Individual Education Plan (Hawaii) [.2231 - .2235]

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> You are viewing a previous version of this article. See Individual Education Plan (Hawaii) for the most current information.

Editor Home | General IEP Information | Editor Types | Padlock Icon | Template Banks | Editors

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

Search Terms: Special Ed Documents

The Individual Education Plan is used to capture student special education plan information and match the required documentation provided by the state of Hawaii. This document describes each editor, the section(s) of the print format that include the entered information, a description of each field on the editor, and any special considerations and instructions.

> Plan formats are selected in Plan Types. Documented below is the IEP with Transition, with references to editors that are not included on the without Transition Plan. The current print formats include:
>
> - **HI IEP with Transition 2022**
> - **HI IEP without Transition 2022**

Editor Home

The Editor Home lists the editors available on the student's Individual Education Plan.

Editor Home

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 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.
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 IEP Information

The following table lists the buttons available for the editors:

Button	Description

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 Types section for additional information.
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 *i.e. Complete, Not Needed, etc.*	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. 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.
Print	Prints the entire plan.
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.

Button	Description
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. An example list editor is the **Goals and Objectives** editor.

Padlock Icon

Only one user at a time can actively work on an editor. A person with a padlock icon displays in the Editors side pane, 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. Once the editing user navigates away from an editor, that editor becomes available to work on.

Template Banks

Certain fields within several editors have a paper icon displays next to their name. When the icon is clicked, a side panel displays with the available library of predetermined text for that field. Template Banks are managed in System Administration.

Editors

Education Plan | Enrollment Information | Student Information | Parent/Guardian Information | Conference Announcement | Conference Notification | Conference Actual | Considerations of Special Factors | PLAAFP: Eligibility and the Effects of the Disability | PLAAFP: Transition Planning | Present Levels of Academic Achievement and Functional Performance | Special Education / Specially Designed Instruction | Related Services | Supplementary Aids and Program Modifications | Assistive Technology | Supports for School Personnel | Transportation | Additional Plans | Least Restrictive Environment | Extended School Year | State-Wide Assessments | Transition Services Plan | Appropriate Measurable Postsecondary Goals | Transition Services / Activities Needed | Courses of Study | Prior Written Notice

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

Education Plan

The Education Plan editor includes the various dates associated with the plan, why the IEP

meeting was held, and how student progress is reported.

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

Education Plan Editor

▶ Click here to expand...

Field	Description	Ad Hoc	Validation
Plan Type *Required*	The type of plan. Options include: • Annual • Initial • Amendment • FAPE for Private School & Homeschool Students	N/A	N/A
IEP Conference Date	The actual conference date.	N/A	This field auto-populates from the Actual Conference Date on the most recent record on the Conference Actual editor.

Field	Description	Ad Hoc	Validation
Start Date *Required*	The day on which the plan begins for the student.	Learner Planning > Learning Plans > planStartDate	* This is required in order to Complete the editor. This field auto-populates to be one day after the Initial Conference Announcement, but can be modified. In order to Complete the editor, this date must be after the IEP Conference Date.
IEP Annual Due Date *Required*	The one year due date for the next IEP.	N/A	* This is required in order to Complete the editor.
Reevaluation Due Date Required	The three year due date for the next IEP.	N/A	This field auto-populates to 3 years from the most recent Evaluation, regardless of the locked status. It can be modified if needed.
Initial Consent Date *Required*	The date consent was received from the parent/guardian.	N/A	* This is required in order to Complete the editor. This is a read-only field. This field auto-populates from the student's initial Evaluation > Initial Provision of Special Education and the Related Services editor > School Received Consent Form Date field.

Field	Description	Ad Hoc	Validation
Parent/legal guardian was provided an explanation and copy of the procedural safeguards. *Required*	Indicates the parent/guardian was given a copy of the procedural safeguards.	N/A	* This is required in order to Complete the editor.
Date safeguards provided to parent/legal guardian *Required*	The date the procedural safeguards were provided to the parent/guardian.	N/A	* This is required in order to Complete the editor.
Parent/legal guardian was provided a copy of the IEP at no cost. *Required*	Indicates the parent/guardian was given a copy of the IEP.	N/A	* This is required in order to Complete the editor.
Date IEP provided to parent/legal guardian *Required*	The date a copy of the IEP was given to the parent/guardian.	N/A	* This is required in order to Complete the editor.
Parent/legal guardian was provided with the opportunity to take the parent involvement survey.	Indicates parent/guardian was given the parent involvement survey.	N/A	N/A
Date opportunity provided	The date the survey was provided to the parent/guardian.	N/A	N/A
If the student is of transition age, he/she was provided a copy of the procedural safeguards in his/her native language or other mode of communication.	Indicates if the student was provided a copy of the procedural safeguards in their native language.	N/A	N/A

Field	Description	Ad Hoc	Validation
Date safeguards provided to student	The date a copy of the safeguards was given to the student.	N/A	N/A
Student was provided a copy of IEP at no cost.	Indicates if the student was provided a copy of their IEP.	N/A	N/A
Date IEP provided to student	The date a copy of the IEP was given to the student.	N/A	N/A

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 IEP Information section for additional information.

Enrollment Information IN PROGRESS   Editor 2 of 23

Click Refresh to retrieve a new copy of data from a selected Enrollment record. Information entered into this editor will modify the student's current Enrollment record when the plan is locked.

Eligibility Category
Deaf: Deaf

Special Ed Status*
1: Receiving Services

District   **Complex Area**   **Grade**
                                                12

School Name   **School Phone**   **School Year**
Campbell High School   21-22

Enrollment Information Editor

▶ Click here to expand...

Field	Description	Ad hoc	Validation

Field	Description	Ad hoc	Validation
Eligibility Category **Required*	The student's eligibility area.	N/A	* This is required in order to Complete the editor. This auto populates from the most recent locked Evaluation > Eligibility Decision editor > Eligibility Category field, but it can be modified. The options in this field are defined at a state level and cannot vary by district.
Special Ed Status *Required*	The student's special ed status.	N/A	This auto populates based on the selected Enrollment record.
District	The student's district of residence.	Learner Planning > Learning Plans > subDistrict	This field is pulled from the Enrollment record, then System Administration > Resources > School > State Data Elements > Sub-District.
Complex Area	The location of the building.	Learner Planning > Learning Plans > complexDistrict	This field is pulled from the Enrollment record, then System Administration > Resources > School > State Data Elements > Complex Area.
Grade	The student's current grade.	Enrollment > Grade enrollment.grade	This field is pulled from the Enrollment record.
School Name	The name of the school associated with the student's Enrollment record.	Learner Planning > Learning Plans > Enrollments > residentSchool enrollment.residentSchool	This field is pulled from the Enrollment record.
School Phone	The phone number of the school associated with the student's Enrollment record.	Learner Planning > Learning Plans > School > Phone v_SchoolCurrent.phone	This field is pulled from the Enrollment record, then System Administration > Resources > School.

Field	Description	Ad hoc	Validation
School Year	The school year associated with the student's Enrollment record.	N/A	This field is pulled from the Enrollment record.

^ Back to Top

^ 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 IEP Information section for additional information.

Student Information Editor

▶ Click here to expand...

Field	Description	Ad Hoc
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

Page 10

Field	Description	Ad Hoc
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
Age	The age of the student.	Census > People > Demographics > Age
Birthdate	The student's birthdate.	Census > People > Demographics > Birth Date identity.birthDate
Gender	The student's gender.	Census > People > Demographics > Gender identity.gender
Language At Home	The student's language they speak at home.	Census > People > Demographics > Language At Home
First Language	The student's first language spoken.	Census > People > Demographics > First Language
Language Most Used	The language the student uses most frquently.	Census > People > Demographics > Language Most Used
Address	The student's address. This field becomes a dropdown if 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
Student Number	The student's identification number.	Census > People > Demographics > Student Number
State ID	The student's state identification number.	Census > People > Demographics > State ID
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

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	Ad Hoc	Validation

Field	Description	Ad Hoc	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.
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. If any Sequences are selected, only parent/guardian(s) with a sequence number prints in the order defined.

