

# Private School Plan (Delaware)

Last Modified on 04/03/2026 9:01 am CDT

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, 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**. Delaware is a State Edition and districts cannot change the plan format.

Editor Home - DE Private School Plan <span style="float: right;">?</span>			
NAME	STATUS	MODIFIED BY	COMPLETED BY
Plan Header	<span style="border: 1px solid blue; border-radius: 10px; padding: 2px;">IN PROGRESS</span>	System Administrator 5/29/24 9:17 AM	>
Enrollment Information	<span style="border: 1px solid blue; border-radius: 10px; padding: 2px;">IN PROGRESS</span>	System Administrator 5/29/24 9:17 AM	>
Student Information	<span style="border: 1px solid blue; border-radius: 10px; padding: 2px;">IN PROGRESS</span>	System Administrator 5/29/24 9:25 AM	>
Parent/Guardian Information	<span style="border: 1px solid blue; border-radius: 10px; padding: 2px;">IN PROGRESS</span>	System Administrator 5/29/24 9:25 AM	>
Meeting Participants	<span style="border: 1px solid blue; border-radius: 10px; padding: 2px;">IN PROGRESS</span>	System Administrator 5/29/24 9:28 AM	>
Unique Education Needs and Present Levels/Goals and Benchmarks	<span style="border: 1px solid blue; border-radius: 10px; padding: 2px;">IN PROGRESS</span>	System Administrator 5/29/24 9:39 AM	>
Services	<span style="border: 1px solid blue; border-radius: 10px; padding: 2px;">IN PROGRESS</span>	System Administrator 5/29/24 9:59 AM	>
Signatures	<span style="border: 1px solid blue; border-radius: 10px; padding: 2px;">IN PROGRESS</span>	System Administrator 5/29/24 10:01 AM	>

*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.

## 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 IN PROGRESS
Editor 1 of 8

<b>Meeting Date</b> <span style="font-size: 0.8em;">i</span> <input type="text" value="04/15/2024"/>	<b>Last ESR Date *</b> <input type="text" value="05/06/2024"/> <span style="font-size: 0.8em;">📅</span>
<b>Service Plan Start Date *</b> <input type="text" value="05/13/2024"/> <span style="font-size: 0.8em;">📅</span>	<b>Service Plan End Date *</b> <input type="text" value="05/13/2025"/> <span style="font-size: 0.8em;">📅</span>
<b>Review Date</b> <input type="text" value="month/day/year"/> <span style="font-size: 0.8em;">📅</span>	

Plan Header Editor

▶ [Click here to expand...](#)

Field	Description	Validation
<b>Meeting Date</b> <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.
<b>Last ESR Date</b> <i>Required</i>	The date of the student's most recent Evaluation Summary Report.	This field pulls in from the most recent, locked <a href="#">Evaluation</a> .
<b>Service Plan Start Date</b> <i>Required</i>	The first day of the student's plan.	N/A
<b>Service Plan End Date</b> <i>Required</i>	The last day of the student's plan.	N/A
<b>Review Date</b>	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 IN PROGRESS
Editor 2 of 8

Click Refresh to select or change Enrollment data. Information entered into this editor will NOT modify the student's current Enrollment record when the plan is locked.

**Primary Disability:** i

DID NOT QUALIFY

**Secondary Disability:**

**Tertiary Disability:**

**District of residence**

**Non Public School**

**Grade**  
09

**District Information**

**District Number**  
79

**District Name**

**District Address**

 DE 19804

**District Phone**

**District SPED Address**

 DE 19804

**District SPED Phone**

*Enrollment Information Editor*

▶ [Click here to expand...](#)

Field	Description	Validation
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Field	Description	Validation
<b>Primary Disability</b>	<p>The student's first disability. Options include:</p> <ul style="list-style-type: none"> <li>• 1000 Autism</li> <li>• 1100 Deaf-Blind</li> <li>• 1400 Developmental Delay</li> <li>• 0200 Emotional Disability</li> <li>• 0700 Hearing Impairment</li> <li>• 0300 Learning Disability</li> <li>• 0100 Mild Intellectual Disability</li> <li>• 0400 Moderate Intellectual Disability</li> <li>• 0603 Orthopedic Impairment</li> <li>• 0601 Other Health Impairment</li> <li>• 0900 Partially Sighted</li> <li>• 1600 Pre-School Speech Delay</li> <li>• 0500 Severe Intellectual Disability</li> <li>• 1200 Speech and/or Language Impairment</li> <li>• 1300 Traumatic Brain Injury</li> <li>• 0800 Visually Impaired</li> </ul>	<p>This pulls in from the Section D: Eligibility Determination editor from the most recent, locked <a href="#">Evaluation</a> document, when available. However, this field can still be modified.</p>
<b>Secondary Disability</b>	<p>The student's second disability, when applicable. The options available are the same as the Primary Disability options.</p>	<p>This pulls in from the Section D: Eligibility Determination editor from the most recent, locked <a href="#">Evaluation</a> document, when available. However, this field can still be modified.</p>
<b>Tertiary Disability</b>	<p>The student's third disability, when applicable. The options available are the same as the Primary Disability options.</p>	<p>This pulls in from the Section D: Eligibility Determination editor from the most recent, locked <a href="#">Evaluation</a> document, when available. However, this field can still be modified.</p>
<b>District of Residence</b>	<p>The student's district of residence.</p>	<p>This field pulls in from the student's Enrollment record when available but can be manually edited.</p>
<b>Non Public School</b>	<p>The name of the non-public school the student attends.</p>	<p>This field pulls in data from the student's Enrollment tool but can be modified as needed.</p>

