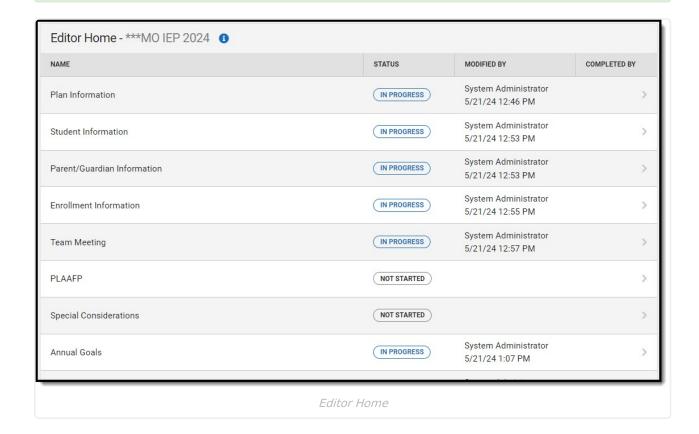# Individual Education Plan (Missouri)

Last Modified on 05/31/2024 9:12 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 Elementary Individual Education Plan captures student special education plan information and matches the required documentation provided by the state of Missouri. This document describes each editor, a description of each field on the editor, and any special considerations and instructions. **The Individual Service Plan (ISP) is the same format as the IEP used for Private Schools in Missouri.**

The current format of this document is the **MO IEP 2024** and **MO ISP 2024**. Plan formats are managed using the Special Education Plan Type Setup tool.

Editor Home

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.
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.

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 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.
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.
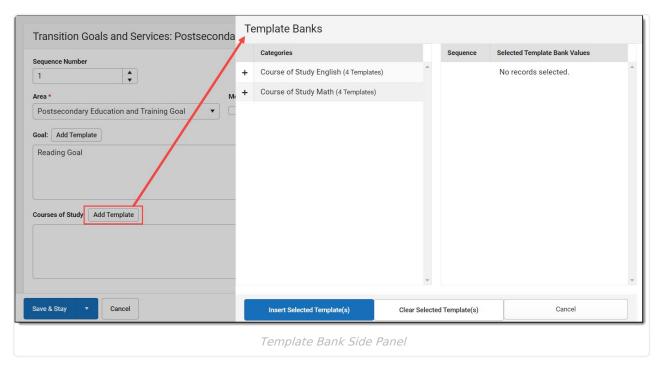
To release an editor, the user must:

- 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.
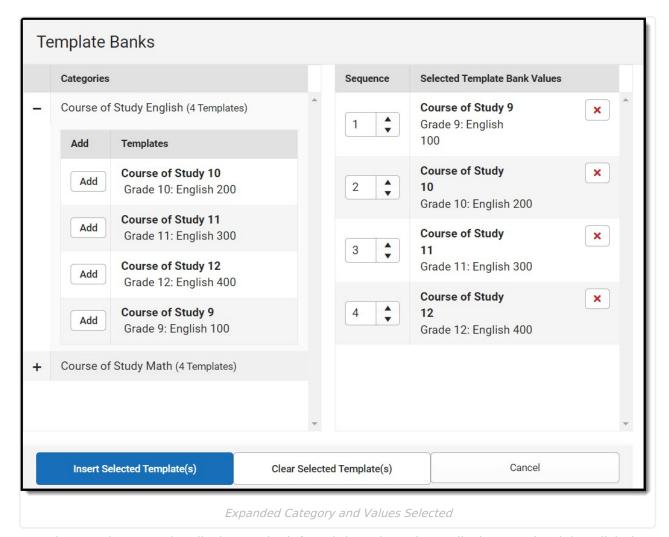
Template Banks

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.

