Special Ed Plan Types

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Tool Search: Plan Type Setup

Individual Education Plans are documents describing the educational modifications put in place for an individual student to accommodate that student's individual needs, as determined by an evaluation. IEPs are made up of a collection of editors. Plan Types are established by selecting which editors should be included in a specific plan based on district preferences and state requirements.

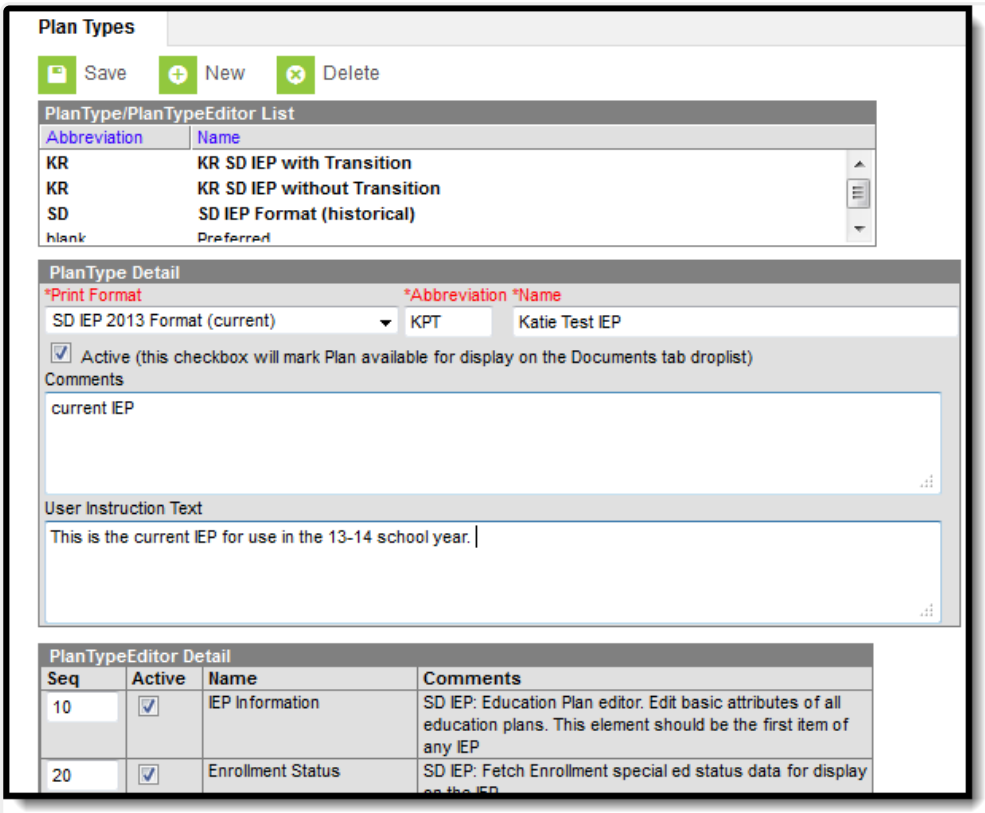


Image 1: Special Ed Plan Types

See the Special Ed Plan Type Setup Tool Rights article for information on the tool rights needed for this tool.

Plan types can be edited by clicking on an existing Plan Type on the list, making the desired modifications and clicking **Save**.

Plan Types Editor

The Plan Types editor contains three sections.

- Plan Types List - lists all active and inactive plan types. This list is populated when plan types are saved.
- Plan Types Detail - describes the selected plan type, including the name of the plan, whether it's an active plan, any administration-entered comments about the plan and any information that displays when selecting the plan for assignment to a student.
- Plan Type Editor Detail - indicates which editors and in which order those editors display on the plan.

Plan Types Detail

Field	Description
Print Format *Required*	Selection determines which print format is used when generating a printed view of the selected plan.
Abbreviation *Required*	Indicates the abbreviation associated with the plan. This displays when viewing the Documents tab for a student.
Name *Required*	Indicates the name of the plan being created.
Active	When marked, this plan can be chosen from the Create New Document list when adding the plan to a student's Documents tab.
Comments	Lists any comments associated with the plan.
User Instruction Text	Text entered in this field appears when creating a new document for a student. It can contain (up to 500 characters) instructions for use, specific rules for case managers, etc. See Image 2 for reference.

