

Individual Service Plan (Wisconsin) [.2247 - .2231]

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Editor Home | General ISP Information | Editor Types | Padlock Icon | Template Banks | Editors | Classic View

Tool Search: Special Ed Documents

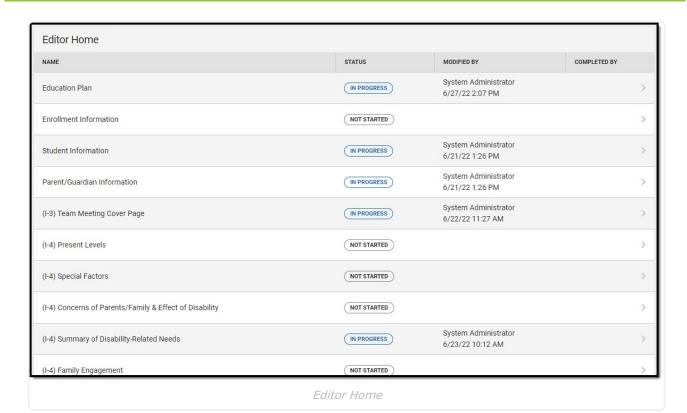
The Individual Service Plan is used to capture student special education plan information and match the required documentation provided by the state of Wisconsin. This document describes each editor, a description of each field on the editor, and any special considerations and instructions. The Individual Service Plan (ISP) is the same format as the IEP used for Private Schools in Wisconsin.

The current format of this document is the **WI ISP 2022.2**. Plan formats are selected in Plan Types.

Editor Home

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





Header	Description
Name	The name of the editor.
Status	 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 ISP Information

The following table lists the buttons available for the editors:

Button	Description	
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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.	 Complete indicates the editor is finished. This makes the editor readonly. 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 in the Editors side panel, Editor Home, and List Screen of list editors indicating which editors currently have users working on them. Hovering over the icon displays the name of the user who has checked out the editor, including the current user (you).

Editors that are currently being edited are read only for all other users. The name of the person working on the editor displays in the header. 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 | (I-3) Team Meeting Cover Page | (I-4) Present Levels | (I-4) Special Factors | (I-4) Concerns of Parents/Family | (I-4) Summary of Disability-Related Needs | (I-4) Family Engagement | (I-5) Annual Review of Goals | (I-4) Measurable Annual Goals | (I-4) Supplementary Services | (I-4) Special Education / Specially Designed Instruction | (I-4) Related Services | (I-4) Program Modifications or Supports for School Personnel | (I-4) Student Participation/Participation in PhyEd | (I-7-A) Participation Guidelines for Alt Assessment | (I-7) ACCESS for ELLs/Alt. ACCESS for ELLs | (I-7) ACT with Writing | (I-7) PreACT Secure | (I-7) District-Wide Assessment | (I-7) Dynamic Learning Maps | (I-7) Forward | (P1/P2) Determination and Placement | (1-10) Notice of Changes Without ISP Meeting

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

Education Plan



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

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

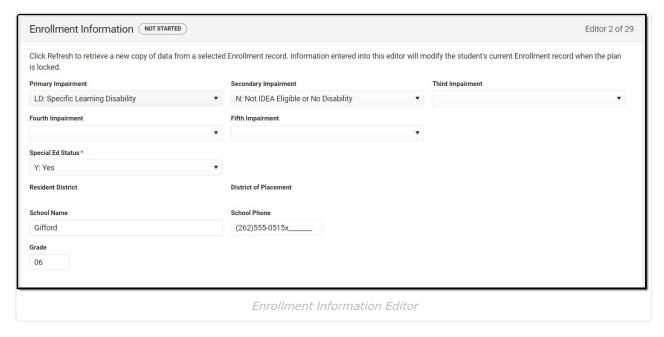


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Enrollment Information

The Enrollment Information editor reports Special Education information from the student's Enrollment.



