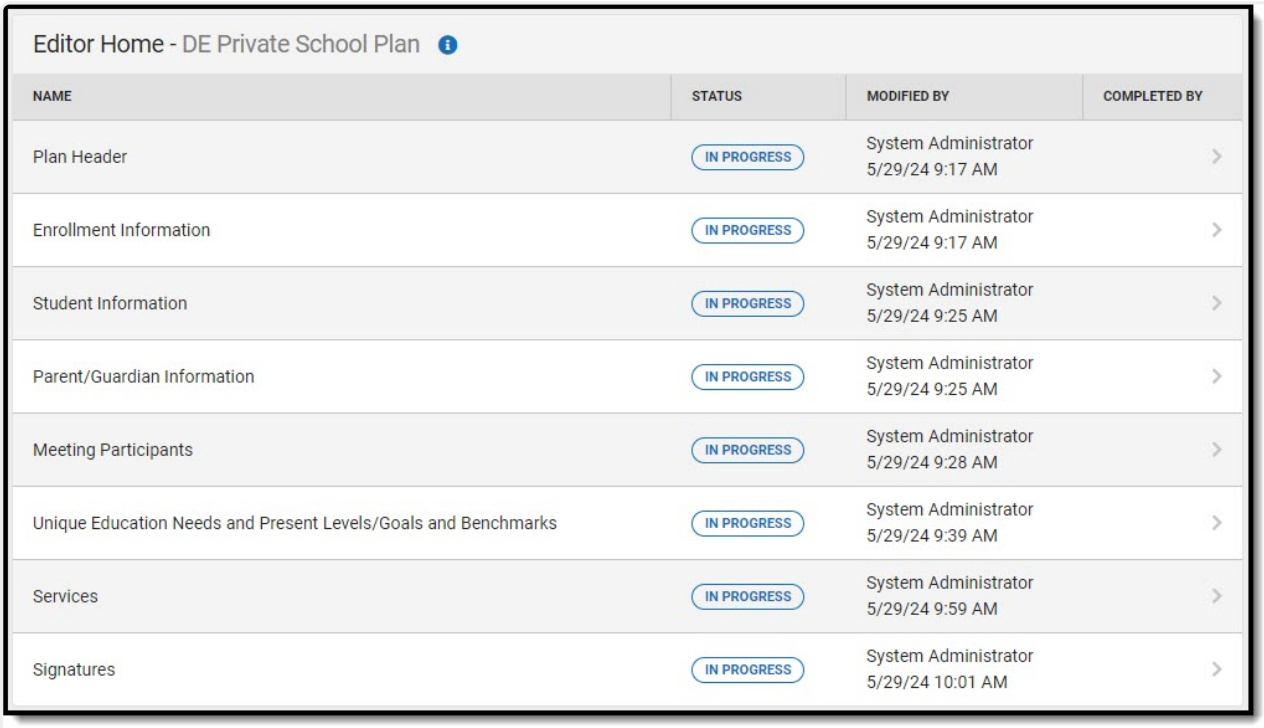
Private School Plan (Delaware)

Last Modified on 10/15/2026 1:21 pm CDT

Path: Student Information > Special Ed > 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, each field on the editor, and any special considerations and instructions. For information on general functionality, navigation, and additional plan and evaluation features, see the core Plan and Evaluation Information article.

The current print format is **DE Service Plan 2026.3**. Delaware is a State Edition and districts cannot change the plan format.



Private School Plan Editor Home

Images in Text Fields

Delaware users can add images to WYSIWYG text fields in Special Education documents. These images also display on the printed document. See the Enable image upload in text fields for Special Ed Documents article for setup information.