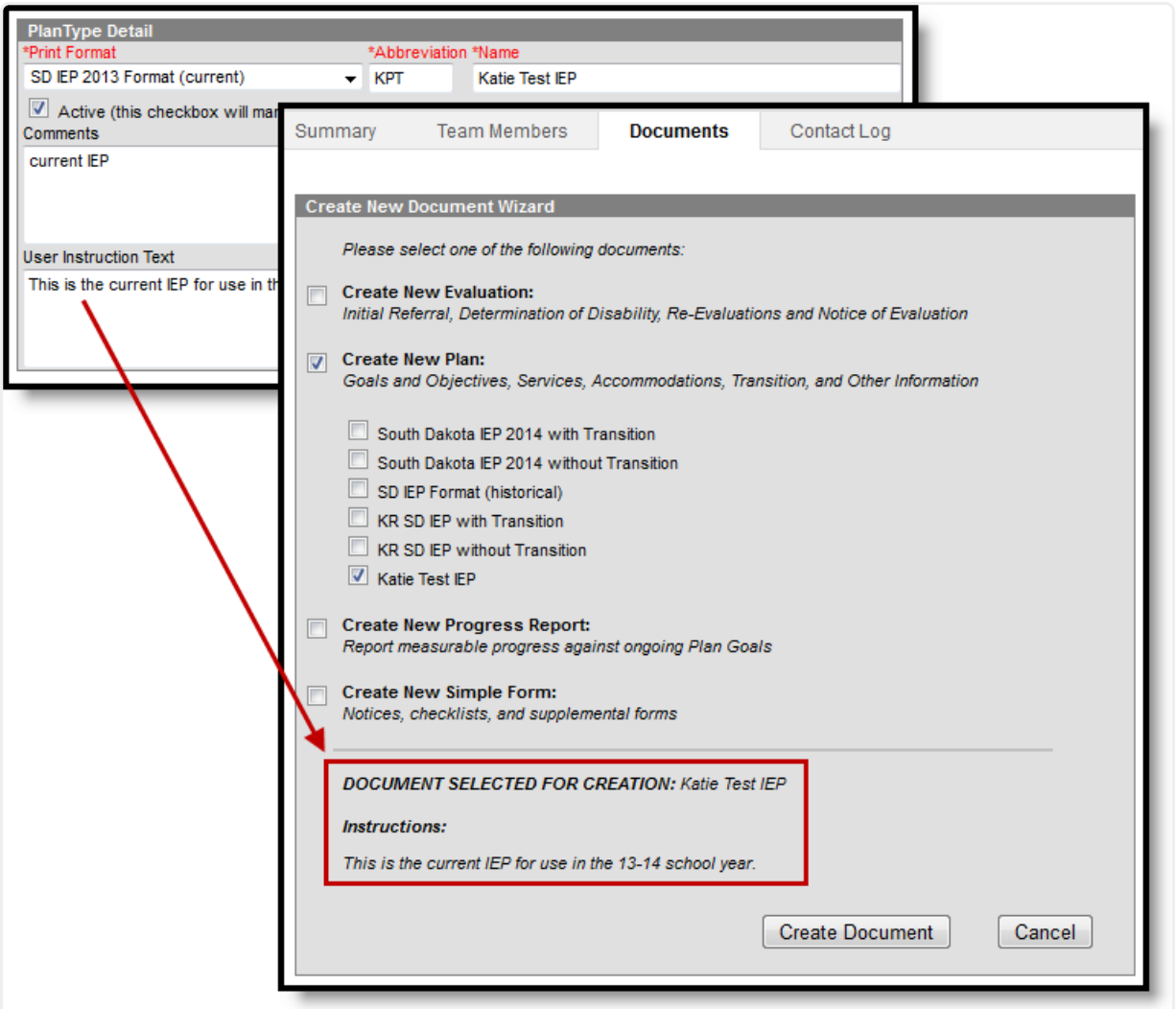


Image 2: Plan Types Detail and Instructions

Plan Type Editor Detail

Available editors vary by state.

For each editor to include in a plan, mark the Active checkbox and determine the sequence of the editor. By default, the Sequence column is populated in the recommended order beginning with a value of 10 and increasing by intervals of 10 (10, 20, etc.). This value and order can be changed.

