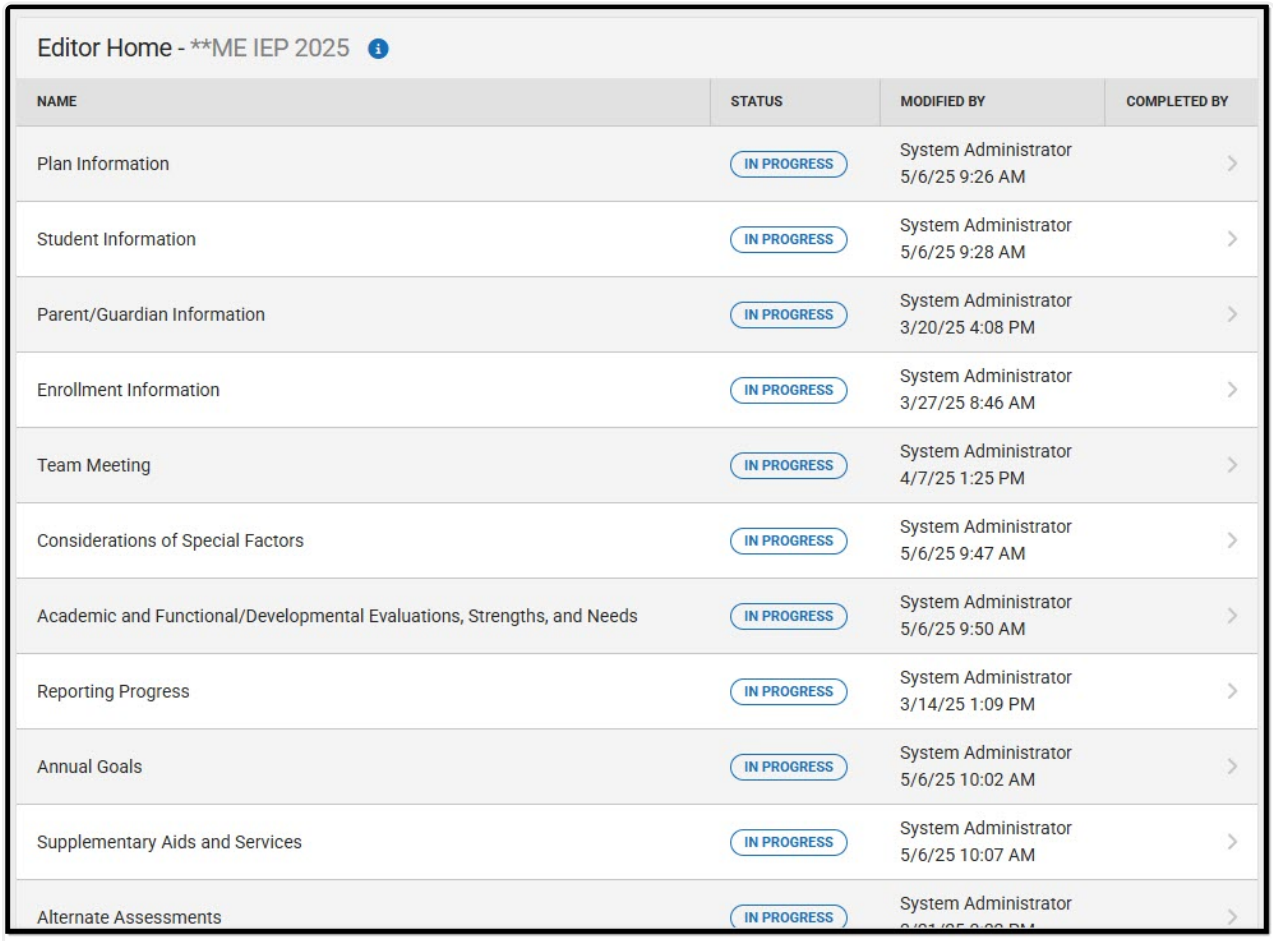
Individual Education Plan (Maine)

Last Modified on 10/15/2026 1:23 pm CDT

Path: Student Information > Special Ed > Special Ed Documents

The Individual Education Plan captures information about students' special education plans and matches the required documentation provided by the state of Maine. This document describes each editor, each field on the editor, and any special considerations and instructions. For information on general functionality, navigation, and additional plan and evaluation features, see the core Plan and Evaluation Information article.

The current format of this document is the **ME IEP 2025**. Plan formats are managed with the Special Ed Plan Types tool.

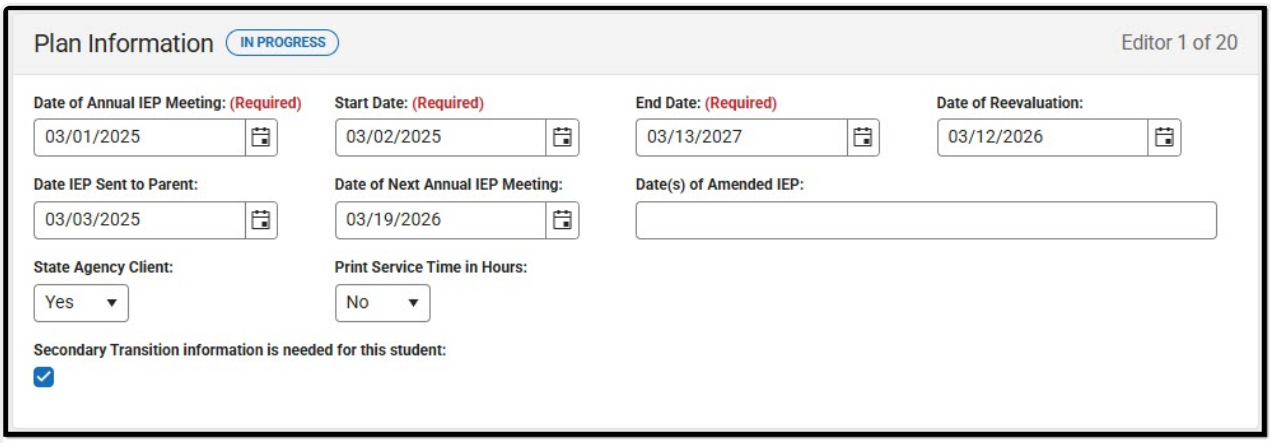


Editor Home

Plan Information

The Plan Information editor documents relevant plan dates.

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



Plan Information Editor

Click here to expand...

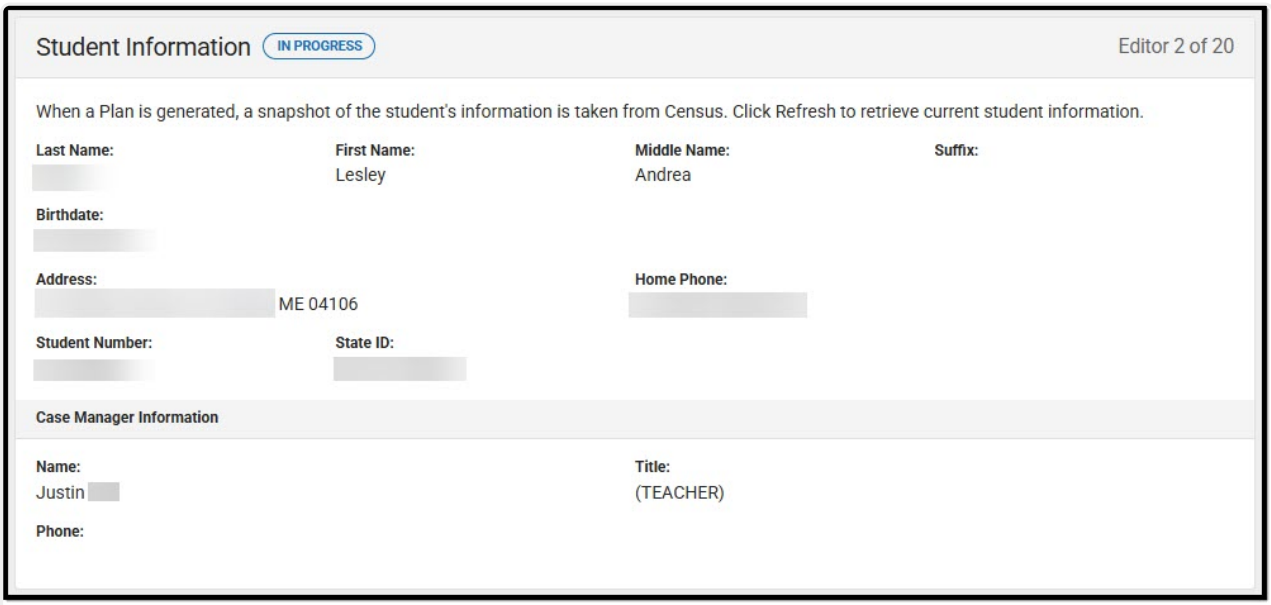
Field	Description	Validation
Date of Annual IEP Meeting *Required*	The day the student's team met.	N/A
Start Date *Required*	The first day of the student's plan.	N/A
End Date *Required*	The last day of the student's plan.	N/A
Date of Reevaluation	The day of the student's next evaluation.	N/A
Date IEP Sent to Parent **Required*	The day the student's plan was sent to their guardian(s).	*This field is required to Complete the editor.
Date of Next Annual IEP Meeting	The day of the student's next annual IEP meeting.	N/A
Date(s) of Amended IEP	The day the IEP was amended.	This field is limited to 150 characters.
State Agency Client	Indicates the student is a state agency client. Options are Yes or No.	N/A

Field	Description	Validation
Print Service Time in Hours	Indicates that service time prints in hours instead of minutes. Options are Yes or No.	N/A
Secondary Transition information is needed for this student	Indicates the student requires secondary transition services.	When selected, the Post-Secondary Transition Plan, Post-Secondary Goals, and Age of Majority editors are required. **Database Location:** dbo.SEPlan.meetingReason1

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...

Field Name	Description	Database and UI Location (when Refreshed is clicked)

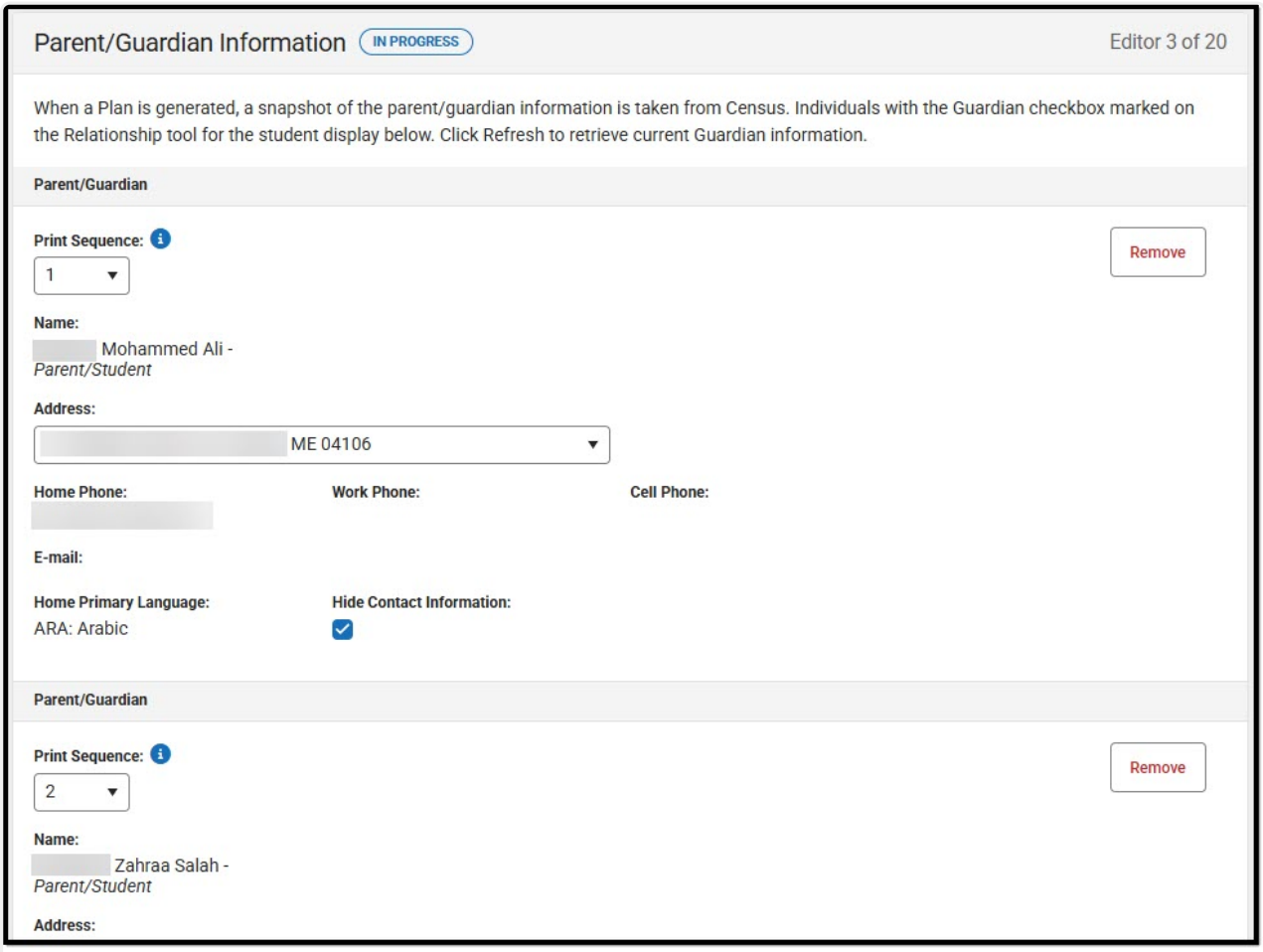
Field Name	Description	Database and UI Location (when Refreshed is clicked)
Last Name	The student's last name.	Demographics > Last Name identity.lastName
First Name	The student's first name.	Demographics > First Name identity.firstName
Middle Name	The student's middle name.	Demographics > Middle Name identity.middleName
Suffix	The student's suffix.	Demographics > Suffix Name identity.suffix
Age	The student's age.	Demographics > Age identity.age
Birthdate	The student's birthdate.	Demographics > Birth Date identity.birthDate
Address	The student's address. This field becomes a dropdown when more than one address exists for the student. The primary household displays by default.	Households > Address Info address.number; address.street; address.tag; address.prefix; address.dir; address.apt; address.city; address.state; address.zip
Home Telephone	The student's home phone number.	Households > Phone
Student Number	The student's ID number.	Demographics > Student Number identity.studentNumber
State ID	The student's state identification number.	Demographics > State ID
Case Manager Information		
Name	The first and last name of the team member.	Student Information > Special Ed Team Members
Title	The role of the team member.	Student Information > Special Ed Team Members