Not Needed Status Information

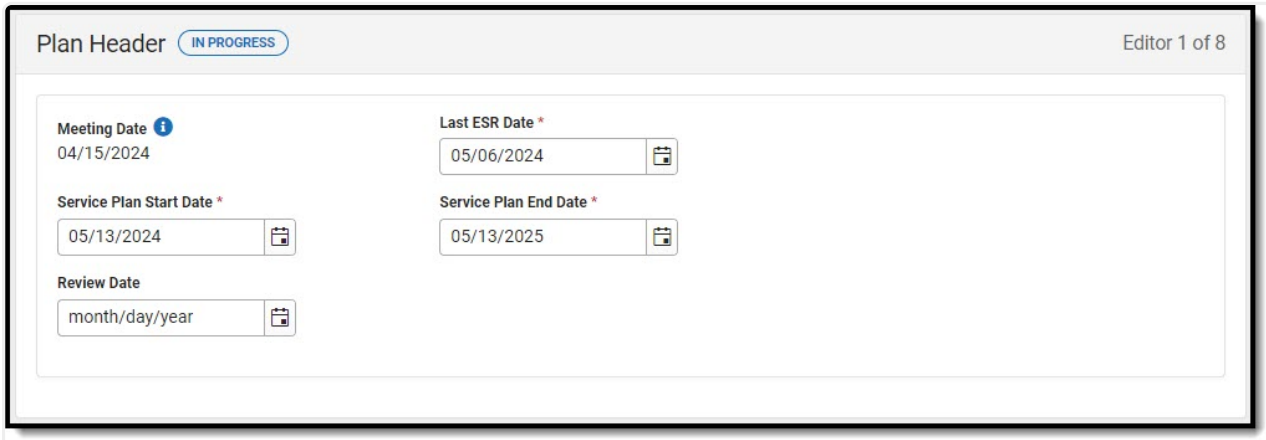
Editors marked as Not Needed DO NOT print. The following editors cannot be placed in a Not

Needed Status: Meeting Participants and Unique Needs/Present Levels/Annual Goals and Benchmarks.

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.