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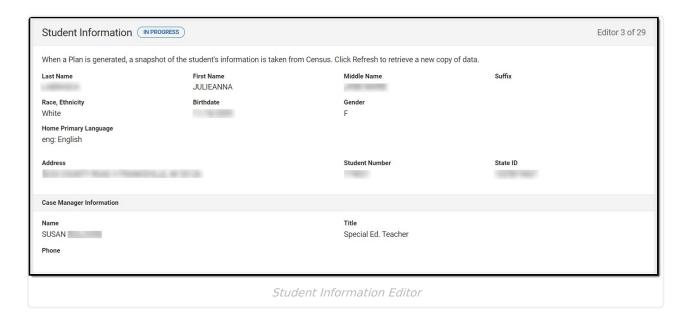


Student Information

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** ISP Information section for additional information.

When the **Private Flag** is marked on the Team Members tool for the student, all contact information on this editor is cleared out and a note on the editor displays, "The student record has been marked Private in the Team Members Tab. Contact information was not imported for this student and will appear blank below.". On the printed document it reads, "Unpublished" in each of those areas.



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Parent/Guardian Information

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

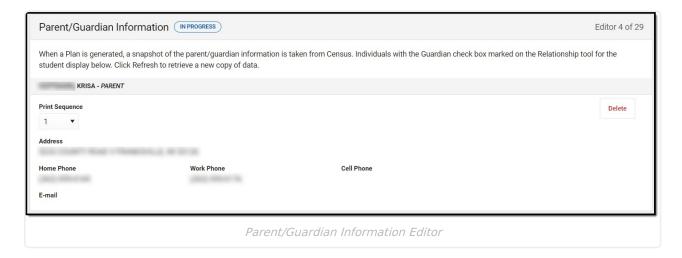
The **Delete** button next to each parent/guardian can be used to remove a parent/guardian from the ISP.



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.

When the **Private Flag** is marked on the Team Members tool for the parent/guardian, all contact information on this editor for that person is cleared out and a note on the editor display, "One or more records has been marked Private in the Team Members Tab. Contact information was not imported for those records and will appear blank below." On the printed document it reads, "Unpublished" in each of those areas.

When the **Educational Surrogate Flag** is marked on the Team Members tool, that person displays on the Parent/Guardian Information editor with "Educational Surrogate Parent" next to their name as the relationship and all other fields are hidden from the screen as well as on the printed document.



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(I-3) Team Meeting Cover Page

The Team Meeting Cover Page editor lists the team meetings held regarding the student and the participants of the meeting. Team Meetings display based on the Meeting Date. The **Print in Plan** slider must be marked On for the team meeting record to appear on the printed document.

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

▶ Click here to expand...



(I-4) Present Levels

The Present Level editor indicates if the student is preschool or school age and includes all relevant information concerning the student's current interests, abilities, and performance.

All fields are required in order to Complete the editor.



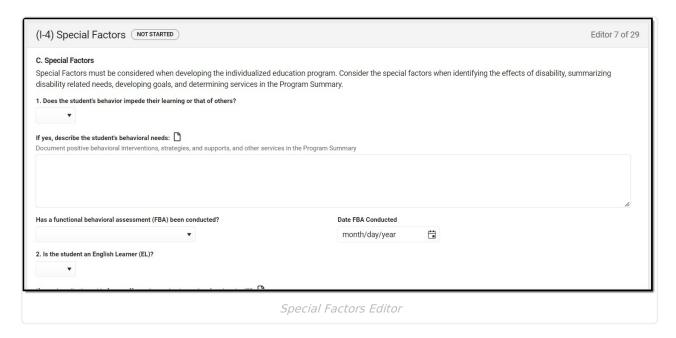
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(I-4) Special Factors

The Special Factors editor identifies possible concerns that may interfere with the student's learning, such as behavior issues, limited English proficiency, visual or communication impairments or assistive technology.