Field Name	Description	Database and UI Location (when Refreshed is clicked)
Phone	The phone number of the team member.	Student Information > Special Ed Team Members

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

Click here to expand...

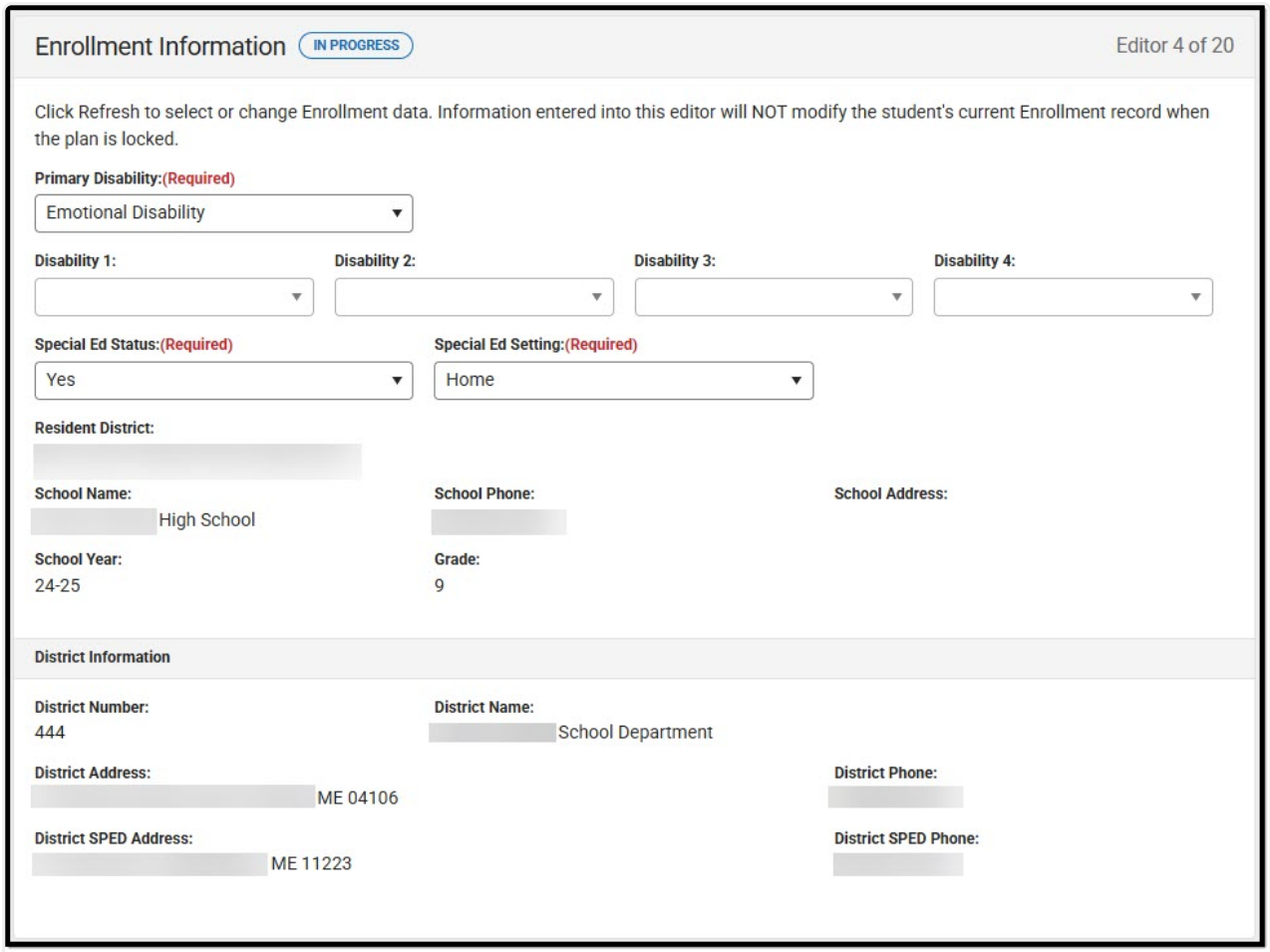
Field	Description

Field	Description
Print Sequence	The order in which the parent/guardian displays.
Name	The name of the parent/guardian. This displays as Last Name, First Name - Relationship.
Address	The address of the parent/guardian. This becomes a dropdown when the parent/guardian has multiple addresses.
Home Phone	The parent/guardian's home phone.
Work Phone	The parent/guardian's work phone.
Cell Phone	The parent/guardian's cell phone.
Email	The parent/guardian's email.
Home Primary Language	The language the parent/guardian speaks at home.
Hide Contact Information	The parent/guardian's contact information (address, phone number, email, etc.) does NOT print when marked.

Enrollment Information

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

The **Refresh** button retrieves a fresh copy of data from the student's record. It must be clicked before the editor can be placed in a Complete status.



Enrollment Information Editor

Click here to expand...

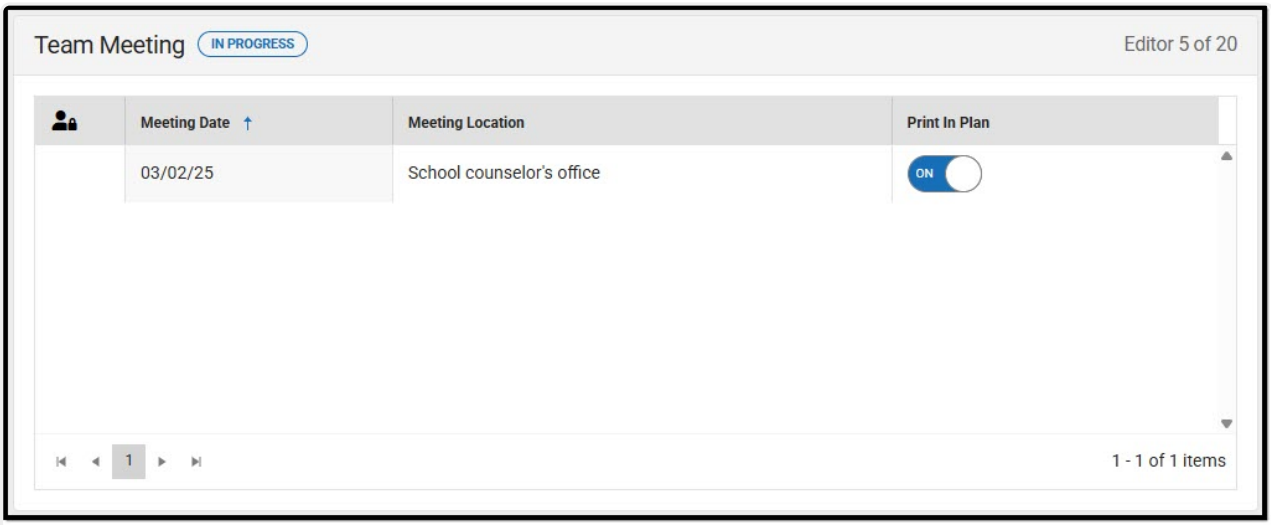
Field	Description	Validation
Primary Disability *Required*	The student's disability.	The values available in this dropdown are in the Attribute Dictionary > Special Ed State > Disability. **Database Location**: SpecialEDState.primaryDisability
Disability 1-4 **Required*	A list of the student's disabilities, when applicable.	*Disability 1 and Disability 2 are required when Multiple Disability is selected from the Primary Disability dropdown. The options available in this dropdown are the same as the Primary Disability field, with the exception of Mulitple Disability.

Field	Description	Validation
Special Ed Status *Required*	The student's special ed status.	The values available in this dropdown are in the Attribute Dictionary > Enrollment > Special Ed Status. **Database Location**: Enrollment.specialEdStatus
Special Ed Setting *Required*	The student's special ed setting.	The values available in this dropdown are in the Attribute Dictionary > Special Ed State > Setting. **Database Location**: SpecialEDState.specialEdSetting
Resident District	The student's district of residence.	Upon Refresh, this field is pulled from the Enrollment tool and cannot be modified.
School Name	The name of the school the student attends.	Upon Refresh, this field is pulled from the Enrollment tool and cannot be modified.
School Phone	The school phone number.	Upon Refresh, this field is pulled from the Enrollment tool and cannot be modified.
School Address	The location of the school.	Upon Refresh, this field is pulled from the Enrollment tool and cannot be modified.
School Year	The school year.	Upon Refresh, this field is pulled from the Enrollment tool and cannot be modified.
Grade	The student's grade.	Upon Refresh, this field is pulled from the Enrollment tool and cannot be modified. **Database Location**: Enrollment.grade
District Information		
District Number	The district number associated with the Enrolled school.	District Information > State District Number
District Name	The district name associated with the Enrolled school.	District Information > Name
District Address	The district address associated with the Enrolled school.	District Information > Address

Field	Description	Validation
District Phone	The district phone number associated with the Enrolled school.	District Information > Phone
District SPED Address	The district special education address associated with the Enrolled school.	District Information > SPED Address
District SPED Phone	The district special ed phone number associated with the Enrolled school.	District Information > SPED Phone

Team Meeting

The Team Meeting editor records team meetings and participants.