Field	Description	Validation
<b>Grade</b>	The student's grade.	Upon Refresh, this field is pulled from the Enrollment tool and cannot be modified.  <b>Database Location:</b> enrollment.grade
<b>District Information</b>		
<b>District Number</b>	The district number associated with the Enrolled school.	District Information > State District Number
<b>District Name</b>	The district name associated with the Enrolled school.	District Information > Name
<b>District Address</b>	The district address associated with the Enrolled school.	District Information > Address
<b>District Phone</b>	The district phone number associated with the Enrolled school.	District Information > Phone
<b>District SPED Address</b>	The district special education address associated with the Enrolled school.	District Information > SPED Address
<b>District SPED Phone</b>	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
<input type="text"/>	Lesley	Andrea	
Birthdate	Student ID		
<input type="text"/>	<input type="text"/>		
Address			
<input type="text"/> 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)
<b>Last Name</b>	The student's last name.	Demographics > Last Name  identity.lastName
<b>First Name</b>	The student's first name.	Demographics > First Name  identity.firstName
<b>Middle Name</b>	The student's middle name.	Demographics > Middle Name  identity.middleName
<b>Suffix</b>	The student's suffix.	Demographics > Suffix Name  identity.suffix
<b>Birthdate</b>	The student's birthdate.	Demographics > Birth Date  identity.birthDate
<b>Student ID</b>	The student's ID number.	Enrollment > Student Number  identity.studentNumber
<b>Address</b>	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)
<b>Case Manager Information</b>		
<b>Name</b>	The first and last name of the team member.	Student Information > Special Ed Team Members
<b>Title</b>	The role of the team member.	Student Information > Special Ed Team Members
<b>Phone</b>	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

Name

Address

Home Phone

Work Phone

Cell Phone

E-mail

Home Primary Language

Parent/Guardian

Print Sequence i
Remove

*Parent/Guardian Information Editor*

▶ [Click here to expand...](#)

Field	Description
<b>Print Sequence</b>	The order in which the parent/guardian displays.
<b>Name</b>	The name of the parent/guardian.
<b>Address</b>	The address of the parent/guardian.
<b>Home Phone</b>	The parent/guardian's home phone.
<b>Work Phone</b>	The parent/guardian's work phone.
<b>Cell Phone</b>	The parent/guardian's cell phone.
<b>Email</b>	The parent/guardian's email.
<b>Home Primary Language</b>	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

**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*

▶ [Click here to expand...](#)

Field	Description	Validation
<b>Print in Plan</b>	Indicates this record prints.	This field defaults to unmarked.
<b>Meeting Invite</b>	The day of the meeting invitation.	This field populates from the selected <a href="#">Meeting Invitation</a> document. All locked Meeting Invitation types display in this dropdown.
<b>Meeting Date</b> <i>Read-only</i>	The day of the meeting.	This field populates from the selected <a href="#">Meeting Invitation</a> document.
<b>Invitation Date</b> <i>Read-only</i>	The day of the invitation.	This field populates with the last Meeting Date from the selected <a href="#">Meeting Invitation</a> document.
<b>Meeting Location</b> <i>Read-only</i>	The location of the meeting.	This field populates with the Meeting Location from the selected <a href="#">Meeting Invitation</a> document.
<b>Meeting Time</b> <i>Read-only</i>	The time of the meeting.	This field populates with the Meeting Time from the selected <a href="#">Meeting Invitation</a> document.
<b>Meeting Purpose</b> <i>Read-only</i>	The purpose of the meeting.	This field populates with the Purpose(s) from the selected <a href="#">Meeting Invitation</a> document.
<b>Attendance</b>		
<b>First Name</b>	The first name of the team member.	This field populates from the Team Members on the selected <a href="#">Meeting Invitation</a> .
<b>Last Name</b>	The last name of the team member.	This field populates from the Team Members on the selected <a href="#">Meeting Invitation</a> .
<b>Role Name</b>	The role of the team member.	This field populates from the Team Members on the selected <a href="#">Meeting Invitation</a> .

