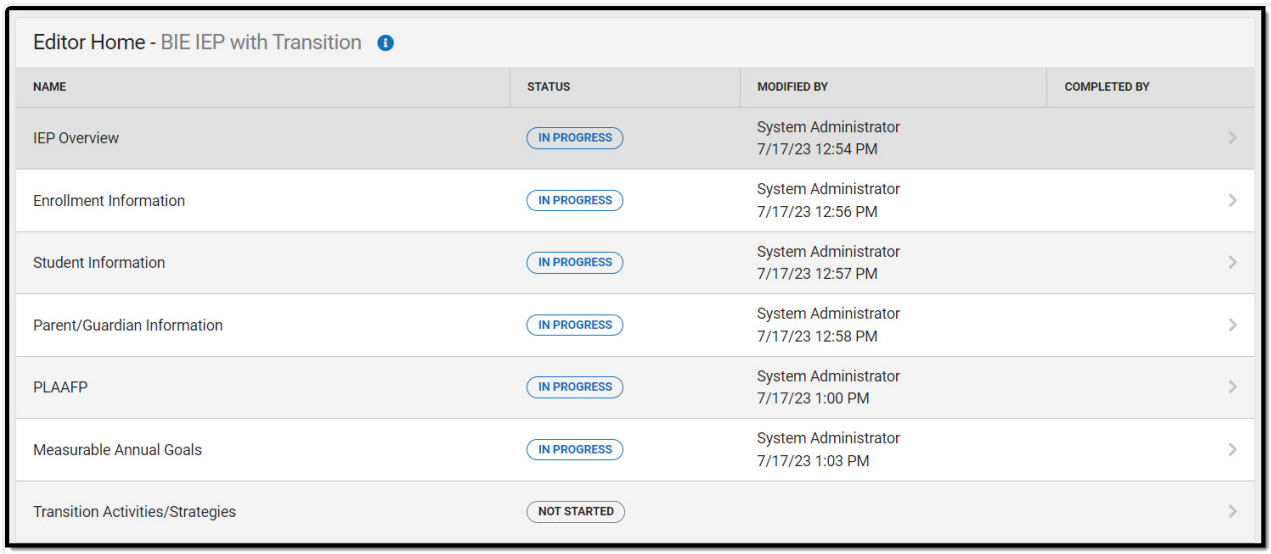
Individual Education Plan (BIE)

Last Modified on 08/20/2026 10:02 am CDT

Tool Search: Special Ed Documents

The Individual Education Plan is used to capture student special education plan information and match the required documentation provided by the Bureau of Indian Education. 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 print format is the **BIE IEP 2023.3** and **BIE IEP with Transition**. Plan formats are selected in Plan Types. The plan type documented is the **IEP with Transition**. Editors only available for the Transition IEP are marked as Transition only below.

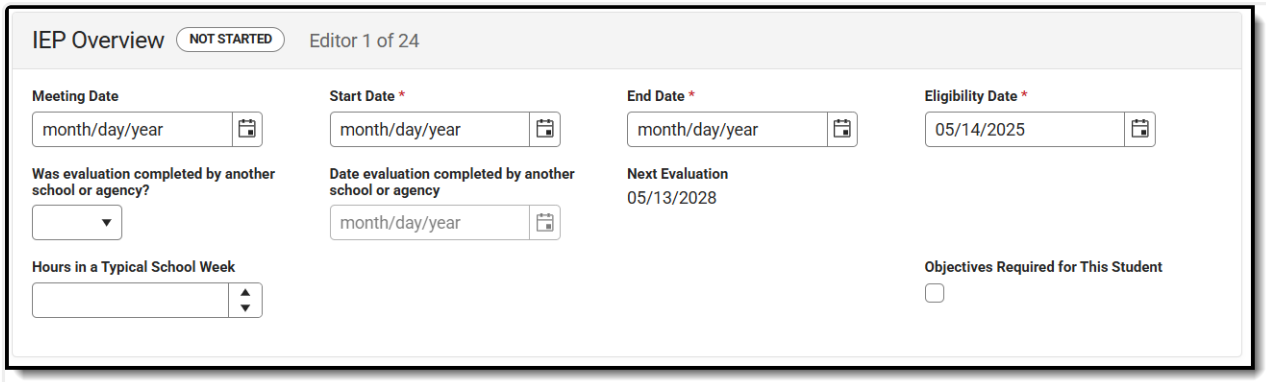


Editor Home

IEP Overview

The IEP Overview editor includes general meeting and screening information and lists the dates associated with the plan, such as dates the plan is active.

This editor must be saved before continuing to other areas of the plan.



IEP Overview Editor

Click here to expand...

Field	Description	Validation
Meeting Date	The day of the meeting.	N/A
Start Date *Required*	The first day of the plan.	N/A
End Date *Required*	The last day of the plan.	This field auto-populates with the date entered as the Start Date plus one year and one day.
Eligibility Date *Required*	The day the student was determined to be eligible to receive special ed services.	This field pulls in from the Determination of Eligibility Date field on the Determination of Eligibility editor on the most recent ~~locked~~ Evaluation, but can be edited as needed. See the BIE Evaluation Summary Report for additional information.
Was evaluation completed by another school or agency?	Indicates an evaluation was completed by another school or agency. Options are Yes of No.	N/A
Date evaluation completed by another school or agency **Required*	The school or agency that completed the evaluation.	*This field is available and required when Yes is selected for Was evaluation completed outside of school?

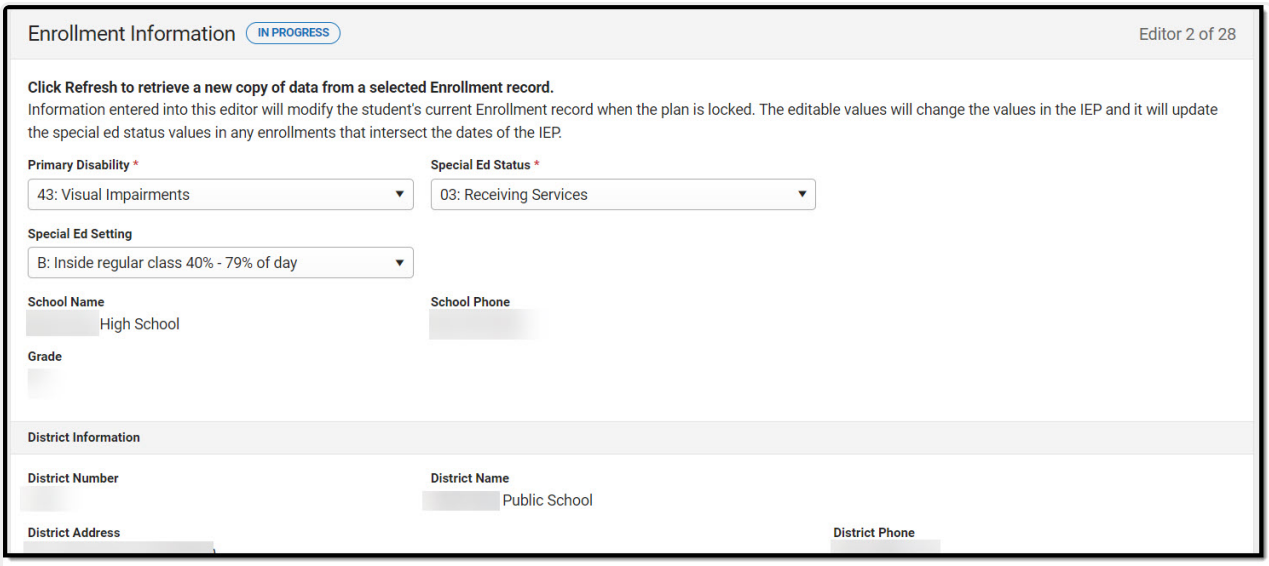
Field	Description	Validation
Next Evaluation *Read-Only*	The day of the student's next evaluation.	This field auto-populates to three years minus one day from the Eligibility Date when the Evaluation exists OR from the date when the Evaluation was completed. When both dates exist, the newest date is used in the calculation.
Hours in a Typical School Week	The number of hours the student spends in school in a typical week.	This field allows for 2 decimal places with a minimum of 0 and max of 999.99.
Objectives Required for This Student	Indicates objectives are required for the student.	When marked, entered objectives display on print.

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Enrollment Information

The Enrollment Information editor reports Special Education information from the student's Enrollment record. This editor is read only.

> The **Refresh** button retrieves a fresh copy of data from the student's record. See the General Information section for additional information.



Enrollment Information Editor

Click here to expand...

Field	Description	Validation
Primary Disability *Required*	The student's disability. Options include: • 40: Intellectual Disabilities • 41: Hearing Impairments/Deafness • 42: Speech or Language Impairments • 43: Visual Impairments • 44: Emotional Disturbance • 45: Orthopedic Impairments • 46: Other Health Impairments • 47: Specific Learning Disabilities • 48: Deaf/Blindness • 49: Multiple Disabilities • 50: Autism • 51: Traumatic Brain Injury • 52: Developmental Delay	Upon Refresh, this field auto-populates based on the value indicated in recent BIE Evaluation Summary Report, regardless of locked status. When no Evaluation Summary Report exists, this field auto-populates from the BIE Reporting section of the student's Enrollment record, but it can be modified. Users cannot save when the Primary Disability is 52: Developmental Delay when the student turns 10 on or before the start date of the plan.
Special Ed Status *Required*	The student's special ed status. Options include: • 01: Regular Ed-Not Receiving Services • 02: Being Evaluated • 03: Receiving Services • 04: Terminated from Special Ed	The only option that can be selected is 03: Receiving Services. Upon Refresh, this field auto-populates from the BIE Reporting section of the student's Enrollment record.

Field	Description	Validation
Special Ed Setting *Required*	The student's special ed setting. Click the click to expand link to view available options. Click here to expand... • A01: Age 4 receiving SPED Services in Reg EC Program (K), child in the program at least 10hrs/wk • A02: Age 4 in a Reg EC Program (K) at least 10hrs/wk, receiving SPED service in Other location • A03: Age 4 receiving SPED services in a Reg EC Program (K), child in the program less than 10hrs/wk • A04: Age 4 in a Reg EC Program (K) less than 10hr/wk, receiving SPED service in Other location • B01: EC/KG age 4 separate class • B02: EC/KG age 4 separate school • B03: EC/KG age 4 Residential facility • B04: EC/KG age 4 Home • B05: EC/KG age 4 Service Provider Location • A: Inside regular class 80% or more of day • B: Inside regular class 40%-79% of day • C: Inside regular class less than 40% of day • D: Separate School • E: Residential Facility • F: Homebound/Hospital • G: Correctional Facility • H: Parentally Placed in Private Schools	When the student turns 6 on or before the start date of the plan, the only value available in the dropdown are those with a code of A-H. Upon Refresh, this field auto-populates from the BIE Reporting section of the student's Enrollment record.
School Name *Read-Only*	The name of the school associated with the student's Enrollment record.	Upon Refresh, this field auto-populates from the student's Enrollment record.
School Phone *Read-Only*	The phone number of the school associated with the student's Enrollment record.	Upon Refresh, this field auto-populates from the student's Enrollment record.
Grade *Read-Only*	The student's current grade.	Upon Refresh, this field auto-populates from the student's Enrollment record.
District Information		

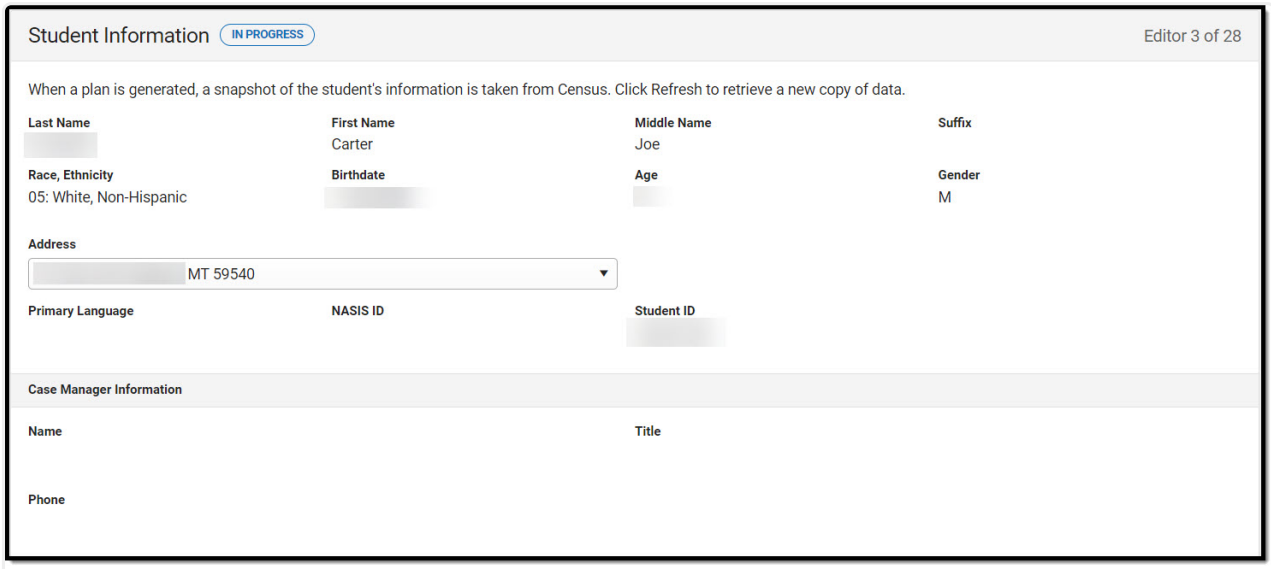
Field	Description	Validation
District Number	The district number associated with the Enrolled school.	Upon Refresh, this field auto-populates from the State District Number field on District record.
District Name	The district name associated with the Enrolled school.	Upon Refresh, this field auto-populates from the District Name field on District record.
District Address	The district address associated with the Enrolled school.	Upon Refresh, this field auto-populates from the District Address field on District record.
District Phone	The district phone number associated with the Enrolled school.	Upon Refresh, this field auto-populates from the District Phone field on District record.
District SPED Address	The district special education address associated with the Enrolled school.	Upon Refresh, this field auto-populates from the District SPED Address field on District record.
District SPED Phone	The district special ed phone number associated with the Enrolled school.	Upon Refresh, this field auto-populates from the District SPED Phone field on District record.

