Private School Plan (Hawaii) [.2223 - .2235]

Last Modified on 06/27/2023 1:59 pm CDT

You are viewing a previous version of this article. See Private School 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 Private School 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. The current print format is **HI Private School Participation Project 2022**.

Editor Home

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

Editor Home

NAME	STATUS	MODIFIED BY	COMPLETED BY	
Private School Plan	COMPLETE	System Administrator 1/25/22 11:53 AM	System Administrator 1/25/22 11:53 AM	>
Enrollment Information	COMPLETE	System Administrator 1/24/22 7:58 AM	System Administrator 1/25/22 11:53 AM	>
Student Information	COMPLETE	System Administrator 1/24/22 7:58 AM	System Administrator 1/25/22 11:53 AM	>
Parent/Guardian Information	COMPLETE	System Administrator 1/24/22 7:58 AM	System Administrator 1/25/22 11:53 AM	>
Conference Announcement	COMPLETE	System Administrator 1/24/22 7:59 AM	System Administrator 1/25/22 11:53 AM	>
Conference Notification	COMPLETE	System Administrator 1/24/22 8:00 AM	System Administrator 1/25/22 11:53 AM	>
Conference Actual	COMPLETE	System Administrator 1/24/22 8:01 AM	System Administrator 1/25/22 11:52 AM	>
Present Levels of Academic Achievement and Functional Performance	COMPLETE	System Administrator 1/25/22 11:51 AM	System Administrator 1/25/22 11:52 AM	>
Services	COMPLETE	System Administrator 1/24/22 12:46 PM	System Administrator 1/25/22 11:54 AM	>
Prior Written Notice	COMPLETE	System Administrator 1/25/22 11:54 AM	System Administrator 1/25/22 11:54 AM	>

Print   Cancel

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
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 of 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

Private School Plan | Enrollment Information | Student Information | Parent/Guardian Information | Conference Announcement | Conference Notification | Conference Actual | Present Levels of Academic Achievement and Functional Performance | Services | Prior Written Notice

The following section lists each editor and describes each field on the editor. Available editors include:

Private School Plan

The Private School Plan editor is used to document the plan type and the corresponding dates.

Private School Plan COMPLETE

Plan Type *
Annual

Conference Date
01/03/2022

Start Date ⓘ
01/04/2022

End Date
01/03/2023

Last Re-Evaluation
11/30/2021

Re-Evaluation Due
11/30/2024

Private School Plan Editor

▶ Click here to expand...

Field	Description	Validation
Plan Type *Required*	The type of plan. Options include: • Initial • Annual • Amendment	This is a required element for saving this editor.
Conference Date	The date of the meeting.	This field auto populates with the value from "Actual Conference Date" on the most recent record within the Conference Actual editor. This field is read-only. If incorrect, the user needs to update the value within the Conference Actual.
Start Date	The first day of the plan.	This is a required element for marking the editor as complete. This field auto populate to be one day after the date listed on the most recent Conference Announcement editor. The date must be after the IEP Conference Date.
End Date	The last day of the plan.	This is a required element for marking this editor as complete.

Field	Description	Validation
Last Re-Evaluation	The most recent evaluation date.	This auto populates from the most recent Evaluation regardless of locked status., but can be modified as needed.
Re-Evaluation Due	The future date on which the student will be evaluated again.	This is a read-only field and auto populates to be 3 years from the Last Re-Evaluation field.

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 Evaluation Information section for additional information.

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.	Student > Learner Planning > Learning Plans > Disability1 learningPlan.disability1	* This is a required element for saving this editor. This field auto populates from the most recent locked Evaluation > Eligibility Decision editor > Eligibility Category field, but it can be modified.
Grade	The student's current grade.	Enrollment > Grade enrollment.grade	This field is pulled from the Enrollment record.
School Year	The school year associated with the student's Enrollment record.	N/A	This field is pulled from the 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.
Public 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.
Public School Contact Person	The principal of the public school.	N/A	This field is pulled from System Administration > Resources > School > Principal Name.