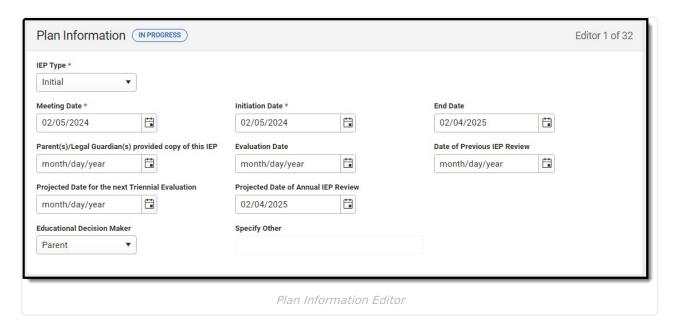*Example Template Bank Selections in the Document*

Text Editors

Images should not be inserted into text fields.

Editors

Plan Information | Student Information | Parent/Guardian Information | Enrollment Information | Team Meeting | PLAAFP | Special Considerations | Annual Goals | Reporting Progress | Special Education Services | Related Services | Supplementary Aids and Services | Parent and School Personnel Supports | Form F: Classroom Accommodations and Modifications | Transportation as a Related Service | Regular Education Participation | Placement Considerations | Blind and Visually Impaired | Form B: Extended School Year | ESY Services | Form C: Post-Secondary Transition Plan | Post-Secondary Transition Goals | Post-Secondary Transition Services | Form C: Course of Study | Form D - Part 1: MAP Grade-Level Assessments | Form D - Part 2: MAP End-Of-Year (EOC) Assessments | Form D - Part 3: Alternative Assessment (MAP-A) | Form D - Part 4: WIDA ACCESS | Form D - Part 5: NAEP/International Assessments | Form E: District Wide Assessments and Alternative Assessments | Form G | IEP Signature Page | Prior Written Notice

Plan Information

The Plan Information editor provides information about the type of plan and all relevant dates regarding the team meeting, last evaluation date, and future review dates.

Plan Information Editor

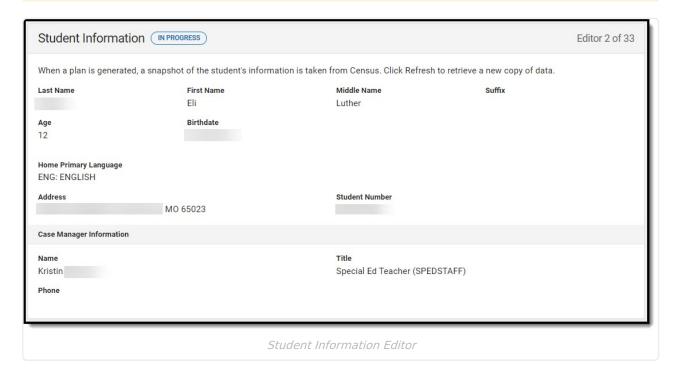▶ Click here to expand...

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Student Information

The Student Information editor displays basic information about the student such as demographic information. This is a read-only editor.

Student Information   IN PROGRESS   Editor 2 of 33

When a plan is generated, a snapshot of the student's information is taken from Census. Click Refresh to retrieve a new copy of data.

Last Name	First Name	Middle Name	Suffix
	Eli	Luther	

Age
12

Birthdate

Home Primary Language
ENG: ENGLISH

Address   MO 65023

Student Number

Case Manager Information

Name
Kristin

Title
Special Ed Teacher (SPEDSTAFF)

Phone

Student Information Editor

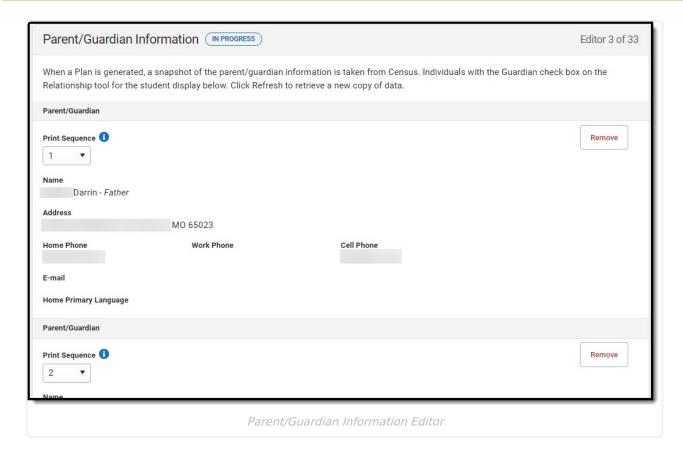▶ Click here to expand...