Field	Description	Ad Hoc	Validation
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 "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.
Interpreter Required	Indicates an interpreter is needed for the the parent/guardian.	N/A	N/A

Conference Announcement

The Conference Announcement editor is used to document planned meetings of the IEP team.

This editor is not optional and must be completed.

▶ Click here to expand...

Conference Announcement List Screen

Conference Announcement List

Column Name	Description
Padlock Icon	The user currently working on the record.
Meeting Date	The date of the meeting.
Meeting Location	The location of the meeting.
Print in Plan	Indicates this meeting information prints on the Plan.

Conference Announcement Detail Screen

Click **New** or an existing record to view the Detail Screen.

Conference Announcement: 1/7/2022

Print In Plan
☑

Scheduled Conference Date *
01/07/2022

Scheduled Conference Time *
2:00 PM

Announcement Date
month/day/year

Scheduled Conference Location *
Virtual

Conference Location (specify)

The conference is for the following purpose(s):
A conference announcement must be generated for each purpose.

☑ Plan Process
- If IDEA eligible, develop an Individualized Education Program (IEP).
- Determine educational placement.
- Review the plan's effectiveness/appropriateness in meeting the needs of your child, revise and renew it, if needed.

☐ Learning Loss
- Address Learning Loss (Including education loss, skill loss, lack of expected progress, and any new needs) due to significant school disruption (e.g. pandemic, flood, volcanic activity).

☐ Discipline
- Discuss a Manifestation Determination (MD) - Student Discipline

Attendance ℹ️

No records available.

Add   Refresh

Conference Announcement Detail

Field	Description	Validation
Print in Plan	Indicates this meeting information prints on the Plan.	This defaults to unmarked.
Scheduled Conference Date *Required*	The meeting date.	N/A
Scheduled Conference Time *Required*	The meeting time.	N/A
Announcement Date	The date a notification was sent notifying the team members of the meeting.	N/A
Scheduled Conference Location	The location of the meeting. Options include: Virtual, Phone, or In-Person.	N/A
Conference Location (specify)	The location of the meeting, if clarification or details are needed.	N/A

Field	Description	Validation
Plan Process	Indicates the type of plan processes needed for the student. Options include: • When IDEA eligible, develop an Individualized Education Program (IEP). • Determine educational placement. • Review the plan's effectiveness/appropriateness in meeting the needs of your child, revise and renew it, if needed.	N/A
Learning Loss	Indicates the student needs an Learning Loss Plan. Options include: • Address Learning Loss (including education loss, skill loss, lack of expected progress, and any new needs) due to significant school disruption (e.g. pandemic, flood, volcanic activity).	N/A
Discipline:	Indicates the student needs an Discipline Plan. Options include: • Discuss a manifestation Determination (MD) - Student Discipline	N/A
Attendance		

Field	Description	Validation
First Name	The first name of the team member.	This field is required for saving this editor. This field displays information from the Special Education Team Member tool. Any Team Member with an active status displays here as read-only. The user can also enter an additional entry for this field and when they do, an open text field displays and the user is required to enter a value.
Last Name	The last name of the team member.	This field is required for saving this editor. This field displays information from the Special Education Team Member tool. Any Team Member with an active status displays here as read-only. The user can also enter an additional entry for this field and when they do, an open text field displays and the user is required to enter a value.

Field	Description	Validation
Role	The role of the team member.	This field is required for saving this editor. Values available in this dropdown include locked attributes: • General Education Teacher • Related Service Provider • Special Education Teacher • Specialized Support Instructional Personnel • Principal • Vice Principal Unlocked Attribute values include: • determined by district
Invited	Indicates this team member has been invited to the meeting.	N/A
Excused	Indicates this team member is excused from the meeting.	This field only displays when the Role for that person is one of the following: • General Education Teacher • Related Service Provider • Special Education Teacher • Specialized Support Instructional Personnel • Principal • Vice Principal

Field	Description	Validation
Designee for Admin	Indicates this team member has been designated as an administrator for the meeting.	When Role is Principal or Vice Principal, this check box is grayed out.
Admin/Designee Statement *This section becomes available when the Designee for Admin checkbox is selected.*		
Admin Designee Statement:	Indicates why an admin is being used in the meeting.	This is required for saving the editor when available.

Conference Notification

The Conference Notification editor is used to document when notifications were sent out informing the team of meetings.

▶ Click here to expand...

Conference Notification List Screen

Conference Notification List

Column Name	Description
Padlock Icon	The user currently working on the record.
Scheduled Meeting	The date of the planned meeting.
Mutually Agreed	Indicates if the parent/guardian consented to the meeting date.

Conference Notification Detail Screen

Click **New** or an existing record to view the Detail Screen.

Conference Notification Detail

Field	Description	Validation
Conference Notification		
Scheduled Meeting Date	The date of the scheduled meeting.	This field is required for saving the editor. The options in this field are determined from the Conference Announcement entries.
Mutually Agreed Upon:	Indicates if the parent/guardian consents to the meeting date. Options include: • Yes, parent agrees to date and time of meeting and knows the purpose(s) of the meeting. • No (unable to move forward until three attempts)	These options are hard coded.
Notified Date:	The date the parent/guardian was notified of the planned meeting date.	There is space for a 1st, 2nd, and 3rd notification fields.

Field	Description	Validation
Notified By:	Indicates who sent the notification to the parent/guardian.	N/A
Notify Method:	The manner in which the parent/guardian was notified. Options include: • Phone • Personal Contact • Regular Mail • Return Receipt Required • Personally Delivered • Email • Fax	These options are hard coded.
Notified Outcome:	The outcome of the notification.	
Outside Agency Parent Consent Tracking		
Agency	Indicates which outside agency is involved, if applicable. Options include: • Department of Health - Early Intervention • Department of Health - Developmental Disabilities Division • Department of Health - Child/Adolescents Mental Health Division • Department of Human Services - Division of Vocational Rehabilitation • Other (specify)	When Other (specify) is marked, the user is able to manually enter their own value.
Consent to Invite Needed	Indicates that an Outside Agency should be invited and the Consent to Invite document is needed.	N/A
Consent to Invite Received	Indicates a signed Consent to Invite document was returned to the district.	N/A

Field	Description	Validation
Consent Received Date	The date the signed Consent to Invite document was returned to the district.	This field becomes available and required when the Consent to Invite Received check box is selected.

Team Member Notification Tracking
This table is read only and displays the following columns:
- Team Member Name
- Date
- Method
- Notified By
- Outcome
- >

All of these read only values come from the user selecting the **Add Notification** button and entering information on a side panel recording when notifications were made to certain team members.

Notification Tracking (side panel)
This displays when the user clicks **Add Notification** or on the ">" from a previous entry in the table.

Team Member Name:	The name of the team member.	The options in this field are determined from the marked entries from Conference Announcement > Invited checkbox. This displays as First Name Last Name, Role.
Date:	The date the team member was notified.	N/A
Method:	The manner in which the team member was notified. Options include: • Phone • Personal Contact • Regular Mail • Return Receipt Required • Personally Delivered • Email • Fax	These options are hard coded. Multiple options may be selected.
Notified By:	The person who reached out to the team member.	N/A

Field	Description	Validation
Outcome:	The response or end result of the notification.	N/A

Conference Actual

The Conference Actual editor is used to document meetings that took place.

▶ Click here to expand...

Conference Actual List Screen

Conference Actual	IN PROGRESS		Editor 7 of 23
	Scheduled Meeting	Actual Meeting ↑	Actual Location
	01/07/2022	01/07/2022	

Conference Actual List

Column Name	Description
Padlock Icon	The user currently working on the record.
Scheduled Meeting	The date of the planned meeting.
Actual Meeting	The date the meeting took place.
Actual Location	The location of the meeting.

Conference Actual Detail Screen

Click **New** or an existing record to view the Detail Screen.

Conference Actual Detail

Field	Description	Validation
Actual Conference Notification: <date of actual conference> *The "<date of actual conference>" populates based on the Actual Conference Date entered.*		
Scheduled Meeting Date	The date of the planned meeting.	The options in this field are determined from the Conference Announcement > Scheduled Conference Date entries.
Scheduled Conference Time	The time of the planned meeting.	The options in this field are determined from the Conference Announcement entries. This field is read-only.
Scheduled Conference Location	The planned conference location.	The options in this field are determined from the Conference Announcement entries. This field is read-only.

