Private School Plan (Montana)
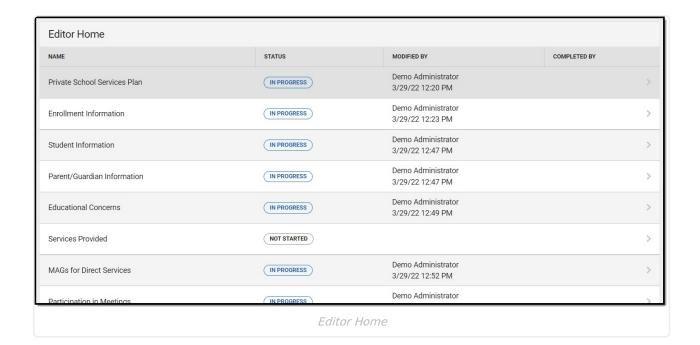
Last Modified on 03/11/2024 8:46 am CDT

Editor Home | General Information | Editor Types | Editor Lock Out and Release Logic | Template Banks | Text Editors | Editors

Classic View: Student Information > Special Ed > General > Documents

Search Terms: Special Ed Documents

The Private School Plan is used to capture student special education plan information and match the required documentation provided by the state of Montana. This document describes each editor, a description of each field on the editor, and any special considerations and instructions.

> The current print format of this document is the **MT PSP 2022.2**. Plan formats are selected in the Special Ed Plan Types tool.

Editor Home			
NAME	**STATUS**	**MODIFIED BY**	**COMPLETED BY**
Private School Services Plan	IN PROGRESS	Demo Administrator 3/29/22 12:20 PM	
Enrollment Information	IN PROGRESS	Demo Administrator 3/29/22 12:23 PM	
Student Information	IN PROGRESS	Demo Administrator 3/29/22 12:47 PM	
Parent/Guardian Information	IN PROGRESS	Demo Administrator 3/29/22 12:47 PM	
Educational Concerns	IN PROGRESS	Demo Administrator 3/29/22 12:49 PM	
Services Provided	NOT STARTED		
MAGs for Direct Services	IN PROGRESS	Demo Administrator 3/29/22 12:52 PM	
Participation in Meetings	IN PROGRESS	Demo Administrator	

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.

Header	Description
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 to be 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 the Nevada IEP: • **ESign** indicates that 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 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 people 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 listing all applicable Enrollment records for the student. See the Enrollments tool documentation for additional information.
Cancel	Navigates the user to the Editor Home screen or to 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. To further edit after an editor is marked Complete, the user must click **In Progress.** • **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. To further edit after an editor is marked Not Needed, click the **In Progress** button. • **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 display. 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.
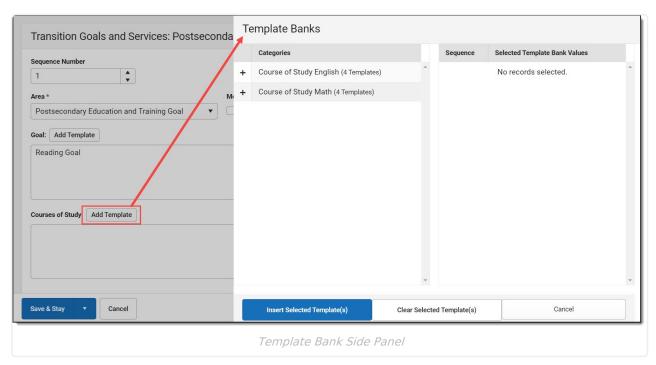
In order to release an editor, the user must:

- navigate to the next editor by clicking **Save and Next**, or by clicking 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.
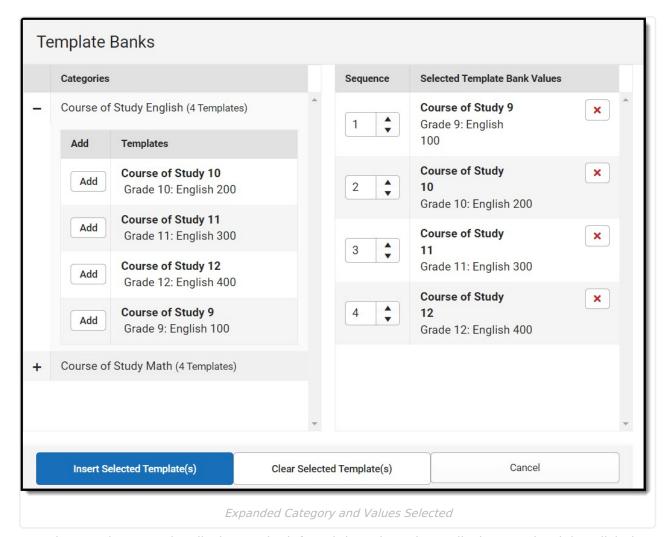
Template Banks

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

Private School Services Plan | Enrollment Information | Student Information | Parent/Guardian Information | Educational Concerns | Services Provided | MAGs for Direct Services | Participation in Meetings | PSP Approval

The following section lists each editor and describes each field on the editor.

Private School Services Plan

The Private School Services Plan editor provides basic information regarding the plan.