Team Meeting List Screen

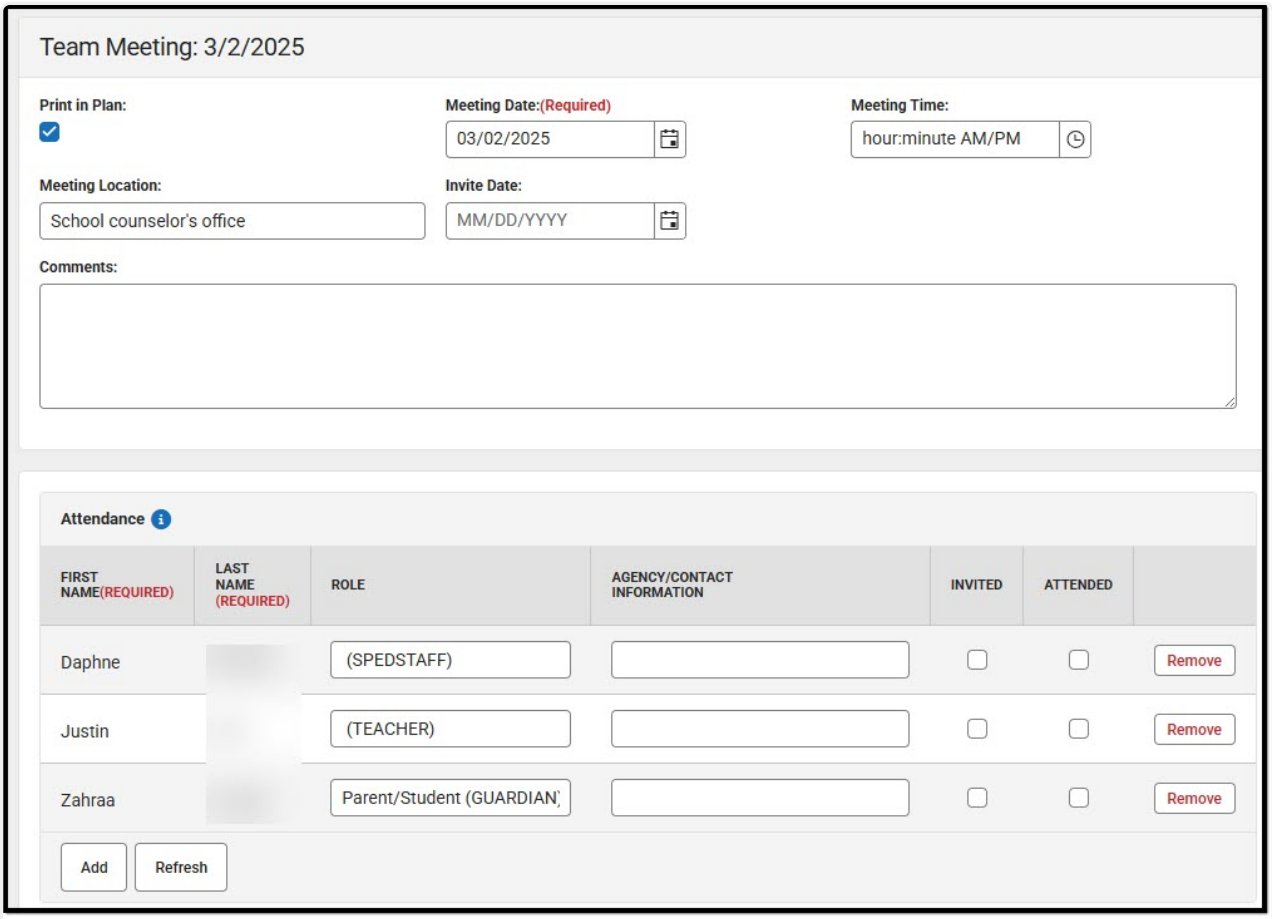
Click here to expand...

Team Meeting List Screen

Column Name	Description
Padlock Icon	Indicates the person currently editing the record.
Meeting Date	The day of the meeting.
Meeting Location	The location of the meeting.
Print in Plan	Indicates this record prints.

Team Meeting Detail Screen

Select an existing record or click **New** to open the detail screen.



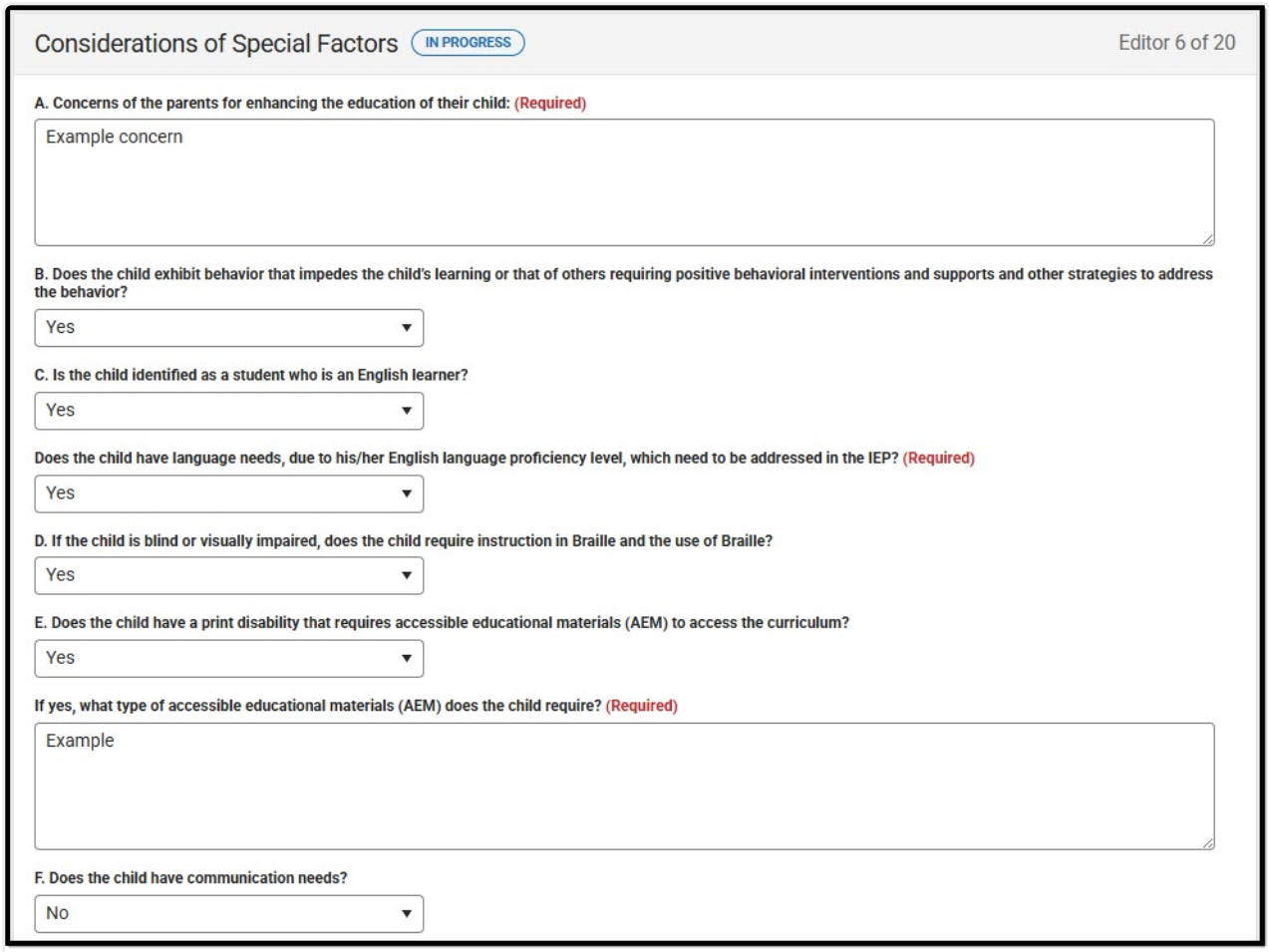
Team Meeting Detail Screen

Field	Description	Validation
Team Meeting: MM/DD/YYYY *This displays the Meeting Date.*		
Print in Plan	Indicates this record prints.	This defaults to unmarked.
Meeting Date *Required*	The day of the meeting.	N/A
Meeting Time	The time of the meeting.	N/A
Meeting Location	The location of the meeting.	This field is limited to 200 characters.
Invite Date	The day of the meeting invitation.	N/A
Comments	Any comments related to the meeting.	This field is limited to 8000 characters.
Attendance		

Field	Description	Validation
First Name *Required*	The first name of the team member.	This field pulls in from the Special Ed Team Members tool and is read-only.
Last Name *Required*	The last name of the team member.	This field pulls in from the Special Ed Team Members tool and is read-only.
Role	The role of the team member.	This field pulls in from the Special Ed Team Members tool, but can be edited. This field is limited to 200 characters.
Agency/Contact Information	The team member's contact information.	This field pulls in from the Special Ed Team Members tool, but can be edited.
Invited	Indicates the team member was invited to the meeting.	N/A
Attended	Indicates the team member attended the meeting.	N/A

Considerations of Special Factors

The Considerations of Special Factors editor identifies additional steps required to address the student's needs.



Considerations of Special Factors Editor

Click here to expand...

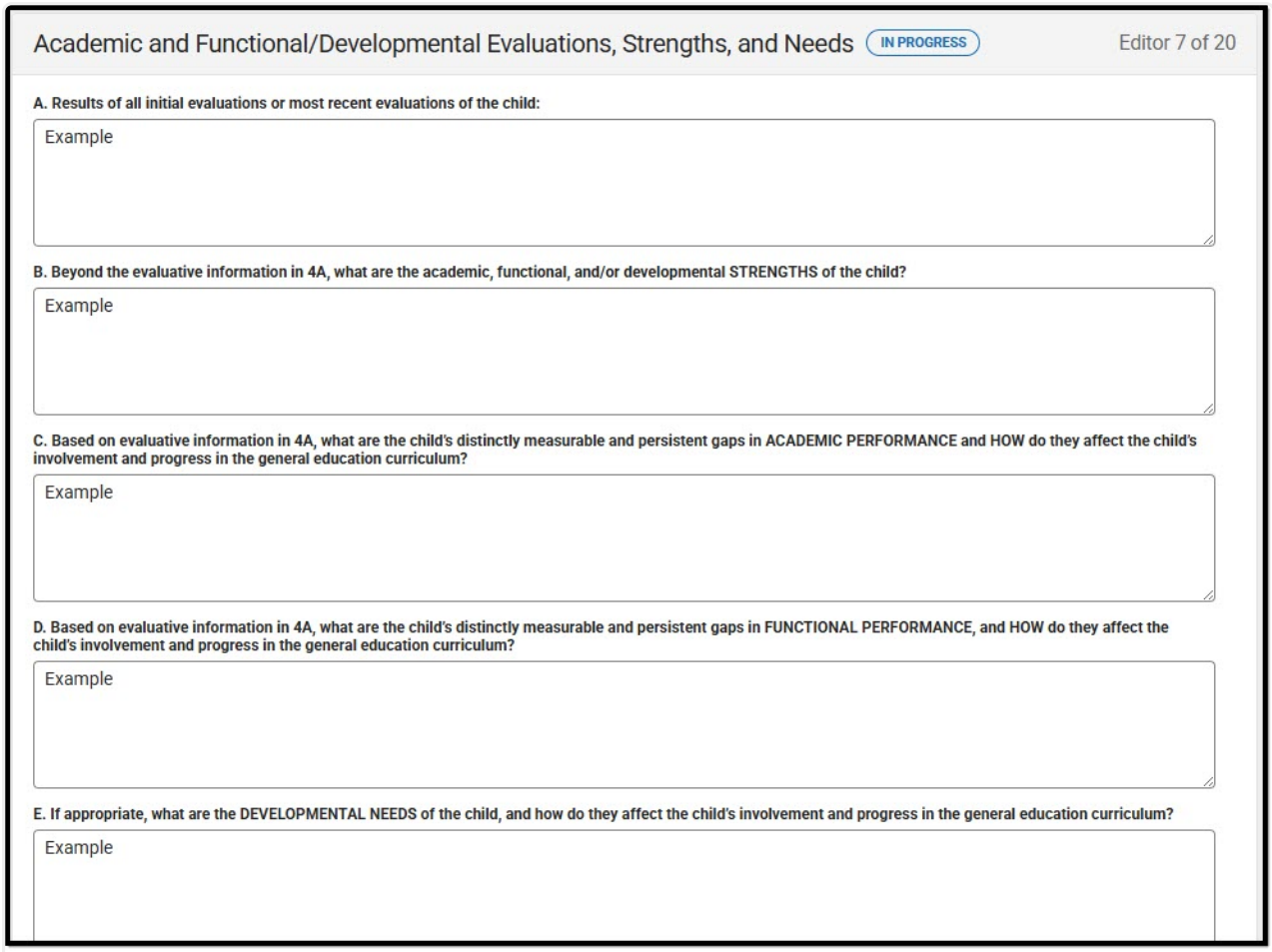
Field	Description	Validation
A. Concerns of the parents for enhancing the education of their child *Required*	A description of any parent concerns.	This field is limited to 8000 characters.
B. Does the child exhibit behavior that impedes the child's learning or that of others requiring positive behavioral interventions and supports and other strategies to address the behavior?	Indicates the student exhibits behaviors that may impede their learning or the learning of others. Options are Yes or No.	N/A
C. Is the child identified as a student who is an English learner?	Indicates the student is an English Learner. Options are Yes or No.	N/A

Field	Description	Validation
Does the child have language needs, due to his/her English language proficiency level, which need to be addresses in the IEP? **Required*	A description of the student's language needs and English proficiency level.	*This field is available and required when Yes is selected from "Is the child identified as a student who is an English learner?" This field is limited to 8000 characters.
D. If the child is blind or visually impaired, does the child require instruction in Braille and the use of Braille?	Indicates the student requires instruction and/or the use of Braille. Options are: • Yes • No • Undetermined: Cannot be determined at this time	N/A
E. Does the child have a print disability that requires accessible educational materials (AEM) to access the curriculum?	Indicates the student has a print disability that requires accessible educational materials. Options are Yes or No.	N/A
If yes, what time of accessible educational materials (AEM) does the child require? **Required*	A description of the accessible educational materials the student requires.	*This field is available and required when Yes is selected from "Does the child have a print disability that requires accessible educational materials (AEM) to access the curriculum?" This field is limited to 8000 characters.
F. Does the child have communication needs:	Indicates the student has communication needs. Options are Yes or No.	N/A
Is the child deaf or hard of hearing? **Required*	Indicates the student is deaf or hard of hearing. Options are Yes or No.	*This field is available and required when Yes is selected from the "Does the child have communication needs" question.