Field	Description	Validation
Scheduled Conference Location (specify)	The location of the meeting, if clarification or details are needed.	The options in this field are determined from the Conference Announcement entries. This field is read-only.
Actual Conference Date	The date the meeting took place.	This is required for saving the editor.
Actual Conference Time	The time the meeting took place.	This is required for saving the editor.
Actual Conference Location	The location of the meeting. Options include: • Phone • Virtual • In-Person	This is a required element for saving the editor. The values available are hard-coded.
Actual Conference Location (specify)	The location of the meeting, if clarification or details are needed.	N/A
Plan Process:	Indicates the type of plan processes needed for the student. Displays two rows of checkboxes, Scheduled and Actual. Options include: • When IDEA eligible, develop an Individualized Education Program (IEP). • Determine educational placement. • Review the plan's effectiveness/appropriateness in meeting the needs of your child, revise and renew it, if needed.	The Scheduled column is read only and is determined based on the Scheduled Meeting Date selected. The Actual column can be edited. This field has two parts to it. The first part, "Scheduled" are read only values that are checked as appropriate upon selection of the Scheduled Meeting Date field above. The second part, "Actual" are editable values that allow the user to manually select the appropriate values.

Field	Description	Validation
Learning Loss:	Indicates the student needs an Learning Loss Evaluation. Displays two rows of checkboxes, Scheduled and Actual. Options include: • Address Learning Loss (including education loss, skill loss, lack of expected progress, and any new needs) due to significant school disruption (e.g. pandemic, flood, volcanic activity)	The Scheduled column is read only and is determined based on the Scheduled Meeting Date selected. The Actual column can be edited. This field has two parts to it. The first part, "Scheduled" are read only values that are checked as appropriate upon selection of the Scheduled Meeting Date field above. The second part, "Actual" are editable values that allow the user to manually select the appropriate values.
Discipline:	Indicates the student needs an Discipline Evaluation. Displays two rows of checkboxes, Scheduled and Actual. Options include: • Discuss a manifestation Determination (MD) - Student Discipline	This field has two parts to it. The first part, "Scheduled" are read only values that are checked as appropriate upon selection of the Scheduled Meeting Date field above. The second part, "Actual" are editable values that allow the user to manually select the appropriate values.
Attendance		

Field	Description	Validation
Team Member Name	The name of the team member.	This field is read-only and auto populates based on Team Members entered within the Conference Announcement editor who have the Invited checkbox marked. The First Name, Last Name, and Role fields display.
Attended	Indicates the team member attended the meeting.	N/A
Admin/Designee	Indicates if the team member is an admin designee for the meeting.	This field is read-only and auto selected if it was selected within the Conference Announcement editor.
Excused	Indicated the team member was excused from the meeting.	This field is read-only and auto selected if it was selected within the Conference Announcement editor.
Reason for Excusal	The reason the team member was excused from the meeting.	This field is blank upon entering the editor and requires the user to enter a value if the corresponding Excused checkbox is marked.

Considerations of Special Factors

The Consideration of Special Factors editor is used to document the special factors the team is considering when developing the student's plan.

Consideration of Special Factors

▶ Click here to expand...

Field	Description	Validation
1. The student's behavior impedes the student's learning or the learning of others.	Indicates the student's behavior impacts the their learning.	Yes or No
Explain or reference data:	A text field used to provide additional detail.	This field displays when the corresponding drop down is set to "Yes". This is a required element for saving the editor.
2. The student is limited in English proficiency.	Indicates the student is limited in their English proficiency.	Yes or No
Explain or reference data:	A text field used to provide additional detail.	This field displays when the corresponding drop down is set to "Yes". This is a required element for saving the editor.
3. The student is blind or visually impaired.	Indicates the student is blind or visually impaired.	Yes or No

Field	Description	Validation
Explain or reference data:	A text field used to provide additional detail.	This field displays when the corresponding drop down is set to "Yes". This is a required element for saving the editor.
4. The student has communication needs.	Indicates the student has communication needs.	Yes or No
Explain or reference data:	A text field used to provide additional detail.	This field displays when the corresponding drop down is set to "Yes". This is a required element for saving the editor.
5. The student is deaf or hard of hearing.	Indicates the student is deaf or hard of hearing.	Yes or No
Explain or reference data:	A text field used to provide additional detail.	This field displays when the corresponding drop down is set to "Yes". This is a required element for saving the editor.
6. The student may need assistive technology devices and services.	Indicates the student needs assistive technology.	Yes or No
Explain or reference data:	A text field used to provide additional detail.	This field displays when the corresponding drop down is set to "Yes". This is a required element for saving the editor.

PLAAFP: Eligibility and the Effects of the Disability

The PLAAFP: Eligibility and the Effects of the Disability editor is used to document the ways in

which the student's disability impacts them.

PLAAFP: Eligibility and the Effects of the Disability Editor

▶ Click here to expand...

Field	Description	Validation
Eligibility Category	The student's disability category. Options include: • ASD: Autism Spectrum Disorder • Deaf: Deaf • DB: Deaf-Blindness • DD: Developmental Delay (Age 3-5) • DD6: Developmental Delay (Age 6-8) • ED: Emotional Disability • HH: Hard of Hearing • ID: Intellectual Disability • MD: Multiple Disability • OD: Orthopedic Disability • OHD: Other Health Disability • SLD: Specific Learning Disability • SoLD: Speech or Language Disability • TBI: Traumatic Brain Injury • VDB: Visual Disability Incl. Blindness	N/A

Field	Description	Validation
The student's disability impacts the following academic areas:	The academic area impacted by the student's disability/disabilities. Options include: • Emergent Literacy • Emergent Math • Emergent Writing • Functional Math • Functional Reading • Functional Writing • Listening Comprehension • Math Calculation • Math Reasoning • Reading Comprehension • Reading Decoding • Reading Fluency • Speaking • Written Expression • Other	N/A
Specify Other	A text field used to identify any other academic area impacted by the student's disability/disabilities not listed in the above multi-select field.	This field becomes available and is required when Other is selected above.
The student's disability is impacting the following functions in the school environment:	The functions in the school environment by the student's disability/disabilities. Options include: • Attention • Behavior • Daily Living/Adaptive • Executive Functioning • Hearing • Mobility • Organization • Post-Secondary Transition • Speech/Language/Communication • Vision • Vocational Skills • Other	N/A
Specify Other	A text field used to identify any other functions in the school environment area impacted by the student's disability/disabilities not listed in the above multi-select field.	This field becomes available and is required when Other is selected above.

Field	Description	Validation
The root cause of the impact:	The root cause of the impact of the student's disability/disabilities.	N/A
Student Interests and Motivation:	A description as the student's interests and motivations.	N/A

PLAAFP: Transition Planning

The PLAAFP: Transition Planning editor is used to document age-appropriate transition plans for the student.

> This editor is not available on the HI IEP without Transition plan.

PLAAFP: Transition Planning

▶ Click here to expand...

Field	Description	Validation
Date of Assessment	The date the data was collected.	N/A

| Field	Description	Validation
Assessment	The type assessment used to gather the data. Options include: • Student Interview • Family Interview • Teacher Interview or Supervisor Evaluation • Observation • Information from the Psychological Evaluation • Specialty Areas • Curriculum-Based Vocational Assessments • Adaptive Behavior/Daily Living Skills Assessments • General and Specific Aptitude Tests • Interest Inventories • Intelligence Tests • Temperament Inventories/Instruments • Career Maturity or Employability Tests • Self-Determination Assessments • Transition Planning Inventories • Other	N/A
Other (Specify)	A text field used to document an alternate form of assessment.	This field becomes available and is required when Other is selected above.
Student Preferences, Interests, Needs and Strengths	A description of the student's preferences, interests, needs, and strengths concerning their transition planning.	N/A

Present Levels of Academic Achievement and Functional Performance

The Present Levels of Academic Achievement and Functional Performance (PLAAFP) editor is used to document the student's current level of academic achievement and functional performance.

