

Private School Plan (Delaware)

Last Modified on 12/13/2024 9:58 am CST

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Tool Search: Special Ed Documents

The Private School Plan captures special education plan information for private school students and matches the required documentation provided by the state of Delaware. This document describes each editor, a description of each field on the editor, and any special considerations and instructions.

The current print format is **DE Service Plan 2024**. Delaware is a State Edition and districts cannot change the plan format.

Editor Home - DE Private School Plan i			
NAME	STATUS	MODIFIED BY	COMPLETED BY
Plan Header	IN PROGRESS	System Administrator 5/29/24 9:17 AM	>
Enrollment Information	IN PROGRESS	System Administrator 5/29/24 9:17 AM	>
Student Information	IN PROGRESS	System Administrator 5/29/24 9:25 AM	>
Parent/Guardian Information	IN PROGRESS	System Administrator 5/29/24 9:25 AM	>
Meeting Participants	IN PROGRESS	System Administrator 5/29/24 9:28 AM	>
Unique Education Needs and Present Levels/Goals and Benchmarks	IN PROGRESS	System Administrator 5/29/24 9:39 AM	>
Services	IN PROGRESS	System Administrator 5/29/24 9:59 AM	>
Signatures	IN PROGRESS	System Administrator 5/29/24 10:01 AM	>

Private School Plan 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.
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.

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Editors

[Plan Header](#) | [Enrollment Information](#) | [Student Information](#) | [Parent/Guardian Information](#) | [Meeting Participants](#) | [Unique Education Needs and Present Levels/Goals and Benchmarks](#) | [Services](#) | [Signatures](#)

Plan Header

The Plan Header editor stores plan information as well as related dates.

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

Plan Header IN PROGRESS
Editor 1 of 8

<p>Meeting Date ⓘ 04/15/2024</p>	<p>Last ESR Date * 05/06/2024 <input type="text"/></p>
<p>Service Plan Start Date * 05/13/2024 <input type="text"/></p>	<p>Service Plan End Date * 05/13/2025 <input type="text"/></p>
<p>Review Date month/day/year <input type="text"/></p>	

Plan Header Editor

▶ [Click here to expand...](#)

Field	Description	Validation
Meeting Date <i>Read-only</i>	The day the student's team met.	This field is populated from the Meeting Invitation document selected on the Meeting Participants editor.
Last ESR Date <i>Required</i>	The date of the student's most recent Evaluation Summary Report.	This field pulls in from the most recent, locked Evaluation .
Service Plan Start Date <i>Required</i>	The first day of the student's plan.	N/A
Service Plan End Date <i>Required</i>	The last day of the student's plan.	N/A
Review Date	The day in the future when the plan will be reviewed.	N/A

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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. This editor also documents the student's disability(ies).

Enrollment Information IN PROGRESS
Editor 2 of 8

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.

Primary Disability *

Secondary Disability

Tertiary Disability

District of Residence

Non Public School

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...](#)

Field	Description	Validation
<p>Primary Disability <i>Required</i></p>	<p>The student's first disability. Options include:</p> <ul style="list-style-type: none"> 1000 Autism 1100 Deaf-Blind 1400 Developmental Delay 0200 Emotional Disability 0700 Hearing Impairment 0300 Learning Disability 0100 Mild Intellectual Disability 0400 Moderate Intellectual Disability 0603 Orthopedic Impairment 0601 Other Health Impairment 0900 Partially Sighted 1600 Pre-School Speech Delay 0500 Severe Intellectual Disability 1200 Speech and/or Language Impairment 1300 Traumatic Brain Injury 0800 Visually Impaired 	<p>N/A</p>

Field	Description	Validation
Secondary Disability	The student's second disability, when applicable. The options available are the same as the Primary Disability options.	N/A
Tertiary Disability	The student's third disability, when applicable. The options available are the same as the Primary Disability options.	N/A
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.
Non Public School	The name of the non-public school the student attends.	This field pulls in data from the student's Enrollment tool but can be modified as needed.
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
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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Student Information

The Student Information editor pulls demographic information regarding the student. This is a read-only editor.

The **Refresh** button retrieves a fresh copy of data from the student's record.

Student Information IN PROGRESS
Editor 3 of 8

When a Plan is generated, a snapshot of the student's information is taken from Census. Click Refresh to retrieve a new copy of data.

Last Name	First Name	Middle Name	Suffix
█	Lesley	Andrea	
Birthdate	Student ID		
█	█		
Address			
█ DE 19734			
Case Manager Information			
Name	Title		
System Administrator	(SPEDSTAFF)		
Phone			

Student Information Editor

▶ [Click here to expand...](#)

Field Name	Description	Database and UI Location (when Refreshed is clicked)
Last Name	The student's last name.	Demographics > Last Name identity.lastName
First Name	The student's first name.	Demographics > First Name identity.firstName
Middle Name	The student's middle name.	Demographics > Middle Name identity.middleName
Suffix	The student's suffix.	Demographics > Suffix Name identity.suffix
Birthdate	The student's birthdate.	Demographics > Birth Date identity.birthDate

Field Name	Description	Database and UI Location (when Refreshed is clicked)
Student ID	The student's ID number.	Enrollment > Student Number identity.studentNumber
Address	The student's address.	Households > Address Info address.number; address.street; address.tag; address.prefix; address.dir; address.apt; address.city; address.state; address.zip
Case Manager Information		
Name	The first and last name of the team member.	Student Information > Special Ed Team Members
Title	The role of the team member.	Student Information > Special Ed Team Members
Phone	The phone number of the team member.	Student Information > Special Ed Team Members

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Parent/Guardian Information

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

The **Refresh** button retrieves a fresh copy of data from the parent/guardian's record.

