

Meeting Invitation (Delaware)

Last Modified on 01/10/2025 10:43 am CST

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The Meeting Invitation documents 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 2024.2**. Delaware is a State Edition. 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	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. A side panel displays a listing of all the student's applicable enrollment records. See the Enrollments tool documentation for additional information.
Cancel	Navigates the user to the Editor Home screen or the List Screen for List editors.
Status	Changes the status of the editor. <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.

Meeting Information:

Meeting Type *

Date Created * **Invite Date ***

Meeting Date * **Meeting Time** **Meeting Location**

Notice 1 Date **Notice 1 Modality**

Notice 2 Date **Notice 2 Modality** **Specify Other**

Notice 3 Date **Notice 3 Modality** **Specify Other**

Parent Questionnaire

Meeting Facilitator Name **Meeting Facilitator Phone Number** **Meeting Facilitator Email**

The purpose of this meeting is to:

Determine your student's initial or continued eligibility for special education and related services

Conduct an evaluation or reevaluation

Conduct an annual review of your Individualized Education Program (IEP)

Conduct transition planning for students who are in the 8th grade and above or when the student is 14 or older

Meeting Information Editor

▶ [Click here to expand...](#)

Field	Description	Validation
Meeting Type <i>Required</i>	The type of meeting. Options include: <ul style="list-style-type: none"> • Annual IEP • Annual IEP/Reevaluation Eligibility Determination • IEP Meeting • IEP Revision • IEP Revision/Reevaluation Eligibility Determination • Initial Eligibility Determination • Initial IEP • Initial IEP/Initial Eligibility Determination • PPS Meeting • Reevaluation Eligibility Determination 	N/A

Field	Description	Validation
Date Created <i>Required</i>	The day this meeting invitation document was created.	This field defaults to the current day.
Invite Date <i>Required</i>	The day invitations to the meeting were sent.	N/A
Meeting Date <i>Required</i>	The day of the meeting.	N/A
Meeting Time	The time of the meeting.	N/A
Meeting Location	The location of the meeting.	N/A
Notice 1 Date	The day the first meeting reminder was sent.	N/A
Notice 1 Modality	The method of alerting attendees to the meeting. Options include: <ul style="list-style-type: none"> • Person • Email • Letter • Phone • Student • Other 	N/A
Specify Other <i>*Required</i>	The other method of communication.	*This field is required when the Other option is selected above.
Notice 2 Date	The day the second meeting reminder was sent.	
Notice 2 Modality	The method of alerting attendees to the meeting. Options include: <ul style="list-style-type: none"> • Person • Email • Letter • Phone • Student • Other 	
Specify Other <i>*Required</i>	The other method of communication.	*This field is required when the Other option is selected above.
Notice 3 Date	The day the third meeting reminder was sent.	

Field	Description	Validation
Notice 3 Modality	The method of alerting attendees to the meeting. Options include: <ul style="list-style-type: none"> • Person • Email • Letter • Phone • Student • Other 	
Specify Other <i>*Required</i>	The other method of communication.	*This field is required when the Other option is selected above.
Parent Questionnaire	Indicates how the parent received the parent questionnaire. Options are: <ul style="list-style-type: none"> • Enclosed with invitation • Sent prior to invitation 	N/A
Meeting Facilitator Name	The person organizing the meeting.	N/A
Meeting Facilitator Phone Number	The contact phone number of the meeting organizer.	N/A
Meeting Facilitator Email	The contact email address of the meeting organizer.	N/A

Field	Description	Validation
The purpose of this meeting is to	<p>The reason the team is meeting. Mark all that apply. Options include:</p> <ul style="list-style-type: none"> • Determine your student's initial or continued eligibility for special education and related services • Conduct an evaluation or reevaluation • Conduct an annual review of your Individualized Education Program (IEP) • Conduct transition planning for students who are in the 8th grade and above or when the student is 14 or older • Develop, review, and/or revise your Individualized Education Program (IEP) if student is found eligible for special education and/or related services • Develop a functional behavior assessment and/or behavior support plan • Determine whether a recent behavioral incident was a manifestation of disability • Consider dismissal from special education • Other 	
Specify Other <i>*Required</i>	The other meeting purpose.	<p>*This field is required when the Other option is selected above.</p> <p>This field is limited to 1000 characters.</p>
Comments	Any additional comments related to the team meeting.	This field is limited to 8000 characters.