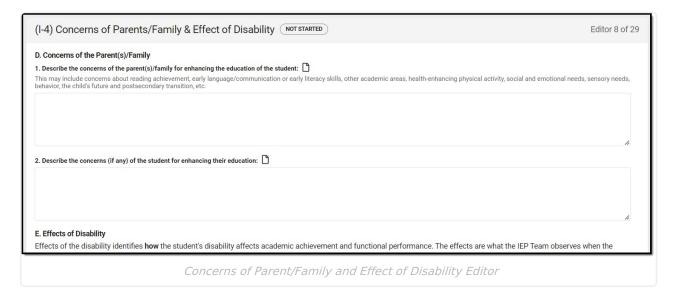


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(I-4) Concerns of Parents/Family

The Concerns of Parents/Family editor record concerns of the family and student regarding the student's education and the effect of the student's disability on their education.



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(I-4) Summary of Disability-Related Needs

The Summary of Disability - Related Needs editor describes each of the student's specific needs



related to identified disabilities.

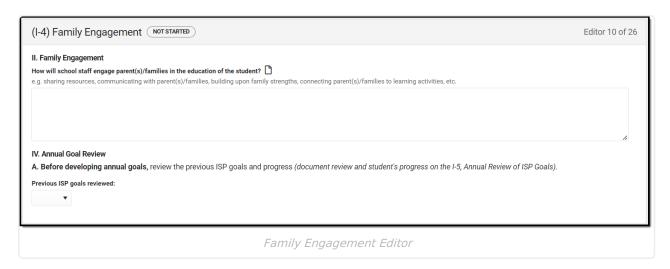
At lease one record must be saved in order to Complete this editor.

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(I-4) Family Engagement

The Family Engagement editor describes how families will be included in the student's education and whether goals in the previous goals have been reviewed.



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(I-5) Annual Review of Goals

The Annual Review of Goals editor is used to document when the student's goals had last been reviewed and whether or not the student has met that goal.

The goals available to select are pulled from the Measurable Annual Goals editor on the most recent, locked Plan. At least one record must be saved in order to Complete this editor.

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(I-4) Measurable Annual Goals

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

At least one record must be saved in order to Complete this editor.

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(I-4) Supplementary Services

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

At least one record must be saved in order to Complete this editor.

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(I-4) Special Education / Specially Designed Instruction

The Special Education / Specially Designed Instruction editor lists services provided to the student in a Special Education setting.

At least one record must be saved in order to Complete this editor.

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(I-4) Related Services

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



At least one record must be saved in order to Complete this editor.

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(I-4) Program Modifications or Supports for School Personnel

The Program Modifications or Supports for School Personnel editor lists ways in which a standard education program has been modified to suit the student's needs.

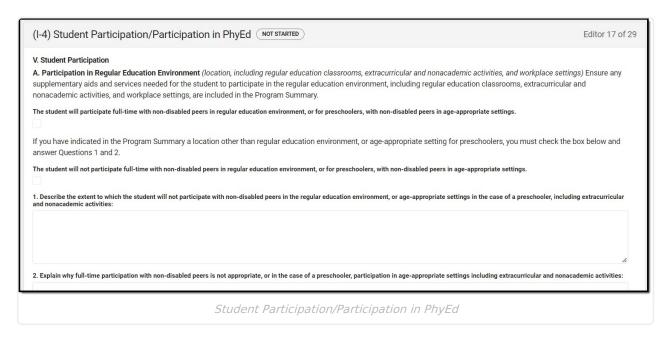
At least one record must be saved in order to Complete this editor.

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(I-4) Student Participation/Participation in PhyEd

The Student Participation/Participation in PhyEd editor describes the extent to which the student participates in a regular education environment and in physical education classes.

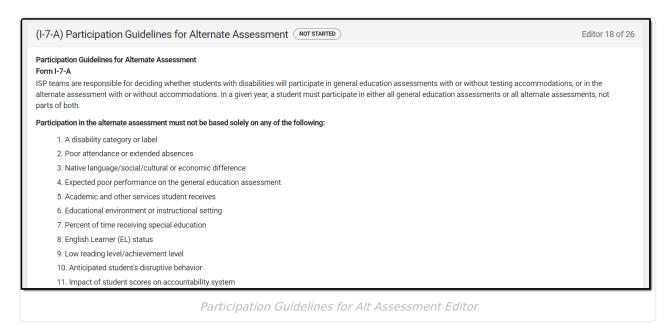


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(I-7-A) Participation Guidelines for Alt Assessment

The Participation Guidelines for Alternate Assessment editor describes the student's current learning progress and educational setting in relation to participation in an Alternate Assessment.