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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*

▶ [Click here to expand...](#)

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

Column Name	Description
<b>Padlock Icon</b>	Indicates the person editing the record.
<b>Sequence</b>	The order of the record.
<b>Area of Unique Need</b>	The area where the student requires special education services, supplementary aids and supports, and program modification or supports.
<b>Statement of Unique Need</b>	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 \***

1

**Area of Unique Need \***

Writing

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 \***

Writing statement.

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

Writing Accommodation.

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

Writing level of educational performance.

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

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

Field	Description	Validation
<b>Describe accommodations and/or modifications the student needs to benefit from his/her special education program</b> <i>Required</i>	A description of the accommodation or modification.	This field is limited to 8000 characters.
<b>Describe Present Levels of Educational Performance for the area/unique need above</b> <i>Required</i>	A description of the student's current level of educational performance.	This field is limited to 8000 characters.
<b>Measurable Annual Goals and Benchmarks (Table)</b> The following columns display in the Measurable Annual Goals and Benchmarks table: <ul style="list-style-type: none"> <li>• Sequence</li> <li>• Annual Goal</li> </ul> This side panel displays when selecting an existing record or clicking the <b>New</b> button. The below fields display on the Measurable Annual Goal and Benchmarks side panel:		
<b>Annual Goal</b>		
<b>Sequence Number</b>	The order of the record.	This field automatically sequences for each new entry. Each sequence number must be unique.
<b>Annual Goal</b> <i>Required</i>	A description of the goal.	This field is limited to 8000 characters.
<b>Benchmarks</b>		
<b>Sequence Number</b> <i>Required</i>	The order of the record.	N/A
<b>Benchmark</b> <i>Required</i>	The standard the student must achieve to make progress toward the annual goal.	This field is limited to 2000 characters.
<b>Marking Period</b>	The terms associated with the enrollment for the active IEP.	This pulls from Calendar Setup.

Field	Description	Validation
<p><b>Progress</b></p> <p>The following fields display as read-only when a Progress Report document is created for this student's goals.</p> <ul style="list-style-type: none"> <li>• Progress</li> <li>• Date Progress Reported</li> <li>• Optional Narrative</li> </ul>		

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## Services

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

The screenshot shows the 'Services' editor interface. At the top, it says 'Services' with a sub-tab 'IN PROGRESS' and 'Editor 7 of 8'. Below is a table with the following data:

Padlock Icon	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
<b>Padlock Icon</b>	Indicates the person editing the record.
<b>Sequence</b>	The order of the record.
<b>Service</b>	The service provided to the student.
<b>Frequency/Duration</b>	The amount of time the student requires the service.
<b>Setting</b>	The location of service.
<b>Related Service</b>	Indicates this is a related service.
<b>Initiation Date</b>	The first day of service.
<b>End Date</b>	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
<b>Sequence Number</b> <i>Required</i>	The order of the record.	This field automatically sequences for each new entry. Each sequence number must be unique.
<b>Addresses Area(s) of Unique Need</b> <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.
<b>Addresses Goal(s)</b>	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.
<b>Related Service</b>	Indicates this is a related service.	N/A
<b>Service</b> <i>Required</i>	The service provided to the student.	N/A
<b>Location</b>	The location of service.	This field is limited to 150 characters.

Field	Description	Validation
<b>Accommodations</b>	Any accommodations related to the service.	N/A
<b>Describe...</b>	A description of how the specially designed instruction addresses the student's needs by adapting their instruction.	This field is limited to 8000 characters.
<b>Duration and Frequency</b>		
<b>Initiation Date</b> <i>Required</i>	The first day of service.	This field populates with the Initiation Date from the Plan Header but can be modified as needed.
<b>End Date</b> <i>Required</i>	The last day of service.	This field populates with the End Date from the Plan Header but can be modified as needed.
<b>Amount of time (in minutes)</b> <i>Required</i>	The number of minutes the student receives the service.	N/A
<b>Number times per</b> <i>Required</i>	The number of times the student receives the service.	N/A
<b>Frequency</b> <i>Required</i>	The frequency of service. Options include: <ul style="list-style-type: none"> <li>• Class period per month</li> <li>• Class periods per school day</li> <li>• Class periods per school week</li> <li>• Days per month</li> <li>• Days per school week</li> <li>• Sessions per month</li> <li>• Sessions per school day</li> <li>• Sessions per school week</li> <li>• Times per marking period</li> <li>• Times per month</li> <li>• Times per school day</li> <li>• Times per school week</li> </ul>	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).

Yes

*Signatures Editor*

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