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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

[Indicator 12 Information](#) | [Enrollment Information](#) | [Student Information](#) | [Parent/Guardian Information](#) | [Early Childhood Indicator 12](#)

Indicator 12 Information

Date Completed is the only field on the Indicator 12 Information editor and is required.

Indicator 12 Information
IN PROGRESS
Editor 1 of 5

Date Completed *



Indicator 12 Information Editor

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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 5

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: (Required)

Secondary Disability:

Tertiary Disability

District of Residence

Grade

11

District Information

District Number

79

District Name

Academy

District Address

, DE 19804

District Phone

District SPED Address

, DE 19804

District SPED Phone

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.
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 5

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"/>	Joey		
Birthdate	Student ID		
<input type="text"/>	<input type="text"/>		
Address			
<input type="text"/>			

Case Manager Information

Name	Title
Hazel <input type="text"/>	Teacher (TEACHER)
Phone	
<input type="text"/>	

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

Field Name	Description	Database and UI Location (when Refreshed is clicked)
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 5

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
Barnaby - Father

Address
[Redacted]

Home Phone
[Redacted]

Work Phone
[Redacted]

Cell Phone
[Redacted]

E-mail
[Redacted]

Home Primary Language
English

Parent/Guardian

Print Sequence i
[Redacted]

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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Early Childhood Indicator 12

The Early Childhood Indicator 12 editor documents relevant dates and calculations for the student.

Early Childhood Indicator 12 IN PROGRESS Editor 5 of 5

<p>Referral Date to Part C *</p> <input type="text" value="05/01/2024"/>	<p>Number of Days Referred to Part C prior to 3rd Birthday</p> <p>2063</p>	<p>Was Referral to Part C Less Than 90 Days from 3rd Birthday? *</p> <p>YES</p>
<p>Part C Eligibility Date *</p> <input type="text" value="05/09/2024"/>	<p>Number of Days Determined Part C Eligible Prior to 3rd Birthday</p> <p>2071</p>	<p>Was Part C Eligibility Less than 90 Days From 3rd Birthday? *</p> <p>YES</p>
<p>Date of Referral to 619 *</p> <input type="text" value="05/22/2024"/>	<p>Transition Conference Date *</p> <input type="text" value="05/07/2024"/>	<p>619 Eligible? *</p> <p>NO</p>
<p>Eligibility Meeting Date *</p> <input type="text" value="01/01/1989"/>	<p>Number of Days Eligibility Meeting After 3rd Birthday</p> <p>0</p>	
<p>IEP Meeting Date *</p> <input type="text" value="05/31/2024"/>	<p>Number of Days IEP Meeting After 3rd Birthday</p> <p>2093</p>	
<p>IEP Implementation Date for 619 Services *</p> <input type="text" value="05/29/2024"/>	<p>Number of Days IEP Implementation After 3rd Birthday</p> <p>2091</p>	
<p>Birth Mandate *</p> <p>Deaf Blind</p>		
<p>Reason IEP Implementation Date After 3rd Birthday *</p> <p>Other</p>		
<p>Explain why IEP Implementation Date was After 3rd Birthday *</p> <p>Example</p>		

Early Childhood Indicator 12 Editor

▶ [Click here to expand...](#)

Field	Description	Validation
<p>Referral Date to Part C <i>Required</i></p>	<p>The day the student was referred to Part C.</p>	<p>N/A</p>
<p>Number of Days Referred to Part C prior to 3rd Birthday <i>Read-only</i></p>	<p>The number of days the student was referred to Part C before the student's 3rd birthday.</p>	<p>This field automatically calculates the number of days from the Referral Date to Part C to the student's 3rd birthday.</p> <p>Note: when the student's birthdate changes, users must refresh and save the Student Information editor and then save the Indicator 12 editor to fix the calculation.</p>
<p>Was Referral to Part C Less Than 90 Days from 3rd Birthday? <i>Required</i></p>	<p>Options are Yes or No.</p>	<p>N/A</p>

Field	Description	Validation
Part C Eligibility Date <i>Required</i>	The day the student was determined to be eligible for Part C.	N/A
Number of Days Determined Part C Eligible Prior to 3rd Birthday <i>Read-only</i>	The number of days the student was determined to be eligible for Part C before the student's 3rd birthday.	This field automatically calculates the number of days from the Part C Eligibility Date to the student's 3rd birthday.
Was Part C Eligibility Less than 90 Days From 3rd Birthday? <i>Required</i>	Options are Yes or No.	N/A
Date of Referral to 619 <i>Required</i>	The day the student was referred to 619.	N/A
Transition Conference Date <i>Required</i>	The day the team had a meeting concerning the student's transition to 619.	N/A
619 Eligible? <i>Required</i>	Options are Yes or No.	N/A
Eligibility Meeting Date <i>Required</i>	The day the team had a meeting to determine the student's eligibility.	N/A
Number of Days Eligibility Meeting After 3rd Birthday <i>Read-only</i>	The number of days after the student's 3rd birthday to the team Eligibility meeting.	This field automatically calculates the number of days from the Eligibility Meeting Date after the student's 3rd birthday.
IEP Meeting Date <i>Required</i>	The day the team met to discuss the student's IEP.	N/A
Number of Days IEP Meeting After 3rd Birthday <i>Read-only</i>	The number of days after the student's 3rd birthday to the team IEP meeting.	This field automatically calculates the number of days from the IEP Meeting Date after the student's 3rd birthday.
IEP Implementation Date for 619 Services <i>Required</i>	The day the IEP was implemented for the student to receive 619 services.	N/A

Field	Description	Validation
Number of Days IEP Implementation After 3rd Birthday <i>Read-only</i>	The number of days after the student's 3rd birthday when the IEP was implemented.	This field automatically calculates the number of days from the IEP Implementation Date after the student's 3rd birthday.
Birth Mandate <i>Required</i>	Options include: <ul style="list-style-type: none"> • Autism • Deaf Blind • Hearing Impairment • Visual Impairment 	N/A
Reason IEP Implementation Date After 3rd Birthday	Options include: <ul style="list-style-type: none"> • Child turns three after school ends for summer break - implementing services only • Extenuating circumstances - hospitalizations, natural disaster, etc. • Late referral - eligibility for Part C less than 90 days prior to age • Parent no show for multiple IEP meetings • Parent repeatedly did not produce child for evaluation • Parent declined multiple evaluation attempts • Parent moved prior to completion of evaluation or IEP • Other 	N/A
Explain why IEP Implementation Date was After 3rd Birthday <i>*Required</i>	A description as to why the IEP implementation date was after the student's third birthday.	*This field is available and required when the Number of Days IEP Implementation Date After 3rd Birthday has a value greater than 0 (zero). This field is limited to 8000 characters.

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