

# Meeting Invitation (Delaware)

Last Modified on 04/30/2024 12:18 pm CDT

[Editor Home](#) | [General Information](#) | [Editor Types](#) | [Editor Lock Out and Release Logic](#) | [Template Banks](#) | [Text Editors](#) | [Editors](#)

The Meeting Invitation is used to document the meeting of a student's special education team members. This is the first step in the process of evaluating the student.

The current print format of the **DE Meeting Invite 2024**. Print formats are selected in the [Special Education Evaluation Types](#) tool.

Editor Home - DE Meeting Invitation <span></span>			
NAME	STATUS	MODIFIED BY	COMPLETED BY
Meeting Information	IN PROGRESS	Demo Administrator 4/10/24 10:25 AM	>
Enrollment Information	IN PROGRESS	Demo Administrator 4/10/24 10:32 AM	>
Attendance	NOT STARTED		>
Parent/Guardian Information	IN PROGRESS	Demo Administrator 4/10/24 10:25 AM	>

Editor Home

## Editor Home

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

Header	Description
<b>Name</b>	The name of the editor.

Header	Description
<b>Status</b>	<p>The state of the editor. Statuses can be:</p> <ul style="list-style-type: none"> <li>• <b>In Progress</b> indicates a user has entered and saved data in that editor.</li> <li>• <b>Not Started</b> is the default status for all editors.</li> <li>• <b>Complete</b> 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.</li> <li>• <b>Not Needed</b> indicates a user has clicked the <b>Not Needed</b> button on the editor. This is usually done for editors that do not apply to the student.</li> </ul> <p>The following statuses are only available for certain state-specific documents:</p> <ul style="list-style-type: none"> <li>• <b>ESign</b> indicates that the editor has functionality related to the eSignature process. See the <a href="#">Nevada Individual Education Plan eSignature Process</a> for additional information.</li> <li>• <b>Complete Pending eSignature</b> indicates the plan has been entered and sent via the Campus Parent portal to the student's guardian for eSignature.</li> </ul>
<b>Modified By</b>	The date and the user by whom the editor was last edited.
<b>Completed By</b>	The date and the user who clicked the <b>Complete</b> 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
<b>Save</b>	<p>Different editors have different save options. Click the arrow next to the Save &amp; Stay button to view all saving options for any given editor.</p> <ul style="list-style-type: none"> <li>• <b>Save</b> captures progress and navigates the user to the Editor Home or to the List Screen for List editors. See the <a href="#">Editor Types</a> section for additional information.</li> <li>• <b>Save &amp; Stay</b> 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.</li> <li>• <b>Save &amp; Next</b> captures progress and navigates the user to the next editor.</li> <li>• <b>Save &amp; New</b> 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 <a href="#">Editor Type</a> section for additional information.</li> </ul>

Button	Description
<b>Refresh</b>	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 <b>Save</b> after clicking Refresh to capture changes.  A side panel displays a listing of all the student's applicable enrollment records. See the <a href="#">Enrollments</a> tool documentation for additional information.
<b>Cancel</b>	Navigates the user to the Editor Home screen or the List Screen for List editors.
<b>Status</b>	Changes the status of the editor. <ul style="list-style-type: none"> <li>• <b>Complete</b> 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 <b>In Progress</b> to further edit after an editor is marked Complete.</li> <li>• <b>Not Needed</b> 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 <b>In Progress</b> button to further edit after an editor is marked Not Needed.</li> <li>• <b>In Progress</b> only displays when the editor is in the Complete or Not Needed status and allows additional edits to be made.</li> </ul> <p>The following status is only available for the Nevada IEP:</p> <ul style="list-style-type: none"> <li>• <b>Complete Pending eSignature</b> 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 <a href="#">Nevada Individual Education Plan eSignature Process</a> for additional information.</li> </ul>
<b>Print</b>	Prints the entire document.
<b>Editors</b>	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 <b>Close</b> to collapse the side panel.
<b>Previous</b>	Navigates the user to the previous editor.
<b>Next</b>	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.