▶ Click here to expand...

PLAAFP List Screen

Present Levels of Academic Achievement and Functional Performance IN PROGRESS		Editor 11 of 26
Sequence ↑ 1	Type of Concern ↑ 2	Area of Concern
1	Academic	Functional Writing

1 - 1 of 1 items

PLAAFP List Screen

Column Name	Description
Padlock Icon	The user currently working on the record.
Sequence	The order in which the records displays and print.
Type of Concern	The type of concern.
Area of Concern	The area of concern.

PLAAFP Detail Screen

Click **New** or an existing record to view the Detail Screen.

PLAAFP Detail Screen

Field	Description	Validation
Sequence *Required*	The order in which the records display and print.	The value of this field determines what order the record displays on the UI and printed document. The Sequence auto-populates to the next available number starting with 1.
Type of Concern: *Required*	The type of concern. Options include: • Academic • Functional	The options in this field are defined at a state level and cannot vary by district.

Field	Description	Validation
Area of Concern: *Required*	The area of concern. When **Academic** is selected as the Type of Concern, options include: • Speaking • Listening • Reading Decoding • Reading Fluency • Reading Comprehension • Written Expression • Math Calculation • Math Reasoning • Pre-K Literacy • Pre-K Math • Pre-K Writing • Other When **Functional** is selected as the Type of Concern, options include: • Daily Living/Adaptive • Executive Functioning • Speech/Language/Communication • Behavior • Vocational Skills • Vision • Hearing • Transition • Motor Skills • Other	The options in this field are determined by the "Type of Concern" drop down and are defined at a state level and cannot vary by district.
Other (specify):	An other area of concern, if applicable.	This field displays when "Other" is selected from the corresponding drop down. This is a required element for saving the editor when available.

Field	Description	Validation
Source(s) of Information:	The source of information. Options include: • Observation • Work Samples • Curriculum Based Assessments • Standardized Assessments • Parent Interview/Report • Teacher Interview/Report • School Personnel Interview/Report • Audio Recording • Video Recording • Checklists • Report Cards • Attendance Records • Private Provider Reports • Progress Reports • Other	The options in this field are defined at a state level and cannot vary by district.
Strengths:	The student's strengths.	N/A
Needs:	The student's needs.	N/A

The Area of Concern is addressed in the following:	Where the documentation for the area of concern is. Options include:
	• Goals/Objectives
	• Supplementary Aids and Services
		The options in this field are defined at a state level and cannot vary by district.
		Validation for these options include:
		• Goals/Objectives
		  ◦ The Goals/Objectives Card and Table appears on the editor for the user to complete.
		• Supplementary Aids and Services
		  ◦ The Supplementary Aids and Services editor is required to be in a Complete status upon locking.

Field	Description	Validation
Goals/Objectives *This table is read only and displays the following columns:* • *+/-* • *Goal* • *>* *All of these read only values come from the user selecting the "Add Goal" button and entering information on a side panel recording what goals and objectives are needed.*		
Goals and Objectives - Side Panel		
Area of Concern	The area of concern.	This is a read only field of the Area of Concern field from the record corresponding to this side panel.
Strengths	The student's strengths.	This is a read only field of the Strengths field from the record corresponding to this side panel.
Needs	The student's needs.	This is a read only field of the Needs field from the record corresponding to this side panel.
Goal		
Sequence *Required*	Indicates the display and print order of the record.	Duplicate numbers are not allowed.
Goal Statement	The goal statement.	N/A
Measure	The measurement of the goal. Options include: • Observation • Work Samples • Curriculum Based Assessments • Standardized Assessments • Teacher Interview/Report • Audio Recording • Video Recording • Checklists • Other	The options in this field are defined at a state level and cannot vary by district.
Other (specify):	Other, if applicable.	This field displays when the measurement type of "Other" is selected.

Field	Description	Validation
This goal is part of ESY	Indicates if the goal is part of the Extended School Year program.	Marking this checkbox box makes the goal & objectives display on the ESY section of the ESY editor.
This goal is part of ESD	Indicates if the goal is part of the Extended School Day program.	Marking this checkbox box makes the goal & objectives display on the ESD section of the ESY editor.
This goal is related to post-secondary transition *This is only available on the IEP with Transition format*	Indicates if the goal is related to a post-secondary transition goal.	N/A

Objectives
This table is inline editable and and displays the following columns:
- *Sequence*
- *Objectives*
- *ESY*
  - *Marking this checkbox box makes the goal & objectives display on the ESY section of the ESY editor.*
- *ESD*
  - *Marking this checkbox box makes the goal & objectives display on the ESD section of the ESY editor.*
- *Post-secondary Transition (This is only available on the IEP with Transition format)*
- *x*

Special Education / Specially Designed Instruction

The Special Education/Specially Designed Instruction editor is used to document the student's specially designed instruction.

▸ Click here to expand...

Special Education Specially Designed Instruction List Screen

To complete this editor, the service dates must fall within the start and end date of the plan.

Special Education / Specially Designed Instruction (IN PROGRESS)   Editor 12 of 26

🔒	Description ↑	Instructional Delivery	Frequency	Start Date	End Date
	Example description	Individual	30 minute(s) / 1 x Day	09/14/22	12/15/22

|◄ ◄ 1 ► ►| 1 - 1 of 1 items

Special Education / Specially Designed Instruction List Screen

Column Name	Description
Padlock Icon	The user currently working on the record.
Description	A description of what the teacher is providing to the student.
Instructional Delivery	The delivery method for instruction.
Frequency	The frequency of the service.
Start Date	The first day of service.
End Date	The last day of service.

Special Education / Specially Designed Instruction Detail Screen

Click **New** or an existing record to view the Detail Screen.

Special Education / Specially Designed Instruction Detail Screen

Field	Description	Validation
Description *Required*	A description of what the teacher is providing to the student.	N/A
Instructional Delivery *Required*	The delivery method for instruction. Options include: • Individual • Small Group • Combination	The options in this field are defined at a state level and cannot vary by district.
Location *Required*	The location of the instruction. Options include: • General Education Classroom • Special Education Classroom • Therapy Room • School Campus • Community • Workplace • Other	The options in this field are defined at a state level and cannot vary by district.
Addresses Need *Required*	The need addressed by the specially designed instruction.	This field is pre-populated upon entering the editor and requires the user to select a value. The options in this field are populated from the Area of Concern within the Present Levels of Academic Achievement and Functional Performance.

Field	Description	Validation
Addresses Goal(s) *Required*	The goal addressed by the specially designed instruction.	This field is pre-populated upon entering the editor and requires the user to select a value(s) after at least one value from Addresses Need(s) is selected. The options in this field are populated from the Goal field tied to the above selected Area of Concern within the Present Levels of Academic Achievement and Functional Performance.
Duration and Frequency		
Projected Beginning Date *Required*	The first day of the specially designed instruction.	N/A
Projected Ending Date *Required*	The last day of the specially designed instruction.	N/A
Extended School Year	Indicates the specially designed instruction is part of an Extended School Year program.	Marking this checkbox makes the service display on the ESY section of the ESY editor.
Extended School Year Quarter	The quarter of the Extended School Year program. • Fall • Winter • Spring • Summer • Other	This field becomes available when Extended School Year is checked.
After how many non-instructional days?	Indicates extended school year services is offered after non-instructional days.	This field becomes available when "Other" is marked from Extended School Year Quarter.
Comments	Any additional information regarding the extended school year program.	This field becomes available when "Other" is marked from Extended School Year Quarter.

Field	Description	Validation
Duration (in minutes) *Required*	The duration of the service.	N/A
Session Frequency # of times per *Required*	The number of session frequency.	N/A
Service Frequency *Required*	The service frequency. Options include: • Day • Week • Month	The options in this field are defined at a state level and cannot vary by district.

Related Services

The Related Services editor is used to document any related services to be provided to the student.

▶ Click here to expand...

Related Services List Screen

Related Services List Screen

Column Name	Description
Padlock Icon	The user currently working on the record.
Service Name	The name of the service.

Column Name	Description
Frequency	The frequency of the service.
Start Date	The first day of service.
End Date	The last day of service.
ESY	Indicates the specially designed instruction is part of an Extended School Year program.

