

Meeting Invitation (Delaware)

Last Modified on 06/28/2024 10:12 am CDT

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The Meeting Invitation is used to document the meeting of a student's special education team members. This is the first step in the process of evaluating the student.

The current print format of the **DE Meeting Invite 2024**. Delaware is a State Edition and districts cannot change the evaluation format.

Editor Home - DE Meeting Invitation ?			
NAME	STATUS	MODIFIED BY	COMPLETED BY
Meeting Information	IN PROGRESS	Demo Administrator 4/10/24 10:25 AM	>
Enrollment Information	IN PROGRESS	Demo Administrator 4/10/24 10:32 AM	>
Attendance	NOT STARTED		>
Parent/Guardian Information	IN PROGRESS	Demo Administrator 4/10/24 10:25 AM	>

Editor Home

Editor Home

The Editor Home lists the editors available, their status, and Modification and Completion information.

Header	Description
Name	The name of the editor.

Header	Description
Status	<p>The state of the editor. Statuses can be:</p> <ul style="list-style-type: none"> • 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 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. <p>The following statuses are only available for certain state-specific documents:</p> <ul style="list-style-type: none"> • ESign indicates that the editor has functionality related to the eSignature process. See the Delaware Special Ed Plan eSignature Process article for additional information. • Complete Pending eSignature indicates the plan has been entered and sent via the Campus Parent portal to the student's guardian for eSignature.
Modified By	The date and the user by whom the editor was last edited.
Completed By	The date and the user who clicked the Complete button for that editor.

General Information

The following table lists the actions available for the editors. When resizing the window, certain buttons are condensed into a single **Action** button.


Button	Description
Save	<p>Different editors have different save options. Click the arrow next to the Save & Stay button to view all saving options for any given editor.</p> <ul style="list-style-type: none"> • 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 is usually found within the detail screen or list editors, such as Goals and Objectives. • Save & Next captures progress and navigates the user to the next editor. • Save & New captures progress and creates a new record. This save button is usually found within the detail screen of a list editor, such as Goals and Objectives. See the Editor Type section for additional information.

Button	Description
Refresh	<p>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 records. Manually entered fields do not change when the refresh button is clicked. The user must Save after clicking Refresh to capture changes.</p> <p>A side panel displays a listing of all the student's applicable enrollment records. See the Enrollments tool documentation for additional information.</p>
Cancel	Navigates the user to the Editor Home screen or the List Screen for List editors.
Status	<p>Changes the status of the editor.</p> <ul style="list-style-type: none"> • Complete indicates the editor is finished. This makes the editor read-only. However, this does not lock the editor from further editing. The user must click In Progress to further edit after an editor is marked Complete. • Not Needed indicates the editor does not apply to the student's plan or evaluation. This makes the editor read-only. However, this does not lock the editor from further editing. Click the In Progress button to further edit after an editor is marked Not Needed. • In Progress only displays when the editor is in the Complete or Not Needed status and allows additional edits to be made. <p>The following status is only available for the Nevada and Delaware:</p> <ul style="list-style-type: none"> • Complete Pending eSignature only displays for the Procedural Safeguards, IEP Implementation, and Medicaid Consent editors. This button marks the editor as complete until the parent/guardian electronically signs those sections of the plan via the Campus Parent Portal. See the Delaware Special Ed Plan eSignature Process article for additional information.
Print	Prints the entire document.
Editors	Opens a side panel listing all the available editors and their status. Select an editor from this list to navigate to that editor or click Close to collapse the side panel.
Previous	Navigates the user to the previous editor.
Next	Navigates the user to the next editor.

Editor Types

There are two types of editors available: List or Basic editors. When navigating to a Basic editor, the list of fields within the editor is displayed. List editors display a list of all records within that editor. Clicking an existing record or the **New** button opens the detail view for an individual record.

Editor Lock Out and Release Logic

Only one user at a time can actively work on an editor. A person with a padlock icon ()

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

Editors that are currently being edited are read-only for all other users. The name of the person working on the editor displays in the header.

To release an editor, the user must:

- navigate to the next editor by clicking **Save and Next** or the **Editors** button and selecting the next editor from the side panel.
- click the **Cancel** button to return to the Editor Home screen.
- log out of the Campus application.
- navigate to a different tool in the Campus application.

Editors are automatically released when the in-application timeout limit has been exceeded. This is a back-end process and is usually around 30-60 minutes.

Text Editors

Images should not be inserted into text fields.

Editors

[Meeting Information](#) | [Enrollment Information](#) | [Attendance](#) | [Parent/Guardian Information](#)

Meeting Information

The Meeting Information editor documents relevant meeting dates, meeting purpose(s), and methods of communication for the student's special education team.

Team Meeting: 04/08/2024 IN PROGRESS
Editor 1 of 4

Meeting Type *
Annual IEP

Date Created *
04/10/2024

Invite Date *
04/01/2024

Meeting Date *
04/08/2024

Meeting Time
5:00 PM

Meeting Location
School, Room 150

Notice 1 Date
04/08/2024

Notice 1 Modality
Email

Specify Other

Notice 2 Date
MM/DD/YYYY

Notice 2 Modality

Specify Other

Notice 3 Date
MM/DD/YYYY

Notice 3 Modality

Specify Other

Parent Questionnaire
Enclosed with invitation

Meeting Facilitator Name
Example Person

Meeting Facilitator Phone Number
() - - X

Meeting Facilitator Email

The purpose of this meeting is to:

- 1. Determine your initial or continued eligibility for special education and related services
- 2. Conduct an evaluation or reevaluation
- 3. Conduct an annual review of your Individualized Education Program (IEP)
- 4. Conduct transition planning for students who are in the 8th grade and above or when the student is 14 or older

Meeting Information Editor

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Enrollment Information

The Enrollment Information editor is a read-only editor that pulls in district and school information where the student is enrolled.

Enrollment Information IN PROGRESS
Editor 2 of 4

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

District of Residence	Attending Building	
	Arthur Elementary	
Grade		
KG		

District Information

District Number	District Name	
100	Plainview Schools	
District Address		District Phone
123 Main Street, Metro City, DE 55555		(763)555-5555
District SPED Address		District SPED Phone
456 2nd Avenue, Metro City, MN 55555		(763)633-1111

Enrollment Information Editor

▶ [Click here to expand...](#)

Attendance

The Attendance editor documents the team members invited to the meeting.

Attendance NOT STARTED
Editor 3 of 4

Attendance ⓘ

FIRST NAME *	LAST NAME *	ROLE NAME	INVITED	REMOVE
Glissa-Jean	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="button" value="x"/>
Harrison	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="button" value="x"/>
Saul	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="button" value="x"/>
Alexander	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="button" value="x"/>

Attendance Editor

▶ [Click here to expand...](#)

Parent/Guardian Information

The Parent/Guardian Information editor pulls the contact information of the student's parent/guardian(s).

Parent/Guardian Information

IN PROGRESS

Editor 4 of 4

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

Parent/Guardian

Print Sequence ⓘ

1 ▼

Print In Invite

Remove

Name

████████ Harrison - Father

Address

2927 5th Ave NW, Blaine, DE 55449

Home Phone

(651)555-1694

Work Phone

(555)555-1101

Cell Phone

(555)555-1468

E-mail

Home Primary Language

Parent/Guardian Information Editor

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