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Student Information

The Student Information editor displays basic information about the student such as demographic information.

The **Refresh** button retrieves a fresh copy of data from the student's record. See the General Information section for additional information.



Student Information Editor

Click here to expand...

Field	Description	Location (upon Refresh)
Last Name	The student's last name.	Census > People > Demographics > Last Name identity.lastName
First Name	The student's first name.	Census > People > Demographics > First Name identity.firstName
Middle Name	The student's middle name.	Census > People > Demographics > Middle Name identity.middleName
Suffix	The student's suffix.	Census > People > Demographics > Suffix Name identity.suffix
Race, Ethnicity	The student's identified race and/or ethnicity.	Census > People > Demographics > identity.raceEthnicity
Birthdate	The student's birthdate.	Census > People > Demographics > Birth Date identity.birthDate
Age	The age of the student.	Census > People > Demographics > Age
Gender	The student's gender.	Census > People > Demographics > Gender identity.gender

Field	Description	Location (upon Refresh)
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.	Census > Households > Address Info address.number; address.street; address.tag; address.prefix; address.dir; address.apt; address.city; address.state; address.zip
Primary Language	The student's language they speak at home.	Census > People > Demographics > Home Primary Language
NASIS ID	The student's NASIS identification number.	Census > People > Demographics > NASIS ID
Student Number	The student's identification number.	Census > People > Demographics > Student Number
Case Manager Information *These fields are read-only.*		
Name	The first and last name of the team member.	Student Information > Special Ed > General > Team Members
Title	The role of the team member.	Student Information > Special Ed > General > Team Members
Phone	The phone number of the team member.	Student Information > Special Ed > General > Team Members

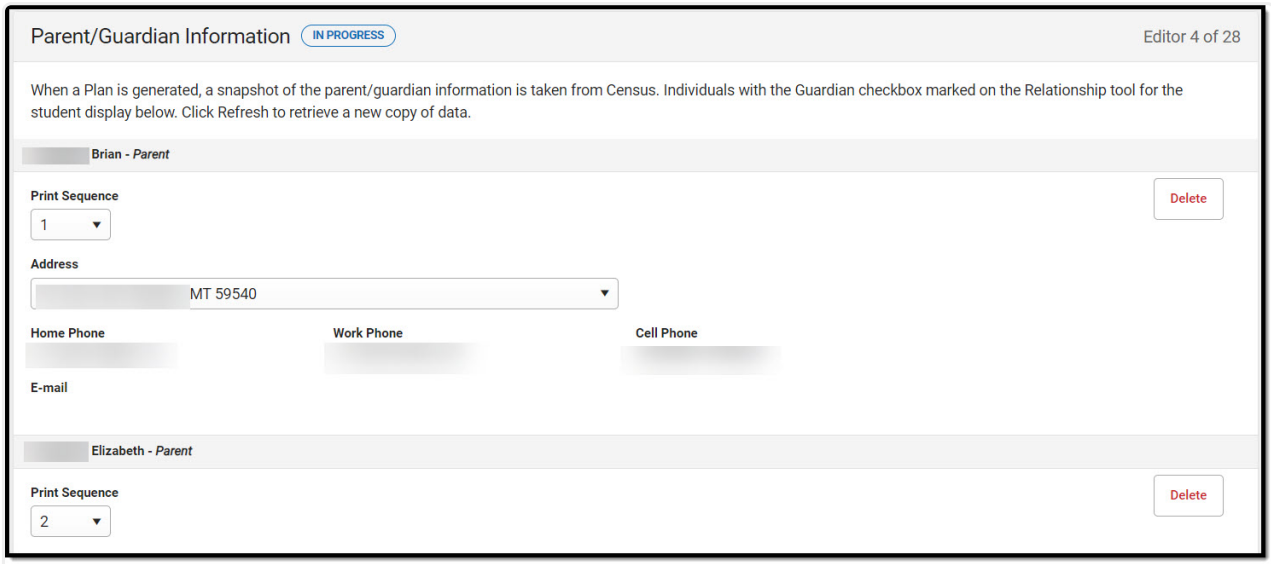
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Parent/Guardian Information

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

The **Delete** button next to each parent/guardian can be used to remove a parent/guardian from the IEP.

The **Refresh** button retrieves a new copy of parent/guardians' data. This also returns any accidentally deleted people. Manually entered fields do not change when the refresh button is clicked. The user must **Save** after clicking Refresh to capture changes.



Parent/Guardian Information Editor

Click here to expand...

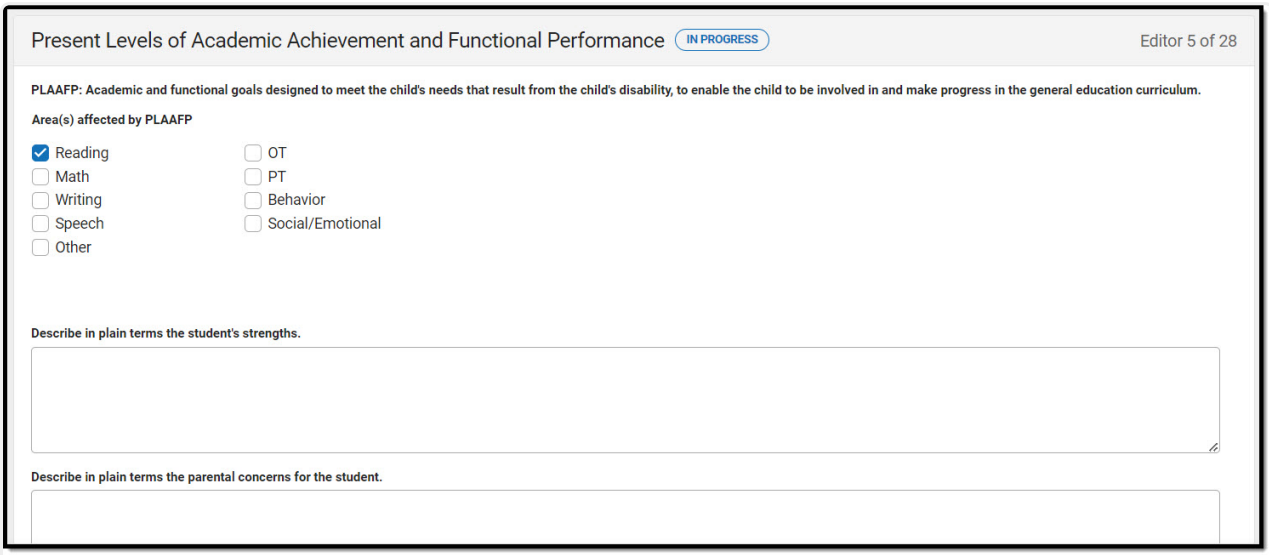
Field	Description	Location (upon Refresh)	Validation
Last Name	The last name of the parent/guardian.	Census > People > Demographics > Last Name identity.lastName	This field populates from Census. This is part of the header for the parent/guardian.
First Name	The first name of the parent/guardian.	Census > People > Demographics > First Name identity.firstName	This field populates from Census. This is part of the header for the parent/guardian.
Middle Name	The suffix of the parent/guardian.	Census > People > Demographics > Suffix Name identity.suffix	This field populates from Census. This is part of the header for the parent/guardian.
Suffix	The suffix of the parent/guardian.	Census > People > Demographics > Suffix Name identity.suffix	This field populates from Census. This is part of the header for the parent/guardian.
Relationship	The relation of the parent/guardian to the student.	Census > People > Relationships	This field populates from Census. This is part of the header for the parent/guardian.

Field	Description	Location (upon Refresh)	Validation
Print Sequence	The print order of the parent/guardian(s) on the IEP.	N/A	When no Sequence is selected, parent/guardian(s) print in the order displayed in the UI and print. When any Sequences are selected, unordered parent/guardian(s) display and print at the bottom.
Address	The parent/guardians' address.	Census > Households > Address Info address.number; address.street; address.tag; address.prefix; address.dir; address.apt; address.city; address.state; address.zip	This field populates from Census. When there are multiple addresses for a person, a drop down with an option to select which address displays. When there is only one address, the drop down has one option. The populated address is the one marked as Primary.
Home Phone	The home phone number of the parent/guardian.	Census > People > Demographics > Household Phone	This field populates from Census.
Work Phone	The work phone of the parent/guardian.	Census > People > Demographics > Work Phone	This field populates from Census.
Cell Phone	The cell phone of the parent/guardian.	Census > People > Demographics > Cell Phone	This field populates from Census.
Email	The primary email address for the parent/guardian.	Census > People > Demographics > Email	This field populates from Census.

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PLAAFP

The Present Level of Academic Achievement and Function (PLAAFP) editor provides a summary of the student's current achievement in school. This editor includes areas for parent and student input and a description of various kinds of assistance the student could receive.



Present Levels of Academic Achievement and Functional Performance Editor

Click here to expand...

Field	Description	Validation
Area(s) affected by PLAAFP *Required*	The PLAAFP area. Options include: • Reading • OT • Math • PT • Writing • Behavior • Speech • Social/Emotional • Other	Multiple options can be selected.
Specify **Required*	The other PLAAFP area.	*This field is available and required when Other is selected from PLAAFP area.
Describe in plain terms the student's strengths. **Required*	A description of the student's strengths.	*This field is required in order to Complete the editor.
Describe in plain terms the parental concerns for the student. **Required*	A description of the parent/guardians' concerns.	*This field is required in order to Complete the editor.

Field	Description	Validation
Describe in plain terms the student's levels of academic achievement. *Required	A description of the student's present levels of academic achievement.	*This field is required in order to Complete the editor.
Describe in plain terms the student's levels of functional performance. *Required	A description of the student's present level of functional performance.	*This field is required in order to Complete the editor.
Describe in plain terms how the student's disability affects his/her involvement and progress in the general educational curriculum. *Required	A description of how the student's disability impacts their involvement and progress in general education curriculum.	*This field is required in order to Complete the editor.

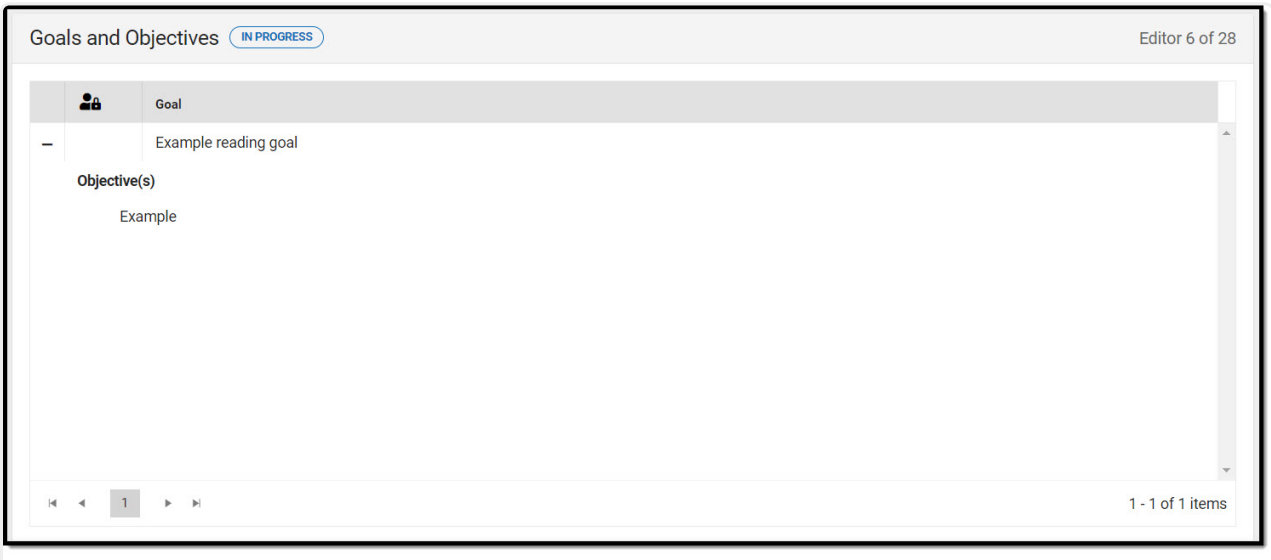
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Measurable Annual Goals

The Measurable Annual Goals editor lists measurable goals designed to improve the student's progress in general education and how accomplishing those goals is tracked and determined.

Click here to expand...