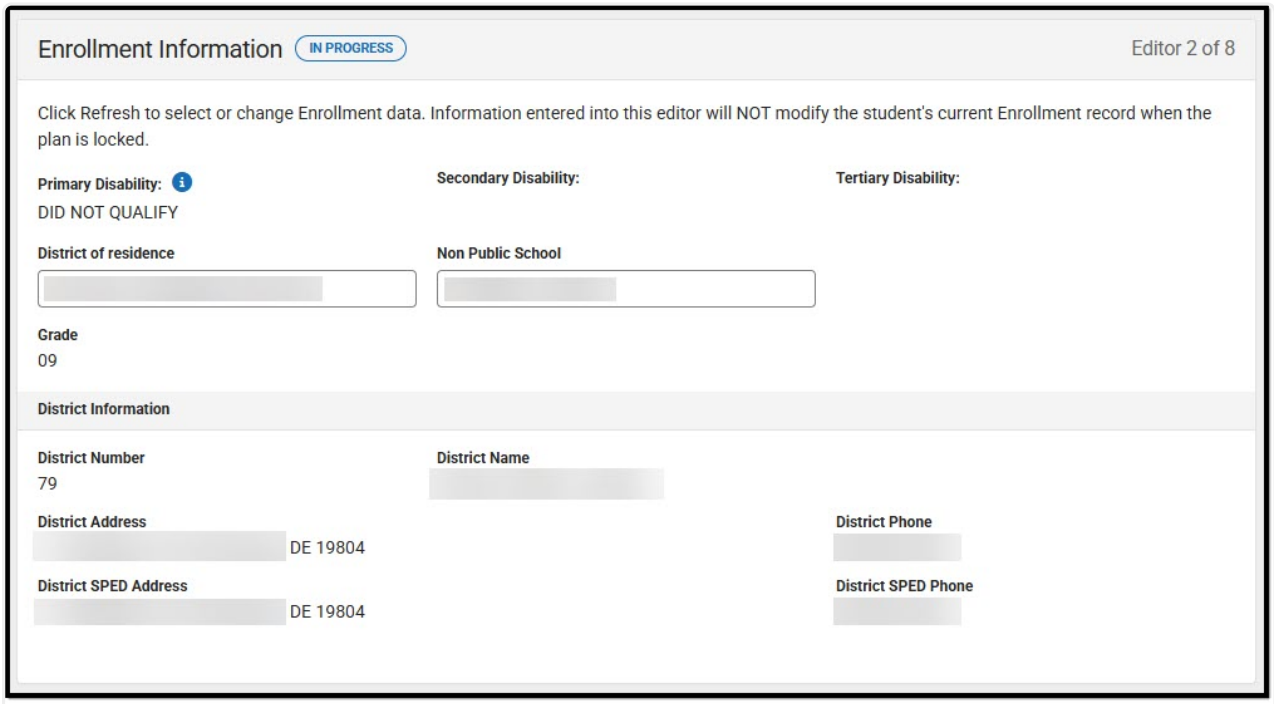
Plan Header Editor

Click here to expand...

Field	Description	Validation
Meeting Date *Read-only*	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 *Required*	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 *Required*	The first day of the student's plan.	N/A
Service Plan End Date *Required*	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

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 Editor

Click here to expand...

Field	Description	Validation

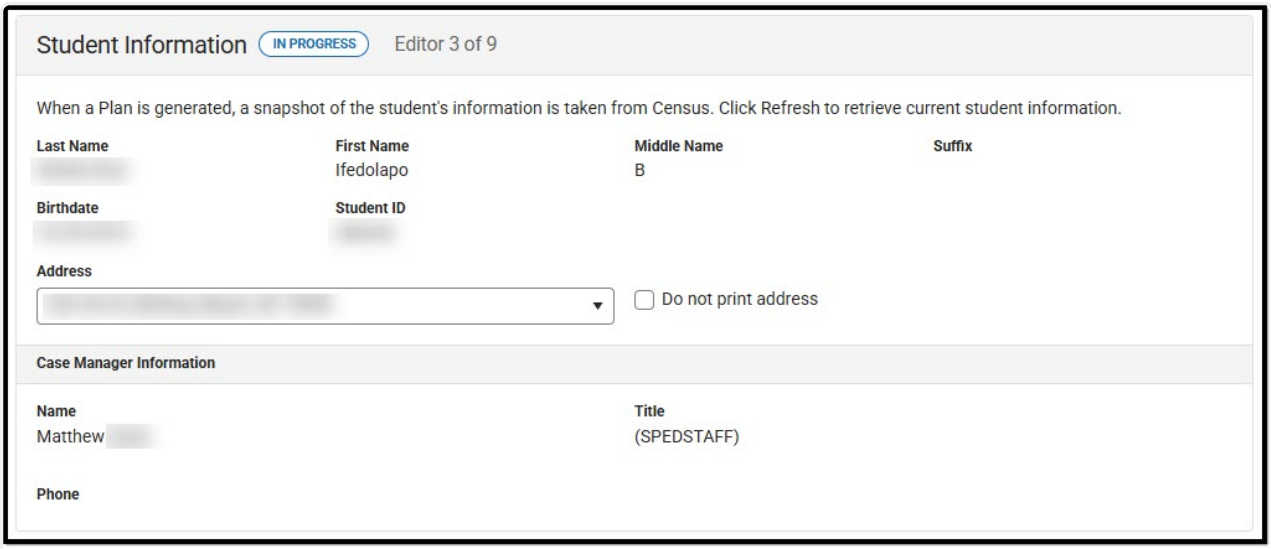
Field	Description	Validation
Primary Disability	The student's first disability. Options include: • 1000 Autism • 1100 Deaf-Blind • 1400 Developmental Delay • 0200 Emotional Disability • 0700 Hearing Impairment • 0300 Learning Disability • 0100 Mild Intellectual Disability • 0400 Moderate Intellectual 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	This pulls in from the Section D: Eligibility Determination editor from the most recent, locked Evaluation document, when available. However, this field can still be modified.
Secondary Disability	The student's second disability, when applicable. The options available are the same as the Primary Disability options.	This pulls in from the Section D: Eligibility Determination editor from the most recent, locked Evaluation document, when available. However, this field can still be modified.
Tertiary Disability	The student's third disability, when applicable. The options available are the same as the Primary Disability options.	This pulls in from the Section D: Eligibility Determination editor from the most recent, locked Evaluation document, when available. However, this field can still be modified.
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.