Field	Description	Validation
G. Does the child need assistive technology devices and services?	Indicates the student requires assistive technology and services. Options are Yes or No.	N/A
H. Does the child have academic needs?	Indicates the student has academic needs. Options are Yes or No.	N/A
I. Does the child have functional/developmental needs?	Indicates the student has functional and/or developmental needs. Options are Yes or No.	N/A
Post-Secondary Transition		
J. Is the child in 9th grade or above OR is the child 16 years or older?	Indicates the student is in grade 9 or above or 16 years old or older. Options are Yes or No.	N/A

Academic and Functional/Developmental Evaluations, Strengths, and Needs

The Academic and Functional/Developmental Evaluations, Strengths, and Needs editor documents the student's current level of academic and functional performance, strengths, and developmental needs.



Academic and Functional/Developmental Evaluations, Strengths, and Needs Editor

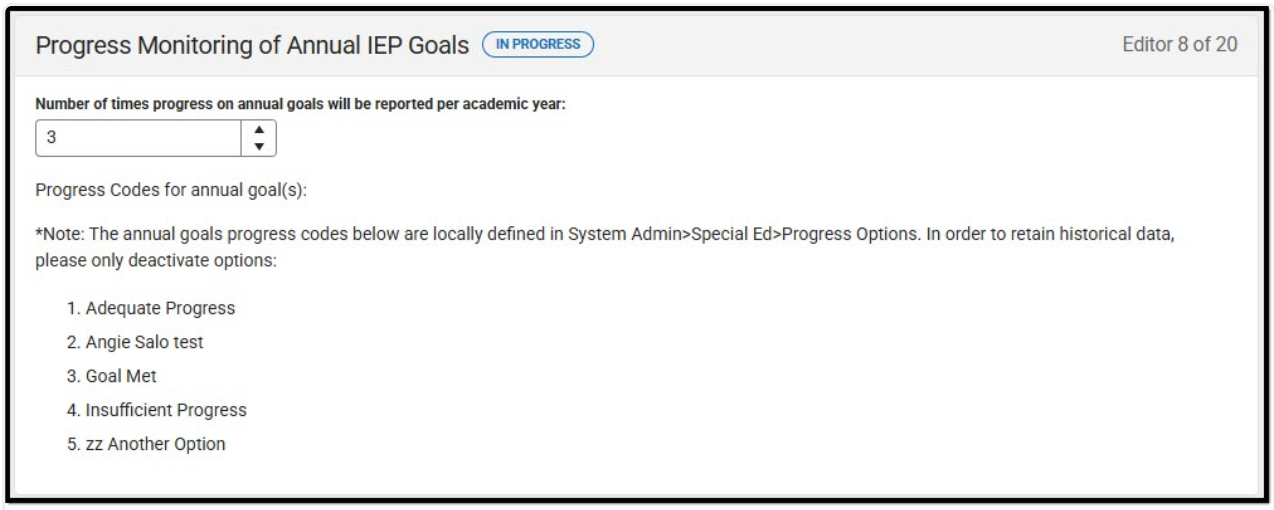
Click here to expand...

Field	Validation
A. Results of all initial evaluations or most recent evaluations of the child:	This field is limited to 8000 characters. **Database Location**: SEPGenericForm.vcMax1
B. Beyond the evaluative information in 4A, what are the academic, functional, and/or developmental STRENGTHS of the child?	This field is limited to 8000 characters. **Database Location**: SEPGenericForm.vcMax2
C. Based on evaluative information in 4A, what are the child's distinctly measurable and persistent gaps in ACADEMIC PERFORMANCE and HOW do they affect the child's involvement and progress in the general education curriculum?	This field is limited to 8000 characters. **Database Location**: SEPGenericForm.vcMax3

Field	Validation
D. Based on evaluative information in 4A, what are the child's distinctly measurable and persistent gaps in FUNCTIONAL PERFORMANCE, and HOW do they affect the child's involvement and progress in the general education curriculum?	This field is limited to 8000 characters. **Database Location**: SEPGenericForm.vcMax4
E. If appropriate, what are the DEVELOPMENTAL NEEDS of the child, and how do they affect the child's involvement and progress in the general education curriculum?	This field is limited to 8000 characters. **Database Location**: SEPGenericForm.vcMax5

Progress Monitoring of Annual IEP Goals

The Progress Monitoring of Annual IEP Goals editor defines how often progress towards a measurable annual goal is reported per academic year.



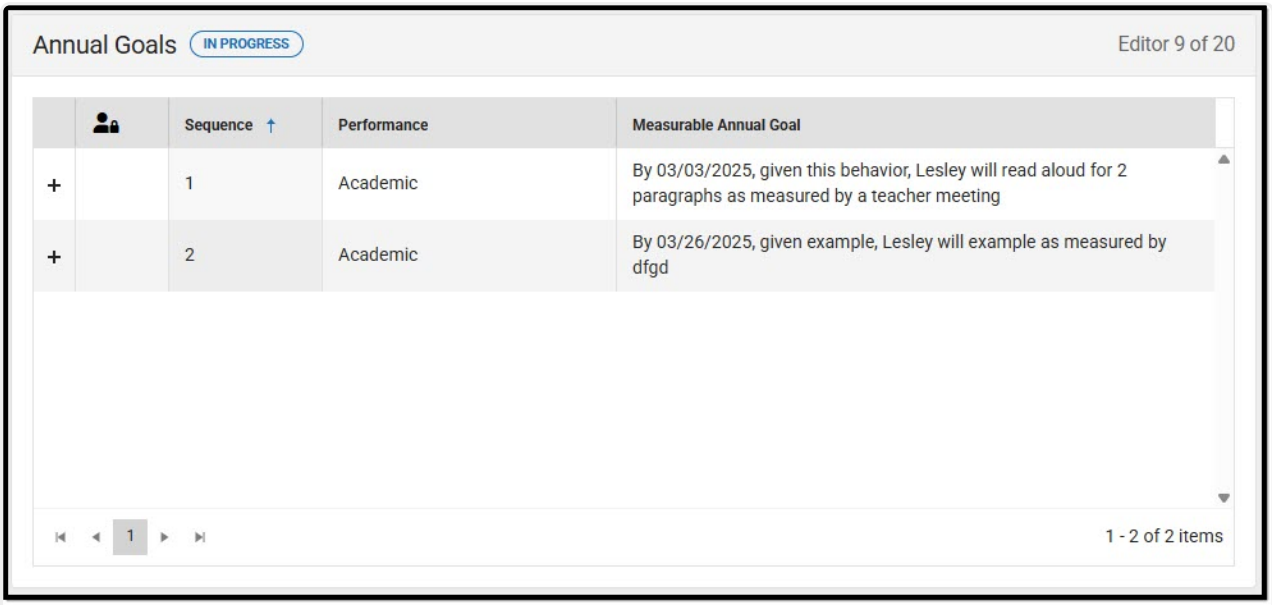
Progress Monitoring of Annual IEP Goals Editor

Field	Description	Validation
Number of times progress on annual goals will be reported per academic year	The number of times progress will be reported per academic year.	N/A
Progress Codes for annual goal(s):	The progress option values available.	This field is read-only and pulls from the Special Ed Progress Option Setup tool.

Annual Goals

The Annual Goals editor lists goals designed to measure the student's progress in the general

education curriculum. Each goal includes how it is measured and how success is determined.



Annual Goals List Screen

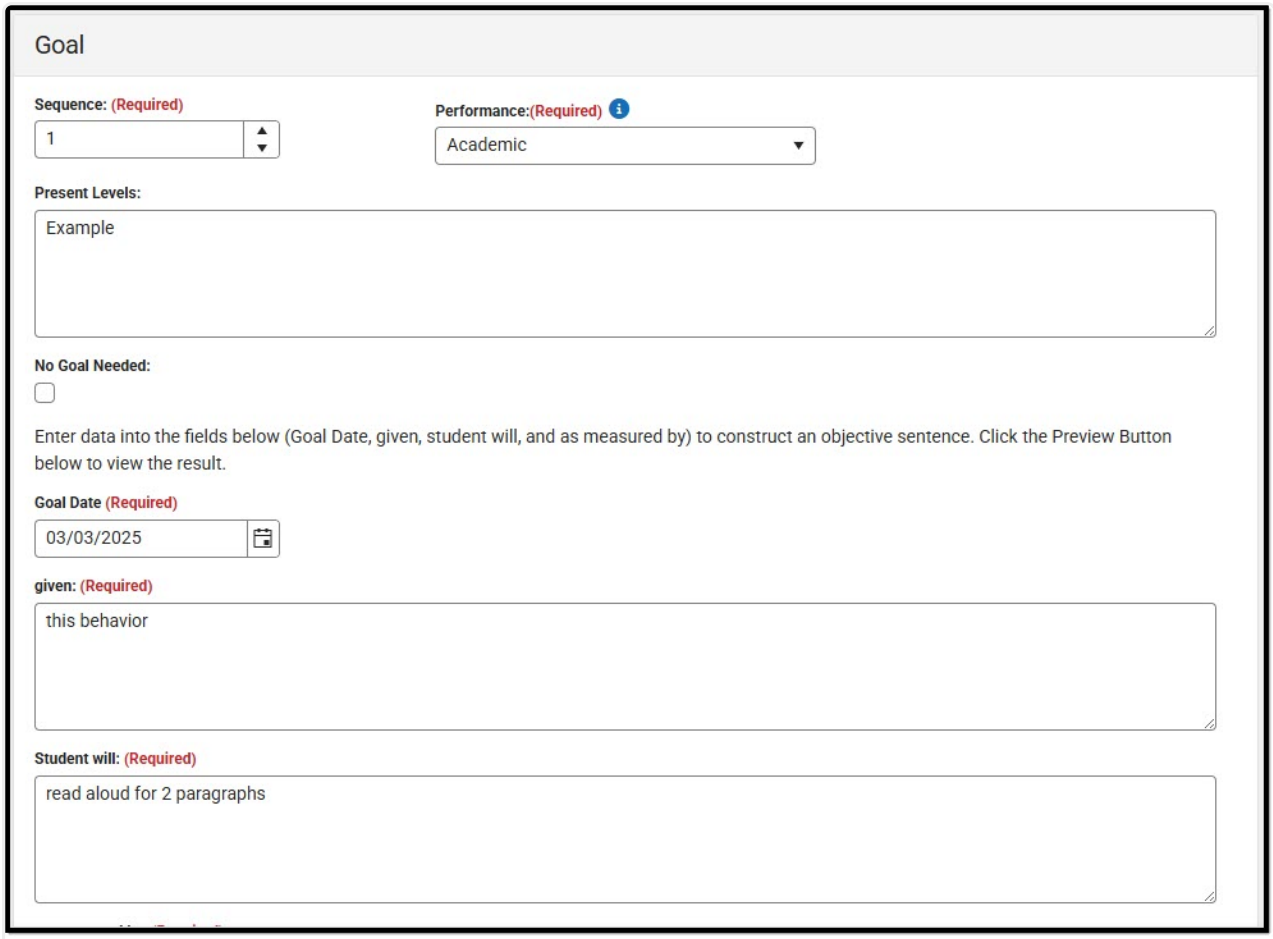
Click here to expand...

Annual Goals List Screen

Column Name	Description
Padlock Icon	Indicates the person currently editing the record.
Sequence	The sequence number of the goal.
Performance	The type of performance.
Measurable Annual Goal	The goal statement.

Annual Goals Detail Screen

Select an existing record or click **New** to open the detail screen.