Parent/Guardian Information

The Parent/Guardian Information editor populates based on the guardian checkbox on the student's Relationships tool. The editor includes Demographic information for the student's guardian.

Parent/Guardian Information (IN PROGRESS)

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

Parent/Guardian

Print Sequence ⓘ

[1 ▾]

Remove

Name

Darrin - *Father*

Address

 MO 65023

Home Phone   **Work Phone**   **Cell Phone**

E-mail

Home Primary Language

Parent/Guardian

Print Sequence ⓘ

[2 ▾]

Remove

Name

Parent/Guardian Information Editor
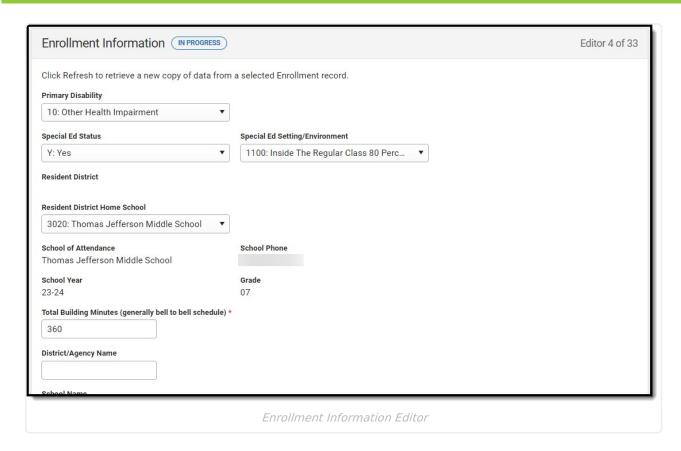
▶ Click here to expand...

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Enrollment Information

The Enrollment Information editor reports special education information from the student's Enrollment record.

The **Refresh** button retrieves a fresh copy of data from the student's record. See the General Information section for additional information.
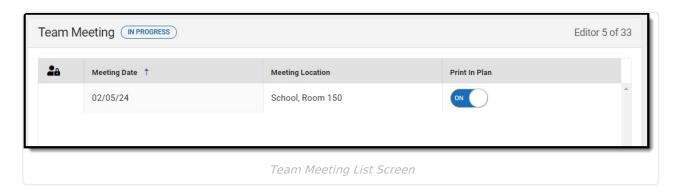
This editor cannot be placed in a Not Needed status.

Enrollment Information Editor

▶ Click here to expand...

Team Meeting

The Team Meeting editor documents information regarding the meeting date and attendance for team members.

Team Meeting List Screen

▶ Click here to expand...

PLAAFP

The Present Levels (PLAAFP) editor includes the student's present levels of academic achievement

and functional performance, including the assessment conducted to determine level, resulting skills determined, and needs identified.

PLAAFP Editor

▶ Click here to expand...

Special Considerations

The Special Consideration: Federal and State Requirements editor documents additional considerations including limited English proficiency, visual or communication impairments, assistive technology needs, and participation in an extended school year program and/or state and/or district-wide assessments.

Special Considerations Editor

▶ Click here to expand...

Annual Goals

The Annual Goals editor describes annual goals set for the student and how that goal is measured.

Annual Goals List Screen

▶ Click here to expand...

Reporting Progress

The Reporting Progress editor documents the frequency of reporting the student's progress to their

parent(s)/guardian(s).

