

Special Ed Documents on Portal

Last Modified on 05/28/2026 10:05 am CDT

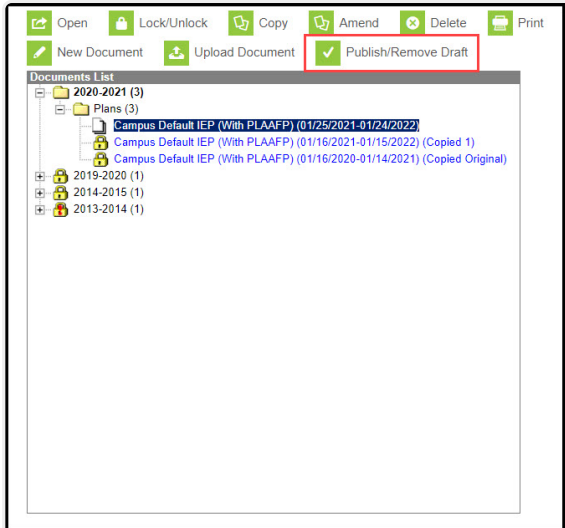
Tool Search: Special Ed Documents

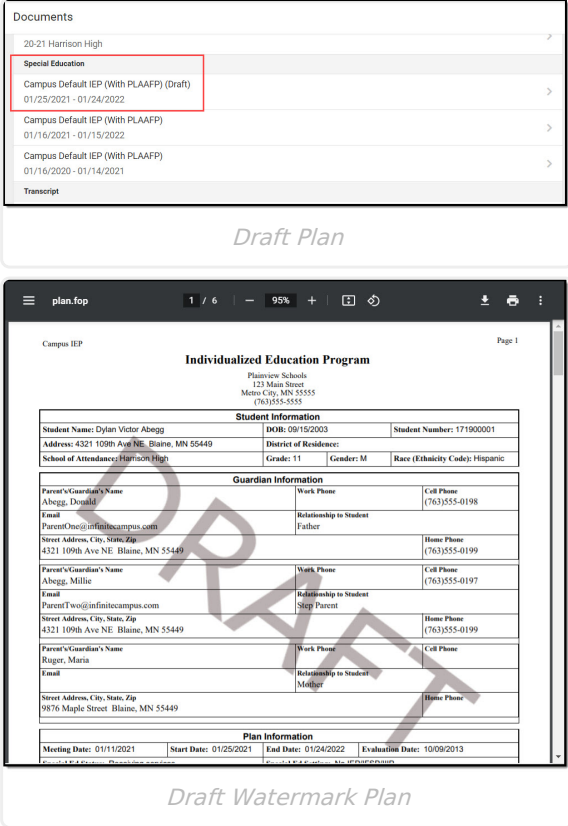
Special Ed Documents can be set up to allow parents/guardians and students to view the student's Plan(s), Evaluation(s), Progress Report(s), and Prior Written Notice(s) (Ohio only) on the Campus Parent and Campus Student Portal. Certain state users have additional Portal functionality for electronically signing plans and evaluation documents.

Draft Plans and Evaluations

The following conditions must happen in order for draft Plans and Evaluations to display on Portal:

Step	Image <i>Click to Enlarge</i>
<p>Tool Search: Display Options</p> <p>1. Mark the Special Education Plan AND Draft Special Ed Plans option for plans, and/or the Special Education Evaluation AND Draft Special Education Evaluation option for evaluations.</p> <div style="background-color: #fff9c4; padding: 10px; border: 1px solid #ccc;"> <p>Note: Portal Preferences are set by school. See the Portal Preferences Display Options documentation for additional information.</p> </div>	<p style="text-align: center;"><i>Draft Special Education Document Portal Preference</i></p>