Annual Goals Detail Screen

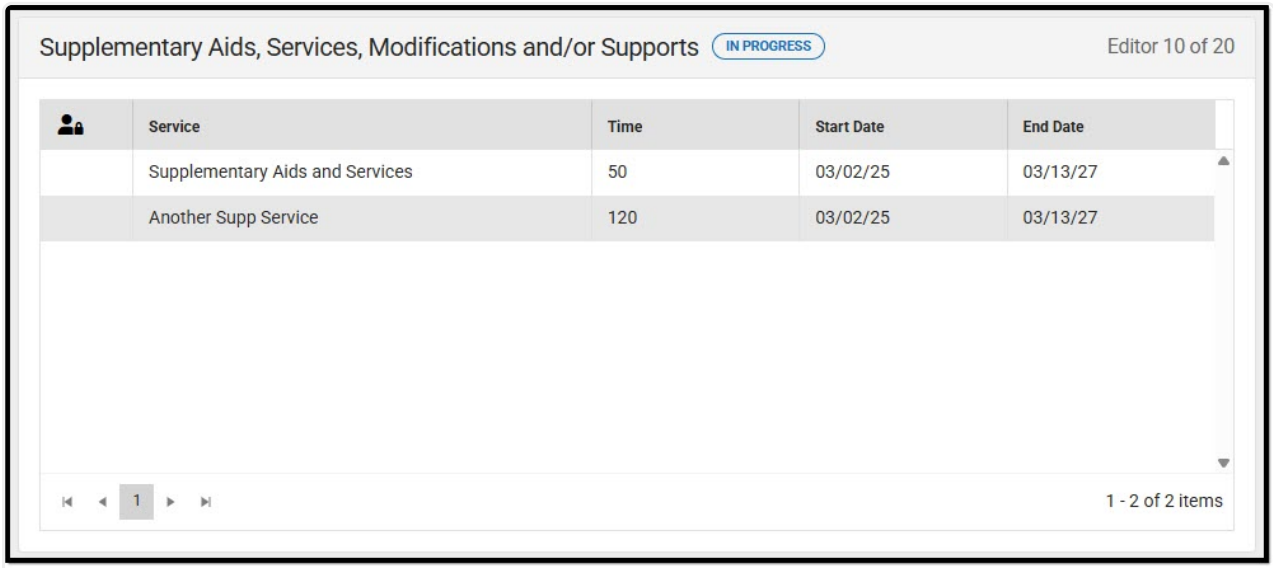
Field	Description	Validation
Goal		
Sequence Number *Required*	The sequence number of the goal.	This field automatically populates with the next integer. Must be unique.
Performance *Required*	The type of performance. Options include: • Academic • Functional/Developmental	N/A
Present Levels	The student's present level of academic or functional/developmental performance.	This field is limited to 8000 characters.
No Goal Needed	Indicates no goal is needed.	This defaults to unmarked.
Enter data into the fields below (Goal Date, given, student will, and as measured by) to construct an objective sentence. Click the Preview Button below to view the result.		

Field	Description	Validation
Goal Date **Required*	The day the goal starts.	*This field is available and required when No Goal Needed is NOT marked.
given	Part of the goal statement.	*This field is available and required when No Goal Needed is NOT marked. This field is limited to 8000 characters.
Student will	Part of the goal statement.	*This field is available and required when No Goal Needed is NOT marked. This field is limited to 8000 characters.
as measured by	Part of the goal statement.	*This field is available and required when No Goal Needed is NOT marked. This field is limited to 8000 characters.
Preview Goal	Click this button to preview the goal statement.	N/A
Goal	Displays Goal fields listed in a sentence: • Goal Date • given • Student First Name • Student will • as measured by By <Goal Date>, given <given>, <Student First Name> will <Student will> as measured by <as measured by>.	Displays a preview of the Goal statement when clicking the "Preview Goal" button.
Objective(s) required?	Indicates this goal requires objectives. Options are Yes or No.	When Yes is selected, at least one objective must be saved.
Objectives		

Field	Description	Validation
Objective <sequence number>: By <Objective Date>, given <given>, <Student First Name> will <Student will> as measured by <as measured by>.	Displays the Sequence Number and Objective fields listed in a sentence: • Objective Date • given • Student First Name • Student will • as measured by Objective Sentence: Objective <sequence number>: By <Objective Date>, given <given>, <Student First Name> will <Student will> as measured by <as measured by>.	The Sequence number and Objective sentence displays on Save. Displays the first 150 characters of the Objective. When longer than 150 characters, the Objective is truncated with ellipses (...).
Sequence Number	The sequence number of the objective.	This field automatically populates with the next integer. Must be unique.
Enter data into the fields below (Objective Date, given, student will, and as measured by) to construct an objective sentence. Click the Preview Button below to view the result.		
Objective Date	The first day of the objective.	N/A
given	Part of the objective statement.	This field is limited to 8000 characters.
Student will	Part of the objective statement.	This field is limited to 8000 characters.
as measured by	Part of the objective statement.	This field is limited to 8000 characters.
Preview Objective	Click this button to preview the objective statement.	Displays a preview of the Objective
Objective	Displays the Objective fields listed in a sentence: • Objective Date • given • Student First Name • Student will • as measured by Objective Sentence: Objective <sequence number>: By <Objective Date>, given <given>, <Student First Name> will <Student will> as measured by <as measured by>.	Displays a preview of the Goal when clicking the Preview Objective button.

Supplementary Aids and Services

The Supplementary Aids and Services editor lists additional supports provided to the student that are necessary to measure the student's academic achievement and functional performance on state, district-wide, and classroom assessments.



Supplementary Aids and Services List Screen

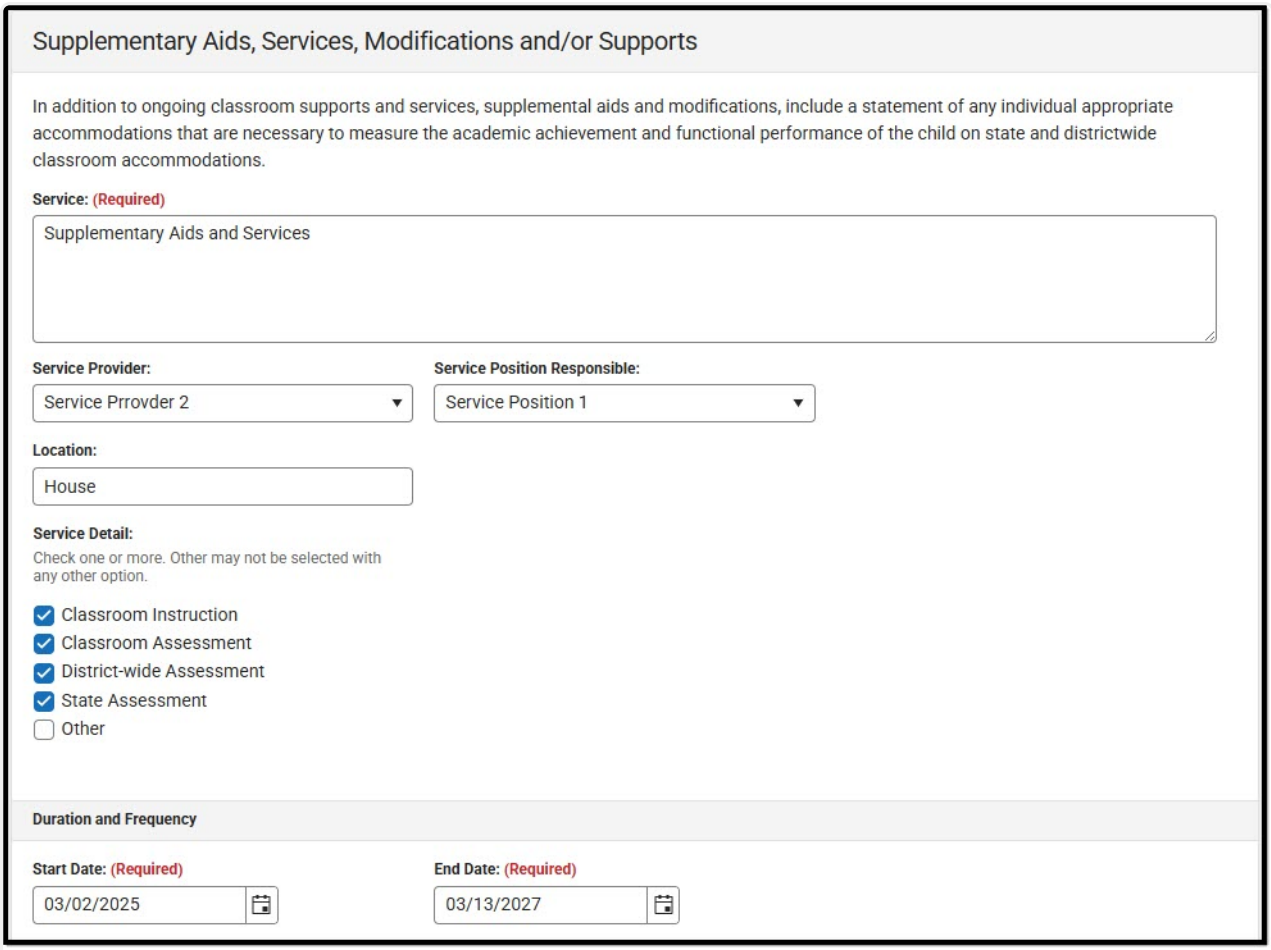
Click here to expand...

Supplementary Aids and Services List Screen

Column Name	Description
Padlock Icon	Indicates the person currently editing the record.
Service	The name of the service.
Time	The amount of time the student receives the service.
Start Date	The first day of the service.
End Date	The last day of the service.

Supplementary Aids and Services Detail Screen

Select an existing record or click **New** to open the detail screen.



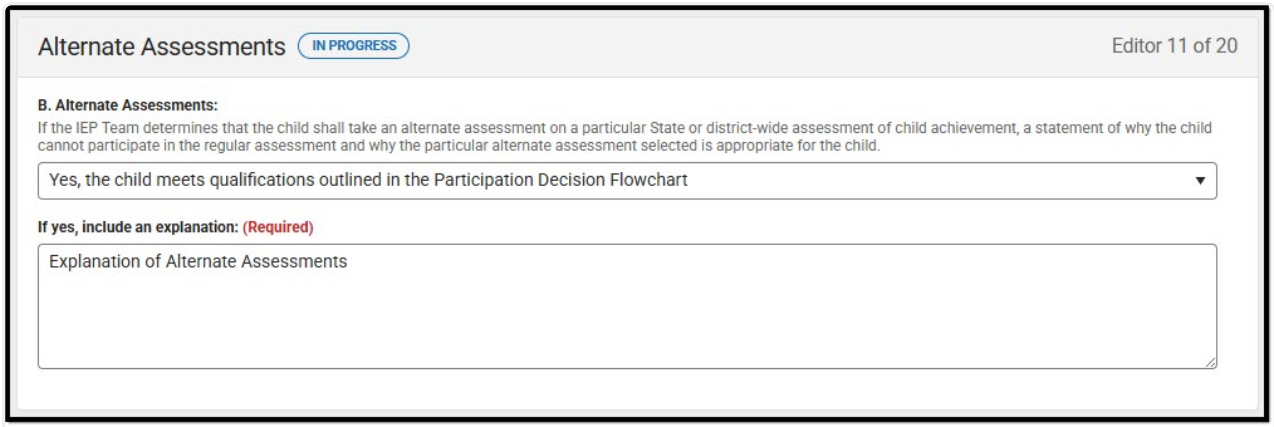
Supplementary Aids and Services Detail Screen

Field	Description	Validation
Service *Required*	The name of the service.	This field is limited to 8000 characters.
Service Provider	The service provider of the service.	The options available come from the Special Ed Service Provider Setup tool.
Service Position Responsible	The service position providing the service.	The options available come from the Special Ed Service Positions Setup tool.
Location	The location of the service.	This field is limited to 250 characters.
Service Detail	Options include: • Classroom Instruction • Classroom Assessment • District-wide Assessment • State Assessment • Other	Other may not be selected with any other option

Field	Description	Validation
Duration and Frequency		
Start Date *Required*	The first day of service.	This automatically populates with the Start Date from the Plan Information editor but can be modified.
End Date *Required*	The last day of service.	This automatically populates with the End Date from the Plan Information editor but can be modified.
Amount of time (minutes) *Required*	The amount of time in minutes of the service.	N/A
#times per *Required*	The number of times per frequency.	N/A
Frequency *Required*	The service frequency. Options include: • year • term • month • biweekly • week • day • as needed by year • as needed by term • as needed by month • as needed by week • as needed by day	N/A

Alternate Assessments

The Alternate Assessment editor indicates whether the student meets the criteria for receiving alternative assessments to take standardized tests.