Private School Services Plan

▶ Click here to expand...
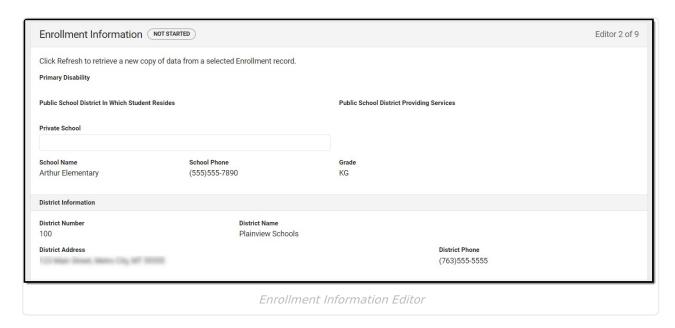
Enrollment Information

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.

Click Refresh to retrieve a new copy of data from a selected Enrollment record.

Primary Disability

Public School District In Which Student Resides   **Public School District Providing Services**

Private School

School Name   **School Phone**   **Grade**
Arthur Elementary   (555)555-7890   KG

District Information

District Number   **District Name**
100   Plainview Schools

District Address   **District Phone**
                                                                                 (763)555-5555

Enrollment Information Editor

▶ Click here to expand...

^ Back to Top

Student Information

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

The **Refresh** button retrieves a fresh copy of data from the student's record. See the General Information section for additional information.
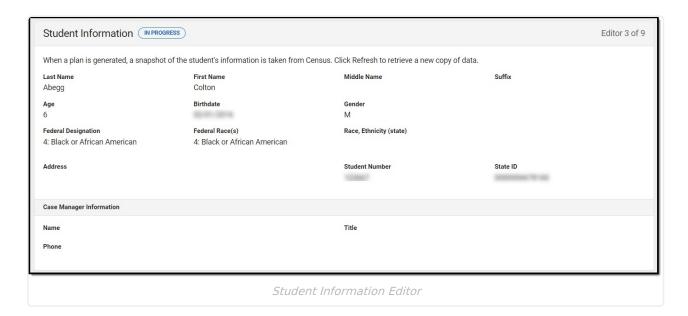
When a plan is generated, a snapshot of the student's information is taken from Census. Click Refresh to retrieve a new copy of data.

Last Name   **First Name**   **Middle Name**   **Suffix**
Abegg   Colton

Age   **Birthdate**   **Gender**
6   M

Federal Designation   **Federal Race(s)**   **Race, Ethnicity (state)**
4: Black or African American   4: Black or African American

Address   **Student Number**   **State ID**

Case Manager Information

Name   **Title**

Phone

Student Information Editor

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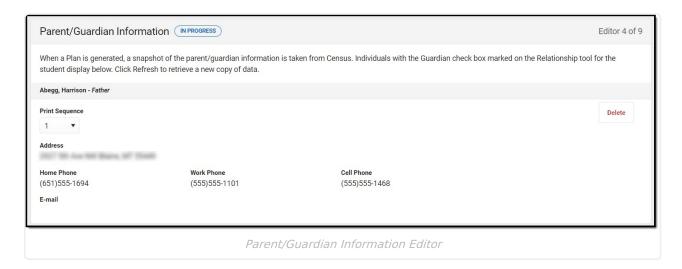
Parent/Guardian Information

The Parent/Guardian Information editor populates based on the guardian checkbox on the student's Relationships tool. The editor includes 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 | IN PROGRESS | Editor 4 of 9

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

Abegg, Harrison - *Father*

Print Sequence
1 ▼

Delete

Address

Home Phone
(651)555-1694

Work Phone
(555)555-1101

Cell Phone
(555)555-1468

E-mail

Parent/Guardian Information Editor

▶ Click here to expand...

Educational Concerns

The Educational Concerns editor is used to document any information regarding the student's educational concerns.

This editor is required.

Parents:

Private School Representative:

Public School Representative:

Educational Concerns Editor

▶ Click here to expand...

^ Back to Top

Services Provided

The Services Provided editor is used to document the services to be provided to the student.

▶ Click here to expand...

^ Back to Top

MAGs for Direct Services

The MAGs for Direct Services editor is used to document the student's goals and objectives for the plan.

▶ Click here to expand...

^ Back to Top

Participation in Meetings

The Participation in Meetings editor lists the team meetings held regarding the student, including individuals who were invited and who attended.

Team members added on the Team Members tool can be added to team meetings. Team members can be added manually on this editor, but are not saved in the system and have to be created each time they are included in a meeting.
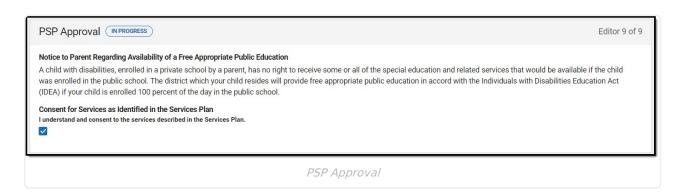
PSP Approval

The PSP Approval editor is used to document the parent/guardian's consent for their student to receive services.

This editor is required.

PSP Approval

Previous Versions

Private School Plan (Montana) [.2243 and previous]