Related Services Detail Screen

Click **New** or an existing record to view the Detail Screen.

Related Services Detail Screen

Field	Description	Validation

Field	Description	Validation
Related Service *Required*	The name of the related service. Options include: • ABA Services • Audiology • Counseling • Hearing Services • Interpreting Services • Occupational Therapy • Orientation and Mobility • Parent Counseling and Training • Parent Education and Training • Personal Care Services • Physical Therapy • Psychological Services • Recreation • Skilled Nursing • Social Worker • Speech-Language Pathology Services • Transportation • Vision Services • Other	The options in this field are defined at a state level and cannot vary by district.
Other (specify) *Required	An other related service, if applicable.	*This field becomes available and is required when Other from the corresponding drop down is selected.
Service Delivery *Required*	Indicates if the service is direct or indirect. Options include: • Direct • Indirect	The options in this field are defined at a state level and cannot vary by district.
Instructional Delivery *Required*	The delivery method for service. Options include: • Individual • Small Group • Combination	The options in this field are defined at a state level and cannot vary by district.

Field	Description	Validation
Location *Required*	The location of the service. Options include: • General Education Classroom • Special Education Classroom • Therapy Room • School Campus • Community • Workplace • Other	The options in this field are defined at a state level and cannot vary by district.
Addresses Need *Required*	The need addressed by the related service.	This field is pre-populated upon entering the editor and requires the user to select a value. The options in this field are populated from the Area of Concern within the Present Levels of Academic Achievement and Functional Performance.
Addresses Goal(s) *Required*	The goal addressed by the related service.	This field is pre-populated upon entering the editor and requires the user to select a value after at least one value from Addresses Need is selected. The options in this field are populated from the Goal field tied to the above selected Area of Concern within the Present Levels of Academic Achievement and Functional Performance.
Duration and Frequency		
Projected Beginning Date *Required*	The first day of the service.	N/A
Projected Ending Date *Required*	The last day of the service.	N/A

Field	Description	Validation
Extended School Year	Indicates the related service is part of an Extended School Year program.	Marking this checkbox makes the service display on the ESY section of the Extended School Year editor.
Extended School Year Quarter	The quarter of the Extended School Year program. • Fall • Winter • Spring • Summer • Other	This field becomes available when Extended School Year is checked.
After how many non-instructional days?	Indicates extended school year services is offered after non-instructional days.	This field becomes available when Other is selected for the Extended School Year Quarter.
Comments	Any additional information regarding the extended school year program.	This field becomes available when Other is selected for the Extended School Year Quarter.
Extended School Day	Indicates the related service is part of an Extended School Day program.	Marking this checkbox makes the service display on the ESD section of the Extended School Day editor.
Description of Frequency and Amount is acceptable	The frequency of the service.	When this is marked, Duration, Session Frequency and Service Frequency become grayed out and Frequency and Amount becomes available and required.
Duration (in minutes)	The duration of the service.	This is a required element for saving the editor when available.
Session Frequency # of times per	The number of session frequency.	This is a required element for saving the editor when available.
Service Frequency	The service frequency. Options include: • Day • Week • Month	This is a required element for saving the editor when available. The options in this field are defined at a state level and cannot vary by district.

Field	Description	Validation
Frequency and Amount *Frequency and Amount does not need to be in units of time. It may be stated as a description of the circumstance or situation when and where the service is needed. Do not write "As Needed".*	A description of the service frequency.	This is a required element for saving the editor when available.

Supplementary Aids and Program Modifications

The Supplementary Aids and Program Modifications editor is used to describe any additional services needed and/or program modifications to be provided for the student.

▶ Click here to expand...

Supplementary Aids and Program Modifications List Screen

Supplementary Aids and Program Modifications List Screen

Column Name	Description
Padlock Icon	The user currently working on the record.

Column Name	Description
Supplementary Aids and Program Modifications	The service and/or program modification statement.
Need	The need being met by the service.
Start Date	The first day of service.
End Date	The last day of service.
ESY	Indicates the service is part of an Extended School Year program.

Supplementary Aids and Program Modifications Detail Screen

Click **New** or an existing record to view the Detail Screen.

Supplementary Aids and Program Modifications Detail Screen

Field	Description	Validation
Statement *Required*	The name of the service.	N/A
Location *Required*	The location of the service. Options include: • All Settings • Other	The options in this field are defined at a state level and cannot vary by district.

Field	Description	Validation
Addresses Need *Required*	The need addressed by the service.	This field is pre-populated upon entering the editor and requires the user to select a value. The options in this field are populated from the Area of Concern within the Present Levels of Academic Achievement and Functional Performance.
Addresses Goal(s) *Required*	The goal addressed by the service.	This field is pre-populated upon entering the editor and requires the user to select a value(s) after at least one value from Addresses Need is selected. The options in this field are populated from the Goal field tied to the above selected Area of Concern within the Present Levels of Academic Achievement and Functional Performance.
Duration and Frequency		
Projected Beginning Date *Required*	The start date of the service.	N/A
Projected Ending Date *Required*	The end date of the service.	N/A
Extended School Year	Indicates the service is part of an Extended School Year program.	Marking this checkbox makes the service display on the ESY section of the Extended School Year editor.
Extended School Year Quarter	The quarter of the Extended School Year program. Options include: • Fall • Winter • Spring • Summer • Other	This field becomes available when Extended School Year is marked.

Field	Description	Validation
After how many non-instructional days?	Indicates extended school year services is offered after non-instructional days.	This field becomes available when Other is selected for the Extended School Year Quarter.
Comments	Any additional information regarding the extended school year program.	This field becomes available when Other is selected for the Extended School Year Quarter.
Extended School Day	Indicates the service is part of an Extended School Day program.	Marking this checkbox makes the service display on the ESD section of the Extended School Year editor.

Assistive Technology

The Assistive Technology editor is used to document any assistive technology, including devices, augmented alternative communication (AAC), adaptive equipment, and/or assistive technology services, to be provided for the student.

▶ Click here to expand...

Assistive Technology List Screen

Assistive Technology List Screen

Column Name	Description
Padlock Icon	The user currently working on the record.
Service	The name of the service.
Statement	The service statement.
Start Date	The first day of service.
End Date	The last day of service.
ESY	Indicates the service is part of an Extended School Year program.

Assistive Technology Detail Screen

Click **New** or an existing record to view the Detail Screen.

Assistive Technology Detail Screen

Field	Description	Validation
Service *Required*	The name of the service.	N/A
Statement *Required*	A statement of what is provided to the student and by whom.	N/A
Location *Required*	The location of the service. Options include: • All Settings • Other	The options in this field are defined at a state level and cannot vary by district.
Addresses Need *Required*	The needs addressed by the service.	This field is pre-populated upon entering the editor and requires the user to select a value. The options in this field are populated from the Area of Concern within the Present Levels of Academic Achievement and Functional Performance.

Field	Description	Validation
Addresses Goal(s) *Required*	The goal addressed by the service.	This field is pre-populated upon entering the editor and requires the user to select a value(s) after at least one value from Addresses Need(s) is selected. The options in this field are populated from the Goal field tied to the above selected Area of Concern within the Present Levels of Academic Achievement and Functional Performance.
Duration and Frequency		
Projected Beginning Date *Required*	The start date of the program.	N/A
Projected Ending Date *Required*	The end date of the program.	N/A
Extended School Year	Indicates the program is part of an Extended School Year program.	Marking this checkbox makes the service display on the ESY section of the Extended School Year editor.
Extended School Year Quarter	The quarter of the Extended School Year program. • Fall • Winter • Spring • Summer • Other	This field becomes available when Extended School Year is marked.
After how many non-instructional days?	Indicates extended school year services is offered after non-instructional days.	This field becomes available when Other is selected for the Extended School Year Quarter.
Comments	Any additional information regarding the extended school year program.	This field becomes available when Other is selected for the Extended School Year Quarter.