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(I-7) ACCESS for ELLs/Alt. ACCESS for ELLs

The Access for ELLs/ ALT Access for ELLs editor records whether the student is participating in either of those assessments for English language learners.



(I-7) ACCESS for ELLs/Alt. ACCESS for ELLs (NOT STARTED

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Individualized Service Program: Participation in Statewide English Language Proficiency Assessment Checklist and Accommodations I-7 ACCESS for ELLs®/Alt. ACCESS for ELLs™

To be completed for students required to participate in statewide English language proficiency assessment

The Elementary and Secondary Education Act requires all English learners (EL) to take an annual assessment in English language proficiency in all four language domains (reading, writing, speaking and listening) regardless of disability status. Individualized Service Program (ISP) teams are required to decide annually whether students who are classified as EL and who have a disability will participate in (1) the ACCESS for ELLs® with or without accommodations, or (2) the Alternate ACCESS for ELLs™ without accommodations.

Accommodations for the ACCESS for ELLs® or Alternate ACCESS for ELLs® are specific to these assessments. Please check the Office of Student Assessment website (http://dpi.wi.gov/assessment/ell/accommodations) for the current accommodation policies.

The Elementary and Secondary Education Act (ESEA) requires that students whose disabilities preclude assessment in one or more domains of the annual proficiency assessment be assessed in the remaining domains available to them, and a score created which accounts for the missing domain(s). For example, a deaf student who is unable to hear the Listening Test. To qualify for this exemption, a student must be a student with a disability for which there are no appropriate accommodations for the affected domain.

As this exemption will require a manual score calculation and potentially requires manual changes to the test sessions in the WIDA Assessment Management System (AMS) portal, the Department of Public Instruction must be made aware of student receiving this waiver. Prior to the student beginning testing, you must provide the information required to support the student through the link on the Office of Student Assessment website at (http://dpi.wi.gov/assessment/ell/accommodations).

The student will take

ACESS for ELLs/Alt. ACCESS for ELLs Editor

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(I-7) ACT with Writing

The ACT with Writing editor stores information about the student's participation on the assessment, including official and locally approved accommodations.

(I-7) The ACT with Writing NOT STARTED	Editor 20 of 26
Individualized Service Plan: Participation in Statewide Assessments Form I-7 The ACT with Writing To be completed for students participating in The ACT with Writing	
The student will be in 11th grade when The ACT® with writing assessment is given. The ACT with writing assessment is administered in the content areas of Reading Writing, Mathematics, and Science. The student will be taking general education assessments ¹ for all content areas required at this grade level.	յ, English,
The ACT with writing has specific policies and guidance regarding Universal Supports, Designated Supports, and Accommodations permitted on the assessment. Re Accessibility Supports Guide available on the Office of Educational Accountability website (https://dpi.wi.gov/assessment/act/accommodations) for current policies is important to note that while some accommodations or supports may be appropriate for instructional use, they may not be appropriate for use on a standardized a	and guidance. It
Section A Universal Supports are embedded into testing practices and are available to all students administered the ACT with writing. Universal Supports do not require prior s ACT. Refer to the ACT Accessibility Supports Guide for a list of Universal Supports.	ubmission to
List all Universal Supports required for the student at the time of testing:	
	d.
Section B	
(I-7) The ACT with Writing Editor	

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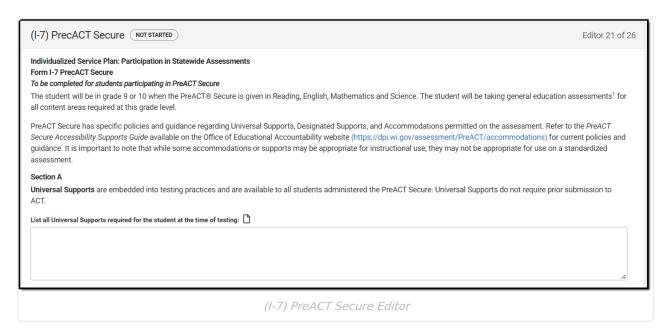
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(I-7) PreACT Secure

The PreACT Secure editor stores information about the student's participation on the assessment,



including official and locally approved accommodations.