Field	Description	Ad hoc	Validation
Public School Contact Person 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 System Administration > Resources > School > Phone.
Private School Name	The name of the private school associated with the student's Enrollment record.	Attribute Dictionary > Plan > Private School Name plan.privateSchoolName	N/A
Private School Contact Person	The name of the private school contact person.	N/A	N/A
Private School Contact Person Phone	The phone number of the private school contact person.	N/A	N/A

^ 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
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

Field	Description	Ad Hoc
First Language	The student's first language spoken.	Census > People > Demographics > First Language
Language Most Used	The language the student uses most frequently.	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
Phone	The phone number of the team member.	Student Information > Special Ed > General > Team Members

^ Back to Top

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
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.

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

Field	Description	Ad Hoc	Validation
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 Screen

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

Conference Announcement Detail Screen

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.	This is a required element for saving the editor.
Scheduled Conference Time *Required*	The meeting time.	This is a required element for saving the editor.
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.	This is a required element for saving the editor. The options in this field are defined at a state level and cannot vary by district.
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
Private School Participation	Indicates if the student will participate in a private school. Options include: • Discuss the Private School Participation Process.	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 |

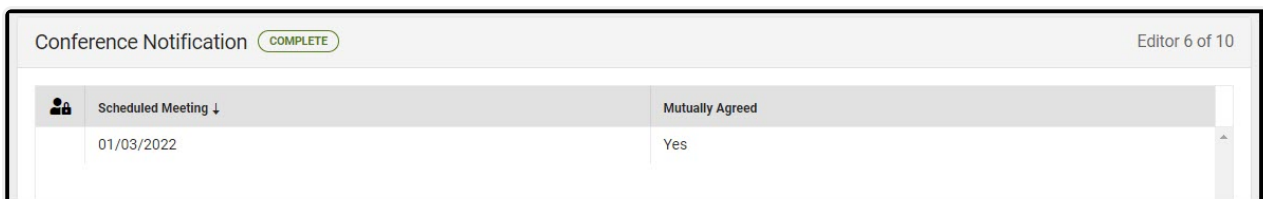| Field	Description	Validation
Designee for Admin	Indicates this team member has been designated as an administrator for the meeting.	When Role is Principal or Vice Principal, this check box is grayed out.
Admin/Designee Statement *This section becomes available when the Designee for Admin checkbox is 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 Screen

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

Conference Notification Detail Screen

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.

Field	Description	Validation
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.
Notified Date:	The date the team member was notified.	N/A
Notify 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
Notified 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 List Screen

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

Conference Actual Detail Screen

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
Private School Participation	Indicates if the student will participate in a private school. Options include: - Discuss the Private School Participation Process.	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.
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.

| Field	Description	Validation
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		
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.

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
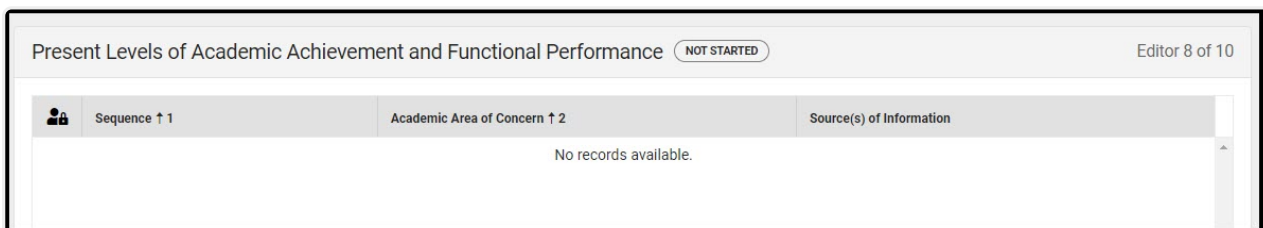
PLAAFP List Screen

Column Name	Description
Padlock Icon	The user currently working on the record.
Sequence	The order in which the records display and print.
Academic Area of Concern	The area of concern.
Source(s) of Information	The information source(s).

PLAAFP Detail Screen

PLAAFP Detail Screen

Field	Description	Validation
Sequence:	The order in which the records display and print.	This is a required element for saving the editor. The value of this field determines what order the record displays on the UI and printed document.
Academic Area of Concern:	The academic area 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	This is a required element for saving the editor. Options available in this dropdown can be modified in the Attribute Dictionary (System Administration > Custom > Attribute Dictionary > Plan > Academic Area of Concern).

Field	Description	Validation
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.
Source(s) of Information:	The source(s) 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

Field	Description	Validation

Information related to this Area of Concern is documented within (check all that apply):	Where the documentation for the area of concern will be. 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.