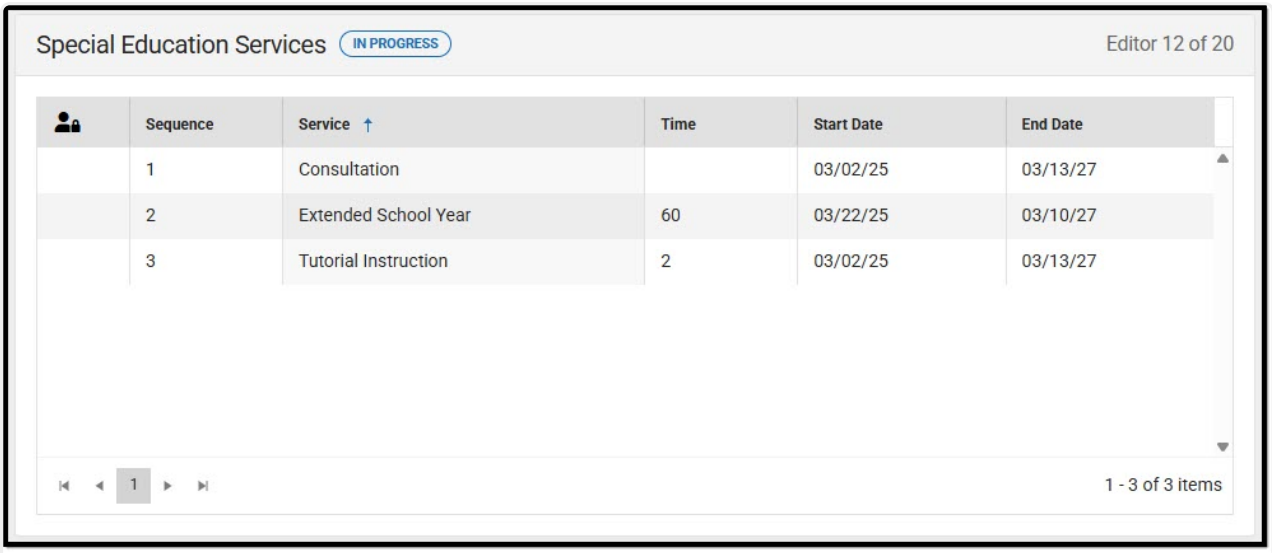


Alternate Assessments Editor

Field	Description	Validation
B. Alternate Assessments	Options include: • 0: Null • 1: Yes, the child meets qualifications outlined in the Participation Decision Flowchart • 2: No, the child does not meet the qualification and will be participating in regular education state and district-wide assessments • 3: Not applicable	**Database Location**: SEPTestAccommodations.testParticipation
If yes, include an explanation **Required*	A description of the qualifications the student meets for alternate assessments.	*This field is available and required when Yes is selected from B. This field is limited to 8000 characters.

Special Education Services

The Special Education Services editor lists services provided to students in Special Education settings based on their needs.



Special Education Services List Screen

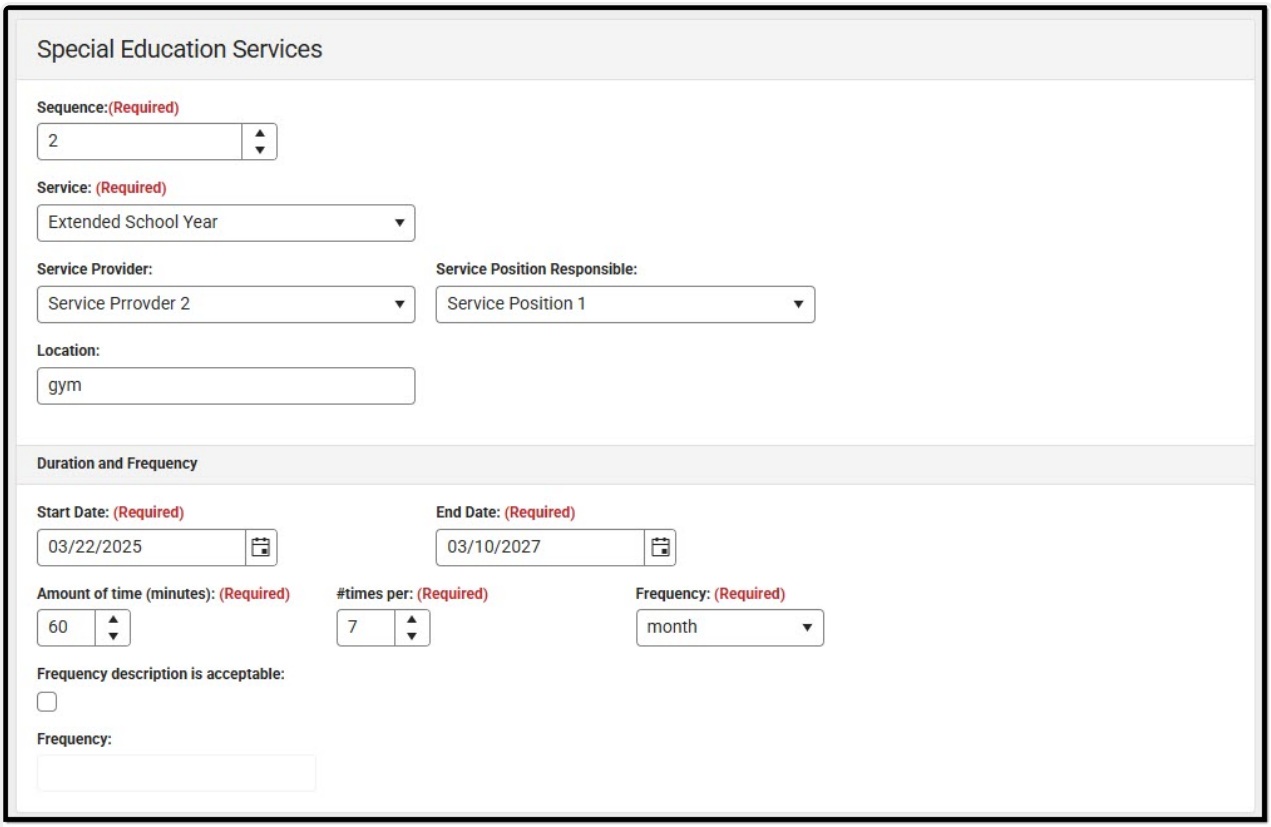
Click here to expand...

Special Education Services List Screen

Column Name	Description
Padlock Icon	Indicates the person currently editing the record.
Sequence	The sequence number of the service.
Service	The name of the service.
Time	The amount of service time.
Start Date	The first day of service.
End Date	The last day of service.

Special Education Services Detail Screen

Select an existing record or click **New** to open the detail screen.



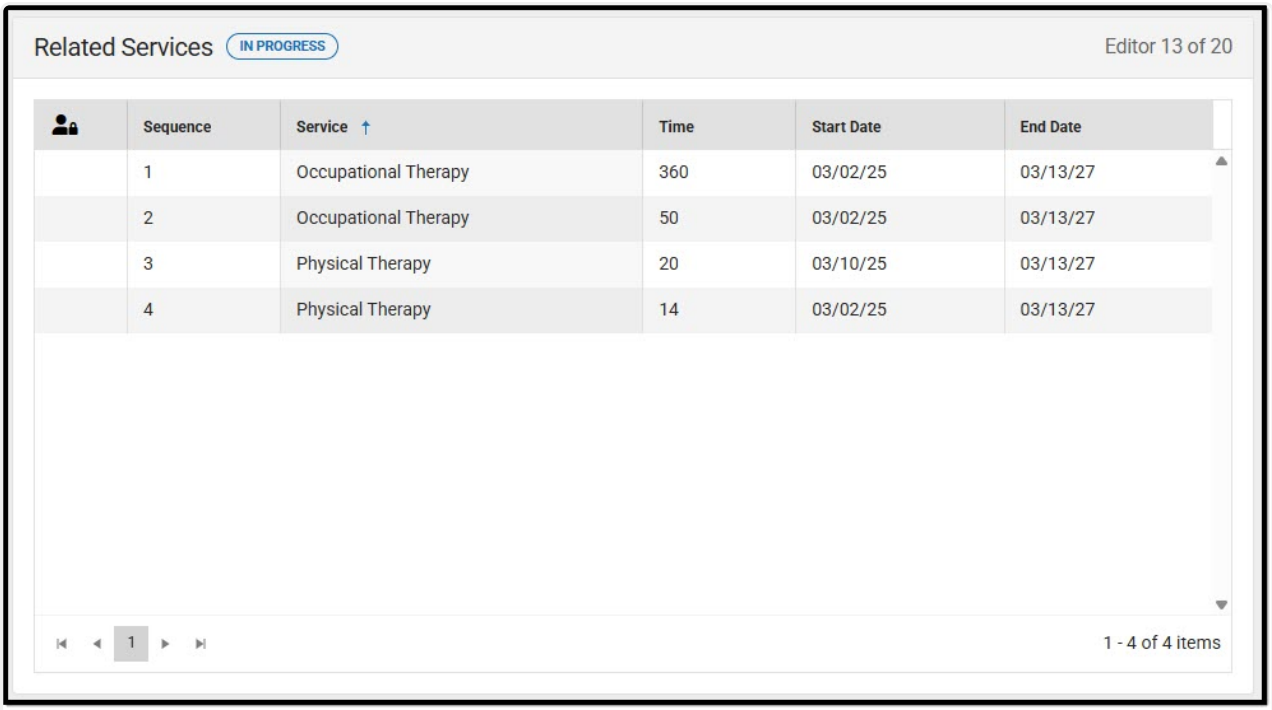
Special Education Services Detail Screen

Field	Description	Validation
Sequence	The sequence number of the service.	This field automatically populates with the next integer. Must be unique.
Service *Required*	The name of the service. Other is always an option.	The options available come from the Special Ed Services Setup tool.
Specify Other **Required*	The other type of service.	*This field is available and required when Other is selected from the Service field. This field is limited to 150 characters.
Service Provider	The provider of the service.	The options available come from the Special Ed Service Provider Setup tool. This field is limited to 150 characters.
Service Position Responsible	The service position providing the service.	The options available come from the Special Ed Service Positions Setup tool.

Field	Description	Validation
Location	The location of the service.	This field is limited to 150 characters.
Duration and Frequency		
Start Date *Required*	The first day of the service.	This automatically populates with the Start Date from the Plan Information editor but can be modified.
End Date *Required*	The last day of the service.	This automatically populates with the End Date from the Plan Information editor but can be modified.
Amount of time (minutes) *Required*	The amount of time in minutes of the service.	N/A
#times per *Required*	The number of times per frequency.	N/A
Frequency *Required*	The service frequency. Options include: • year • term • month • biweekly • week • day • as needed	N/A
Frequency description is acceptable	Indicates a description is acceptable to describe the frequency of the service.	When marked, the Amount, #times per, and Frequency fields are disabled.
Frequency **Required*	The frequency description.	*This field is available and required when "Frequency description is acceptable" is marked. This field is limited to 250 characters.

Related Services

The Related Services editor lists related services provided to students in Special Education settings based on their needs.



Related Services Editor List Screen

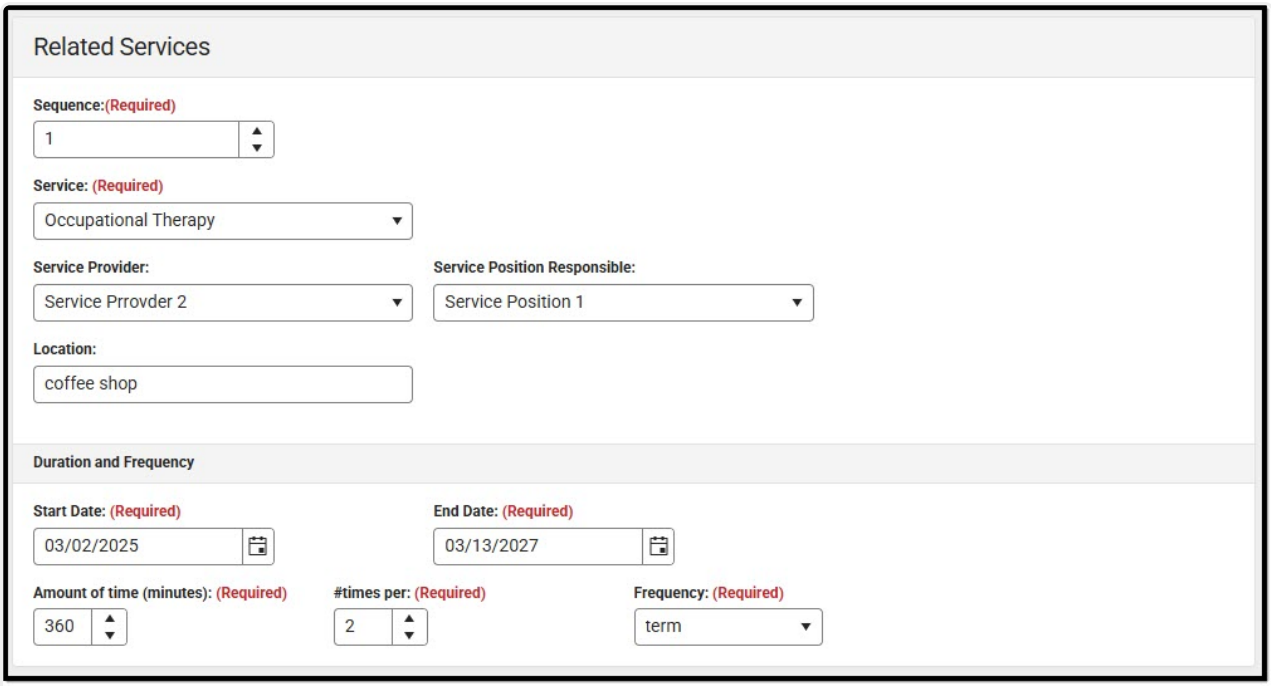
Click here to expand...