Field	Description	Validation
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

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 Editor

Click here to expand...

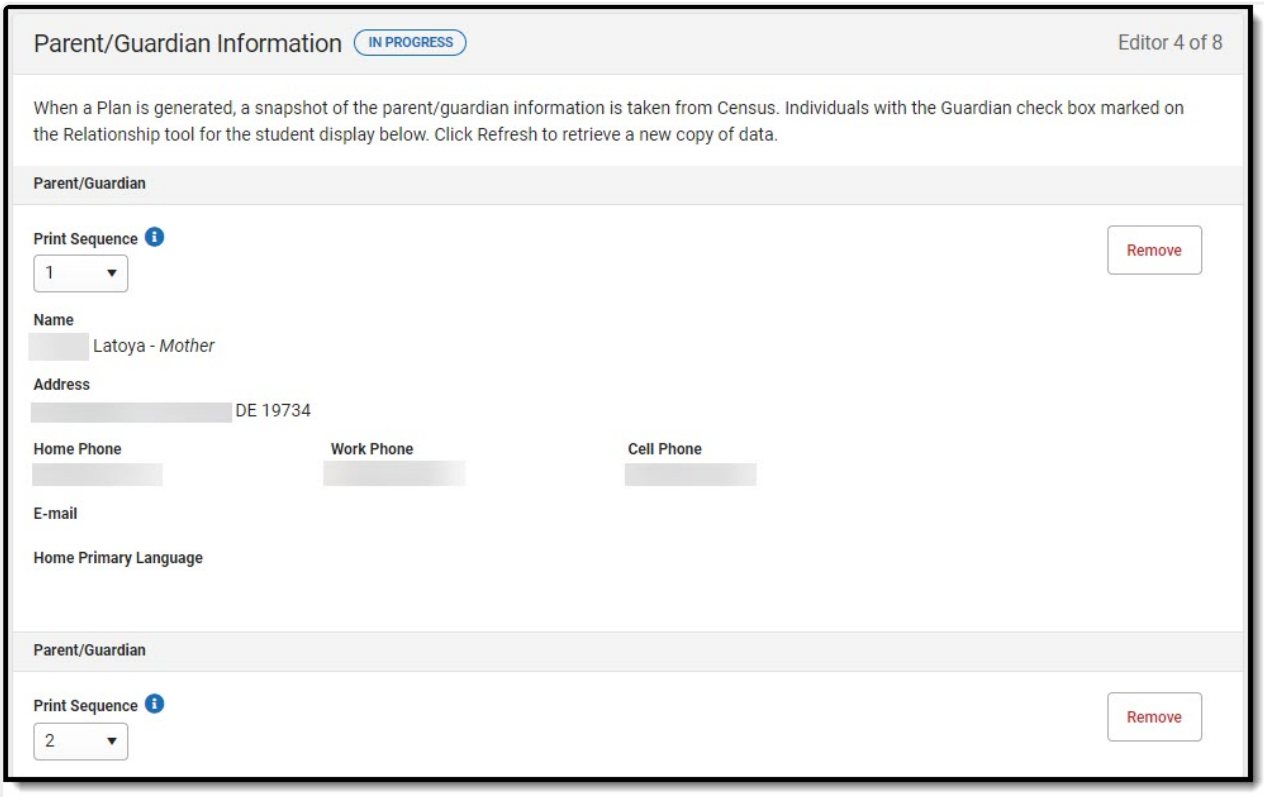
Field Name	Description	Database and UI Location (when Refreshed is clicked)
Last Name	The student's last name.	Demographics > Last Name identity.lastName
First Name	The student's first name.	Demographics > First Name identity.firstName
Middle Name	The student's middle name.	Demographics > Middle Name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

Field Name	Description	Database and UI Location (when Refreshed is clicked)
Do not print address	When marked, the student's address does not print.	N/A
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

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.