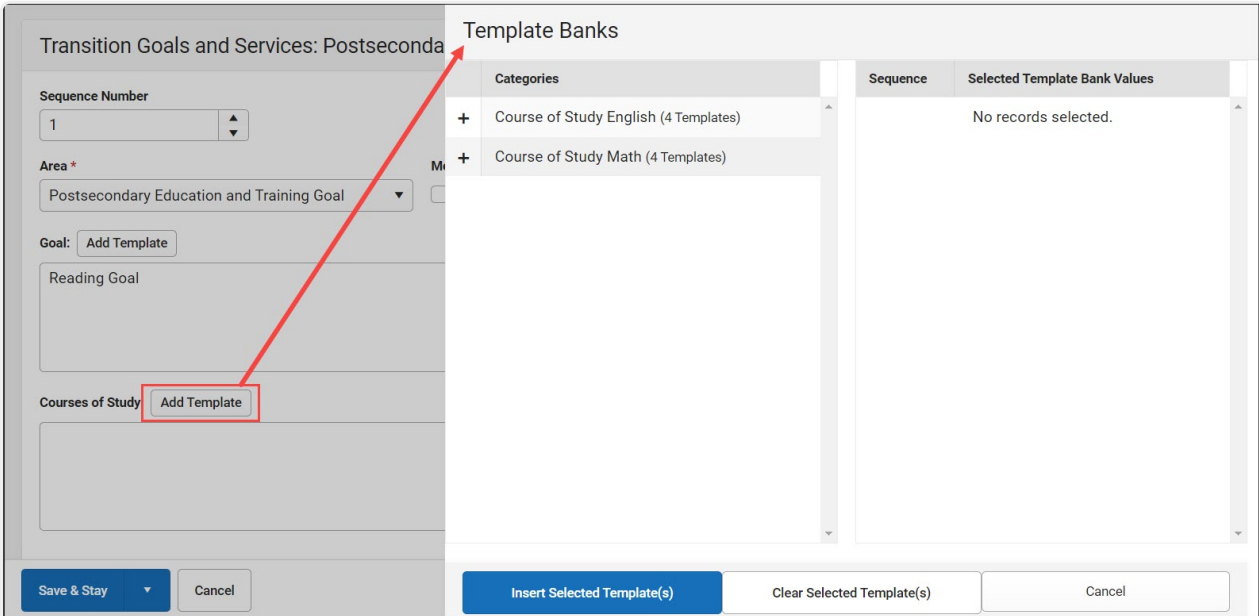
To release an editor, the user must:

- 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.



Transition Goals and Services: Postsecondary

Sequence Number  
1

Area \*  
Postsecondary Education and Training Goal

Goal: Add Template

Reading Goal

Courses of Study Add Template

Template Banks

Categories	Sequence	Selected Template Bank Values
+ Course of Study English (4 Templates)		No records selected.
+ Course of Study Math (4 Templates)		

Save & Stay Cancel Insert Selected Template(s) Clear Selected Template(s) Cancel

*Template Bank Side Panel*

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

### Template Banks

Categories	Sequence	Selected Template Bank Values										
<b>Course of Study English (4 Templates)</b> <table border="1"> <thead> <tr> <th>Add</th> <th>Templates</th> </tr> </thead> <tbody> <tr> <td><input type="button" value="Add"/></td> <td><b>Course of Study 10</b> Grade 10: English 200</td> </tr> <tr> <td><input type="button" value="Add"/></td> <td><b>Course of Study 11</b> Grade 11: English 300</td> </tr> <tr> <td><input type="button" value="Add"/></td> <td><b>Course of Study 12</b> Grade 12: English 400</td> </tr> <tr> <td><input type="button" value="Add"/></td> <td><b>Course of Study 9</b> Grade 9: English 100</td> </tr> </tbody> </table>	Add	Templates	<input type="button" value="Add"/>	<b>Course of Study 10</b> Grade 10: English 200	<input type="button" value="Add"/>	<b>Course of Study 11</b> Grade 11: English 300	<input type="button" value="Add"/>	<b>Course of Study 12</b> Grade 12: English 400	<input type="button" value="Add"/>	<b>Course of Study 9</b> Grade 9: English 100	<div>1 <input type="button" value="up"/> <input type="button" value="down"/></div> <div>2 <input type="button" value="up"/> <input type="button" value="down"/></div> <div>3 <input type="button" value="up"/> <input type="button" value="down"/></div> <div>4 <input type="button" value="up"/> <input type="button" value="down"/></div>	<div><b>Course of Study 9</b> Grade 9: English 100 <input type="button" value="X"/></div> <div><b>Course of Study 10</b> Grade 10: English 200 <input type="button" value="X"/></div> <div><b>Course of Study 11</b> Grade 11: English 300 <input type="button" value="X"/></div> <div><b>Course of Study 12</b> Grade 12: English 400 <input type="button" value="X"/></div>
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<input type="button" value="Add"/>	<b>Course of Study 9</b> Grade 9: English 100											
<b>Course of Study Math (4 Templates)</b>												