Measurable Annual Goals List Screen

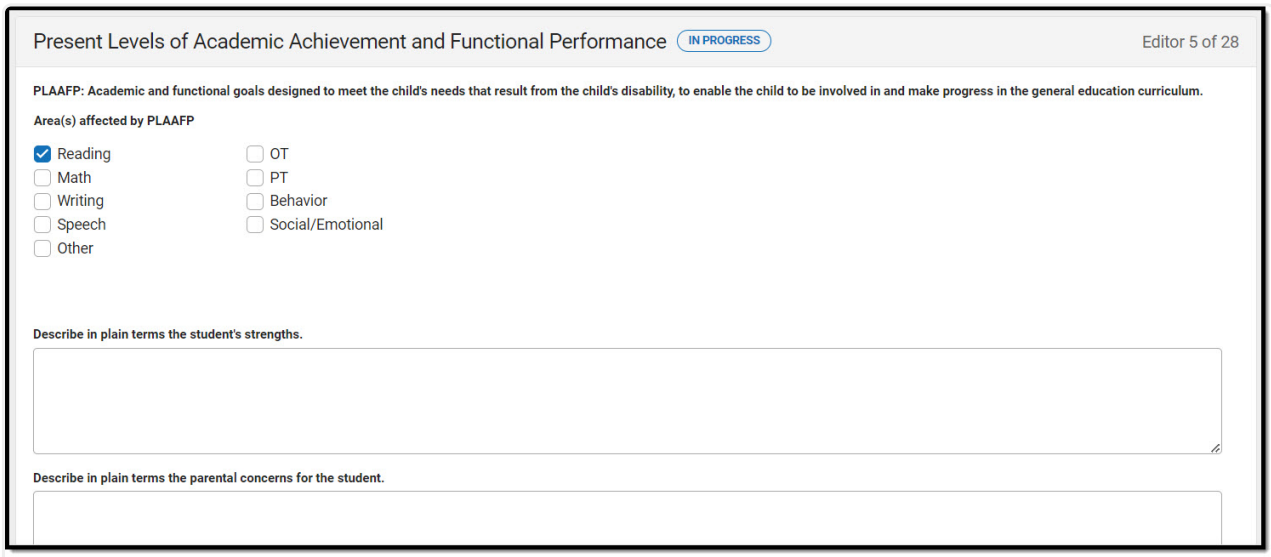


Measurable Annual Goals List Screen

Column Name	Description
Padlock Icon	The user currently editing the record.
Goal	The name of the goal.

Measurable Annual Goals Detail Screen

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



Measurable Annual Goals Editor

Field	Description	Validation
Subject	The area addressed by the goal. Options include: • Behavior • Math • OT • PT • Reading • Social/Emotional • Speech • Writing • Secondary Transition • Other	N/A
Annual Goal	The specific goal.	N/A
How will progress on goals be measured?	A description of how progress towards the goal is measured.	N/A
Who will monitor progress on goal?	A description of the person responsible for monitoring progress of the goal.	N/A

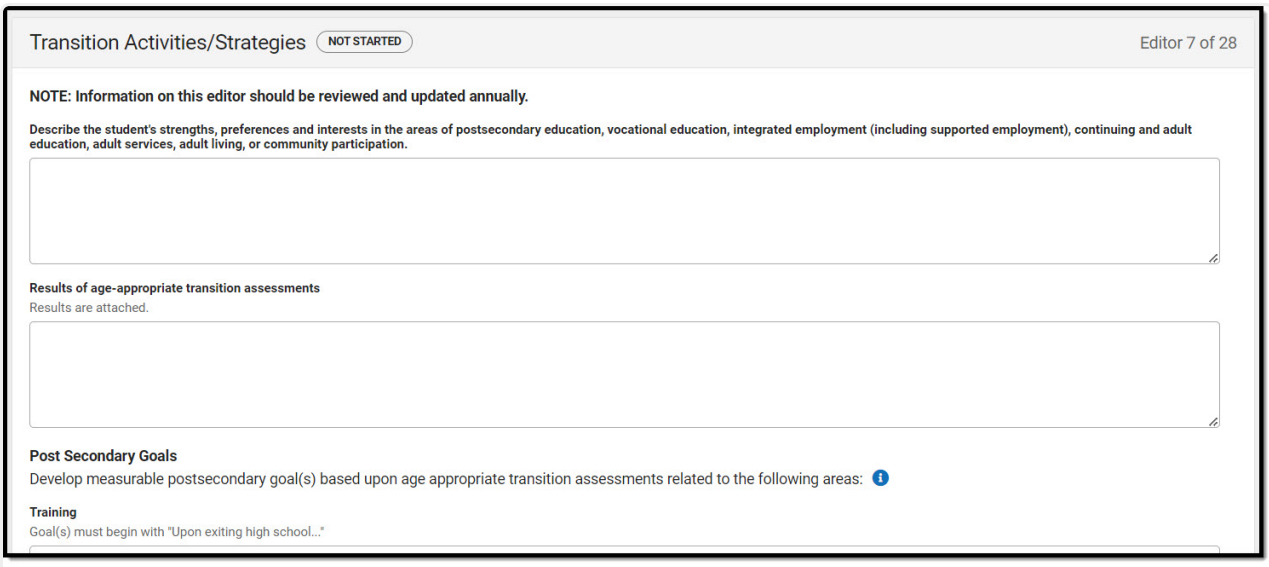
Field	Description	Validation
Objectives		
Goal: "Subject" *Read-Only*	The subject selected above.	This pulls from the Subject field.
"Annual Goal" *Read-Only*	The goal addressed.	This pulls from the Annual Goal field.
Objective	The short-term objective towards the annual goal.	N/A

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Transition Activities/Services

The Transition Activities/Strategies editor identifies specific post secondary transition services provided to the student in various areas and strategies designed to improve the student's post secondary success.

This editor is only available in the IEP with Transition. This editor cannot be placed in a Not Needed status.



Transition Activities/Strategies Editor

Click here to expand...

Field	Description	Validation
Describe the student's strengths, preferences and interests in the areas of postsecondary education, vocational education, integrated employment (including supported employment), continuing and adult education, adult services, adult living, or community participation. **Required*	A description of the student's strengths, preferences and interests upon exiting high school.	*This field is required in order to Complete the editor.
Results of age-appropriate transition assessments	A description of the age-appropriate transition assessments.	*This field is required in order to Complete the editor.
Post Secondary Goals *Develop measurable postsecondary goal(s) based upon age appropriate transition assessments related to the following areas:*		
Training **Required*	The student's post-secondary training goals.	*This field is required in order to Complete the editor. Goal(s) must begin with "Upon exiting high school..."
Education **Required*	The student's post-secondary education goals.	*This field is required in order to Complete the editor. Goal(s) must begin with "Upon exiting high school..."
Employment **Required*	The student's post-secondary employment goals.	*This field is required in order to Complete the editor. Goal(s) must begin with "Upon exiting high school..."

Field	Description	Validation
Where appropriate, Adult Living Skills **Required*	The student's post-secondary adult living skills goals.	*This field is required in order to Complete the editor. Goal(s) must begin with "Upon exiting high school..."
List any agency that was invited but did not attend the meeting and explain how the school will obtain agency participation. **Required*	A description of any agencies invited but did not attend the meeting and how the school is going to obtain agency participation.	*This field is required in order to Complete the editor.
Student is projected to graduate by this date **Required*	The date the student is projected to graduate.	*This field is required in order to Complete the editor.
Graduation Plans were discussed on **Required*	The date the graduation plans were discussed.	*This field is required in order to Complete the editor.
Diploma type **Required*	The diploma type the student is expected to receive.	*This field is required in order to Complete the editor. This field is limited to 50 character.

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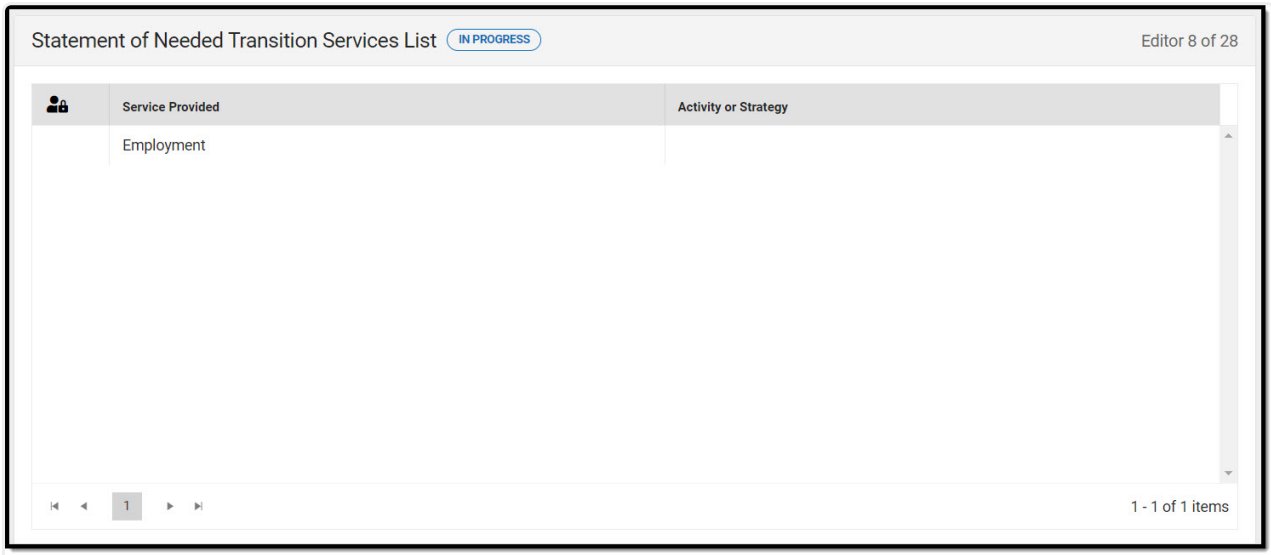
Needed Transition Services

The Needed Transition Services editor is used to document statement(s) of the student's needed transition services

This editor is only available in the IEP with Transition. This editor cannot be placed in a Not Needed status.

Click here to expand...

Needed Transition Services List Screen

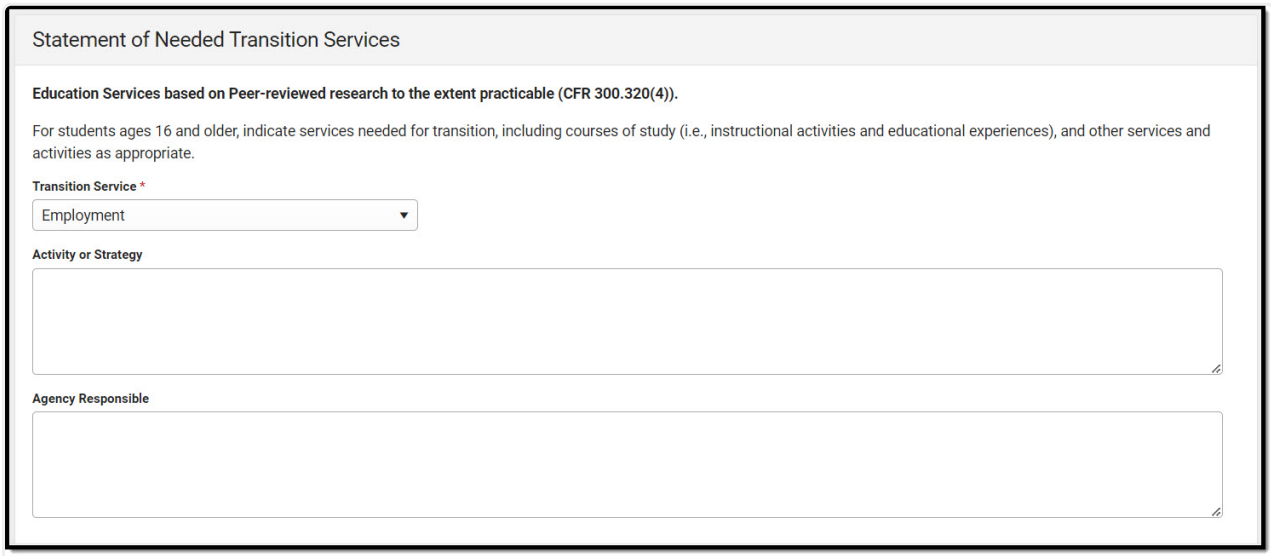


Statement of Needed Transition Services List Screen

Column Name	Description	Validation
Padlock Icon	The user currently editing the record.	N/A
Service Provided	The transition service provided.	N/A
Activity or Strategy	The activity or strategy the student participates in.	This field is truncated to 200 characters.

Needed Transition Services Detail Screen

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



Statement of Needed Transition Services Detail Screen

Field	Description
Transition Service *Required*	The transition service provided. State defined options include: • Community Experiences • Daily Living Skills - if appropriate • Employment • Functional Vocational Evaluation - if appropriate • Instruction • Post-School Adult Living Skills • Related Services
Activity or Strategy	A description of the activity or strategy the student participates in.
Agency Responsible	The agency responsible for administering the service.

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Course of Study

The Course of Study editor lists the courses the student needs to complete to meet the established post secondary goals.

This editor cannot be placed in a Not Needed status.

Click here to expand...