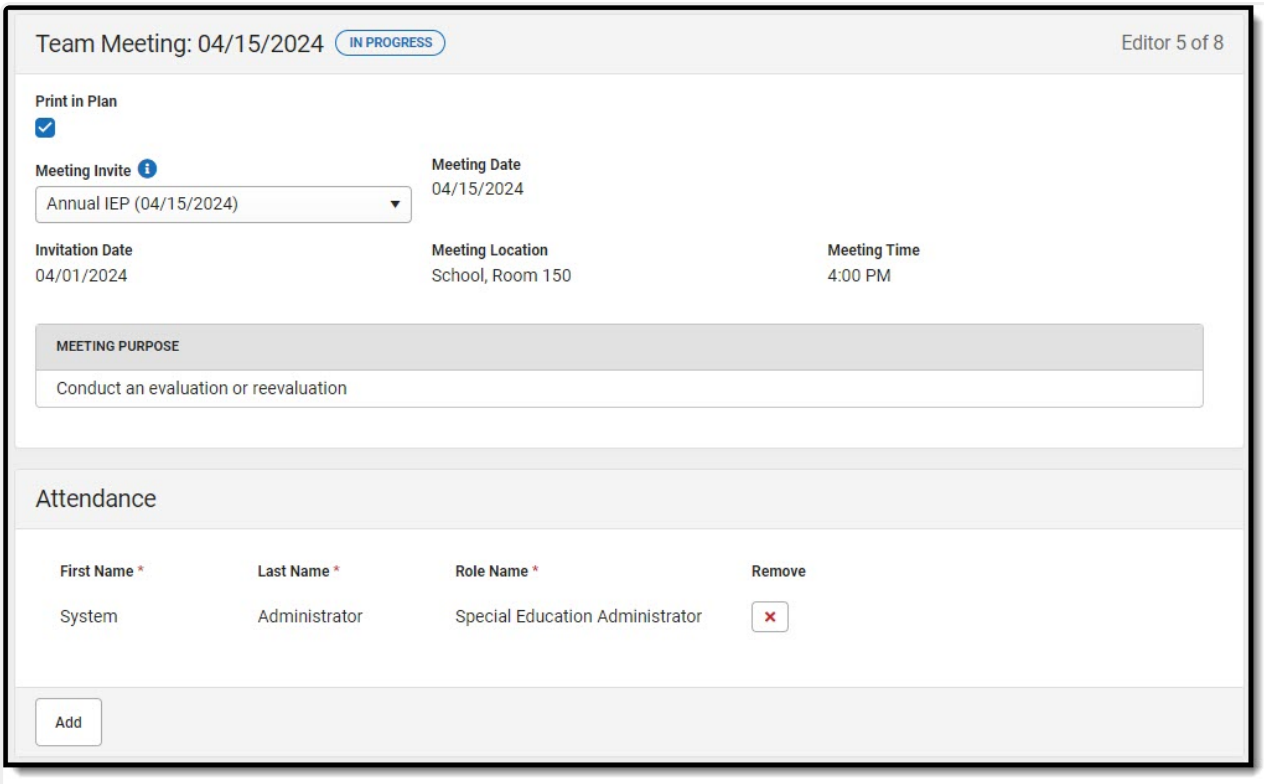
Parent/Guardian Information Editor

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.