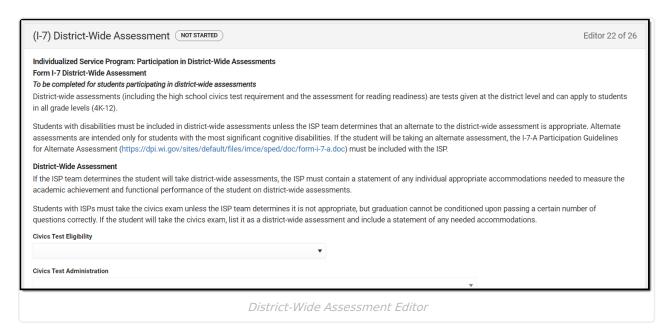


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(I-7) District-Wide Assessment

The District-Wide Assessment editor provides extended options for recording student participation and accommodation in district assessments.



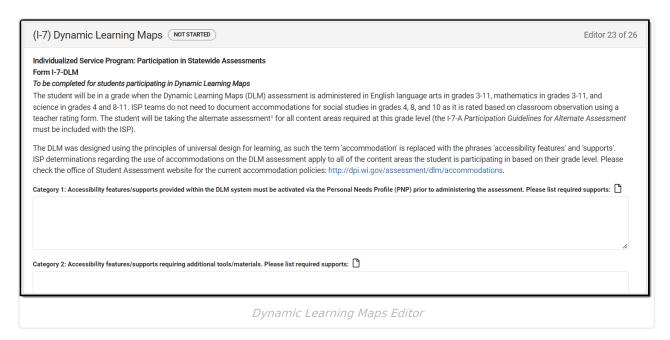
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(I-7) Dynamic Learning Maps

The DLM (Dynamic Learning Maps) editor stores information about the student's participation in the Dynamic Learning Maps assessment, including accessibility supports.

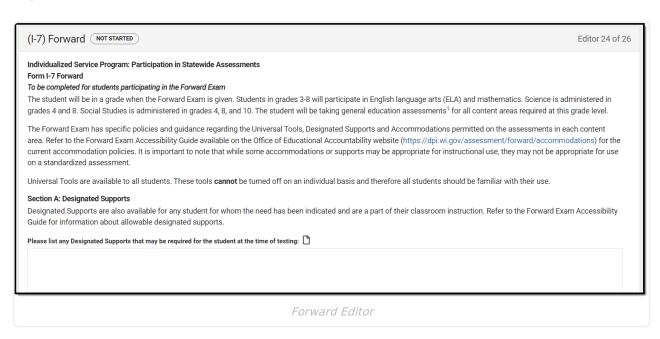


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(I-7) Forward

The Forward editor records accommodations supplied to students participating in the Forward Exam.





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(P1/P2) Determination and Placement

The Determination and Placement editor describes the special education determination for the student and consent of the initial placement for the student.



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(1-10) Notice of Changes Without ISP Meeting

The Notice of Changes Without ISP Meeting editor is used to document changes made to the ISP without a meeting.

This editor is only available when the Amendment without a meeting Plan Type is selected on the Education Plan editor. A note displays at the top of the editor that reads, "You do not need to fill out this editor. "Amendment without a Meeting" is not the selected Plan Type in the Education Plan editor."

When this editor is available, at lease one record must be saved in order to Complete the editor.

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Classic View

▶ Click here to expand...

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Previous Version

Individual Service Plan (Wisconsin) [.2227 - .2243]