Course of Study List Screen

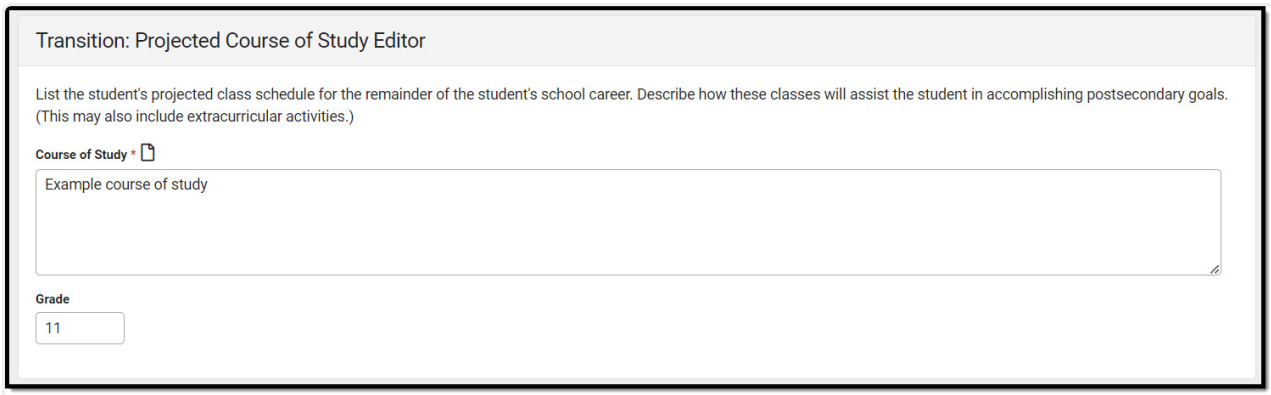


Transition: Projected Course of Study List Screen

Column Header	Description
Padlock Icon	The user currently editing the record.
Course of Study	The course the student needs to complete to meet their post secondary goals.
Grade	The grade the student takes the course.

Course of Study Detail Screen

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



Transition: Projected Course of Study Detail Screen

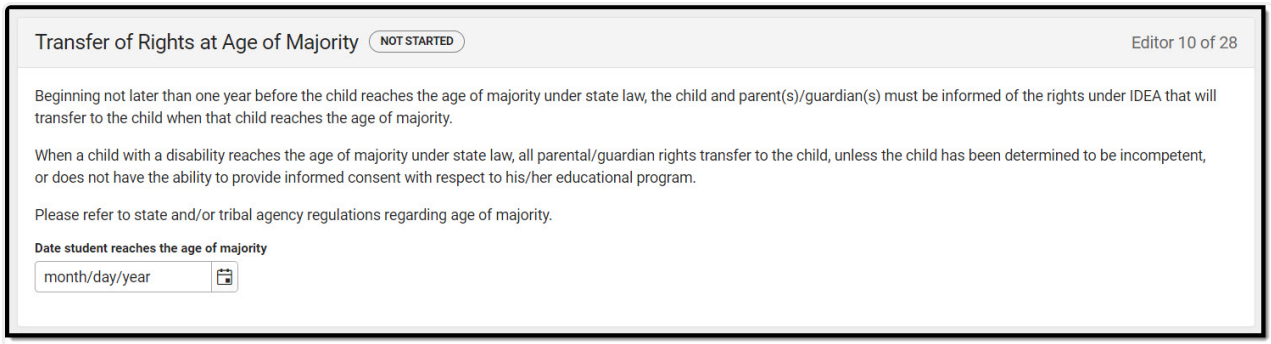
Field	Description
Course of Study	The course the student needs to complete to meet their post secondary goals.
Grade	The grade the student takes the course.

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Transfer of Rights

The Transfer of Rights editor to document the date the student will reach the age of majority.

This editor cannot be placed in a Not Needed status.

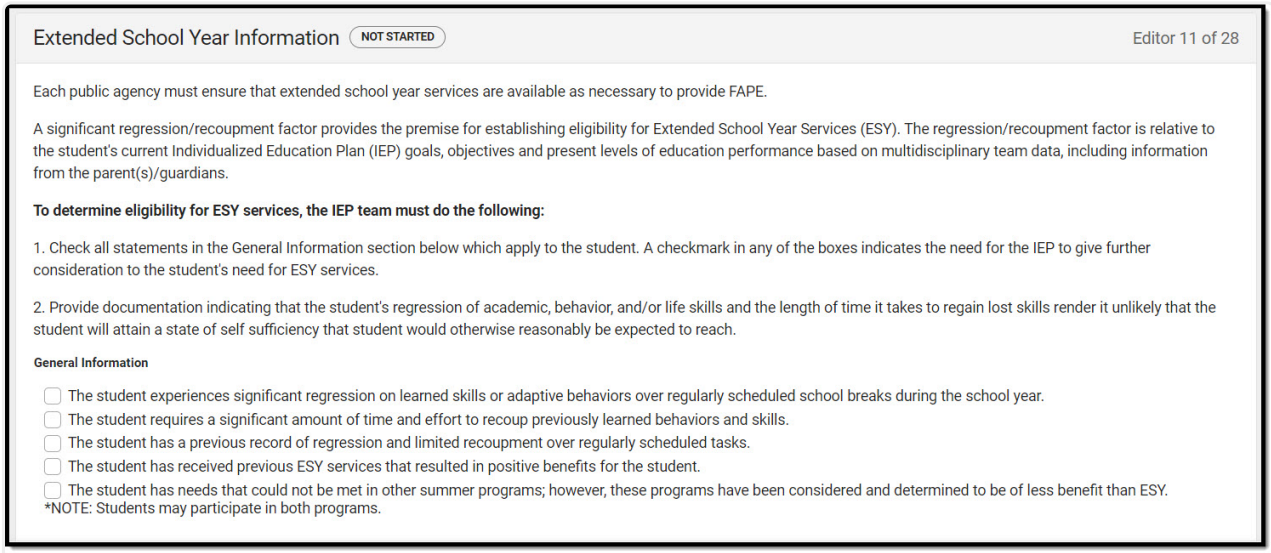


Transfer of Rights at Age of Majority Editor

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ESY Information

The Extended School Year (ESY) Information editor is used to document information about the student regarding services beyond the standard school time, such as beyond school hours or during breaks. This includes the team's decision regarding the student's participation in an ESY program.



Extended School Year Information Editor

Click here to expand...

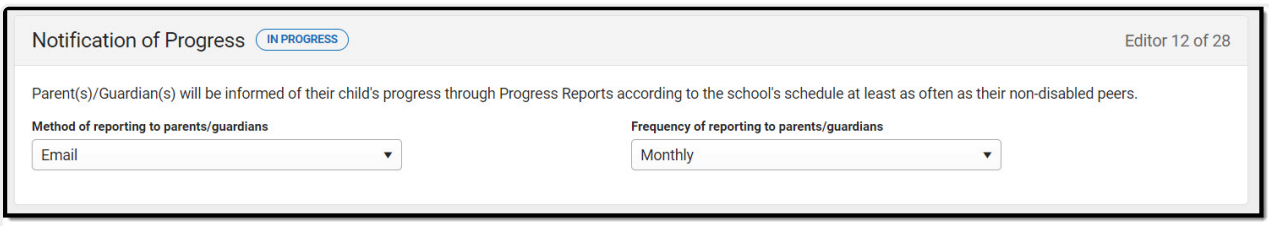
Field	Description	Validation

Field	Description	Validation
General Information	General information concerning the student's participation in an extended school year program. Options include: • The student experiences significant regression on learned skills or adaptive behaviors over regularly scheduled school breaks during the school year. • The student requires a significant amount of time and effort to recoup previously learned behaviors and skills. • The student has a previous record of regression and limited recoupment over regularly scheduled tasks. • The student has received previous ESY services that resulted in positive benefits for the student. • The student has needs that could not be met in other summer programs, however, these programs have been considered and determined to be of less benefit than ESY. *NOTE: Students may participate in both programs.	Multiple options can be selected.
Determination		
Review of documents for Extended School Year Services Determination	The name of the documents reviewed by the team to make the ESY determination.	N/A
ESY Eligibility Determination	The team's determination. Options include: • The team has determined that the student requires ESY services. • The team has determined that the student is not eligible for ESY services. • The team has agreed that additional information is required to determine the student's eligibility for ESY services.	Only one option can be selected.
Additional Data to be Collected	The names and dates of documents collected to make the ESY determination.	N/A

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Notification of Progress

The Notification of Progress editor to document the method and frequency in which the student's progress is reported to the student's parent(s)/guardian(s).



Notification of Progress Editor

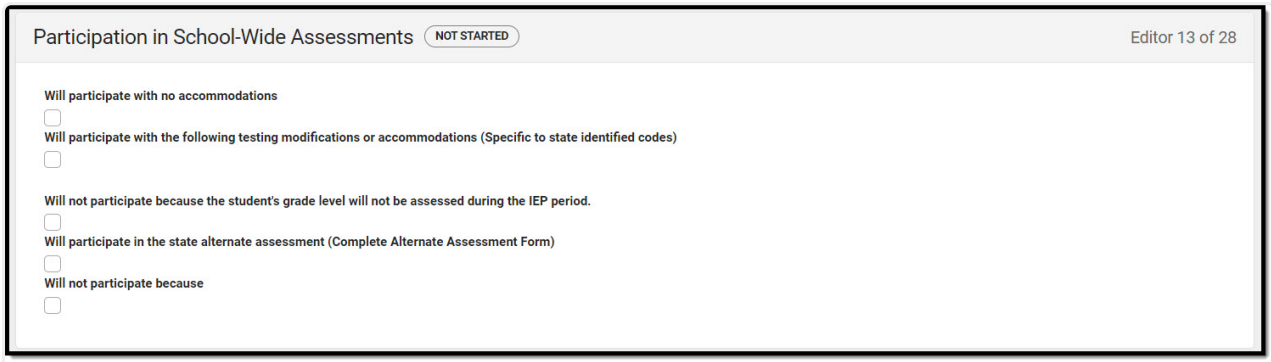
Click here to expand...

Field	Description	Validation
Method of reporting to parents/guardians	The manner in which progress is reported to the student's parent/guardian. Options include: • Mail • Email • NASIS Parent Portal	District defined values can be added and display below the listed options.
Frequency of reporting to parents/guardians	The frequency of reporting the student's progress to their parent/guardians. Options include: • Weekly • Bi-Monthly • Monthly • Quarterly	District defined values can be added and display below the listed options.

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School-Wide Assessments

The School-Wide Assessments editor reviews the IEP team's decision on how the student is tested to meet state guidelines. Details of accommodations and how the student is assessed are also documented.



Participation in School-Wide Assessments Editor

Click here to expand...

Field	Description	Validation
Will participate with no accommodations	Indicates the student is to take the assessment without accommodation(s).	When selected, users cannot select another checkbox.
Will participate with the following testing modifications or accommodations	Indicates the student is to take the assessment with the following modifications/accommodation(s), as described in the Specify field below.	When selected, users cannot select another checkbox.
Specify	A description of the modifications/accommodation(s) the student needs to take the assessment.	This field is available when "Will participate with the following testing modifications..." is selected.
Will not participate because the student's grade level will not be assessed during the IEP period.	Indicates the student is not to participate in the assessment since the student's grade level is not going to be assessed during the duration of the IEP.	When selected, users cannot select another checkbox.
Will participate in the state alternate assessment	Indicates the student is to take an alternative state assessment.	When selected, users cannot select another checkbox.
Will not participate because	Indicates the student is NOT to participate in the assessment for the reasons described in the Specify field below.	When selected, users cannot select another checkbox.
Specify	A description as to why the student is not going to participate in the state-wide assessment.	This field is available when "Will not participate because" is selected.

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Special Education Services

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

Click here to expand...

Special Education Services List Screen

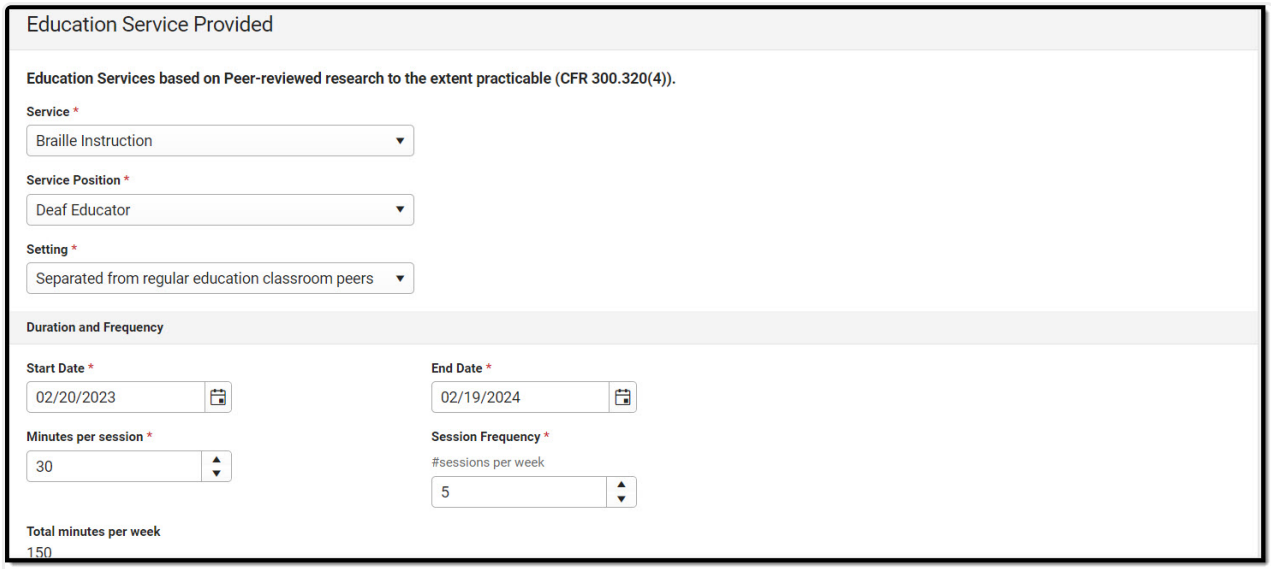


Education Service Provided List Screen

Column Name	Description
Padlock Icon	The user currently editing the record.
Service Provided	The name of the service provided to the student.
Minutes/Session	The frequency of the service.
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 view the detail screen.