Meeting Participants

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



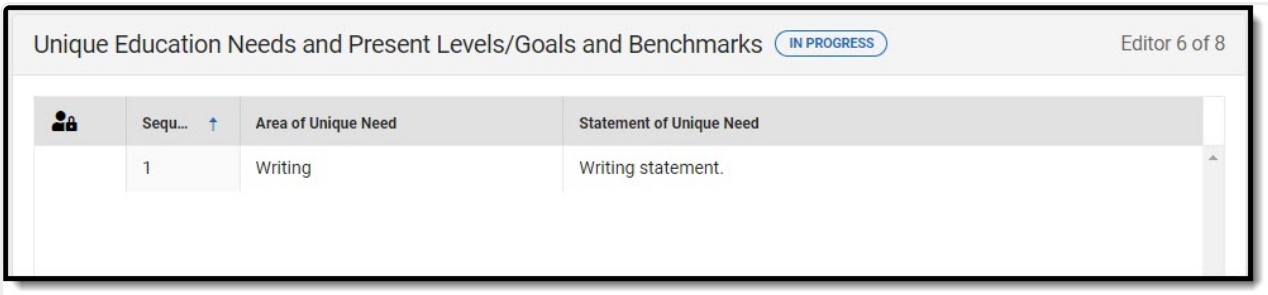
Meeting Participants Editor

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 *Read-only*	The day of the meeting.	This field populates from the selected Meeting Invitation document.
Invitation Date *Read-only*	The day of the invitation.	This field populates with the last Meeting Date from the selected Meeting Invitation document.
Meeting Location *Read-only*	The location of the meeting.	This field populates with the Meeting Location from the selected Meeting Invitation document.
Meeting Time *Read-only*	The time of the meeting.	This field populates with the Meeting Time from the selected Meeting Invitation document.
Meeting Purpose *Read-only*	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.

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.



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

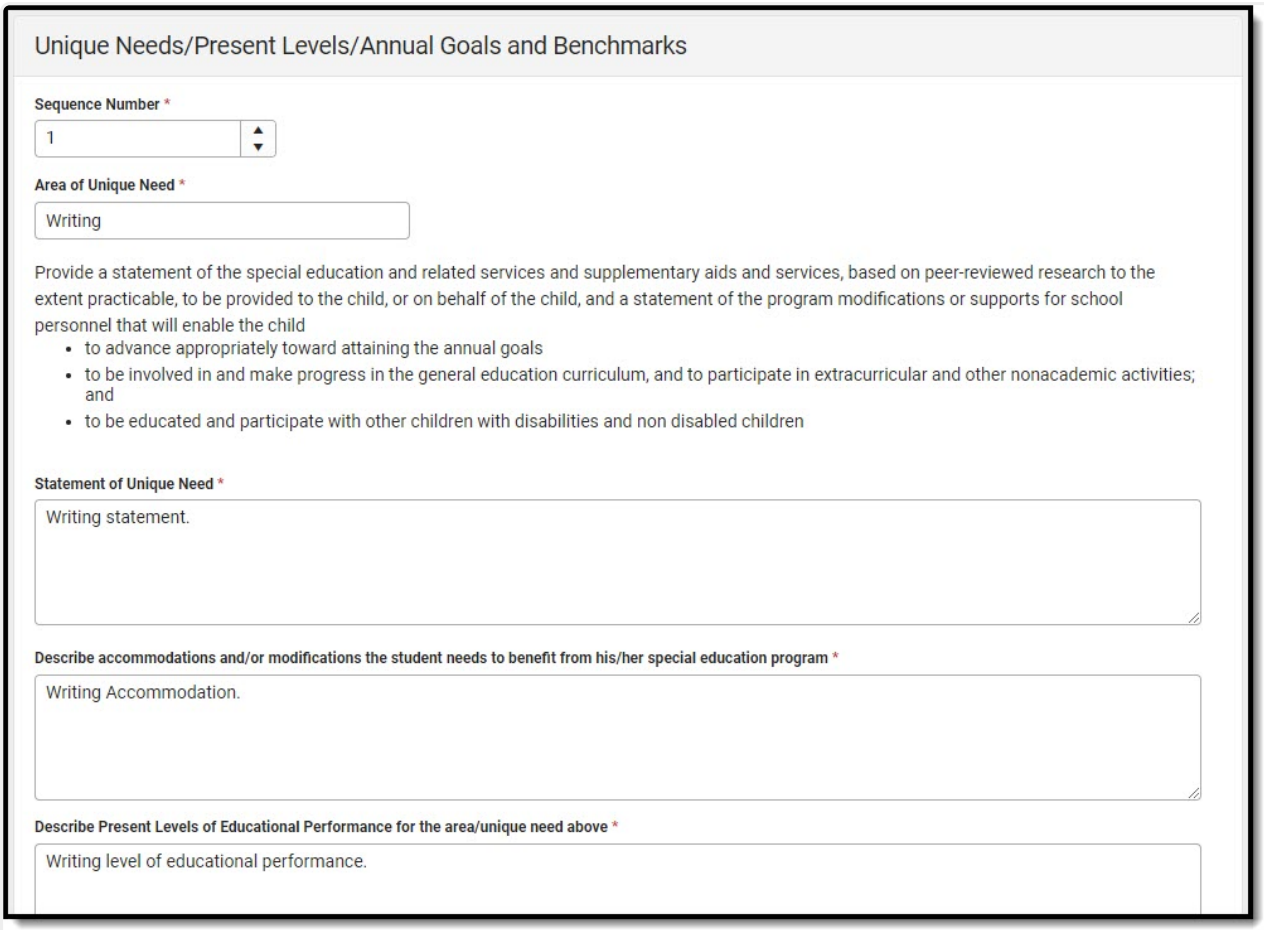
Click here to expand...