Reporting Progress Editor
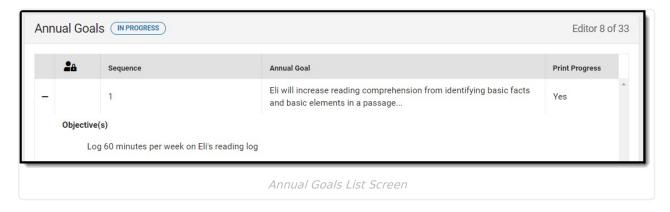
Field	Description	Validation
When progress will be reported to the parent(s)/guardian(s)	The frequency of reporting progress to the student's parent(s)/guardian(s). Options include: • Bi-Quarterly • Quarterly • Trimester • Semester • Other	N/A
Specify Other	The other reporting frequency.	*This field is available and required when Other is selected as the progress frequency above.

Special Education Services

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

Special Education Services List Screen

▶ Click here to expand...

Related Services

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

Related Services List Screen

▸ Click here to expand...

^ Back to Top

Supplementary Aids and Services

The Supplementary Aids and Services editor lists supplementary aids and services provided to the student in a Special Education setting.

Supplementary Aids and Services List Screen

▸ Click here to expand...

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Parent and School Personnel Supports

The Parent and School Personnel Supports editor lists services provided to the parent/guardian(s) and/or staff members to aid the student when administering their education or services needs.

Parent and School Personnel Supports List Screen

▸ Click here to expand...

Form F: Classroom Accommodations and Modifications

The Classroom Accommodations and Modifications editor documents and areas within the classroom that requires accommodations or modifications for the student.

	Area	Accommodation	Start Date	End Date
	Test/Exams	Extended time for completion	02/05/24	06/07/24

Form F: Classroom Accommodations and Modifications List Screen — Editor 14 of 33 — IN PROGRESS

▶ Click here to expand...

Transportation as a Related Service

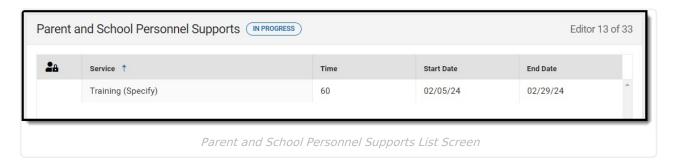The Transportation as a Related Service editor documents the student's transportation services needs and any accommodations or modifications for transportation.

Transportation as a Related Service   IN PROGRESS   Editor 15 of 33

Transportation
The student does not require transporta... ▼

The student needs accommodations or modifications for transportation.
▼

If yes, check any transportation accommodations/modifications that are needed.

☐ Wheelchair Lift   ☐ Door to door pick-up and drop-off
☐ Aide   ☐ Curb to Curb pick-up and drop-off
☐ Child safety restraint system   ☐ Other

Specify child safety restraint   **Specify other**

Transportation as a Related Service Editor

▶ Click here to expand...

Regular Education Participation

The Regular Education Participation editor documents the extent of the student's participation in a regular education setting.

Regular Education Participation — NOT STARTED — Editor 16 of 33

Extent of Participation in Regular Education

For Preschool

Will all of this child's special education and related services be provided with non-disabled peers in a regular education setting designed primarily for children without disabilities?

[dropdown ▼]

a. If no, to what extent will the child not receive special education and related services in a regular education setting?
minutes or % of special education and related service minutes on the IEP

[text box]

b. Describe the reasons why the IEP team determined that provision of services in the regular education setting was not appropriate for the child

Please select all that apply:

The curriculum and goals of the regular education class
i.e., factors which document at need for specially designed materials, supplies, or equipment or significant modifications to the regular curriculum which would have an adverse effect on the educational program for other students in the class

[checkbox]