Education Service Provided Detail Screen

Field	Description	Validation
Service **Required*	The name of the service provided to the student. Options include: • Adaptive Physical Education • Assistive Technology • Braille Instruction • Career/Vocational • Communication • Math • Reading • Self Help/Independence • Sensory-Motor • Social/Emotional/Behavioral • Speech • Transition • Travel Training • Written Expression • Other A district defined attributes display at the bottom of this list.	N/A

Field	Description	Validation
Service Position *Required*	The personnel administering the service. Click the click to expand link to view available options. Click here to expand... • Adapted Physical Education Teacher • Administrator/Designee • Assistive Technologist • Audiologist • Care Coordinator • Counselor • Deaf Educator • Diagnostician/Psychometrist • Dyslexia Therapist • General Education Teacher • Hearing Impaired Teacher • Interpreter • Nurse • Occupational Therapist • Outside Agency • Physical Therapist • Psychologist • Social Worker • Special Education Coordinator (CAU) • Special Education Teacher • Speech Language Pathologist/Clinician • Speech Teacher • Speech Therapist • Teacher Assistant • Transition Services Participant • Other	The values available are hard-coded.
Setting *Required*	The location where the service is to take place. Options include: • With regular education classroom peers • Separated from regular education classroom peers	N/A
Duration and Frequency		
Start Date *Required*	The first day of service.	This field auto-populates to the Start Date of the plan.
End Date *Required*	The last day of service.	This field auto-populates to the End Date of the plan.

Field	Description	Validation
Minutes per session	The number of minutes per session.	Only whole numbers are allowed with a five character limit.
Session frequency #sessions per week *Required*	The session frequency per week.	Only whole numbers are allowed with a five character limit.
Total minutes per week	The calculated total number of minutes per week the student receives services.	This is read-only.

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Related Services

The Related Services editor lists developmental, corrective or other supportive services required to assist the student with a disability.

Click here to expand...

Related Services List Screen



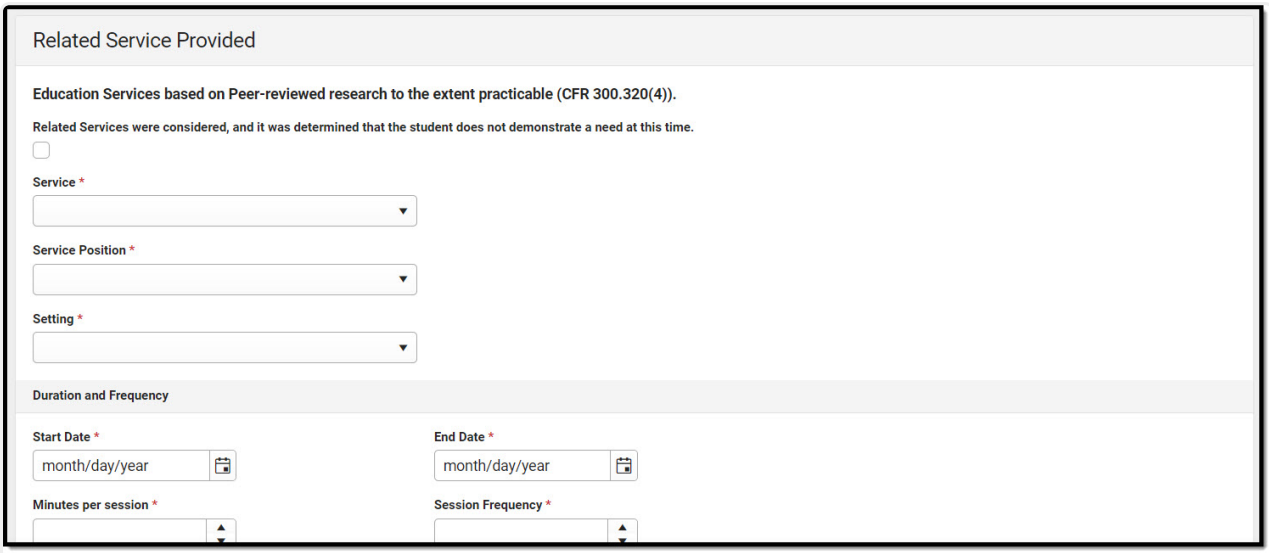
Related Service Provided List Screen

Column Name	Description
Padlock Icon	The user currently editing the record.

Column Name	Description
Service Provided	The name of the service provided to the student.
Minutes/Session	The frequency of the service.
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 view the detail screen.



Related Service Provided Detail Screen

Field	Description	Validation
Related Services were considered, and it was determined that the student does not demonstrate a need at this time.	Indicates related services are not needed for the student.	When marked, the remaining fields on the editor become unavailable.

Field	Description	Validation
Service **Required*	The name of the service provided to the student. Options include: • Assistive Technology • Audiology • Counseling • Early Identification/Assessment • Medical (Diagnostic) • Occupational Therapy • Orientation and Mobility • Parent Counseling and Training • Physical Therapy • Psychological • Recreation • Rehabilitation Counseling • School Health/Nurse Services • Social Work in Schools • Speech/Language • Therapeutic Recreation • Transportation	N/A

Field	Description	Validation
Service Position *Required*	The personnel administering the service. Click the click to expand link to view available options. Click here to expand... • Adapted Physical Education Teacher • Administrator/Designee • Assistive Technologist • Audiologist • Care Coordinator • Counselor • Deaf Educator • Diagnostician/Psychometrist • Dyslexia Therapist • General Education Teacher • Hearing Impaired Teacher • Interpreter • Nurse • Occupational Therapist • Outside Agency • Physical Therapist • Psychologist • Social Worker • Special Education Coordinator (CAU) • Special Education Teacher • Speech Language Pathologist/Clinician • Speech Teacher • Speech Therapist • Teacher Assistant • Transition Services Participant • Other	The values available are hard-coded.
Setting *Required*	The location where the service is to take place. Options include: • With regular education classroom peers • Separated from regular education classroom peers	N/A
Duration and Frequency		
Start Date *Required*	The first day of service.	This field auto-populates to the Start Date of the plan.
End Date *Required*	The last day of service.	This field auto-populates to the End Date of the plan.

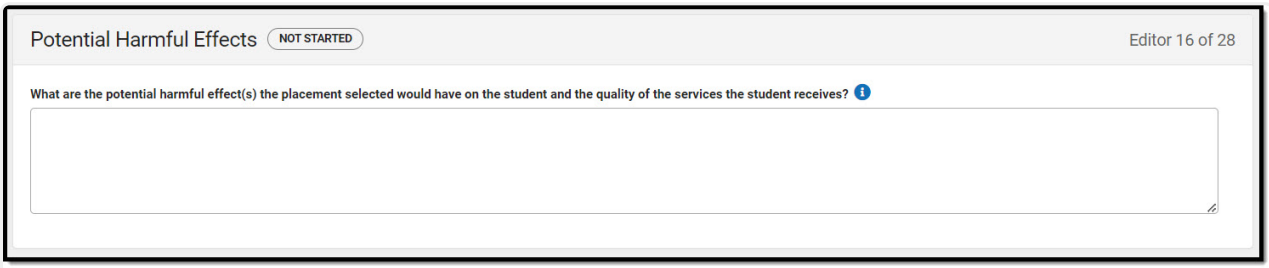
Field	Description	Validation
Minutes per session	The number of minutes per session.	Only whole numbers are allowed with a five character limit.
Session frequency #sessions per week *Required*	The session frequency per week.	Only whole numbers are allowed with a five character limit.
Total minutes per week	The calculated total number of minutes per week the student receives services.	This is read-only.

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Potential Harmful Effects

The Potential Harmful Effects editor is used to document any potentially harmful effect(s) the placement selected would have on the student and the quality of the services the student receives. The following is a text field used to describe the risks of placement: What are the potential harmful effect(s) the placement selected would have on the student and the quality of the services the student receives?

Additional information is available by clicking on the info icon.

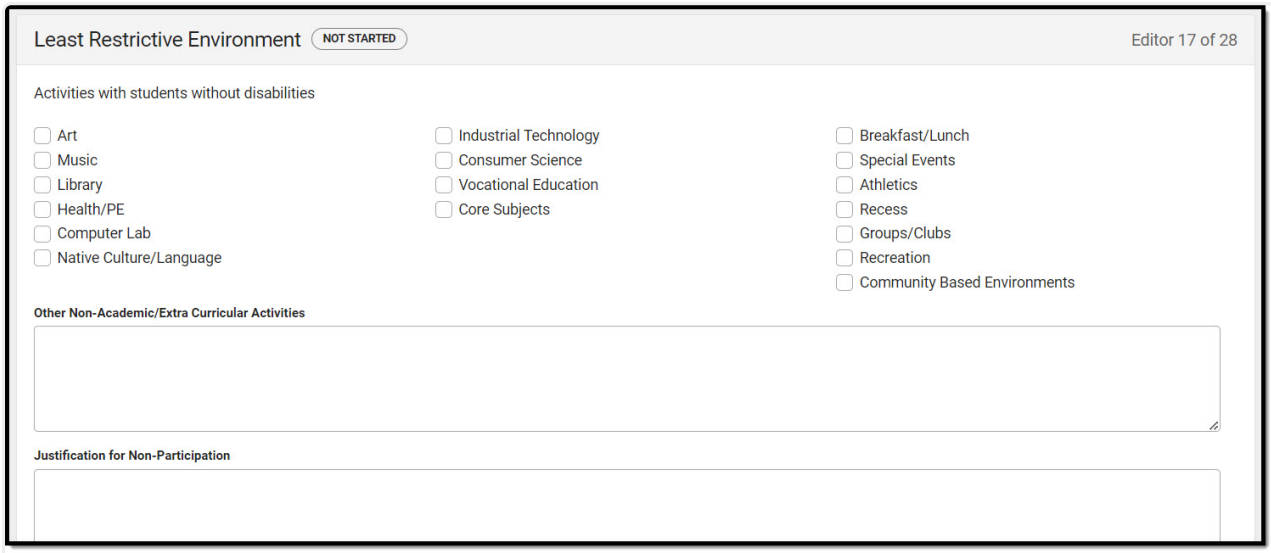


Potential Harmful Effects Editor

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LRE

The Least Restrictive Environment (LRE) editor records information related to the student's placement and interaction with non-disabled peers.



Least Restrictive Environment Editor

Click here to expand...

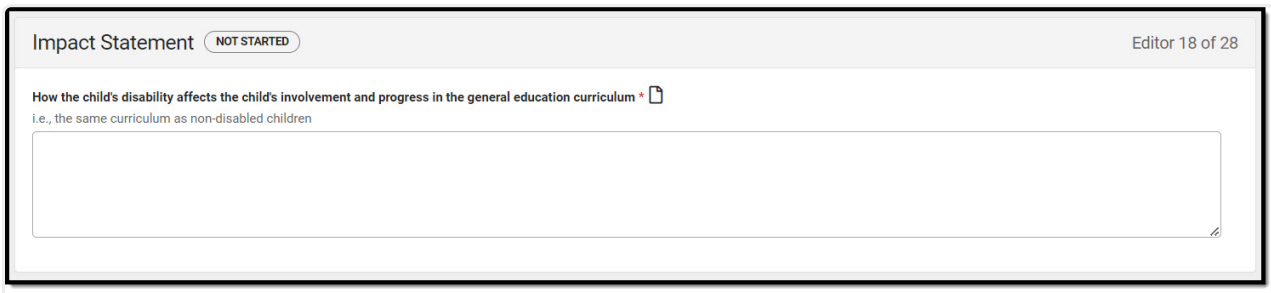
Field	Description	Validation
Activities with students without disabilities	The activities the student is to participate in with non-disabled peers. Option include: • Art • Music • Library • Health/PE • Computer Lab • Native Culture/Language • Industrial Technology • Consumer Science • Vocational Education • Core Subjects • Breakfast/Lunch • Special Events • Athletics • Recess • Groups/Clubs • Recreation • Community Based Environments	Multiple options can be selected.
Other Non-Academic/Extra-Curricular Activities	A description of any non-academic/extra-curricular activities the student is to participate in with non-disabled peers.	N/A

Field	Description	Validation
Justification for Non-Participation	A description as to why the student is not to participate in activities with non-disabled peers.	N/A

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Impact Statement

The Impact Statement editor is used to document a statement of how the student's disability affects the student's involvement and progress in the general education curriculum. The following is a required text field used to describe the impact of the student's disability: How the child's disability affects the child's involvement and progress in the general education curriculum.