Parent/Guardian Information IN PROGRESS
Editor 4 of 8

When a Plan 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 i Remove

1 ▾

Name
[Redacted] Latoya - Mother

Address
[Redacted] DE 19734

Home Phone Work Phone Cell Phone

[Redacted] [Redacted] [Redacted]

E-mail

Home Primary Language

Parent/Guardian

Print Sequence i Remove

2 ▾

Parent/Guardian Information Editor

▶ [Click here to expand...](#)

Field	Description
Print Sequence	The order in which the parent/guardian displays.
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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Meeting Participants

The Meeting Participants editor records team meetings and participants for the student.

Team Meeting: 04/15/2024 IN PROGRESS Editor 5 of 8

Print in Plan

Meeting Invite ⓘ Meeting Date: 04/15/2024
 Annual IEP (04/15/2024) ▼

Invitation Date: 04/01/2024 Meeting Location: School, Room 150 Meeting Time: 4:00 PM

MEETING PURPOSE

Conduct an evaluation or reevaluation

Attendance

First Name *	Last Name *	Role Name *	Remove
System	Administrator	Special Education Administrator	✕

Meeting Participants Editor

▶ [Click here to expand...](#)

Field	Description	Validation
Print in Plan	Indicates this record prints.	This field defaults to unmarked.
Meeting Invite	The day of the meeting invitation.	This field populates from the selected Meeting Invitation document. All locked Meeting Invitation types display in this dropdown.
Meeting Date <i>Read-only</i>	The day of the meeting.	This field populates from the selected Meeting Invitation document.
Invitation Date <i>Read-only</i>	The day of the invitation.	This field populates with the last Meeting Date from the selected Meeting Invitation document.
Meeting Location <i>Read-only</i>	The location of the meeting.	This field populates with the Meeting Location from the selected Meeting Invitation document.
Meeting Time <i>Read-only</i>	The time of the meeting.	This field populates with the Meeting Time from the selected Meeting Invitation document.

Field	Description	Validation
Meeting Purpose <i>Read-only</i>	The purpose of the meeting.	This field populates with the Purpose(s) from the selected Meeting Invitation document.
Attendance		
First Name	The first name of the team member.	This field populates from the Team Members on the selected Meeting Invitation .
Last Name	The last name of the team member.	This field populates from the Team Members on the selected Meeting Invitation .
Role Name	The role of the team member.	This field populates from the Team Members on the selected Meeting Invitation .

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Unique Education Needs and Present Levels/Goals and Benchmarks

The Unique Education Needs and Present Levels/Goals and Benchmarks editor includes the student's present levels of academic achievement and functional performance, including the assessment conducted to determine the level, resulting skills determined, and needs identified. This also includes goals and benchmarks.

	Sequ...	Area of Unique Need	Statement of Unique Need
	1	Writing	Writing statement.

Unique Education Needs and Present Levels/Goals and Benchmarks List Screen

[▶ Click here to expand...](#)

Unique Education Needs and Present Levels/Goals and Benchmarks List Screen

Column Name	Description
Padlock Icon	Indicates the person editing the record.

Column Name	Description
Sequence	The order of the record.
Area of Unique Need	The area where the student requires special education services, supplementary aids and supports, and program modification or supports.
Statement of Unique Need	The type of special education service, supplementary aids and support, and program modification or support.

Unique Education Needs and Present Levels/Goals and Benchmarks Detail Screen

Select an existing record or click **New** to view the detail screen.

Unique Needs/Present Levels/Annual Goals and Benchmarks

Sequence Number *
 ▲ ▼

Area of Unique Need *

Provide a statement of the special education and related services and supplementary aids and services, based on peer-reviewed research to the extent practicable, to be provided to the child, or on behalf of the child, and a statement of the program modifications or supports for school personnel that will enable the child

- to advance appropriately toward attaining the annual goals
- to be involved in and make progress in the general education curriculum, and to participate in extracurricular and other nonacademic activities; and
- to be educated and participate with other children with disabilities and non disabled children

Statement of Unique Need *

Describe accommodations and/or modifications the student needs to benefit from his/her special education program *

Describe Present Levels of Educational Performance for the area/unique need above *

Unique Education Needs and Present Levels/Goals and Benchmarks Detail Screen

Field	Description	Validation
Sequence Number <i>Required</i>	The order of the record.	This field automatically sequences for each new entry. Each sequence number must be unique.