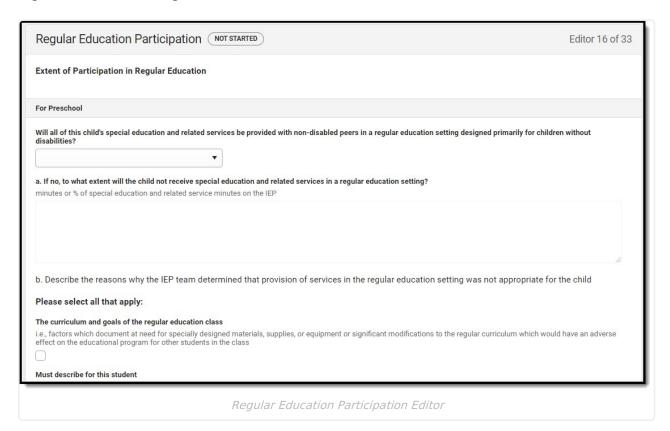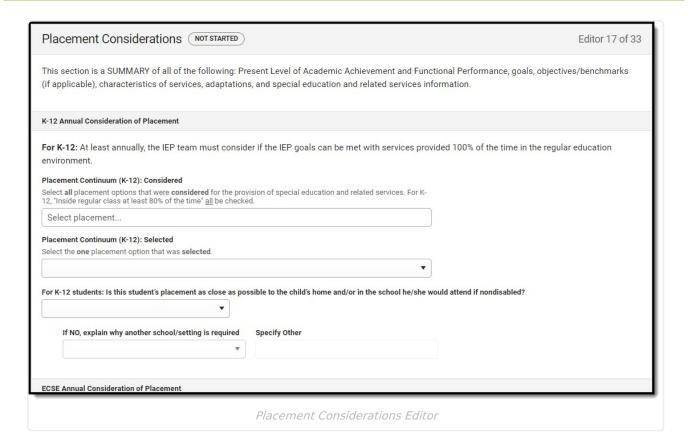**Must describe for this student**

Regular Education Participation Editor

▸ Click here to expand...

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Placement Considerations

The Placement Considerations editor documents the student's placement, such as the percentage of time spent in a regular class or in a separate facility.
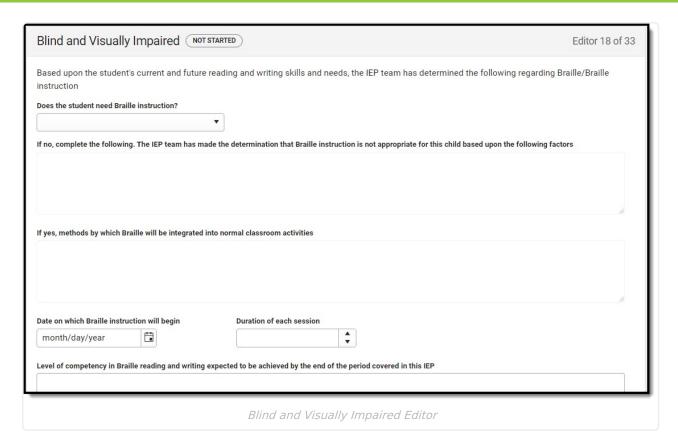
Placement Considerations Editor

▸ Click here to expand...

Blind and Visually Impaired

The Blind and Visually Impaired editor describes any Braille services provided to the student.

Blind and Visually Impaired NOT STARTED   Editor 18 of 33

Based upon the student's current and future reading and writing skills and needs, the IEP team has determined the following regarding Braille/Braille instruction

Does the student need Braille instruction?

[▼]

If no, complete the following. The IEP team has made the determination that Braille instruction is not appropriate for this child based upon the following factors

[   ]

If yes, methods by which Braille will be integrated into normal classroom activities

[   ]

Date on which Braille instruction will begin   **Duration of each session**

[month/day/year   📅]   [▲▼]

Level of competency in Braille reading and writing expected to be achieved by the end of the period covered in this IEP

[   ]

Blind and Visually Impaired Editor
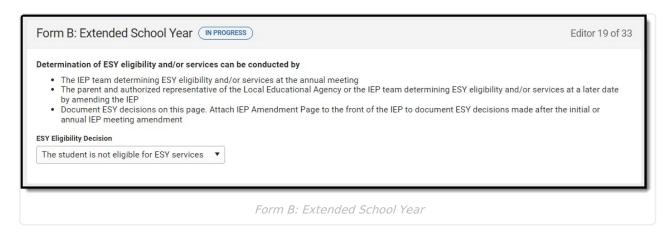
▸ Click here to expand...