Field	Description	Validation
Extended School Day	Indicates the program is part of an Extended School Day program.	Marking this checkbox makes the service display on the ESD section of the Extended School Year editor.
Description of Frequency and Amount is acceptable	The frequency of the program.	When this is checked, Duration, Session Frequency and Service Frequency become grayed out and Frequency and Amount becomes available and required.
Duration (in minutes)	The duration of the program.	This is a required element for saving the editor when available.
Session Frequency # of times per	The number of session frequency.	This is a required element for saving the editor when available.
Service Frequency	The service frequency. Options include: • Day • Week • Month	This is a required element for saving the editor when available. The options in this field are defined at a state level and cannot vary by district.
Frequency and Amount *Frequency and Amount does not need to be in units of time. It may be stated as a description of the circumstance or situation when and where the service is needed. Do not write "As Needed".*	A description of the service frequency.	This is a required element for saving the editor when available.

Supports for School Personnel

The Supports for School Personnel editor is used to document any supports needed to aid staff.

▸ Click here to expand...

Supports for School Personnel List Screen

To complete this editor, the service dates must fall within the start and end date of the plan.

Supports for School Personnel IN PROGRESS   Editor 16 of 26

👤🔒	Support	Statement	Person Providing	All New/Additional Staff
	Training	Example statement	TBD	No

|◀ ◀ 1 ▶ ▶| 1 - 1 of 1 items

Supports for School Personnel List Screen

Column Name	Description
Padlock Icon	The user currently working on the record.
Support	The name of the support.
Statement	The support details.
Person Providing	The person providing the support.
All New/Additional Staff	Indicates the support applies to new staff members.

Supports for School Personnel Detail Screen

Click **New** or an existing record to view the Detail Screen.

Supports for School Personnel

Supports for School Personnel
This is consultation and training provided directly to school personnel.

Support *
Training

Specify Other

Position Providing the Support *
TBD

Support applies to any new/additional staff
☐

Statement * ℹ
Example statement

Location *
Workplace

Specify Other

Addresses Need *
Functional Writing

Supports for School Personnel Detail Screen

Field	Description	Validation
Support *Required*	The name of the support. Options include: • Assistive Technology • Consultation • Training • Other	The options in this field are defined at a state level and cannot vary by district.
Specify Other	An Other support, if applicable.	When Other is selected, this appears and is required.
Position Providing the Support *Required*	The service position providing the support.	Options available are pulled from System Admin > Special Ed > Service Position.
Support applies to any new/additional staff	Indicates the support applies to new staff members.	N/A
Statement *Required*	The support details.	N/A
Location	The location of the service. Options include: • General Education Classroom • Special Education Classroom • Therapy Room • School Campus • Community • Workplace • Other	The options in this field are defined at a state level and cannot vary by district.
Specify Other	An other location.	This field becomes available when Other is selected as the Location. This is required when available.
Addresses Need *Required*	The need addressed by this support.	The options in this field are populated from the Area of Concern within the Present Levels of Academic Achievement and Functional Performance.

Field	Description	Validation
Addresses Goal(s) *Required*	The goal addressed by the support.	The options in this field are populated from the Goal field tied to the above selected Area of Concern within the Present Levels of Academic Achievement and Functional Performance.
Duration and Frequency		
Projected Beginning Date *Required*	The first day of the support.	N/A
Projected Ending Date *Required*	The last day of the support.	N/A
Duration (in minutes) *Required*	The duration of the support.	N/A
Session Frequency # of times per *Required*	The number of sessions per frequency.	N/A
Service Frequency *Required*	The frequency of the service. • Day • Week • Month	The options in this field are defined at a state level and cannot vary by district.

Transportation

The Transportation editor is used to document the student's transportation needs, if applicable.

Transportation Editor

▶ Click here to expand...

Field	Description	Validation
Ambulatory (without assistance)	Indicates the student does not have any transportation needs.	N/A
Additional Supports	Indicates the student requires additional transportation supports. Options include: • Single Rider (notification required) • Adult Support • Skilled Nurse	N/A
Pick Up Location of Additional Supports	The location of pick up for the additional support. Options include: • Home • School	This field displays and is required when Adult Support or Skilled Nurse is selected above.

Field	Description	Validation
Special Equipment Used by Student	Indicates the student requires special equipment for transportation needs. Options include: • Electric Wheelchair • Hearing Aids • Manual Wheelchair • Oxygen • Walker • White Cane • Crutches • Braces, orthotics or head gear for protection • Other	N/A
Specify	A special equipment item not specified above.	This field becomes available when Other is selected above. When available, this field is required.
Challenging Behaviors	Indicates any student behaviors that may prove a challenge to transportation needs. Options include: • Aggressive • Self-Injurious • Defiant • Anxious • Habits to note • Does not do well with too much stimulus • Other	N/A
Specify	A challenging behavior not specified above.	This field becomes available when Other is selected above. When available, this field is required.

Additional Plans

The Additional Plans editor is used to document any additional plans required to further support the student and their needs.

▸ Click here to expand...

Additional Plans List Screen

To complete this editor, the service dates must fall within the start and end date of the plan.

Additional Plans IN PROGRESS   Editor 18 of 26

👤🔒	Plan	Statement ↑	Location	Start Date	End Date
	Transportation Plan for Behavior	Example statement.	General Education Classroom	09/06/22	12/19/22

|◀ ◀ 1 ▶ ▶| 1 - 1 of 1 items

Additional Plans List Screen

Column Name	Description
Padlock Icon	The user currently working on the record.
Plan	The type of plan.
Statement	The plan statement.
Location	The location at which the plan takes place.
Start Date	The first day of the plan
End Date	The last day of the plan.

Additional Plans Detail Screen

Click **New** or an existing record to view the Detail Screen.

Additional Plans Detail Screen

Field	Description	Validation
Additional Plan *Required*	The type of plan needed. Options include: • Behavior Intervention Plan • Behavior Support Plan • Communication Plan • Crisis Plan • Emergency Action Plan • Feeding Plan • Transportation Plan for Behavior • Other	The options in this field are defined at a state level and cannot vary by district.
Specify	A plan not specified above.	This field becomes available when Other is selected above. When available, this field is required.
Statement Name *Required*	A statement about why the additional plan is being implemented.	N/A

Field	Description	Validation
Location *Required*	The location where the plan takes place. Options include: • General Education Classroom • Special Education Classroom • Across all Settings • PreK: Regular Early Childhood Program • PreK: SPED Program provided in separate class/school • PreK: Service Provider Location • PreK: Home	The options in this field are defined at a state level and cannot vary by district.
Addresses Need	The need addressed by this plan.	The options in this field are populated from the Area of Concern within the Present Levels of Academic Achievement and Functional Performance.
Addresses Goal	The goal addressed by the plan.	The options in this field are populated from the Goal field tied to the above selected Area of Concern within the Present Levels of Academic Achievement and Functional Performance.
Projected Beginning Date *Required*	The first day of the plan.	N/A
Projected End Date *Required*	The last day of the plan.	N/A

Least Restrictive Environment

The Least Restrictive Environment 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
The extent (including amount) to which the student will not participate with nondisabled students in the regular classroom and in extracurricular and other nonacademic activities	A text field used to describe the extent to which the student will not participate with nondisabled students.	N/A
The student will not participate with nondisabled students in the regular classroom and in extracurricular and other nonacademic activities for the following reasons:	A text field used to describe the reasons why the student will not participate with nondisabled students.	N/A
Total Regular Class(es) Weekly Minutes *Required*	The total time the student has available in the building per week.	N/A

Field	Description	Validation
Total Amount of Time in the Regular Class(es) Weekly Minutes *Required*	The time the student participates in regular class(es) per week.	N/A
Percent of Time Student Spends in Regular Class	The percentage of time the student spends in a general education setting.	This field is blank upon entering the editor and populates with the percentage based on auto calculation of Total Building minutes minus Total Time in Regular Class(es) minutes divided by Total Building minutes. Both fields must be filled out before any calculations display.
The student is: *Required*	Indicates the age of the student. Options include: • Age 3-5 and in Preschool • Age 5-22 and in Kindergarten or above	The options in this field are defined at a state level and cannot vary by district.