Field	Description	Validation
Area of Unique Need <i>Required</i>	The area where the student requires special education services, supplementary aids and supports, and program modification or supports.	This field is limited to 100 characters.
Statement of Unique Need <i>Required</i>	The type of special education service, supplementary aids and support, and program modification or support.	This field is limited to 8000 characters.
Describe accommodations and/or modifications the student needs to benefit from his/her special education program <i>Required</i>	A description of the accommodation or modification.	This field is limited to 8000 characters.
Describe Present Levels of Educational Performance for the area/unique need above <i>Required</i>	A description of the student's current level of educational performance.	This field is limited to 8000 characters.
<p>Measurable Annual Goals and Benchmarks (Table)</p> <p>The following columns display in the Measurable Annual Goals and Benchmarks table:</p> <ul style="list-style-type: none"> • Sequence • Annual Goal <p>This side panel displays when selecting an existing record or clicking the New button. The below fields display on the Measurable Annual Goal and Benchmarks side panel:</p>		
Annual Goal		
Sequence Number	The order of the record.	This field automatically sequences for each new entry. Each sequence number must be unique.
Annual Goal <i>Required</i>	A description of the goal.	This field is limited to 8000 characters.
Benchmarks		
Sequence Number <i>Required</i>	The order of the record.	N/A

Field	Description	Validation
Benchmark <i>Required</i>	The standard the student must achieve to make progress toward the annual goal.	This field is limited to 2000 characters.
Marking Period	The terms associated with the enrollment for the active IEP.	This pulls from Calendar Setup.

Progress

The following fields display as read-only when a Progress Report document is created for this student's goals.

- Progress
- Date Progress Reported
- Optional Narrative

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Services

The Service editor lists services for the student in a Special Education setting.

Services Editor 7 of 8

IN PROGRESS

	Sequen... ↑	Service	Frequency/Duration	Setting	Related Service	Initiation ...	End Date
🔒	1	testService	30 minutes/1x/CPW		No	05/13/24	05/13/25

Services List Screen

▶ [Click here to expand...](#)

Services List Screen

Column Name	Description
Padlock Icon	Indicates the person editing the record.
Sequence	The order of the record.
Service	The service provided to the student.
Frequency/Duration	The amount of time the student requires the service.
Setting	The location of service.

Column Name	Description
Related Service	Indicates this is a related service.
Initiation Date	The first day of service.
End Date	The last day of service.

Services Detail Screen

Select an existing record or click **New** to view the detail screen.

Services

List the services that the student needs in order to benefit from his/her special education program

Sequence Number *

Addresses Area(s) of Unique Need * **Addresses Goal(s) *** **Related Service**

Service * **Location** **Accommodations**

Describe how specially designed instruction will be provided to address the child's unique needs by adapting the content, methodology, or delivery of instruction. IDEA Sec.300.39(b)(3)

Duration and Frequency

Initiation Date * **End Date ***

Amount of time (in minutes) * **Number times per *** **Frequency ***

Services Detail Screen

Field	Description	Validation
Sequence Number <i>Required</i>	The order of the record.	This field automatically sequences for each new entry. Each sequence number must be unique.
Addresses Area(s) of Unique Need <i>Required</i>	The area where the student requires special education services, supplementary aids and supports, and program modification or supports.	This field populates with the Areas of Unique Need from the Unique Needs/Present Levels/Annual Goals and Benchmarks editor.

Field	Description	Validation
Addresses Goal(s)	A description of the goal.	This field populates with the Areas of Unique Need from the Unique Needs/Present Levels/Annual Goals and Benchmarks editor.
Related Service	Indicates this is a related service.	N/A
Service Required	The service provided to the student.	N/A
Location	The location of service.	This field is limited to 150 characters.
Accommodations	Any accommodations related to the service.	N/A
Describe...	A description of how the specially designed instruction addresses the student's needs by adapting their instruction.	This field is limited to 8000 characters.
Duration and Frequency		
Initiation Date Required	The first day of service.	This field populates with the Initiation Date from the Plan Header but can be modified as needed.
End Date Required	The last day of service.	This field populates with the End Date from the Plan Header but can be modified as needed.
Amount of time (in minutes) Required	The number of minutes the student receives the service.	N/A
Number times per Required	The number of times the student receives the service.	N/A

Field	Description	Validation
Frequency <i>Required</i>	The frequency of service. Options include: <ul style="list-style-type: none"> • Class period per month • Class periods per school day • Class periods per school week • Days per month • Days per school week • Sessions per month • Sessions per school day • Sessions per school week • Times per marking period • Times per month • Times per school day • Times per school week 	N/A

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Signatures

The Signatures editor documents the parent/guardian(s)' or student's (if over 18) consent of the proposed plan documented in the rest of the IEP. The only field on this editor is the signature field.

Signatures IN PROGRESS
Editor 8 of 8

I have met with the IEP Team to discuss the development of an Individual Educational Program (IEP) to be implemented in the Public School. However, I am electing to enroll my child in a Non-Public School (private or homeschool).

Signatures Editor

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