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Form B: Extended School Year

The Form B: Extended School Year editor indicates the student is eligible for services beyond the standard school time, such as beyond school hours or during breaks. The only field on this editor is a dropdown called ESY Eligibility Decision.

Form B: Extended School Year IN PROGRESS   Editor 19 of 33

Determination of ESY eligibility and/or services can be conducted by
- The IEP team determining ESY eligibility and/or services at the annual meeting
- The parent and authorized representative of the Local Educational Agency or the IEP team determining ESY eligibility and/or services at a later date by amending the IEP
- Document ESY decisions on this page. Attach IEP Amendment Page to the front of the IEP to document ESY decisions made after the initial or annual IEP meeting amendment

ESY Eligibility Decision

[The student is not eligible for ESY services   ▼]

Form B: Extended School Year

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ESY Services

The ESY Services editor describes the specific services provided to the student outside of standard school hours.

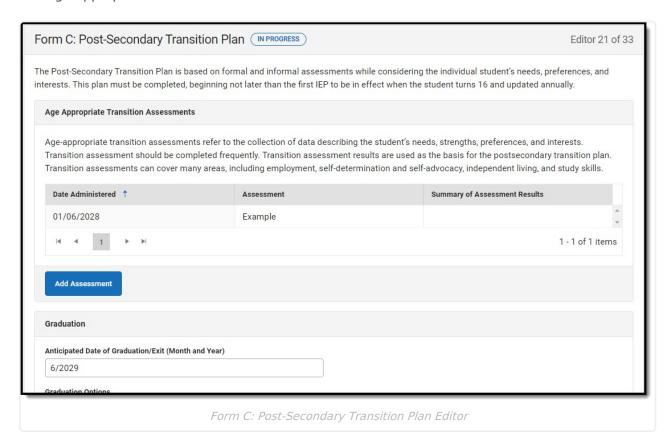*ESY Services List Screen*

▶ Click here to expand...

Form C: Post-Secondary Transition Plan

The Form C: Post-Secondary Transition Plan editor documents the student's graduation options and age-appropriate assessments.
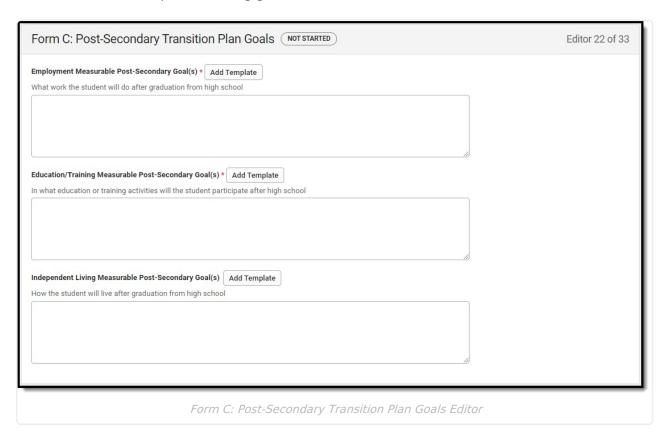

Form C: Post-Secondary Transition Plan Editor

▶ Click here to expand...

Post-Secondary Transition Goals

The Post-Secondary Transition Goals editor documents the student's post-school employment, education, and/or independent living goals.

Form C: Post-Secondary Transition Plan Goals Editor

▶ Click here to expand...

Post-Secondary Transition Services

The Post-Secondary Transition Services editor documents any services the student requires to achieve their post-school employment, education, and/or independent living goals.

Form C: Post-Secondary Transition Services List Screen

▶ Click here to expand...