Field	Description	Validation
LRE Continuum: *Required*	The options when Age 3-5 and in Preschool is selected include: • A1: Reg EC - at least 10 hrs/wk • A2: Reg EC - at least 10 hrs/wk other location • B1: Reg EC - less than 10 hrs/wk • B2: Reg EC - less than 10 hrs/wk other location • C1: Separate Class • C2: Separate School • C3: Residential School • D1: Home • D2: Service Provider Location The options when Age 5-22 and in Kindergarten or above include: • A: Inside reg. class 80% or more • B: Inside reg. class 40-79% • C: Inside reg. class less than 40% • D: Separate School • E: Residential Facility • F: Homebound/Hospital	The options in this field are defined at a state level and cannot vary by district.
LRE Continuum Description:	A description of the LRE Continuum. Options include: • A1: Enrolled in a preschool program: Attending a Regular Early Childhood (RECP) Program at least 10 hrs per/wk and receives majority of sped/related services in the regular early childhood classroom. RECP includes at least 50% of children without disabilities. • A2: Enrolled in a preschool program: Attending a Regular Early Childhood (RECP) at least 10 hrs per/wk and receives majority of sped/related services in some other location (i.e, hallway, speech therapy room, portable classroom, resource room etc.). RECP includes at least 50% of children without disabilities. • B1: Enrolled in a preschool program: Attending a Regular Early Childhood (RECP) less than 10 hrs per/wk and receives majority of sped/related services in the regular early childhood	This field is read only and displays more information regarding the LRE Continuum code selected in the above drop down.

Field	Description	Validation
	classroom. RECP includes at least 50% of children without disabilities.	
	• B2: Enrolled in a preschool program: Attending a Regular Early Childhood (RECP) program less than 10 hrs per/wk and receives majority of sped/related services in some other location (i.e, hallway, speech therapy room, portable classroom, resource room etc.). RECP includes at least 50% of children without disabilities. • C1: Enrolled in a preschool program: Attending a Separate Special Education Class which is intended for children with disabilities. The child receives most of his or her special education and related services in the Separate Special Education Class. • C2: Enrolled in a preschool program: Attending a Separate School designated for children with disabilities. • C3: Enrolled in a preschool program: Attending a publicly or privately operated Residential School or Residential Medical Facility on an inpatient basis and receiving the majority of special education and related services in this setting. • D1: Home: Children attending neither a regular early childhood program nor a special education program and receiving the majority of hours of special education and related services at home. The child receives the majority of his or her special education and related services within the principal residence of the child's family or caregiver, including non-licensed child care. • D2: Service Provider Location: Children attending neither a regular early childhood program nor a special education program and receiving the majority of hours of special education and related services at the service provider location or some other location not in any other category.	

Field	Description	Validation
	• A: Inside the regular class 80% or more of the day	
	• B: Inside the regular class 40% -79% of day	
	• C: Inside regular class for less than 40% of day	
	• D: Separate School	
	• E: Residential Facility	
	• F: Homebound/Hospital	

Extended School Year

The Extended School Year editor is used to document the student's participation in an extended school year program.

Extended School Year | NOT STARTED | Editor 20 of 26

An extended school year is to be included in the Individualized Education Program (IEP) whenever it is found to be necessary to enable the student with a disability to receive an appropriate education, that is, specialized instruction and related services which are individually designed to provide an educational benefit to the student with a disability.

Eligibility depends upon many factors including, but not limited to: the nature of the disabling condition; severity of the disabling condition; areas of learning crucial to attaining the goal of self-sufficiency and independence from caretakers; extent of regression caused by interruption of educational programming; and rate or recoupment following interruption of educational programming. Data to determine eligiblity for ESY needs to be documented in the PLAAFP.

The student is in need of an Extended School Year

The student is in need of an Extended School Day

The student is in need of an Extended School Year during the following Quarter(s)
- Fall
- Winter
- Spring
- Summer

Extended School Year Goals

The following goals have been marked as being part of ESY.

Extended School Year Editor

▶ Click here to expand...

Field	Description	Validation
The student is in need of an Extended School Year	Indicates the student requires an Extended School Year program. Options include: Yes or No.	N/A

Field	Description	Validation
The student is in need of an Extended School Day	Indicates the student requires an Extended School Day program. Options include: Yes or No.	When this field is "No," the Extended School Day information below does NOT display on the printed document. The user is also not able to complete the editor if this value is "No" and there is ESD information listed below in the Services or Goals area.
The student is in need of an Extended School Year during the following Quarter(s):	Indicates the school quarter in which the ESY program takes place. Options include: • Fall • Winter • Spring • Summer	The options in this field are defined at a state level and cannot vary by district.

Extended School Year Goals
This is a read only display of any and all goals marked as ESY along with their corresponding objectives.

Extended School Year Services
The following is a read only table of any Services marked as ESY. The following columns display:
- *Service Type*
- *Service*
- *Frequency*
- *Duration*
- *Location*

Extended School Day Goals
This is a read only display of any and all goals marked as ESD along with their corresponding objectives.

Extended School Day Services
The following is a read only table of any Services marked as ESD. The following columns display:
- *Service Type*
- *Service*
- *Frequency*
- *Duration*
- *Location*

State-Wide Assessments

The State-Wide Assessments editor is used to document any accommodations the student requires when taking state administered tests

▶ Click here to expand...

State-Wide Assessments List Screen

State-Wide Assessments List Screen

Column Name	Description
Padlock Icon	The user currently working on the record.
Assessment	The name of the assessment.
Assessment Manner	The way in which the student is administered the assessment.
Accommodations	Any accommodations the student requires to take the assessment.

State-Wide Assessments Detail Screen

Click **New** or an existing record to view the Detail Screen.

State-Wide Assessments Detail Screen

Field	Description	Validation
Assessment *Required*	The name of the assessment. Options include: • ACCESS for ELLs • ACT • End of Course • Kaeo • SBA • Not Applicable due to Age/Grade	The values in this field are defined at a state level and cannot vary by district. When "Not Applicable due to Age/Grade" is selected, the remaining fields should become grayed out.
Assessment Manner *Required*	The manner in which the student partakes in the assessment. Options include: • Without Accommodations • With Accommodations • Alternate	The values are defined at a state level and cannot vary by district. The value of "Alternate" should only appear when the following Assessments are selected: • ACCESS for ELLs • SBA The value of "With Accommodations" should only appear when the following Assessments are selected: • ACCESS for ELLs • Kaeo • SBA

Field	Description	Validation
A student may be eligible to take the Hawaii Alternate Assessment if the IEP team determines that the student meets all of the following criteria: ** Required*	Indicates criteria the student meets to receive an alternate assessment. Options include: • The student demonstrates significant cognitive disabilities that may be combined with limited adaptive skills, physical or behavioral limitations. • The student requires a highly specialized educational program with intensive modifications and supports in order to access grade level academic standards. • The student's daily instruction is substantively different from that of their peers without disabilities and requires extensive, repeated individualized instruction and support across multiple settings. • The student's difficulty with the demands of the general academic curriculum is not due to social, cultural or environmental factors; expectations of poor performance; or excessive absences.	* This is a required element for saving the editor when "Alternate" is selected from Assessment Manner. All four check boxes must be selected prior to saving the editor. The values are defined at a state level and cannot vary by district.
Support/Accommodation ** Required*	The support or accommodation the student requires. When ACCESS for ELLS is the selected assessment, the following options include: • Braille Version of test (paper only, contracted, L,R,W) • Braille Version of test (paper only, uncontracted, L,R,W) • Extended Speaking test response time (S) • Extended Testing of a test domain over multiple days (L,R,W,S)	* This field is a required element for saving the editor when "With Accommodations" is selected from Assessment Manner. The values are determined at a state level and cannot vary by district.