Impact Statement Editor

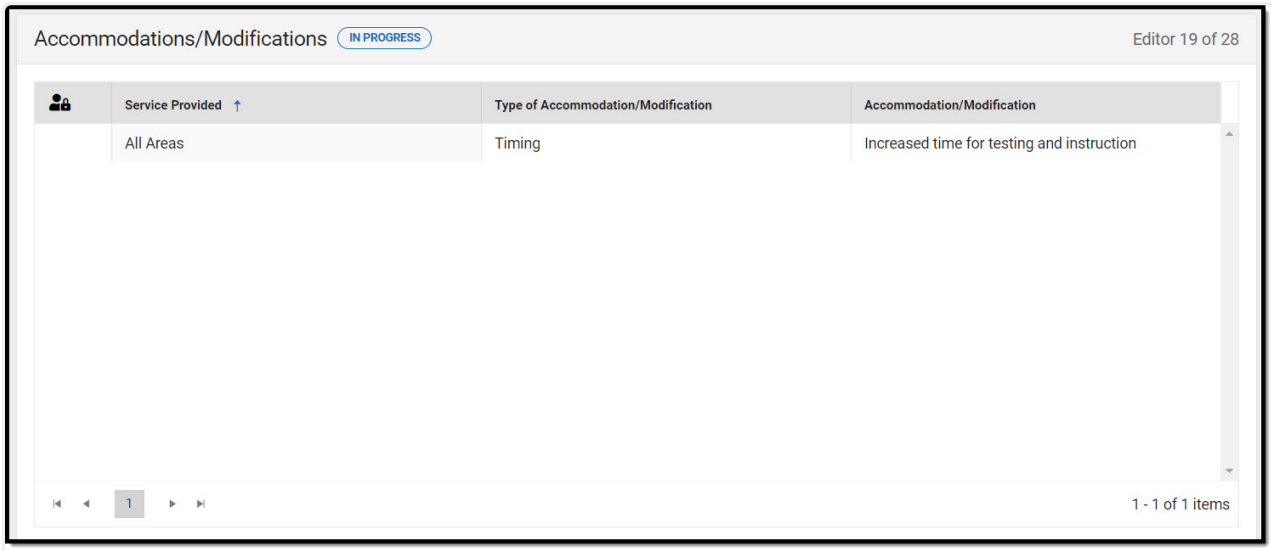
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Accommodations and Modifications

The Accommodations and Modifications editor identifies the changes made in the way materials are presented or in the way the student demonstrates learning.

Click here to expand...

Accommodations and Modifications List Screen

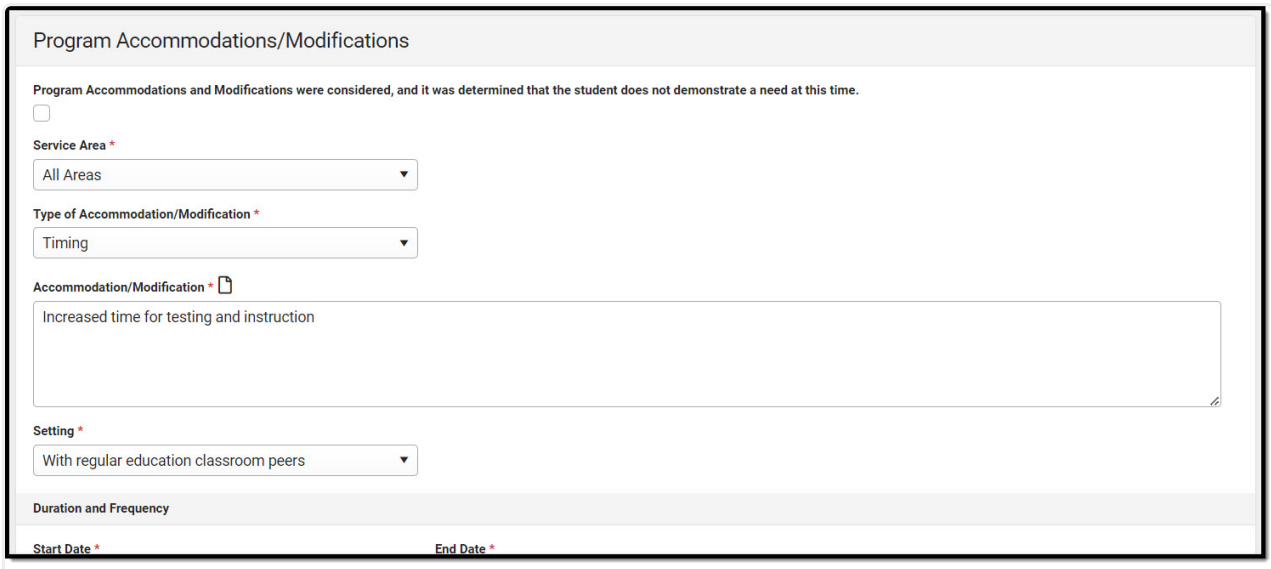


Accommodations and Modifications List Screen

Column Name	Description
Padlock Icon	The user currently editing the record.
Service Provided	The name of the service provided to the student.
Type of Accommodation/Modification	The type of accommodation or modification.
Accommodation/Modification	The first 100 characters of the accommodation/modification description.

Accommodations and Modifications Detail Screen

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



Program Accommodations/Modifications Editor

Field	Description	Validation
Program Accommodations and Modifications were considered, and it was determined that the student does not demonstrate a need at this time.	Indicates the student does not require any accommodations/modifications at this time.	When marked, the remaining fields on the editor become unavailable.
Service Area *Required*	The area needing accommodation/modification. Options include: • All Areas • English/Language Arts • Fine Arts • Goals • Health • Mathematics • PE/Athletics • Reading • Related Service • School-wide Assessment • Science • Social Studies • Other	N/A
Type of Accommodation/Modification *Required*	The type of accommodation/modification. Options include: • Presentation • Response • Scheduling • Setting • Timing • Other	N/A
Specify Other **Required*	A description of the other type of accommodation/modification.	*This field is available and required when Other is selected as the Type of Accommodation/Modification.
Accommodation/Modification *Required*	A description of the accommodation/modification.	N/A

Field	Description	Validation
Setting *Required*	The location of the accommodation/modification. Options include: • With regular education classroom peers • Separated from regular education classroom peers	N/A
Duration and Frequency		
Start Date *Required*	The first day of the accommodation.	This field auto-populates to the Start Date of the plan.
End Date *Required*	The last day of the accommodation.	This field auto-populates to the End Date of the plan.
Minutes per session	The number of minutes per session.	Only whole numbers are allowed with a five character limit.
Session frequency #sessions per week	The number of sessions per week.	Only whole numbers are allowed with a five character limit.
Total minutes per week	The calculated total number of minutes per week the student receives the accommodation/modification.	This field is read-only.

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Supplementary Services

The Supplementary Services editor lists additional supports provided to the student, such as consultations.

Click here to expand...

Supplementary Services List Screen

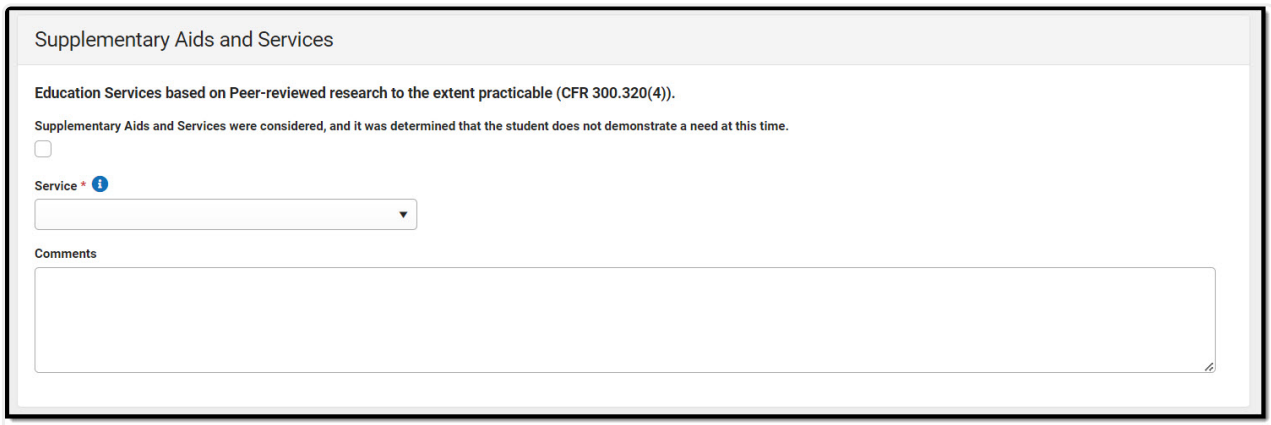


Supplementary Services List Screen

Column Name	Description
Padlock Icon	The user currently editing the record.
Service Provided	The service provided to the student.
Comments	The first 100 characters of the comments related to the service.

Supplementary Services Detail Screen

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



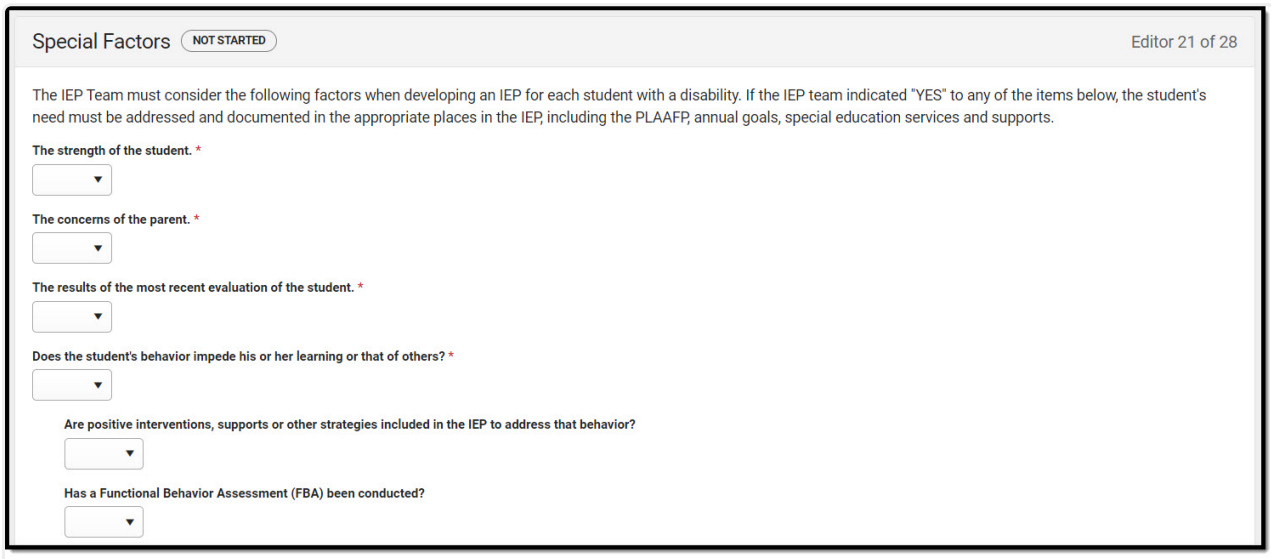
Supplementary Aids and Services Detail Screen

Field	Description	Validation
Supplementary Aids and Services were considered, and it was determined that the student does not demonstrate a need at this time.	Indicates supplementary services are not needed at this time.	When marked, the remaining fields on the editor become unavailable.
Service *Required*	The name of the service. Options include: • Hygiene/Toileting Assistance • Interpreter Services • Positive Behavioral Supports • Transition Assistance • Transportation Assistance • Other	N/A
Comments	Any comments related to the service.	The first 100 characters of the comment display on the List Screen.

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Special Factors

The Special Factors editor lists any additional factors related to the student's special education needs.



Special Factors Editor

Click here to expand...

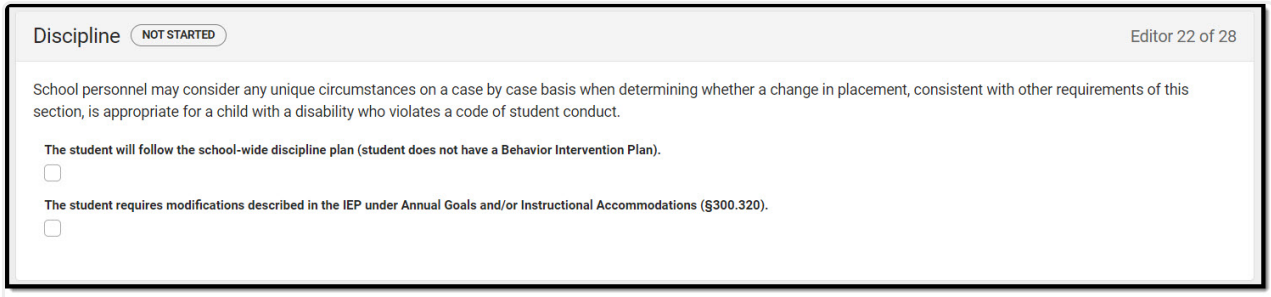
Field	Description	Validation
The strength of the student *Required*	Indicates the student's strengths are addressed and documented in the IEP. Options are Yes or No.	N/A
The concerns of the parent *Required*	Indicates the parent/guardian's concerns are addressed and documented in the IEP. Options are Yes or No.	N/A
The results of the most recent evaluation of the student *Required*	Indicates the results of the student's most recent evaluation are addressed and documented in the IEP. Options are Yes or No.	N/A
Does the student's behavior impede his or her learning or that of others? *Required*	Indicates the student's behavior impedes their learning or the learning of others. Options are Yes or No.	N/A
Are positive interventions, supports or other strategies included in the IEP to address that behavior? **Required*	Indicates positive interventions, supports or other strategies are addressed and documented in the IEP. Options are Yes or No.	*This field is available and required when Yes is selected from the "Does the student's behavior impede..." dropdown.
Has a Functional Behavior Assessment (FBA) been conducted? **Required*	Indicates a Functional Behavior Assessment (FBA) has been conducted. Options are Yes or No.	*This field is available and required when Yes is selected from the "Does the student's behavior impede..." dropdown.
Does the student have a Behavior Intervention Plan (BIP)? **Required*	Indicates the student has a Behavior Intervention Plan (BIP). Options are Yes or No.	*This field is available and required when Yes is selected from the "Does the student's behavior impede..." dropdown.
Does the student require assistive technology devices or services? *Required*	Indicates the student requires assisted technology devices or services. Options are Yes or No.	N/A
Does the student have communication needs? *Required*	Indicates the student has communication needs. Options are Yes or No.	N/A

Field	Description	Validation
Does the student have blindness or low vision or require one or more specialized formats (braille, large print, audio, and/or digital text) of educational materials because blindness or other disability prevents effective use of standard print materials? *Required*	Indicates the student is blind or visually impaired and required specialized learning formats for learning other than the standard print materials. Options are Yes or No.	N/A
Is the student deaf or hard of hearing? *Required*	Indicates the student is deaf or hard of hearing. Options are Yes or No.	N/A
Does the student have limited English proficiency? *Required*	Indicates the student has a limited proficiency of English. Options are Yes or No.	N/A

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Discipline

The Discipline editor is used to indicate the student is to follow the school-wide discipline plan or the student requires the modifications described in this IEP under the annual goals and/or instructional accommodations.