Form C: Course of Study

The Course of Study editor documents all courses the student requires to be completed prior to graduation and how this coursework aligns with their post-secondary goals.

👤🔒	School Year	
−	2025	

Course	Semester
Example	1

Course of Study List Screen

▶ Click here to expand...

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Form D - Part 1: MAP Grade-Level Assessments

The MAP Grade-Level Assessments editor documents the student's participation in the MAP Assessments.

Grades 3 through 8: English Language Arts and Mathematics

Grade 5 and 8: Science

The Grade-Level Assessment features both *Universal Tools* which are available to <u>ALL</u> students unless marked specifically for English Learners and *Accommodations* which are only available to students with an IEP/504 plan.

Participation

Grade Level Assessment Participation

[▼]

Universal Tools and Accommodations

Universal tools are access features of the assessment that are either provided as digitally-delivered components of the test administration system or separate from it. Universal tools are available to students based on student preference and selection. IEP teams may recommend but not require the use of universal tools. For detailed descriptions of each tool and any restrictions on the use of them, please see the Tools and Accommodations document found on the Grade-Level Assessment webpage or in the Test Coordinators and Test Administration Manuals.

Section A: Universal Tools - Automatically Available

The following tools are automatically available and do not need to be marked in the testing system to use them

MAP Grade-Level Assessments Editor

Form D - Part 2: MAP End-Of-Year (EOC) Assessments

The MAP End-of-Year Assessments editor documents accommodations provided to the student for end-of-course assessments and the Subject to which the accommodation applies.

Form D - Part 2: MAP End-Of-Course (EOC) Assessments Editor

Form D - Part 3: Alternative Assessment (MAP-A)

The Alternative Assessment editor documents how the student will participate in the MAP-A assessment.

Form D - Part 3: Alternate Assessment (MAP-A) Editor
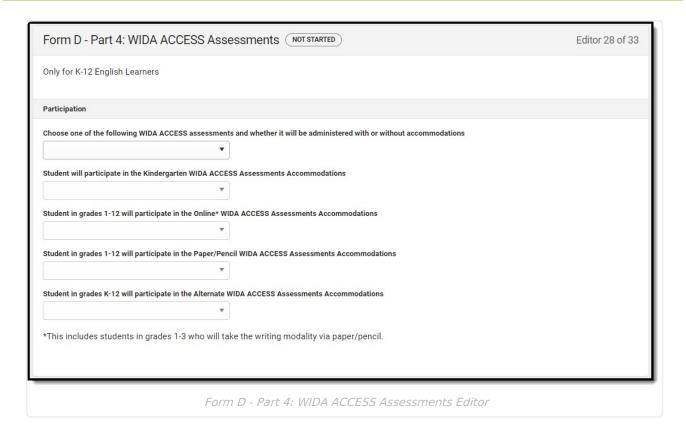
▸ Click here to expand...

Form D - Part 4: WIDA ACCESS

The WIDA ACCESS editor documents accommodations provided to the student to assist the student as an English Language Learner.
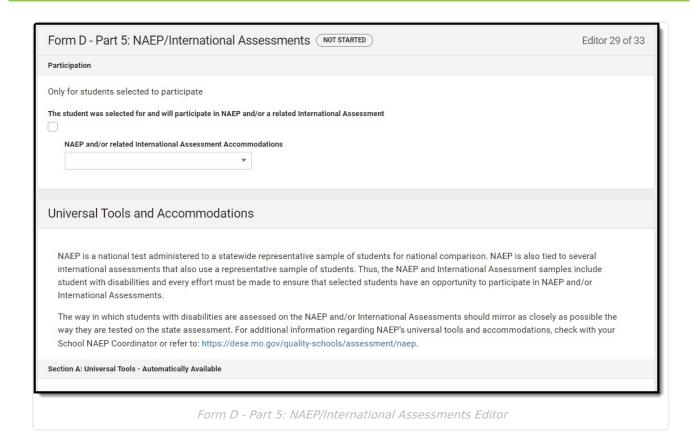
Form D - Part 4: WIDA ACCESS Assessments   NOT STARTED   Editor 28 of 33