Related Services List Screen

Column Name	Description
Padlock Icon	Indicates the person currently editing the record.
Sequence	The sequence number of the service.
Service	The name of the service.
Time	The amount of service time.
Start Date	The first day of service.
End Date	The last day of service.

Related Services Detail Screen

Select an existing record or click **New** to open the detail screen.



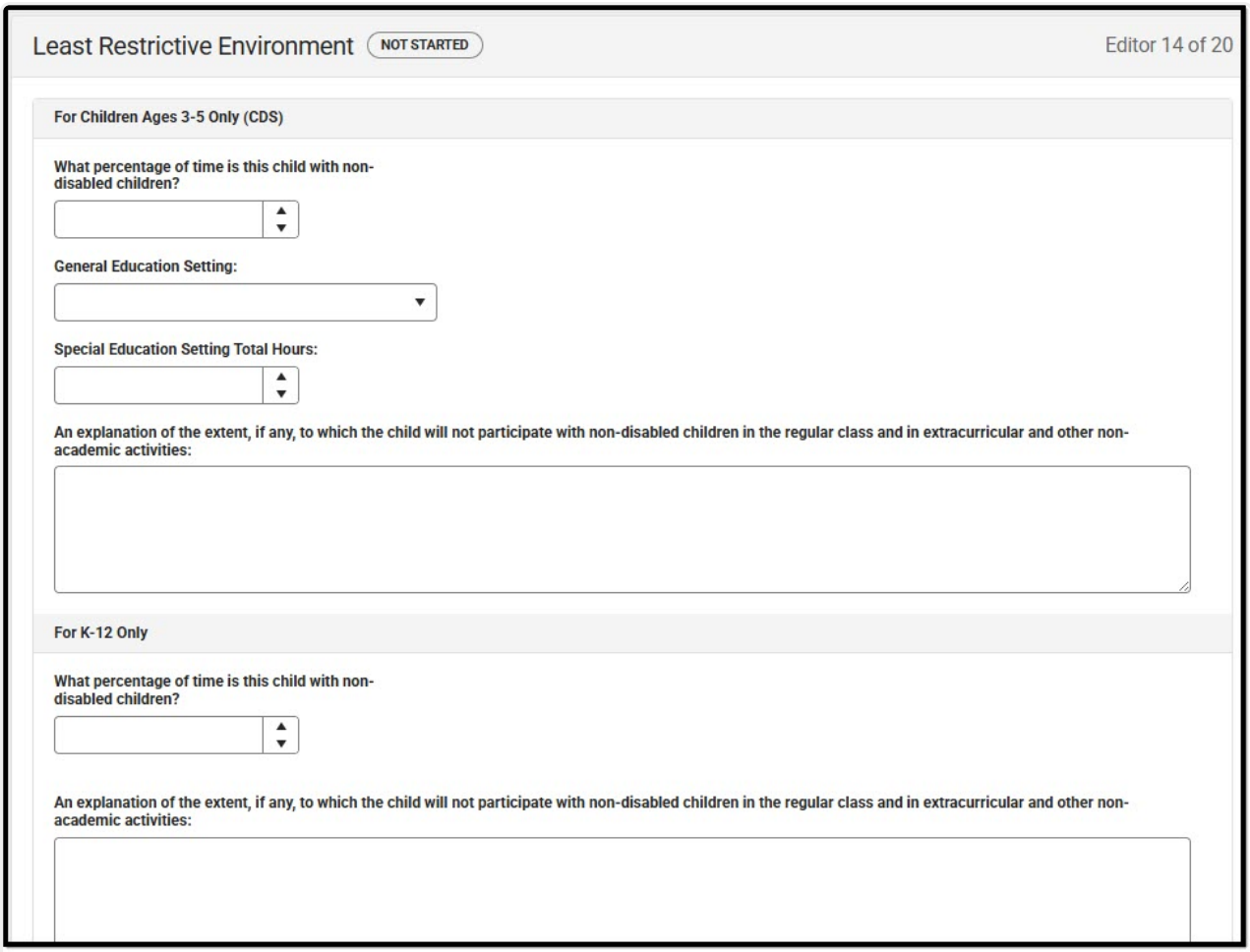
Related Services Detail Screen

Field	Description	Validation
Sequence	The sequence number of the service.	This field automatically populates with the next integer. Must be unique.
Service *Required*	The name of the service. Other is always an option.	The options available come from the Special Ed Services Setup tool.
Specify Other **Required*	The other type of service.	*This field is available and required when Other is selected from the Service field. This field is limited to 150 characters.
Service Provider	The provider of the service.	The options available come from the Special Ed Service Provider Setup tool. This field is limited to 150 characters.
Service Position Responsible	The service position providing the service.	The options available come from the Special Ed Service Positions Setup tool.
Location	The location of the service.	This field is limited to 150 characters.

Field	Description	Validation
Duration and Frequency		
Start Date *Required*	The first day of the service.	This automatically populates with the Start Date from the Plan Information editor but can be modified.
End Date *Required*	The last day of the service.	This automatically populates with the End Date from the Plan Information editor but can be modified.
Amount of time (minutes) *Required*	The amount of time in minutes of the service.	N/A
#times per *Required*	The number of times per frequency.	N/A
Frequency *Required*	The service frequency. Options include: • year • term • month • biweekly • week • day • as needed	N/A

Least Restrictive Environment

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



Least Restrictive Environment Editor

Click here to expand...

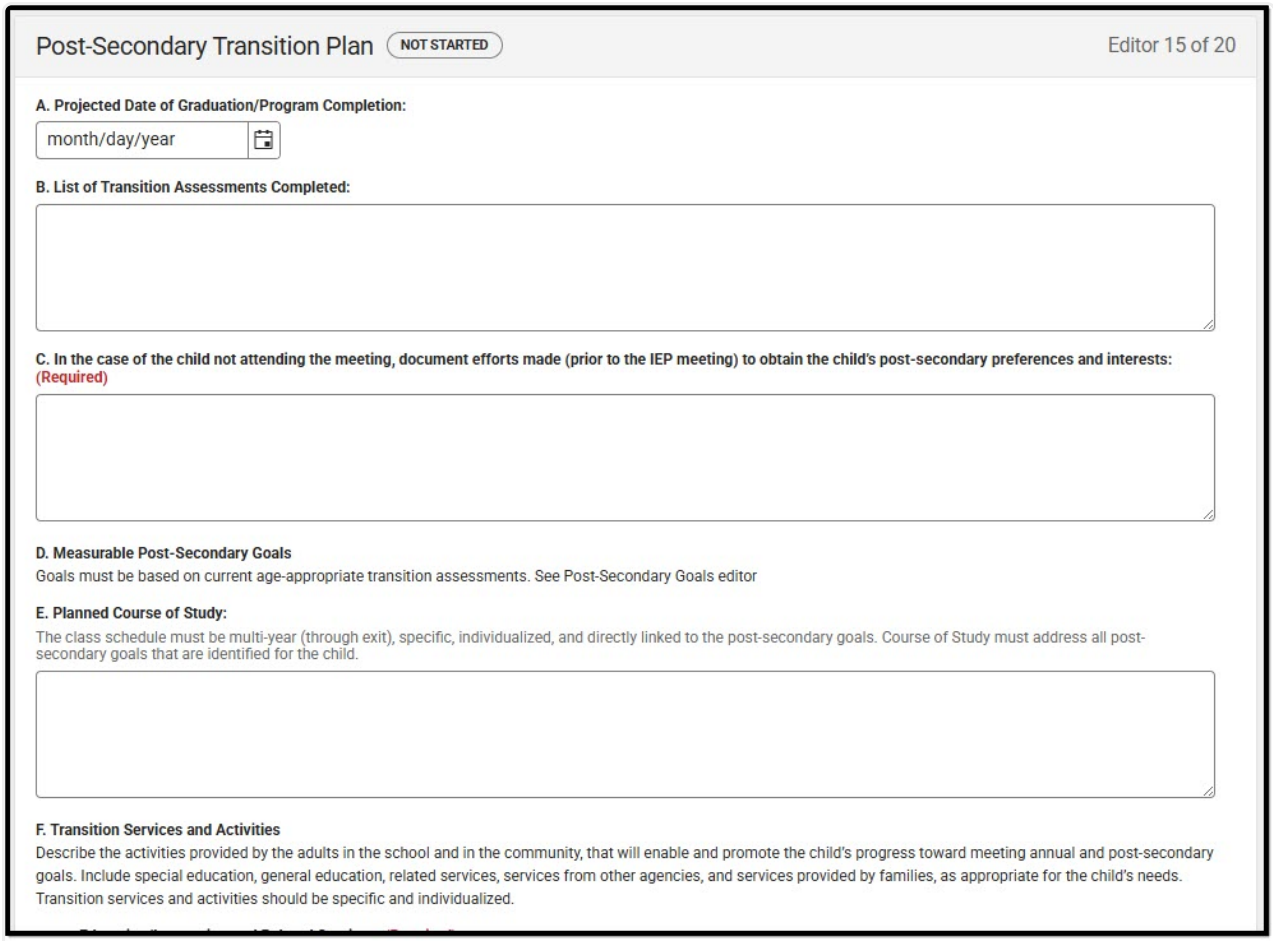
Field	Description	Validation
For Children Ages 3-5 Only (CDS)		
What percentage of time is this child with non-disabled children?	The percentage of time the student spends with non-disabled students.	N/A
General Education Setting	Options include: • More than or equal to 10 hours • Less than 10 hours	N/A
Special Education Setting Total Hours	The total number of hours the student spends in a special education setting.	N/A

Field	Description	Validation
An explanation of the extent, if any, to which the child will not participate with non-disabled children in the regular class and in extracurricular and other non-academic activities *Required*	A description of the extent to which the student will not participate with non-disabled students.	This field is limited to 8000 characters.
For K-12 Only		
What percentage of time is this child with non-disabled children?	The percentage of time the student spends with non-disabled students.	N/A
An explanation of the extent, if any, to which the child will not participate with non-disabled children in the regular class and in extracurricular and other non-academic activities	A description of the extent to which the student will not participate with non-disabled students.	This field is limited to 8000 characters.

Post-Secondary Transition Plan

The Post-Secondary Transition Plan editor documents the student's post-secondary transition needs and projected graduation or program completion.

This editor is required when the Secondary Transition checkbox is marked on the Plan Information editor. Otherwise, this editor is automatically placed in a Not Needed status.



Post-Secondary Transition Plan Editor

Click here to expand...