Discipline Editor

Click here to expand...

Field	Description

Field	Description
The student will follow the school-wide discipline plan (student does not have a Behavior Intervention Plan).	Indicates the student does not have a Behavior Intervention Plan (BIP) and is to follow the school-wide discipline plan.
The student requires modifications described in the IEP under Annual Goals and/or Instructional Accommodations (§300.320).	Indicates the student requires modifications to the school-wide discipline plan as described under the Annual Goals and/or Instructional Accommodations.

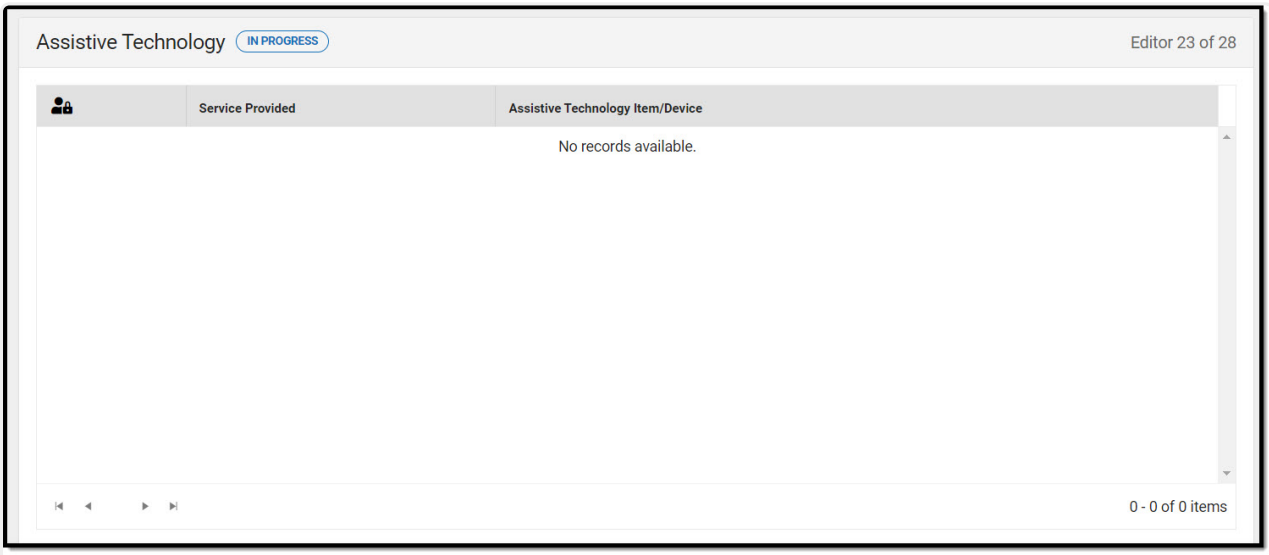
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Assistive Technology

The Assistive Technology editor identifies assistive technology provided to the student, such as hearing amplification or braille readers.

Click here to expand...

Assistive Technology List Screen

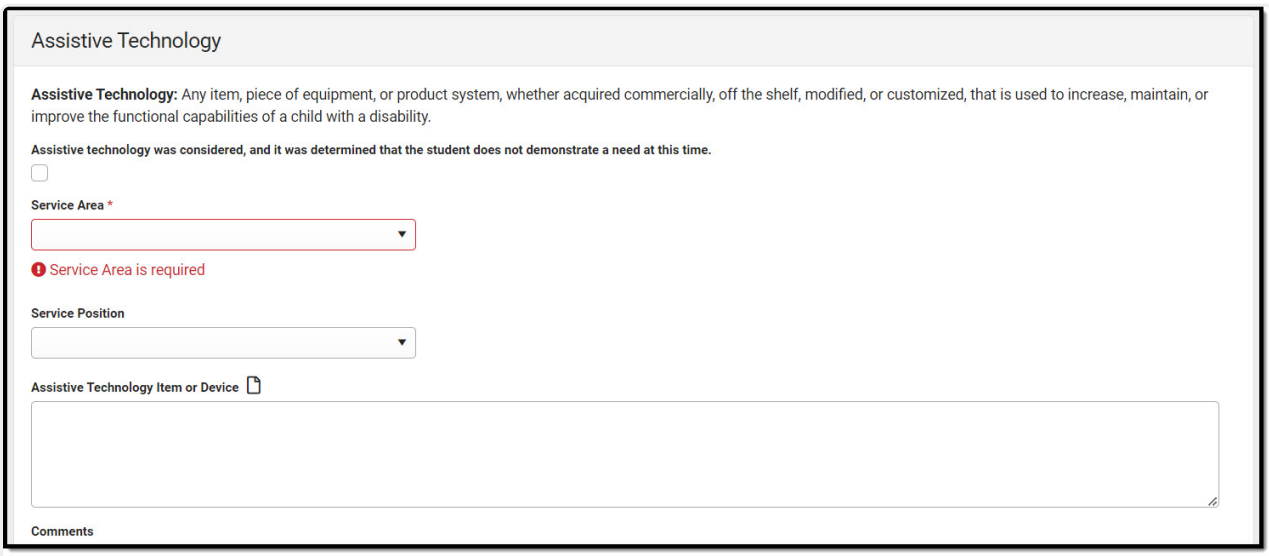


Assistive Technology List Screen

Column Name	Description
Padlock Icon	The user currently editing the record.
Service Provided	The name of the service provided to the student.
Assistive Technology Item/Device	The specific assistive technology item or device.

Assistive Technology Detail Screen

Click an existing record or **New** to view the detail screen.



Assistive Technology Detail Screen

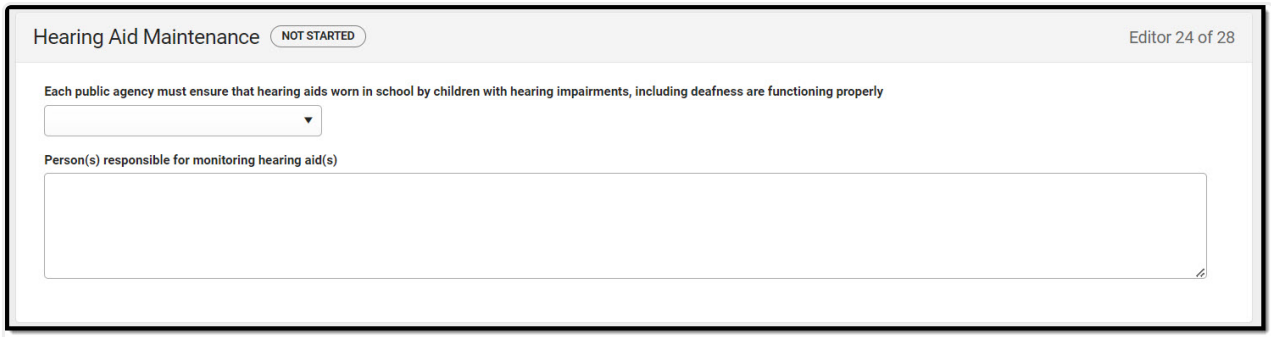
Field	Description	Validation
Assistive Technology was considered, and it was determined that the student does not demonstrate a need at this time.	Indicates the student does not need assistive technology at this time.	When marked, the rest of the editor becomes unavailable.
Service Area *Required*	The service area. Options include: • All Areas • English/Language Arts • Fine Arts • Goals • Health • Mathematics • PE/Athletics • Reading • Related Service • School-wide Assessment • Science • Social Studies • Other	N/A

Field	Description	Validation
Service Position	The personnel responsible for providing the service to the student. Options include: • Speech & Language Pathologist • Occupational Therapist • Audiologist • Related service provider • Related service provider assistant • Special education teacher • General education teacher	N/A
Assistive Technology Item or Device	The specific assistive technology item or device the student requires.	The first 100 characters of the comment display on the List Screen.
Comments	Any comments related to the assistive technology item or device.	N/A

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Hearing Aid Maintenance

The Hearing Aid Maintenance editor is used to document the need to have personnel to maintain hearing aids used by students.



Hearing Aid Maintenance Editor

Click here to expand...

Field	Description
Each public agency must ensure that hearing aids worn in school by children with hearing impairments, including deafness are functioning properly	Indicates hearing aid maintenance is needed. Options include: • Not Needed • Needed

Field	Description
Person(s) responsible for monitoring hearing aid(s)	The person(s) responsible for monitoring the hearing aid for maintenance and upkeep.

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IEP Meeting Invite

The IEP Meeting Invitation editor is used to document attempts made to invite the IEP Team to a meeting.

Click here to expand...

IEP Meeting Invite List Screen

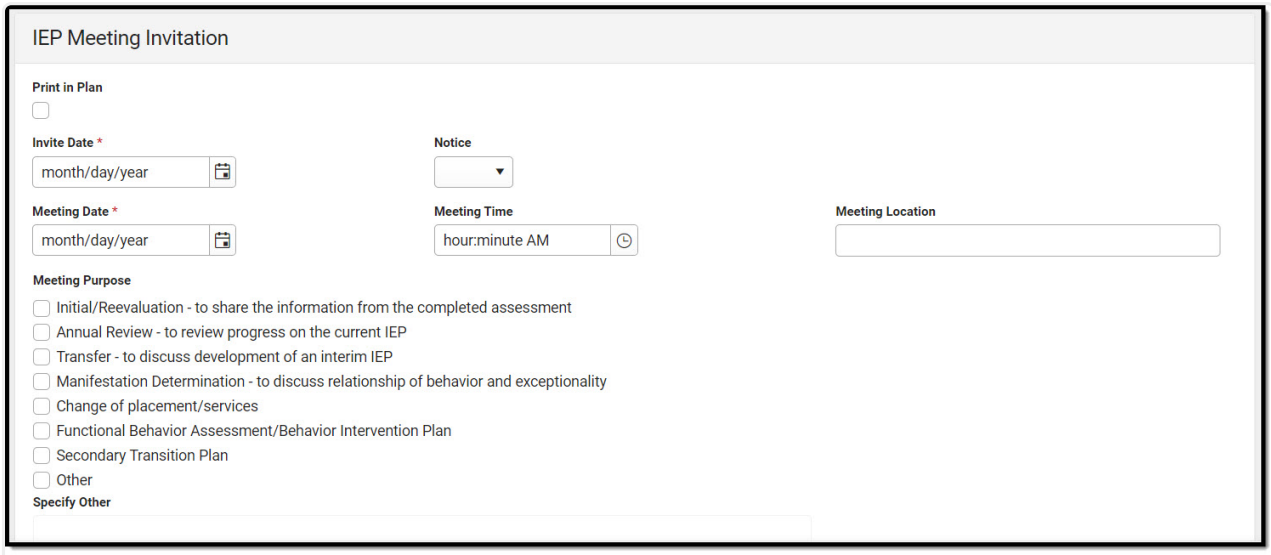


IEP Meeting Invite List Screen

Column Name	Description
Padlock Icon	The user currently editing the record.
Invite Date	The day of the invitation.
Purpose	The purpose of the meeting.
Notification	The number of the notification sent to the invitees.
Print in Plan	Indicates this record prints.

IEP Meeting Invite Detail Screen

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



IEP Meeting Invite Detail Screen

Field	Description	Validation
Print in Plan	Indicates this record prints.	Defaults to unmarked.
Invite Date *Required*	The day of the invitation.	N/A
Notice	The number of the notice sent to the invitees. Options available include: • 1 • 2 • 3	N/A
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.	N/A

Field	Description	Validation
Meeting Purpose	The reason for the meeting. Options include: • Initial/Reevaluation - to share the information from the completed assessment • Annual Review - to review progress on the current IEP • Transfer - to discuss development of an interim IEP • Manifestation Determination - to discuss relationship of behavior and exceptionality • Change of placement/services • Functional Behavior Assessment/Behavior Intervention Plan • Secondary Transition Plan • Other	Multiple options can be selected.
Specify Other **Required*	A description of the other reason for the meeting.	*This field is available and required when Other is selected.
Knowledgeable Individuals		
First Name *Required*	The first name of the team member.	This is read-only when the person is pulled in from an active Team Member record, but records can be manually entered.
Last Name *Required*	The last name of the team member.	This is read-only when the person is pulled in from an active Team Member record, but records can be manually entered.
Role *Required*	The title of the team member.	This is read-only when the person is pulled in from an active Team Member record, but records can be manually entered.