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

Column Name	Description
Padlock Icon	Indicates the person editing the record.
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 Education Needs and Present Levels/Goals and Benchmarks Detail Screen

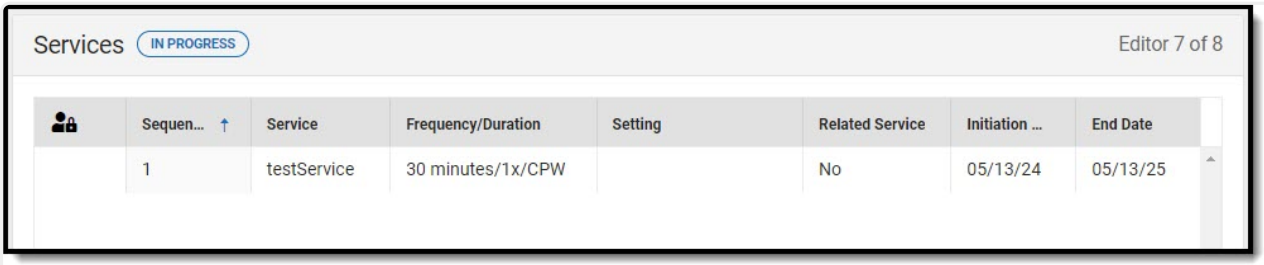
Field	Description	Validation
Sequence Number *Required*	The order of the record.	This field automatically sequences for each new entry. Each sequence number must be unique.
Area of Unique Need *Required*	The area where the student requires special education services, supplementary aids and supports, and program modification or supports.	This field is limited to 100 characters.
Statement of Unique Need *Required*	The type of special education service, supplementary aids and support, and program modification or support.	This field is limited to 8000 characters.

Field	Description	Validation
Describe accommodations and/or modifications the student needs to benefit from his/her special education program *Required*	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 *Required*	A description of the student's current level of educational performance.	This field is limited to 8000 characters.
Measurable Annual Goals and Benchmarks (Table) The following columns display in the Measurable Annual Goals and Benchmarks table: • Sequence • Annual Goal 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:		
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 *Required*	A description of the goal.	This field is limited to 8000 characters.
Benchmarks		
Sequence Number *Required*	The order of the record.	N/A
Benchmark *Required*	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.

Field	Description	Validation
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		