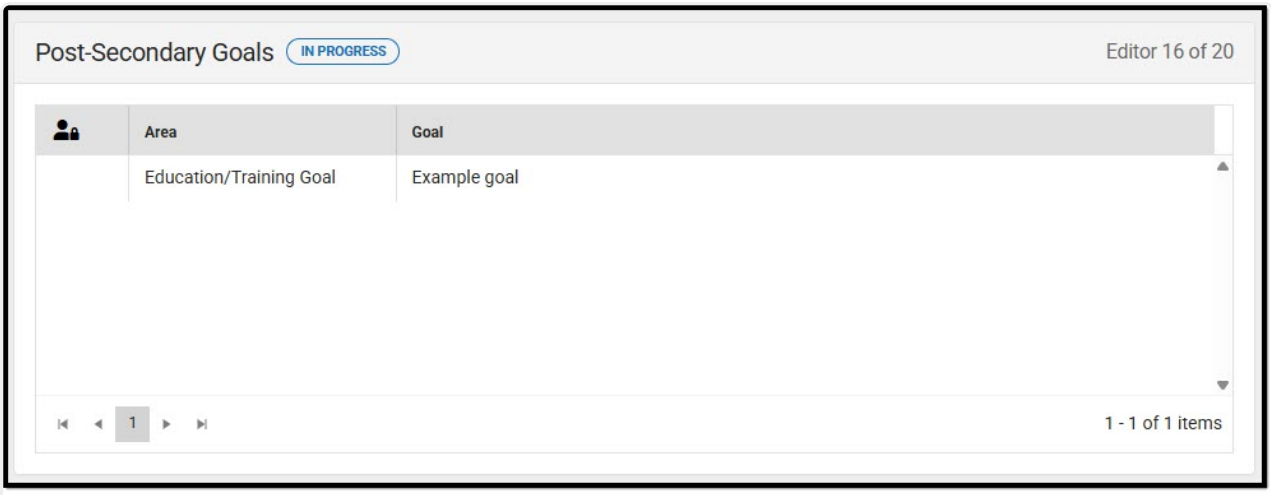
Field	Validation
A. Projected Date of Graduation/Program Completion	**Database Location**: SEPTransitionPlan.expectDate
B. List of Transition Assessments Completed	This field is limited to 8000 characters. **Database Location**: SEPTransitionPlan.transitionAssessment
C. In the case of the child not attending the meeting, document efforts made (prior to the IEP meeting) to obtain the child's post-secondary preferences and interests *Required*	This field is limited to 8000 characters. **Database Location**: SEPTransitionPlan.studentPref
D. Measurable Post-Secondary Goals	

Field	Validation
E. Planned Course of Study	This field is limited to 8000 characters. **Database Location**: SEPTransitionPlan.priorities
F. Transition Services and Activities	
Education/Instruction and Related Services *Required*	This field is limited to 8000 characters.
Career/Employment and Other Post-Secondary Adult Living Objectives *Required*	This field is limited to 8000 characters.
Community Experiences *Required*	This field is limited to 8000 characters.
If Appropriate, Daily Living Skills and/or Functional Vocational Evaluation	This field is limited to 8000 characters.
G. Agencies Responsible to Provide and/or Pay for Services	This field is limited to 8000 characters.

Post-Secondary Goals

The Postsecondary Goals editor details a student's postsecondary goals in education/training and employment or independent living skills.

This editor is required when the Secondary Transition checkbox is marked on the Plan Information editor. Otherwise, this editor is automatically placed in a Not Needed status.



Post-Secondary Goals List Screen

Click here to expand...

Post-Secondary Goals List Screen

Column Name	Description
Padlock Icon	Indicates the user currently editing the record.
Area	The post-secondary area addressed by the goal.
Goal	The first 100 characters of the post-secondary goal.

Post-Secondary Goals Detail Screen

Select an existing record or click **New** to open the detail screen.



Post-Secondary Goals Detail Screen

Field	Description	Validation

Field	Description	Validation
Area	The post-secondary area addressed by the goal. Options include: • Education/Training Goal • Employment Goal • Independent Living Skills Goal (when appropriate)	**Database Location**: SEPGenericForm.tinyint1
After graduation, student will	The post-secondary goal.	This field is limited to 8000 characters. **Database Location**: SEPGenericForm.vcMax1

Age of Majority

The Age of Majority editor documents the student was informed of their rights when turning 17 during the duration of the plan.

This editor is required when the Secondary Transition checkbox is marked on the Plan Information editor. Otherwise, this editor is automatically placed in a Not Needed status.

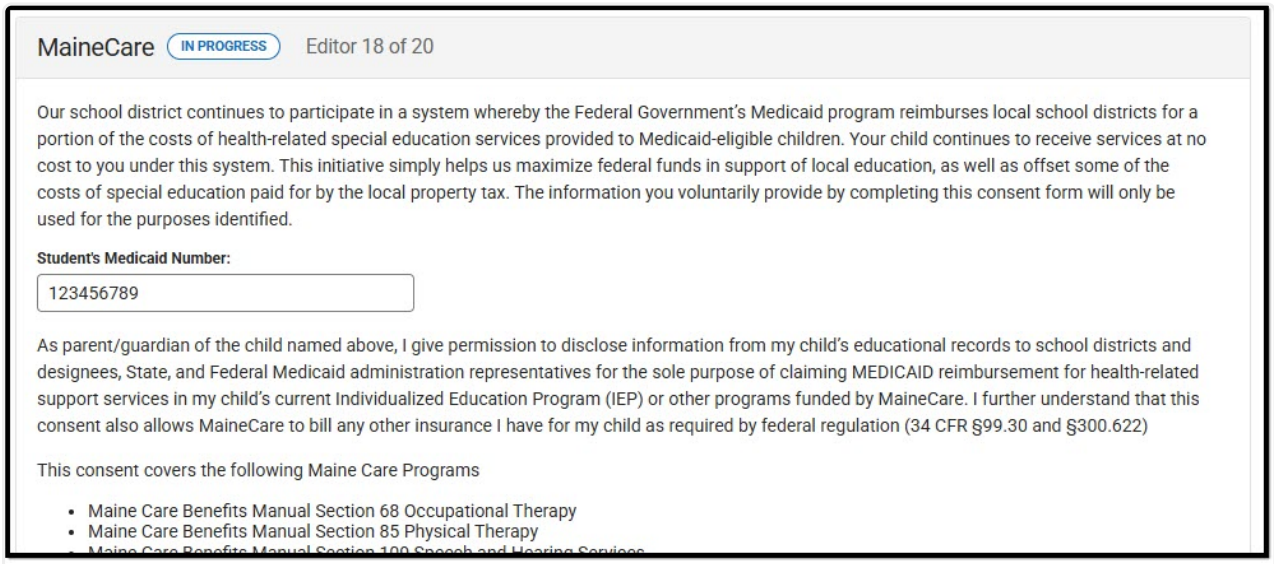


Age of Majority Editor

Field	Description	Validation
If the child will turn 17 during the duration of this IEP, the child and parent(s) have been informed of rights at the age of majority (age 18).	Indicates the student turns 17 during the plan's duration and has been informed of their rights.	N/A
Date Informed	The day the student was informed of their rights.	*This field is required when Yes is selected from the above question.

MaineCare

The MaineCare editor documents the student's participation in the Medicaid program.

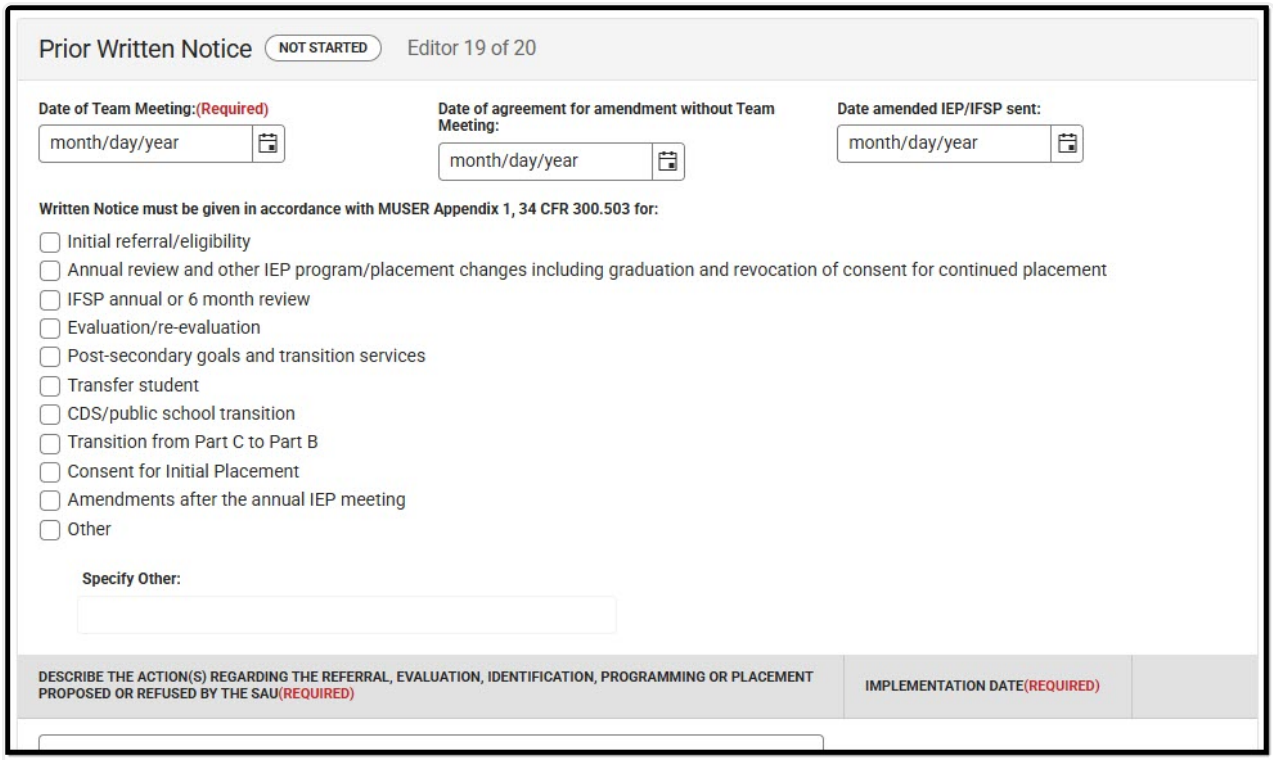


MaineCare Editor

Field	Description
Student's Medicaid Number	The student's Medicaid number.
Is your child covered under MaineCare through the Katie Beckett program?	Options are Yes or No.
Parent/Guardian Permission	Options are Yes or No.

Prior Written Notice

The Prior Written Notice editor documents instances of team meetings and participants and any prior written notices of those meetings.



Prior Written Notice Editor

Click here to expand...

Field	Description	Validation
Date of Team Meeting *Required*	The day of the team meeting.	N/A
Date of agreement for amendment without Team Meeting	The day the team agreed to amend the plan without a team meeting.	N/A
Date amended IEP/IFSP sent	The day the amended plan was sent to the parent/guardian and/or student.	N/A

Field	Description	Validation
Written Notice must be given in accordance with MUSER Appendix 1, 34 CFR 300.503 for	The written notice reason. Options include: • Initial referral/eligibility • Annual review and other IEP program/placement changes including graduation and revocation of consent for continued placement • IFSP annual or 6 month review • Evaluation/re-evaluation • Post-secondary goals and transition services • Transfer student • CDS/public school transition • Transition from Part C to Part B • Consent for Initial Placement • Amendments after the annual IEP meeting • Other	Multiple options can be selected.
Specify Other **Required*	The other written notice reason.	*This field is available and required when Other is selected from the "Written Notice must be given in accordance with MUSER Appendix 1, 34 CFR 300.503 for" field. This field is limited to 250 characters.
Describe the action(s) regarding the referral, evaluation, identification, programming or placement proposed or refused by the SAU *Required*	A description of the team's proposed actions.	This field is limited to 8000 characters.

Field	Description	Validation
Implementation Date *Required*	The first day of the plan.	N/A
Explain why the SAU is proposing or refusing to take the above action(s) *Required*	A description of the justification for the proposed action(s).	This field is limited to 8000 characters.
Describe each evaluation procedure, assessment, record or report the SAU used as a basis for the proposed or refused action(s) *Required*	A description of the evidence used to make the above determination.	This field is limited to 8000 characters.
Describe any other options that the Team, which includes the parent, considered and the reasons why those options were rejected *Required*	A description of other actions considered by the team.	This field is limited to 8000 characters.
Describe any other factors that are relevant to the SAU's proposed or refused action(s) described above *Required*	Any other factors relevant to the proposed or refused action(s).	This field is limited to 8000 characters.

Field	Description	Validation
Description of the points made by the parent including the parent's description of their child's progress *Required*	A description of the parent/guardian's input based on their student's progress.	This field is limited to 8000 characters.
Enclosures may be included within the document and recorded below	A description of any additional documentation.	This field is limited to 8000 characters.
Team Members		
First Name *Required*	The first name of the team member.	This field pulls in from the Special Ed Team Members tool but can be manually edited.
Last Name *Required*	The last name of the team member.	This field pulls in from the Special Ed Team Members tool but can be manually edited.
Role Name *Required*	The role of the team member.	This field pulls in from the Special Ed Team Members tool but can be manually edited.
Date	The day of the team meeting or the day the team member was informed of changes to the student's plan.	N/A

7 Day Waiver

The 7-Day Waiver editor is a read-only editor that pulls in information from the Least Restrictive Environment and Prior Written Notice editors.



7-Day Waiver Editor