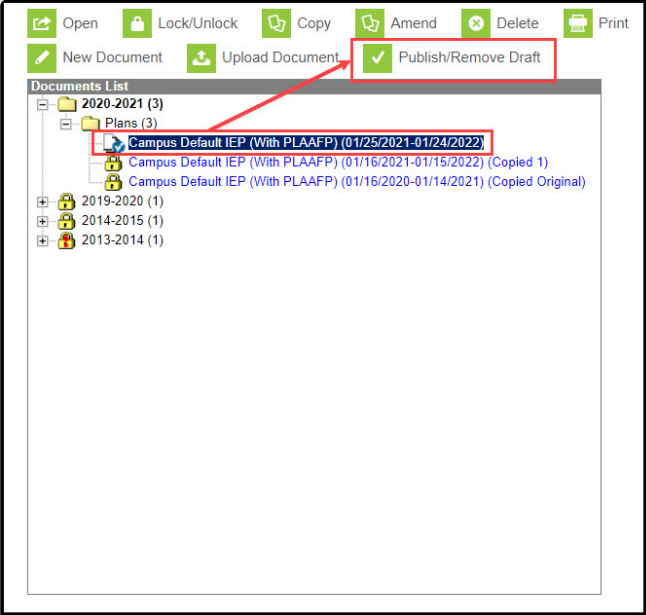
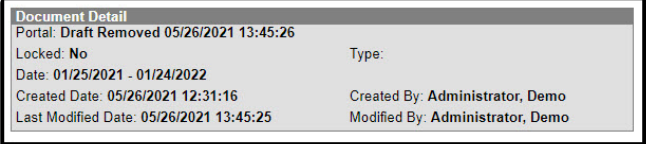
Step	Image <i>Click to Enlarge</i>
<p>Tool Search: User Account</p> <p>2. The user has the Read right to the Publish Draft to Portal tool right for plans and/or evaluations.</p> <p>Student Information > Special Ed > General > Documents > Plan/Evaluation > Publish Draft to Portal</p>	 <p><i>Publish Draft to Portal Tool Right</i></p>
<p>Tool Search: Special Ed Documents > Publish/Remove Draft</p> <p>3. The user publishes the draft plan or evaluation by clicking the Publish/Remove Draft button on the Special Ed Documents tool.</p> <p>A warning displays: "This document is unlocked and will be sent to Portal with the draft watermark on each page." Click Ok to publish or Cancel to go back.</p>	 <p><i>Publish/Remove Draft Button</i></p>
<p>Tool Search: Special Ed Documents > Document Detail</p> <p>4. The Document Detail indicates that the document is "Draft Published." A paper-and-checkmark icon displays next to the plan name in the Document list.</p>	 <p><i>Draft Published Document Detail</i></p>

Step	Image <i>Click to Enlarge</i>
<p>Tool Search: Portal > Documents > Special Education</p> <p>5. The Parent/Guardian and Student will see the Plan or Evaluation with "Draft" in the name and a Draft watermark when they open the document.</p>	 <p>The image shows a screenshot of the 'Documents' section in the Infinite Campus portal. A list of documents is displayed, with 'Special Education' and 'Campus Default IEP (With PLAAFP) (Draft)' highlighted by a red box. Below the list is a preview of the 'Draft Plan' document. The document is titled 'Individualized Education Program' and contains student information, guardian information, and plan information. A large 'DRAFT' watermark is overlaid on the document preview.</p>