Services

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



Services List Screen

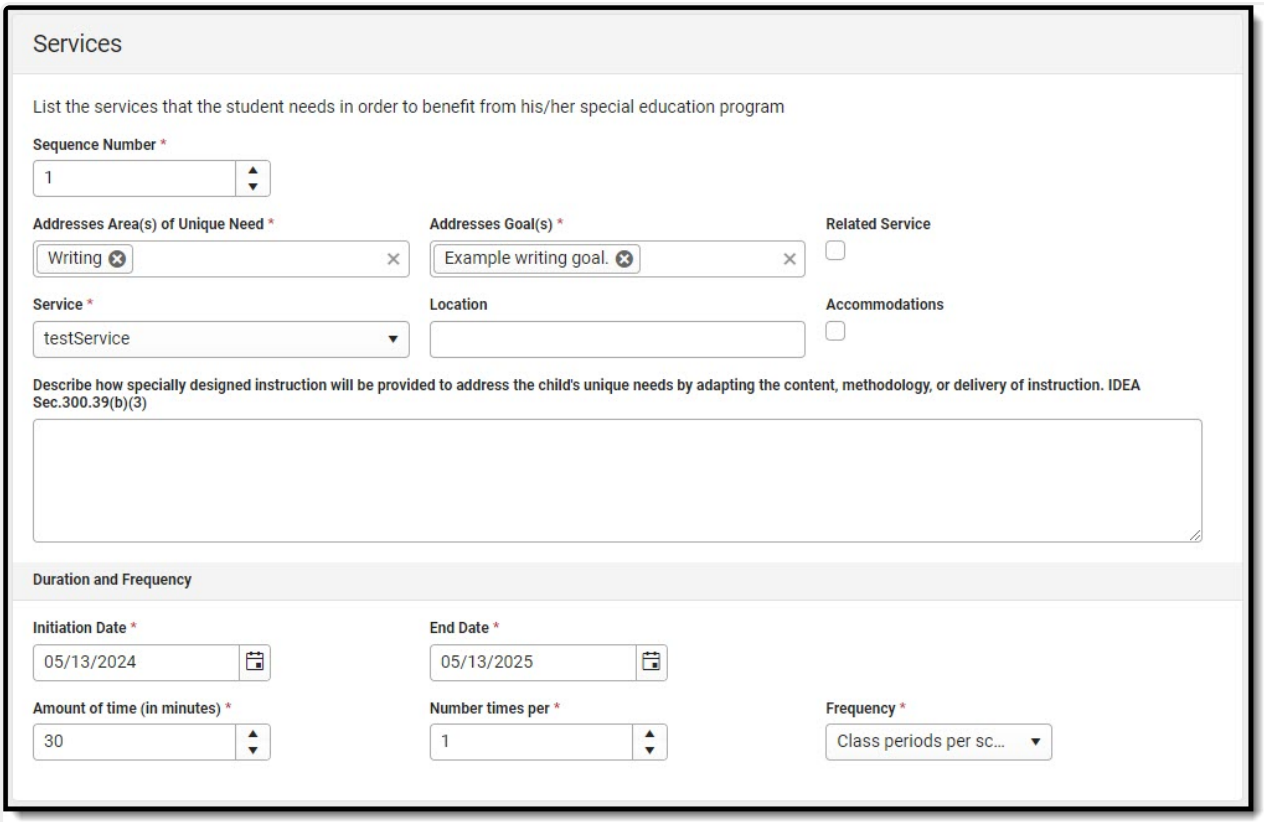
Click here to expand...

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.
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.



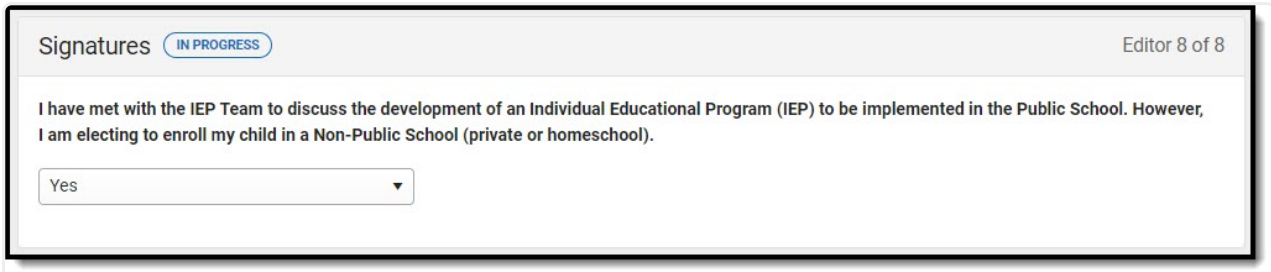
Services Detail Screen

Field	Description	Validation
Sequence Number *Required*	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 *Required*	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.
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.

Field	Description	Validation
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
Frequency *Required*	The frequency of service. Options include: • 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

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 Editor