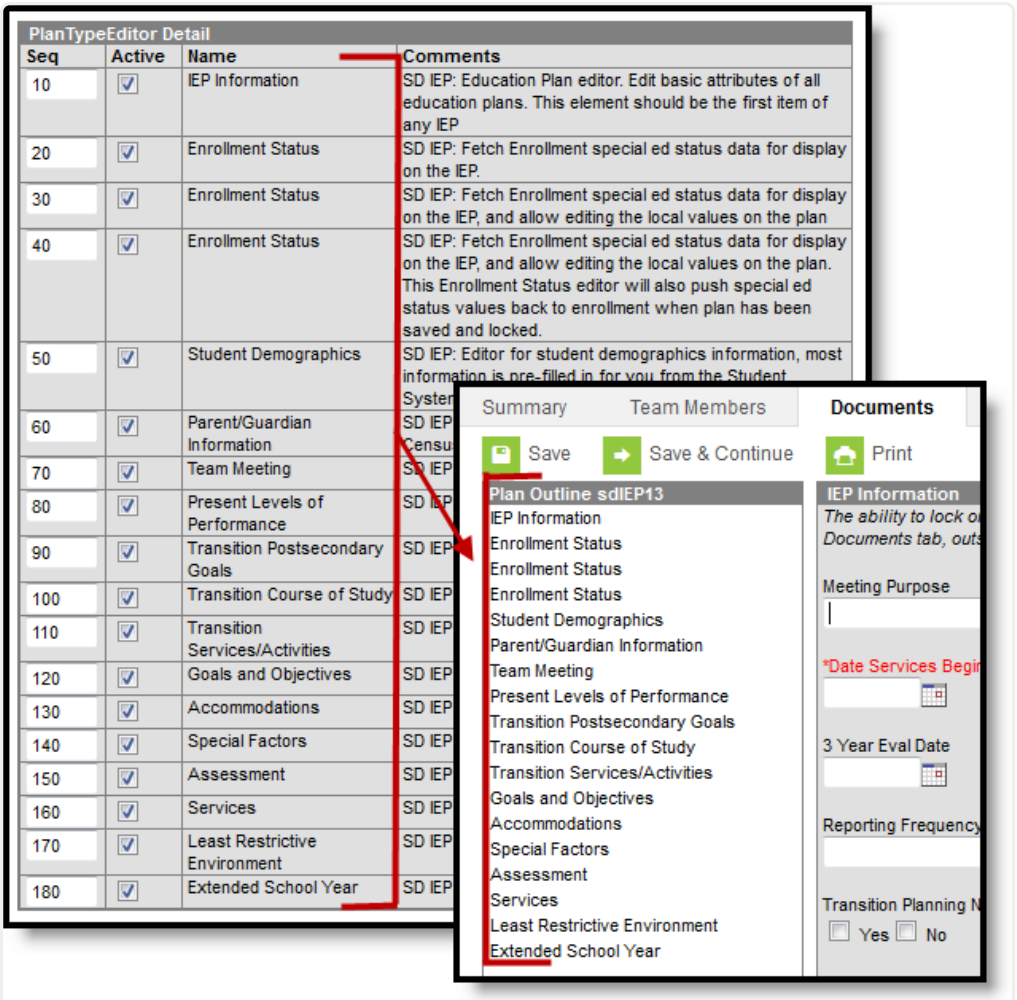


Image 3: Plan Editors

Create a New Plan Type

1. Select **New** from action bar.
2. Select the **Print Format**. In most cases, the state or district will mandate which print format should be used for official reporting.
3. Enter an **Abbreviation** to identify the type.
4. Enter a **Name** for the type.
5. Mark the **Active** checkbox to make the plan type appear when creating a new document for a student. Note that editors cannot be deactivated when plans already exist for students.
6. Enter any **Comments** regarding the plan type.
7. Enter any **User Instruction Text** for the plan type.
8. Unmark the checkboxs for any **Editors**that should not be included in the plan.
    - Modify any **Seq**(uence) numbers to change the order in which the editors appear in the document.
    - Unmark the **Active** checkbox to remove an editor from the *printed* document.
    - Clear the **Seq**(uence) using the delete key to remove an editor from the plan type itself.

    Occasionally, multiple editor options will appear for one editor, such as multiple Enrollment Status editors, as shown in *Image 1*. Users should choose the editor that

best meets their needs, or the one determined by the state or district. To remove unused editors, unmark the **Active** checkbox and delete the sequence number.

Campus recommends using the third **Enrollment Status** editor.

9. Click the **Save** button to save the plan type.