editor.

The **Refresh** button retrieves a fresh copy of data from the student's record.

Student Information Editor

▸ Click here to expand...

Parent/Guardian Information

The Parent/Guardian Information editor pulls the contact information of the student's parent/guardian(s).

> The **Refresh** button retrieves a fresh copy of data from the parent/guardian's record.

Parent/Guardian Information Editor

Meeting Participants

The Meeting Participants editor is used to record team meetings and participants for the student.

Team Meeting Editor

Data Considerations

The Data Considerations editor documents the student's strengths and data sources used to analyze the student's performance and the impact of the student's disability.

Data Considerations Editor

▶ Click here to expand...

Other Factors to Consider

The Other Factors to Consider editor documents the areas the team considers when creating the student's plan.

Other Factors to Consider Editor

▶ Click here to expand...

Unique Needs/Present Levels/Annual Goals and Benchmarks

The Unique Needs/Present Levels/Annual Goals and Benchmarks editor includes the student's present levels of academic achievement and functional performance, including the assessment conducted to determine the level, resulting skills determined, and needs identified. This also includes goals and benchmarks.

	Sequ... ↑	Area of Unique Need	Statement of Unique Need
	1	Writing	Example writing statement.

|◄ ◄ 1 ► ►| 1 - 1 of 1 items

Unique Needs/Present Levels/Annual Goals and Benchmarks List Screen

▶ Click here to expand...

^ Back to Top

Specially Designed Instruction

The Specially Designed Instruction editor lists services for the student in a Special Education setting.

	Sequen... ↑	Service	Frequency/Duration	Setting	Related Service	Initiation ...	End Date
	1	Individualiz... Instruction	30 minutes/1x/CPD	General Education Setting	No	04/22/24	04/21/25

|◄ ◄ 1 ► ►| 1 - 1 of 1 items

Specially Designed Instruction List Screen

▶ Click here to expand...

Supplementary Aids and Services

The Supplementary Aids and Services editor lists the accommodations and modifications made to assist the student in participating in regular education.

Supplementary Aids and Services List Screen

▶ Click here to expand...

Transportation

The Transportation editor is used to document the student's transportation needs.

Transportation Editor

▶ Click here to expand...

Participation in Statewide Assessments

...

▶ Click here to expand...

Discipline

The Discipline editor is used to note the student's adherence to the school's code of conduct.

Discipline Editor

Participation in Twelve Month Program

The Participation in Twelve Month Program editor indicates the parent has chosen a twelve-month program for their student. Options are Yes, No, or Not Applicable.

Participation in Twelve Month Program Editor

Consideration of Reading-Based Extended School Year Services

The Consideration of Reading-Based Extended School Year Services editor documents the student's need for an ESY reading program.

Consideration of Reading-Based Extended School Year Services Editor

▸ Click here to expand...

Reading-Based ESY Services

The Reading-Based ESY Services editor documents the services provided to the student in an Extended School Year program.

Reading-Based ESY Services List Screen

ESY

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

Consideration of Eligibility for Extended School Year Services (ESY) Editor

ESY Services

The Extended School Year Services editor documents the ESY services provided to the student.

Least Restrictive Environment/Placement

The Least Restrictive Environment/Placement editor documents where the student receives services.

	Least Restrictive Environment/Placement ↑	Initiation Date	End Date
	A. Regular Setting includes pull-out related services and team classrooms. Student served inside the regular classroom greater than or equal to 80% of the day	04/22/24	05/13/24

1 - 1 of 1 items

Least Restrictive Environment/Placement List Screen

▸ Click here to expand...

^ Back to Top

Signatures

The Signatures editor documents the parent/guardian(s)' or student's (if over 18) consent of the proposed plan documented in the rest of the IEP.

Signatures Editor

▸ Click here to expand...

^ Back to Top

Medicaid

The Medicaid Consent editor is used to document the parent/guardian's consent for the district to disclose the student's information in regard to seeking Medicaid funding.

I hereby authorize this school Arthur Elementary to release this student's records and information to Medicaid for the purpose of billing for special education and related services that may be provided to this student under 34 CFR part 300.

By checking YES and signing this authorization document, I understand and agree that

- My signature on this form permits the above-mentioned school and/or school district/charter school to use this student's and/or my public benefits or insurance information to pay for services under 34 CFR part 300, which outlines special education and related services under the Individuals With Disabilities Education Act
- My signature is voluntary and services are not dependent on my authorization
- My signature is valid until such a time that it is revoked
- I can revoke my approval at any time by writing to the originating agency, which revocation will be valid upon receipt, but which will not affect actions taken prior to receipt of such revocation
- I have a right to request and receive from the school district or charter school a copy of the records that have been given to Medicaid
- I have a right to receive a copy of this consent form
- Requesting the use of these funds DOES NOT affect this student's rights/your rights to a fair, appropriate public education nor does it cost you or your family money. There will be no co-pays, no loss of Medicaid eligibility and no impact on lifetime Medicaid benefits as a result of this consent

By checking NO and signing this document, I am refusing the use of these funds

- I understand that I have the right to refuse the permission to use these funds to pay for services under 34 CFR part 300, which are special education and related services under the Individuals with Disabilities Education Act

YES, I give the school permission to share this student's education and health-related information with Medicaid, including billing information

☐

NO, I do not give the school permission to share this student's education and health-related information with Medicaid

☐

Signed by
check only one

☐ Student (if over 18 years of age)

Medicaid Editor

▸ Click here to expand...

^ Back to Top

Prior Written Notice

The Prior Written Notice editor documents the proposed or refused actions considered by the IEP team and the notice dates provided to the parent/guardian(s).

👤🔒	Date Notice Provided	Description of why the School District is Proposing or Refusing to Take the Action
	04/29/24	Example action

|◄ ◄ **1** ► ►| 1 - 1 of 1 items

Prior Written Notice List Screen

▶ Click here to expand...

^ Back to Top