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

Field	Description	Validation
Sequence	Indicates the display and print order of the record.	This is a required element for saving the side panel. Duplicate numbers are not allowed.
Goal Statement	The goal statement.	N/A
Measure of Student Learning	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.
Mark here if the measurable goal will be part of ESY	Indicates if the goal is part of the Extended School Year program.	N/A

Objectives
This table is inline editable and and displays the following columns:
- *Sequence*
- *Short-Term Objectives*
- *x*

Other
This table is inline editable and displays the following columns:
- *Plan Name*
- *Date of Plan*
- *Delete*

When a Plan Name is entered, the corresponding "Date of Plan" must be filled out in order to complete the editor.

^ Back to Top

Services

The Services editor is used to describe the special education services the student will receive.

▸ Click here to expand...

Services List Screen

Services List Screen

Column Name	Description
Padlock Icon	The user currently working on the record.
Service Group	The group providing the service.
Service Name	The name of the service.
Frequency	The amount of time the student will receive the service.
Start Date	The first day of service.
End Date	The last day of service.

Services Detail Screen

Services Detail Screen

| Field	Description	Validation
Service Group	The group providing the service.	This is a required element for saving the editor. Custom > Attribute Dictionary > Plan > Private School Service Group privateSchoolServiceGroup
Service	The name of the service.	This is a required element for saving the editor. System Administration > Special Ed > Services > Type = Private School.
Services for the Teacher	The type of service to be provided to the teacher. Options include: Consultation or Training.	N/A
Service Delivery	The method in which the student will receive services. Options include: In-Person or Virtual.	N/A
Location	Where the service will take place.	This is a required element for saving the editor.
Duration and Frequency		
Start Date	The start date of the service.	This is a required element for saving the editor.
Projected Ending Date	The end date of the service.	This is a required element for saving the editor.
Duration (in minutes)	The duration of the service.	This is a required element for saving the editor.
Session Frequency #of times per	The number of session frequency.	This is a required element for saving the editor.
Service Frequency	The service frequency. Options include: • Day • Week • Month	This is a required element for saving the editor.

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
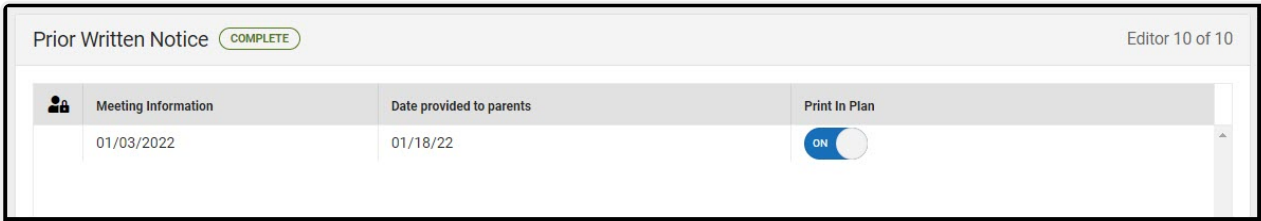
Prior Written Notice List Screen

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
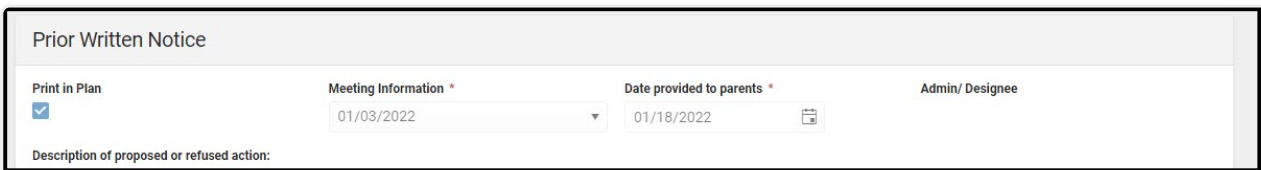
Prior Written Notice Detail Screen

Field	Description	Validation
Print in Plan	Indicates this record prints on the Plan.	Defaults to unmarked.

Page 34

Field	Description	Validation
Meeting Information:	The meeting purpose information.	This is a required element for saving the editor. 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:	The date the notice was provided to the student's parent/guardian(s).	This is a required element for saving the editor.
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
Other relevant factors:	Any other information that may be relevant.	N/A