*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:**

Grade 9: English 100  
Grade 10: English 200  
Grade 11: English 300  
Grade 12: English 400

*Example Template Bank Selections in the Document*

# Text Editors

Images should not be inserted into text fields.

## Editors

[Meeting Information](#) | [Enrollment Information](#) | [Attendance](#) | [Parent/Guardian Information](#)

## Meeting Information

The Meeting Information editor documents relevant meeting dates, meeting purpose(s), and methods of communication for the student's special education team.

Team Meeting: 04/08/2024

IN PROGRESS

Editor 1 of 4

Meeting Type \*

Annual IEP

Date Created \*

04/10/2024

Meeting Date \*

04/08/2024

Notice 1 Date

04/08/2024

Notice 2 Date

MM/DD/YYYY

Notice 3 Date

MM/DD/YYYY

Parent Questionnaire

Enclosed with invitation

Meeting Facilitator Name

Example Person

The purpose of this meeting is to:

☒ 1. Determine your initial or continued eligibility for special education and related services
 ☐ 2. Conduct an evaluation or reevaluation
 ☒ 3. Conduct an annual review of your Individualized Education Program (IEP)
 ☒ 4. Conduct transition planning for students who are in the 8th grade and above or when the student is 14 or older

Invite Date \*

04/01/2024

Meeting Time

5:00 PM

Notice 1 Modality

Email

Notice 2 Modality

Notice 3 Modality

Meeting Location

School, Room 150

Specify Other

Specify Other

Specify Other

Meeting Facilitator Phone Number

( ) - - X

Meeting Facilitator Email

Meeting Information Editor

[Click here to expand...](#)

[^ Back to Top](#)

## Enrollment Information

The Enrollment Information editor is a read-only editor that pulls in district and school information where the student is enrolled.

## Enrollment Information

IN PROGRESS

Editor 2 of 4

Click Refresh to retrieve a new copy of data from a selected Enrollment record.

District of Residence

Attending Building

Arthur Elementary

Grade

KG

### District Information

District Number

100

District Name

Plainview Schools

District Address

123 Main Street, Metro City, DE 55555

District Phone

(763)555-5555

District SPED Address

456 2nd Avenue, Metro City, MN 55555

District SPED Phone

(763)633-1111

Enrollment Information Editor

▶ [Click here to expand...](#)

^ [Back to Top](#)

## Attendance

The Attendance editor documents the team members invited to the meeting.

## Attendance

NOT STARTED

Editor 3 of 4

### Attendance ⓘ

FIRST NAME *	LAST NAME *	ROLE NAME	INVITED	REMOVE
Glissa-Jean			<input type="checkbox"/>	<input type="button" value="X"/>
Harrison			<input type="checkbox"/>	<input type="button" value="X"/>
Saul			<input type="checkbox"/>	<input type="button" value="X"/>
Alexander			<input type="checkbox"/>	<input type="button" value="X"/>

Add

Refresh

Attendance Editor

▶ [Click here to expand...](#)

^ [Back to Top](#)

## Parent/Guardian Information

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

Parent/Guardian Information
IN PROGRESS

Editor 4 of 4

When an Invite is generated, a snapshot of the parent/guardian information is taken from Census. Individuals with the Guardian check box marked on the Relationship tool for the student display below. Click Refresh to retrieve a new copy of data.

Parent/Guardian

Print Sequence 1

1

Print In Invite

☐

Remove

Name

Harrison - Father

Address

2927 5th Ave NW, Blaine, DE 55449

Home Phone

(651)555-1694

Work Phone

(555)555-1101

Cell Phone

(555)555-1468

E-mail

Home Primary Language

Parent/Guardian Information Editor

► [Click here to expand...](#)

^ [Back to Top](#)