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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 Editor 2 of 4

IN PROGRESS

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

District of Residence **Attending Building**

Grade
11

District Information

District Number **District Name**

79

District Address **District Phone**

District SPED Address **District SPED Phone**

Enrollment Information Editor

▶ [Click here to expand...](#)

Field	Description	Validation
District of Residence	The student's district of residence.	This field pulls in from the student's Enrollment record when available but can be manually edited.
Attending Building	The building where the student attends school.	Upon Refresh, this field is pulled from the Enrollment tool but can be manually edited.
Grade	The student's grade.	Upon Refresh, this field is pulled from the Enrollment tool and cannot be modified. Database Location: enrollment.grade
District Information		
District Number	The district number associated with the Enrolled school.	District Information > State District Number
District Name	The district name associated with the Enrolled school.	District Information > Name
District Address	The district address associated with the Enrolled school.	District Information > Address
District Phone	The district phone number associated with the Enrolled school.	District Information > Phone

Field	Description	Validation
District SPED Address	The district special education address associated with the Enrolled school.	District Information > SPED Address
District SPED Phone	The district special ed phone number associated with the Enrolled school.	District Information > SPED Phone

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Attendance

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

Attendance IN PROGRESS Editor 3 of 4

Attendance i

FIRST NAME *	LAST NAME *	ROLE NAME i	REMOVE
<input type="text" value="Alexander"/>		<input type="text" value="General Education Teacher"/>	x
<input type="text" value="Hannah"/>		<input type="text" value="Special Education Teacher"/>	x
<input type="text" value="Jennifer"/>		<input type="text" value="Parent"/>	x
<input type="text" value="Peter"/>		<input type="text" value="Parent"/>	x

Attendance Editor

[▶ Click here to expand...](#)

Column Name	Description	Validation
First Name <i>Required</i>	The person's first name.	This field is read-only and pulls from the student's Team Members tool. Manual entries are also allowed.

Column Name	Description	Validation
Last Name <i>Required</i>	The person's last name.	This field is read-only and pulls from the student's Team Members tool. Manual entries are also allowed.
Role Name	The role of the person. Click the expand link to view the list of available roles. ▶ Click here to expand... <ul style="list-style-type: none"> • Student • Parent • LEA Representative/Designee • General Education teacher • Special Education Teacher • Speech Language Pathologist • Career and Tech Education • Administrator • Advocate • Audiologist • Teacher • COTA • Curriculum Specialist • Designee • Educational Diagnostician • Instructional Aide • Interpreter • Occupational Therapist • Orientation and Mobility Specialist • Physical Therapist • Recreation Therapist • School Counselor • School Nurse • School Social Worker • Special Education Administrator • Special Education Classroom Teacher • Special Education Paraprofessional • Supervisor • Supportive Services Staff • Teacher English as a Second Language • Teacher's Aid • Other 	N/A
Remove	Removes the team member from the document.	N/A

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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	Work Phone	Cell Phone
(651)555-1694	(555)555-1101	(555)555-1468

E-mail

Home Primary Language

Parent/Guardian Information Editor

▶ [Click here to expand...](#)

Field	Description
Print Sequence	The order in which the parent/guardian displays.
Print In Invite	Indicates the record prints.
Name	The name of the parent/guardian.
Address	The address of the parent/guardian.
Home Phone	The parent/guardian's home phone.
Work Phone	The parent/guardian's work phone.
Cell Phone	The parent/guardian's cell phone.
Email	The parent/guardian's email.
Home Primary Language	The language the parent/guardian speaks at home.

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