Only for K-12 English Learners

Participation

Choose one of the following WIDA ACCESS assessments and whether it will be administered with or without accommodations

[▼]

Student will participate in the Kindergarten WIDA ACCESS Assessments Accommodations

[▼]

Student in grades 1-12 will participate in the Online* WIDA ACCESS Assessments Accommodations

[▼]

Student in grades 1-12 will participate in the Paper/Pencil WIDA ACCESS Assessments Accommodations

[▼]

Student in grades K-12 will participate in the Alternate WIDA ACCESS Assessments Accommodations

[▼]

*This includes students in grades 1-3 who will take the writing modality via paper/pencil.

Form D - Part 4: WIDA ACCESS Assessments Editor

▶ Click here to expand...

Form D - Part 5: NAEP/International Assessments

The NAEP/International Assessments editor documents the accommodations the student requires for taking the NAEP national test.

Form D - Part 5: NAEP/International Assessments Editor

▶ Click here to expand...

Form E: District Wide Assessments and Alternative Assessments

The District Wide Assessments and Alternative Assessments editor documents accommodations provided to the student for taking district tests.
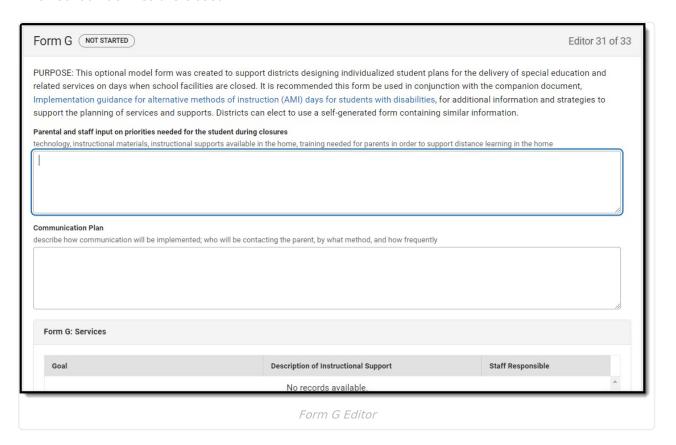

District Wide Assessments and Alternative Assessments List Screen

▶ Click here to expand...

Form G

The Form G documents how the student receives special education and related services on days when school facilities are closed.
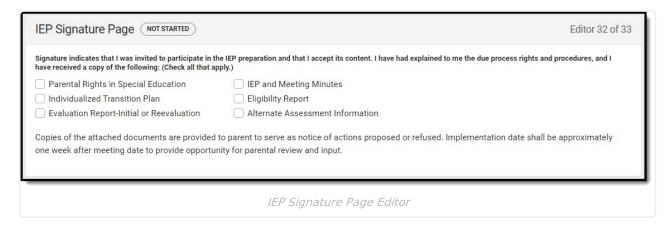

Form G Editor

▸ Click here to expand...
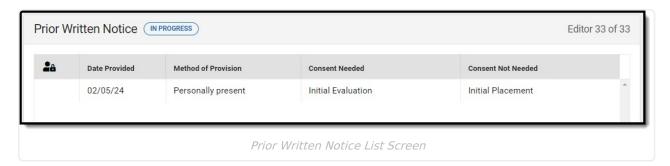
IEP Signature Page

The IEP Signature Page editor documents the parent/guardian's consent that they agree with the contents of the IEP and have received copies of the appropriate documents.

IEP Signature Page Editor

Prior Written Notice

The Prior Written Notice documents communication with parents/guardians and other members of the student's special education team and their consent and/or approval for the proposed or refused actions documented in the plan.

	Date Provided	Method of Provision	Consent Needed	Consent Not Needed
	02/05/24	Personally present	Initial Evaluation	Initial Placement

Prior Written Notice List Screen

▶ Click here to expand...