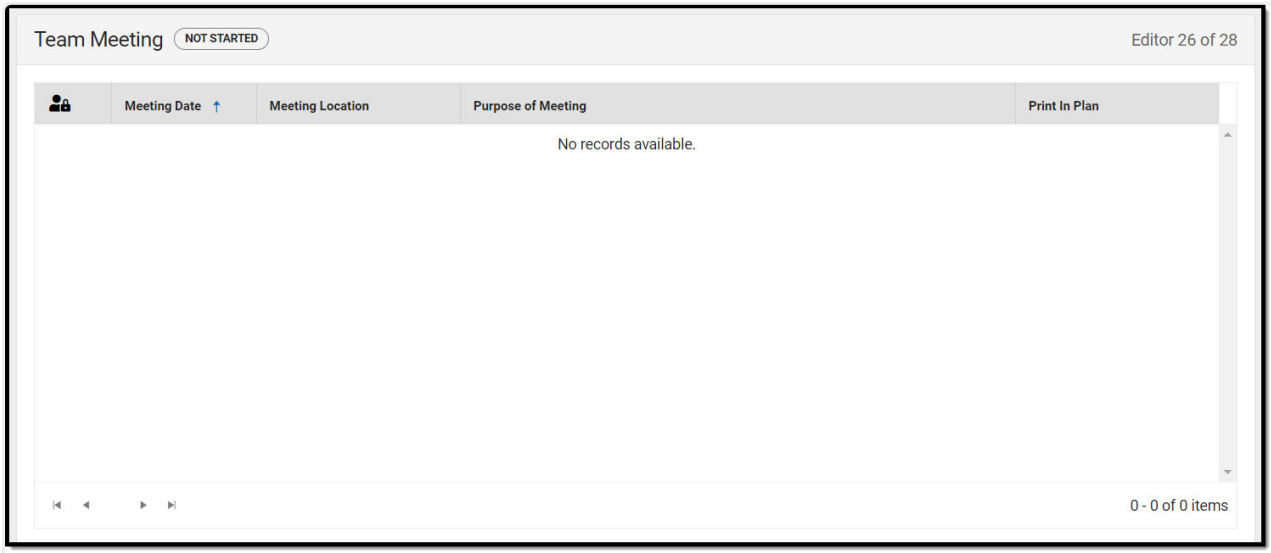
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Team Meeting

The Team Meeting editor lists the team meetings held by the IEP Team regarding the student.

Click here to expand...

Team Meeting List Screen

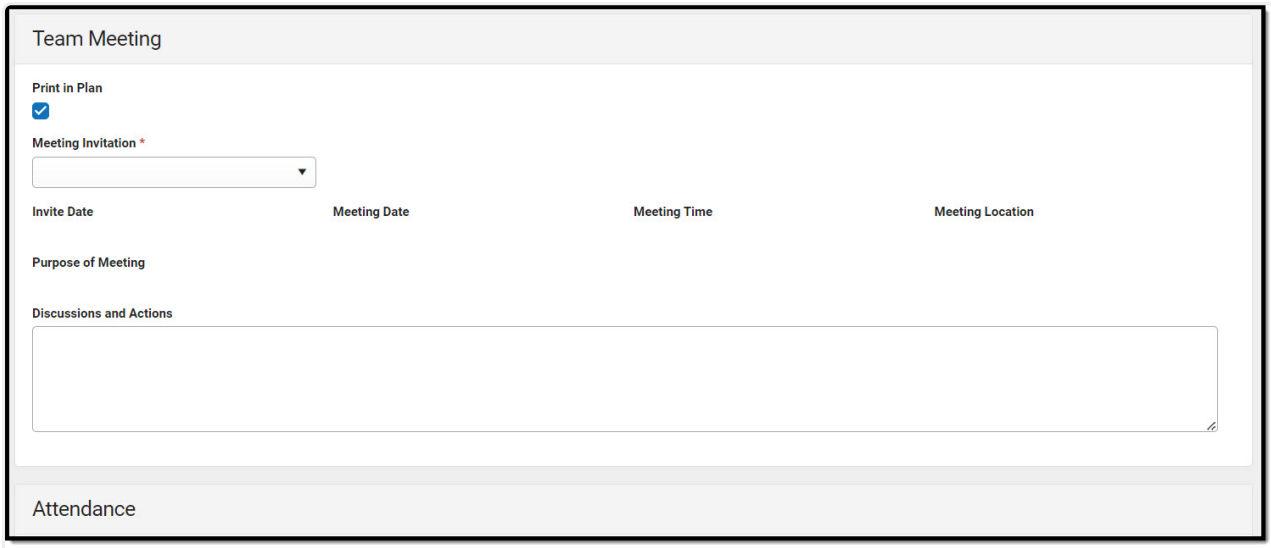


Team Meeting List Screen

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

Team Meeting Detail Screen

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



Team Meeting Detail Screen

Field	Description	Validation
Team Meeting: Meeting Date	The date of the meeting.	This is part of the header.
Print in Plan	Indicates this record prints.	Defaults to unmarked.
Meeting Invitation *Required*	The meeting invitation entered on the IEP Meeting Invitation editor.	Once a meeting is selected in the dropdown, users cannot change the selection.
Invite Date	The date of the invitation.	This field auto-populates with the Invite Date value from the IEP Meeting Invitation editor when a selection is made for Meeting Invitation.
Meeting Date	The day of the meeting.	This field auto-populates with the Meeting Date value from the IEP Meeting Invitation editor when a selection is made for Meeting Invitation.
Meeting Time	The time of the meeting.	This field auto-populates with the Meeting Time value from the IEP Meeting Invitation editor when a selection is made for Meeting Invitation.
Meeting Location	The location of the meeting.	This field auto-populates with the Meeting Location value from the IEP Meeting Invitation editor when a selection is made for Meeting Invitation.
Purpose of Meeting	The reason for the meeting.	This field auto-populates with the Meeting Purpose value from the IEP Meeting Invitation editor when a selection is made for Meeting Invitation.

Field	Description	Validation
Discussions and Actions	A description of the discussion and any action items decided.	N/A
Attendance		
First Name *Required*	The first name of the team member.	This field auto-populates with the First Name from the IEP Meeting Invitation editor when a selection is made for Meeting Invitation. Additional team members can be added manually.
Last Name *Required*	The last name of the team member.	This field auto-populates with the Last Name from the IEP Meeting Invitation editor when a selection is made for Meeting Invitation. Additional team members can be added manually.
Role Name *Required*	The title of the team member.	This field auto-populates with the Role from the IEP Meeting Invitation editor when a selection is made for Meeting Invitation. Additional team members can be added manually.
Attended	Indicates the team member attended the meeting.	Marking this checkbox prints the Team Member record.

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IEP Meeting Notes

The IEP Meeting Notes editor is used to document the notes from the meeting.

Click here to expand...

IEP Meeting Notes List Screen



IEP Meeting Notes List Screen

Column Name	Description
Padlock Icon	The user currently editing the record.
Meeting Date	The day of the meeting.
Recorder	The person taking notes.
Print in Plan	Indicates this record prints.
Expand Collapse	Displays...

IEP Meeting Notes Detail Screen

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



IEP Meeting Notes Detail Screen

Filed	Description	Validation
Print in Plan	Indicates this record prints.	Defaults to unmarked.
Meeting Date *Required*	The day of the meeting.	N/A
Recorder	The person taking notes.	N/A
Discussion Notes		
Student Input	A description of the student's input.	N/A
Parental Input	A description of the parent/guardian's input.	N/A
Present Levels of Academic Achievement and Functional Performance	A description of the student's present levels of academic achievement and functional performance.	N/A
Goals	A description of the student's goals.	N/A
Progress Monitoring	A description of how progress is monitored towards the student's goals.	N/A
Assessment	A description of the assessments used.	N/A
Secondary Transition Planning	A description of the secondary transition plan.	N/A
Services	A description of services provided.	N/A
Extended School Year	A description of the need for an extended school year program.	N/A
Placement and Least Restrictive Environment	A description of the student's placement.	N/A

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Prior Written Notice

The Prior Written Notice editor provides a space for descriptions and explanations related to proposed or refused actions for a student.

Click here to expand...

Prior Written Notice List Screen

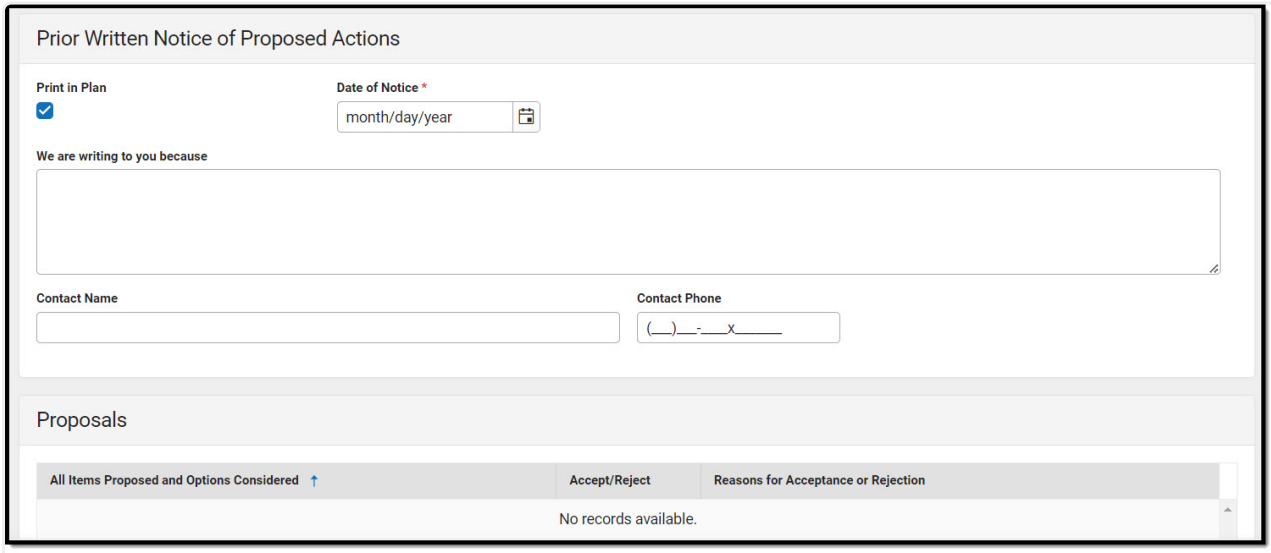


Prior Written Notice List Screen

Column Name	Description
Padlock Icon	The user currently editing the record.
Date	The day of the prior written notice.
Decisions Based On	The basis for the proposed decision.
Print in Plan	Indicates this record prints.

Prior Written Notice Detail Screen

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



Prior Written Notice Proposed Actions Detail Screen

Field	Description	Validation
Print in Plan	Indicates this record prints.	This defaults to marked.
Date of Notice *Required*	The day of the notice.	N/A
We are writing to you because	A description of why the notice is sent.	N/A
Contact Name	The person contacted.	N/A
Contact Phone	The phone number of the person contacted.	N/A
Proposal table *Column names:* • *All Items Proposed and Options Considered* • *Accept/Reject* • *Reason for Acceptance or Rejection* *Click **Add Proposal** to add records to the Proposal table. A side panels displays:*		
The following proposals were made by the school and or parent/guardian. *Required*	The proposal made by the school and/or parent/guardian(s).	N/A
All items Proposed and Options Considered *Required*	A list of the proposed items and all options considered.	N/A
Accept/Reject *Required*	Indicates the proposal is accepted or rejected. Options include: • Accept • Reject	N/A
Reasons for Acceptance or Rejection *Required*	The reason the proposal was accepted or rejected.	N/A

Field	Description	Validation
Decisions of the school and/or parent(s)/guardian(s) were based on	The basis for the proposed decision. Click the click to expand link to view options available. Click here to expand... • Student Input • Developmental case history • Behavioral learning scales • Speech/language evaluation • Hearing screening • Adaptive behavior rating scale • Teacher input • Vision screening • Achievement tests • Developmental screening • Psychological evaluation • Counseling evaluation • Classroom performance • Previous IEP • Process/Learning tests • Occupational therapy evaluation • Parent input • Classroom observation • Language dominance • Physical therapy evaluation • School records • Intellectual assessment • Medical information • Functional vision assessment • Transition assessment • Other	N/A
Specify other **Required*	A description of the other reason for the proposed decision.	*This field is available and required when Other is selected above.
Education Program Administrator	The name of the education program administrator.	N/A
Education Program Administrator Phone	The phone number of the education program administrator.	N/A
Education Program Administrator Email	The email of the education program administrator.	N/A
LEA Contact Name	The LEA contact person.	N/A
LEA Contact Phone	The phone number of the LEA contact person.	N/A

Field	Description	Validation
LEA Contact Email	The email of the LEA contact person.	N/A
Parent Advocacy Support Contact Name	The parent advocacy support contact person.	N/A
Parent Advocacy Support Contact Phone	The phone number of the parent advocacy support contact person.	N/A
Parent Advocacy Support Contact Email	The email of the parent advocacy support contact person.	N/A

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