

Private School Plan (Delaware)

Last Modified on 06/28/2024 10:07 am CDT

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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	<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.

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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

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

Plan Header Editor

▶ [Click here to expand...](#)

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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 * <input type="text" value="1000: Autism"/>	Secondary Disability <input type="text"/>	Tertiary Disability <input type="text" value="Select Tertiary Disabilities..."/>
District of Residence <input type="text"/>	Non Public School <input type="text"/>	

Grade
KG

District Information

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

Enrollment Information Editor

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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 [REDACTED]	First Name Lesley	Middle Name Andrea	Suffix
Birthdate [REDACTED]	Student ID [REDACTED]		

Address
[REDACTED] DE 19734

Case Manager Information

Name System Administrator	Title (SPEDSTAFF)
Phone	

Student Information Editor

▶ [Click here to expand...](#)

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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

1

Remove

Name

[Redacted]

 Latoya - Mother

Address

[Redacted]

 DE 19734

Home Phone	Work Phone	Cell Phone
<div style="background-color: #ccc; padding: 2px; display: inline-block;">[Redacted]</div>	<div style="background-color: #ccc; padding: 2px; display: inline-block;">[Redacted]</div>	<div style="background-color: #ccc; padding: 2px; display: inline-block;">[Redacted]</div>

E-mail

Home Primary Language

Parent/Guardian

Print Sequence i

2

Remove

Parent/Guardian Information Editor

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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	<input type="button" value="x"/>

Meeting Participants Editor

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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.

Unique Education Needs and Present Levels/Goals and Benchmarks IN PROGRESS Editor 6 of 8

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

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

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Services

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

Services IN PROGRESS
Editor 7 of 8

	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

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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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