Edit Draft Plans and Evaluations

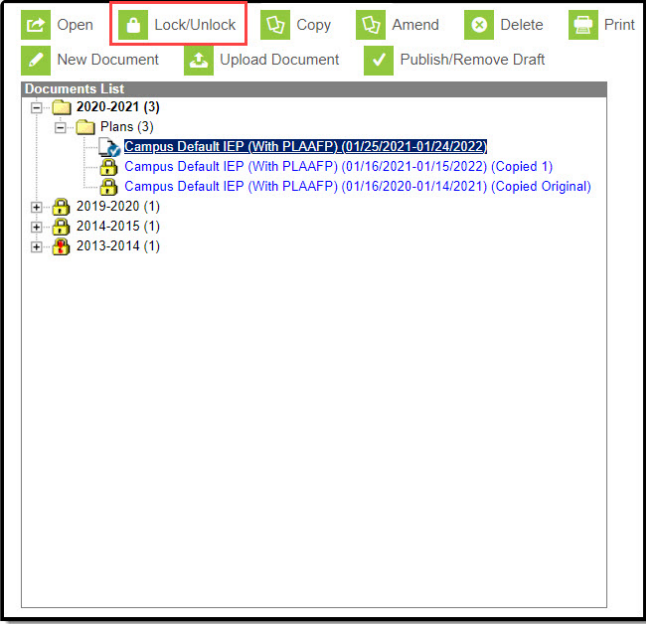
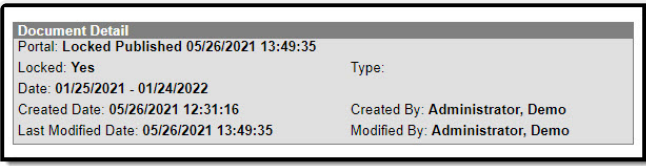
When a Plan or Evaluation was sent to the Portal, and changes need to be made, it must be removed from the Portal first:

Step	Image <i>Click to Enlarge</i>

Step	Image <i>Click to Enlarge</i>
<p>1. Select the Draft document and click Publish/Remove Draft.</p> <p>A warning displays: "This document is already displayed on Portal. Selecting Ok will remove it from Portal."</p>	 <p style="text-align: center;"><i>Remove Draft Plan</i></p>
<p>2. The Document Detail indicates that the document is "Draft Removed." A paper icon displays next to the plan name on the Documents list.</p>	 <p style="text-align: center;"><i>Draft Removed Document Detail</i></p>

Lock Draft Plans and Evaluations

When a user wants to lock a document sent to the Portal, follow these steps:

Step	Image <i>Click to Enlarge</i>
<p>1. Select the document, then click Lock/Unlock.</p> <p>A warning displays: "A draft document is currently on Portal. Locking this document will replace the draft document with this locked one."</p> <p>You will not be able to make additional changes unless you have Unlock Rights. Click OK to proceed or Cancel to go back."</p>	 <p style="text-align: center;"><i>Lock Draft Plans</i></p>
<p>2. The Document Detail indicates that the document is "Locked Published." A padlock icon displays next to the document name on the Documents list.</p>	 <p style="text-align: center;"><i>Locked Published Document Detail</i></p>

Other Locked Special Ed Documents

The following conditions must happen in order for locked Special Ed documents to display on Portal:

Step Tool Search: Portal Display Options	Image <i>Click to Enlarge</i>

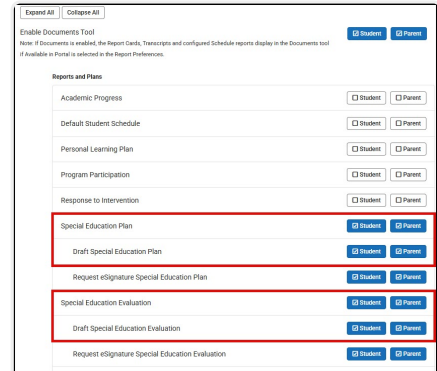
Step

Tool Search: [Portal Display Options](#)

1. **For Plans and Evaluation:** the Portal Preferences, Special Education Plan and Special Ed Evaluation, are marked.

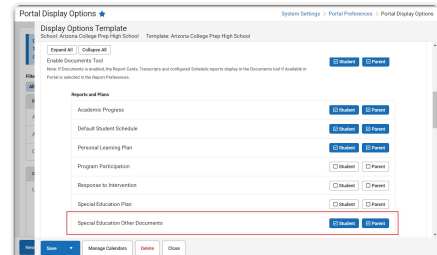
Image

[Click to Enlarge](#)



Special Education Plan Portal Preference

2. **For Progress Reports, and Prior Written Notices (OH Only):** the Portal Preference, Special Education Other Documents, is marked.



Special Education Other Documents Portal Preference

Parent(s)/Guardian(s) and the student must have a valid Portal account in order to receive locked Special Ed documents. See the [Portal Setup \(Admin\)](#) documentation for additional information on how to set up a Portal account.