Field	Description	Validation
	• Extended Testing time within the school day (L,R,W,S) • Human Reader for items (L,S,W) • Human Reader for repeat items (L,S,W) • Human Reader for repeat of response options (L) • Human Reader for response options (L) • Interpreter Signs test directions in ASL (L,R,W,S) • Large Print version of test (paper only, L,R,W,S) • Manual Control of item audio (online L,S,W and Paper L,S) • Repeat Item audio (online L,S,W and Paper L,S) • Repeat Test items by human reader (paper only, L,W,S) • Scribed Response (L,R,W) • Student Responds using a recording device, which is played back and transcribed by student (W) • Word Processor or similar keyboarding device to respond to test items (L,R,W) • Test May be Administered by school personnel in non-school setting (L,R,W,S) When Kaeo or SBA are the selected assessment, the following options include: • 100s Number Table • Abacus • Alternate Response Options • American Sign Language (ASL) (for ELA listening items and math items) • Braille • Braille (paper/pencil assessment) • Braille Transcript (ELA listening passages) • Calculator (grades 6 and above) • Closed Captioning (for ELA	

Field	Description	Validation
	listening items)	
	• Math Manipulatives	
	• Multiplication Table (grades 4 and above)	
	• Print on Demand	
	• Read Aloud (for ELA reading passages, all grades)	
	• Scribe (for ELA performance task full writes)	
	• Speech-to-Text	
	• Text-to-Speech (available for ELA reading passages, all grades)	
	• Word Prediction	
	• DS: Amplification	
	• DS: Audio Glossary	
	• DS: Bilingual Dictionary	
	• DS: Color Contrast (embedded)	
	• DS: Color Contrast (non-embedded)	
	• DS: Color Overlays	
	• DS: Illustration Glossaries (embedded)	
	• DS: Illustration Glossaries (non-embedded)	
	• DS: Magnification	
	• DS: Masking	
	• DS: Medical Supports	
	• DS: Mouse Pointer	
	• DS: Noise Buffers	
	• DS: Read Aloud	
	• DS: Read Aloud in Spanish	
	• DS: Scribe	
	• DS: Separate Setting	
	• DS: Simplified Test Directions	
	• DS: Streamline	
	• DS: Text-to-Speech	
	• DS: Translated Student Interface Messages	
	• DS: Translated Test Directions	
	• DS: Translations (Dual Language)	
	• DS: Translations (Glossary) (embedded)	
	• DS: Translations (Glossary)	

Transition Services Plan

The Translation Services Plan editor is used to document any transition services to be provided to the student.

> This editor is not available on the HI IEP without Transition plan.

Transition Services Plan Editor

▸ Click here to expand...

Field	Description	Validation
Age Level of Student *Required*	The age of the student. Options include: • Age 14 or younger • Age 16 or younger	The values in this field are defined at a state level and cannot vary by district. The value selected determines which information displays on the editor and is noted below.

Field	Description	Validation
Graduation requirements provided to the student/parent/legal guardian?	Indicates if graduation requirements were provided to the student and their parent/legal guardian.	N/A
The Student is pursuing:	The student's goal for their education. Options include: • Diploma • Certificate of Completion	The values in this field are defined at a state level and cannot vary by district.
Beginning at age 14 or younger if appropriate, statement of transition service needs include the following:	The transition service statement. Options include: • Instruction • Employment • Community Experiences • Post-School Adult Living • Related Services • Daily Living Skills (if appropriate) • Functional Vocational Assessment	The values in this field are defined at a state level and cannot vary by district
Age of Majority		
Date Notice Given	The date age of majority notice was given.	N/A

Appropriate Measurable Postsecondary Goals

The Appropriate Measurable Postsecondary Goals editor is used to document the student's goals post school.

This editor is not available on the HI IEP without Transition plan.

Appropriate Measurable Postsecondary Goals Editor

▶ Click here to expand...

Field	Description	Validation
Education:	The student's educational goal.	Any goal entered here displays as read only on the Transition Services / Activities Needed editor.
Training:	The student's training goal.	Any goal entered here displays as read only on the Transition Services / Activities Needed editor.
Employment:	The student's employment goals.	Any goal entered here displays as read only on the Transition Services / Activities Needed editor.
Independent Living (as appropriate)	The student's independent living goals.	Any goal entered here displays as read only on the Transition Services / Activities Needed editor.

Transition Services / Activities Needed

The Transition Services / Activities Needed editor is used to document if the student requires transition services.

This editor is not available on the HI IEP without Transition plan.

Transition Services / Activities Needed Editor

▶ Click here to expand...

Note: Any goals entered on the Appropriate Measurable Postsecondary Goals editor display as read only below their corresponding subject; Education, Training, Employment, or Independent Living.

Field	Description
Education	
Transition Activities/Services	Indicates the student needs transition services for their education goals.
Agency Responsibilities	The person or agency responsible for aiding the student with their education needs.
Training	
Transition Activities/Services	Indicates the student needs transition services for their training goals.
Agency Responsibilities	The person or agency responsible for aiding the student with their training needs.
Employment	

Field	Description
Transition Activities/Services	Indicates the student needs transition services for their employment goals.
Agency Responsibilities	The person or agency responsible for aiding the student with their employment needs.
Independent Living (as appropriate)	
Transition Activities/Services	Indicates the student needs transition services for their post school independent living goals.
Agency Responsibilities	The person or agency responsible for aiding the student with their post school independent living needs.

Courses of Study

The Courses of Study editor is used to document the student's credits and graduation requirements.

> This editor is not available on the HI IEP without Transition plan.

Courses of Study NOT STARTED   Editor 25 of 26

Courses of study are a description of activities and/or classes the student will complete to achieve their desired postsecondary goal(s).

For each student beginning at age 14 (or younger if determined appropriate by the IEP team), the Course of Study must be completed.

Describe below a coordinated set of activities designed within the results-oriented process to:

    a. focus on improving the academic and functional achievement of the student;

    b. directly relate to the student's measurable postsecondary goals and the student's strengths, preferences and interests; and

    c. promote movement from school to post-school settings and activities.

Anticipated Graduation Date   **Summary of Performance to be developed this school year.**
month/day/year   The SOP must be completed during the final year of the student's high school education.

Credits Earned to Date: **Total number of credits for graduation:** *   **Total Credits**
     0.00

School Year:

Courses of Study Editor

▶ Click here to expand...

Field	Description	Validation
Anticipated Graduation Date	The student's projected graduation date.	N/A
Summary of Performance to be developed this school year.	Indicates if a summary of performance will be developed for the student during this school year.	N/A
Credits Earned to Date:	The number of credits the student has earned.	N/A
Total number of credits for graduation:	The number of credits the student needs in order to graduate.	This is a required element for saving the editor.
Total Credits:	The calculated total of credits added based on the school year selected below.	This field is a read only calculation of the credits added within the tables below.
School Year: *This is the header of the card and the value populates based on the School Year information entered in the School Year field.*		
School Year	The selected school year.	N/A
This table is inline editable and and displays the following columns: - Description of Activities and/or Classes *Credits* *X*		
School Year: *This is the header of the card and the value populates based on the School Year information entered in the School Year field.*		
School Year	The selected school year.	N/A
This table is inline editable and and displays the following columns: - Description of Activities and/or Classes *Credits* *X*		

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 working on the record.
Meeting Information	The meeting purpose information.
Date Provided to Parents	The date the notice was provided to the student's parent/guardian(s).
Print in Plan	Indicates this record prints on the Plan.

Prior Written Notice Detail Screen

Click **New** or an existing record to view the Detail Screen.

Prior Written Notice Detail

Field	Description	Validation
Print in Plan	Indicates this record prints on the Plan.	Defaults to unmarked.
Meeting Information: *Required*	The meeting purpose information.	The options in this field are determined from the Conference Actual entries. The values in this field are the title of the selected Conference Purpose along with the Actual Conference Date. This value is also displayed on the Prior Written Notice Main List Editor as the primary sort option.
Date provided to parents: *Required*	The date the notice was provided to the student's parent/guardian(s).	N/A
Admin / Designee	Indicates this team member has been designated as an administrator for the meeting.	This field is read only with information auto populating from the Conference Actual and whoever is marked as the Designee for Admin.
Description of proposed or refused action:	A description of the proposed or refused action.	N/A
Explanation of why the action is proposed or refused:	An explanation of why the action is proposed or refused.	N/A
Description of other options considered:	A description of other options considered.	N/A
Reasons these options were rejected:	An explanation for why these other options were rejected.	N/A
Description of the evaluation procedures, test, records, or reports used as a basis for the proposed/refused action:	An explanation for the data used for the basis of the action.	N/A

Field	Description	Validation
Other relevant factors:	Any other information that may be relevant.	N/A