# seas
## E D U C A T I O N

## IEP Guidance for Gardner Edgerton Processes and Procedures

**Gardner Edgerton**
**USD 231**
*Trails to Success*

# General Guidelines for Submitting Paperwork

1. Submit all applicable forms at the same time (i.e., do not send in a PWN for an evaluation until the evaluation has been completed, the report written, eligibility meeting held, PWN Consent signed).
2. Print on one side only
3. Please do not staple documents – paperclips are OK
4. Always have an updated MIS Data Cover Sheet on top of all paperwork submitted. (You do not need to include an IEP paperwork checklist.  That sheet is for your guidance only.)
5. You will not always have all of the documents listed below but this is the order of paperwork submitted if they do apply:
   MIS Data Cover Sheet on top
   Release of Information
   Medicaid (Parent Consent Form Gardner)
   K-Time
   ECO Entry or Exit
   PWN Consent for Evaluation or Re-Evaluation
   Notice of Meeting
   Evaluation or Re-Evaluation Report
   Excusal from IEP
   IEP Amendment
   All pages of the IEP (new or revised)
   FBA & BIP
   Individual Health Plan
   IEP Transition Documents
   Revocation of Consent
   PWN Consent for Action
   Change of Placement Considerations
   Staffing Committee Report
   Updated Goals and Objectives from previous IEP

# SEAS IEP – Getting Started

Gardner's SEAS Web Address is: www.seasweb.net/KSgardner

Log In with your user name and password

Below are steps to selecting a new IEP packet:

**Selecting a new IEP**

1. When in Launch Pad, locate student name.
2. Click on the + sign
3. Add Student Plan
4. Choose IEP Radio Button
5. Add Plan Type
6. Select an event from the pull down menu
   Choose "IEP"
7. Select "USD 231 IEP A"
8. Click Add Packet
9. Click on blue "IEP"
10. Click on "USD 231 IEP A"
11. Complete the following tabs on the student: (see guidance for completing each section)
    - Student Demographics
    - Parents
    - Schools
    - Access Schedule
    - Conference
12. Complete the following forms:
    NOM
    IEP – All Sections Required
    PWN
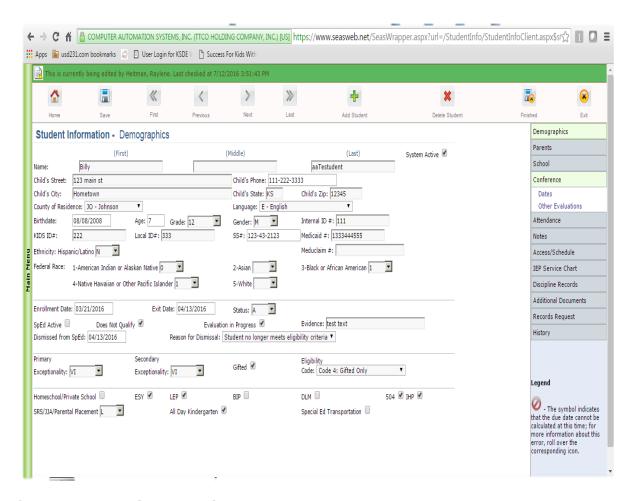    Medicaid (Parent Consent Form)
    Staffing Committee Notes
    Any of the other applicable IEP Support Documents
13. When you have one of the forms open, on the right side of the screen, all the forms available to you in the packet will be listed. The form name in green represents the selected form. Use the scroll bar to view all forms.

14. You can add a form by inserting a blank page as well as duplicating the current form. An inserted form will be placed directly after the currently selected/open form. When "Add Form" is clicked, the options will display. If you wish to add an existing form, click on Insert New/Pre-existing Form, a pop up will display the list of forms available. Choose the form/s you want, click insert Forms and then click the red "x" to return to the forms packet.
15. You can rename a form. This option is ideal for adding goals and objectives (i.e. Receptive ID, Expressive ID, etc.) For more detail you can access page 8 of your SEAS Training Guide.
16. For duplicating forms, click Add Form, click Duplicate Form and a duplicate copy of the form being viewed is now available to enter data. (Note: You cannot duplicate a duplicated form, but the original form can be duplicated multiple times).
17. Managing Forms Packet Tab – when you click on this tab a pop up will display which allows you to manage every form in the packet. You will then be able to choose Use, Not Use or Delete. We suggest you choose between use and not use. If you do not want a form to print, choose the Not Use. You can change your choices as many times as you desire. Click **SAVE** when finished.
18. Tip – Don't use the red "x" to exit out of the program. It will keep you logged out for an hour.

Remember to refer to your End-User Training Guide for complete details in navigating the SEAS IEP System.
 Tech Support: 1-877-221-7327

## STUDENT INFORMATION TAB

1. On this form you will need to complete the following <u>required</u> information:

Status – pull down menu

Gifted (if applicable) – checkbox

Primary Exceptionality – pull down menu

Secondary Exceptionality (if applicable) – pull down menu

Eligibility Code – pull down menu
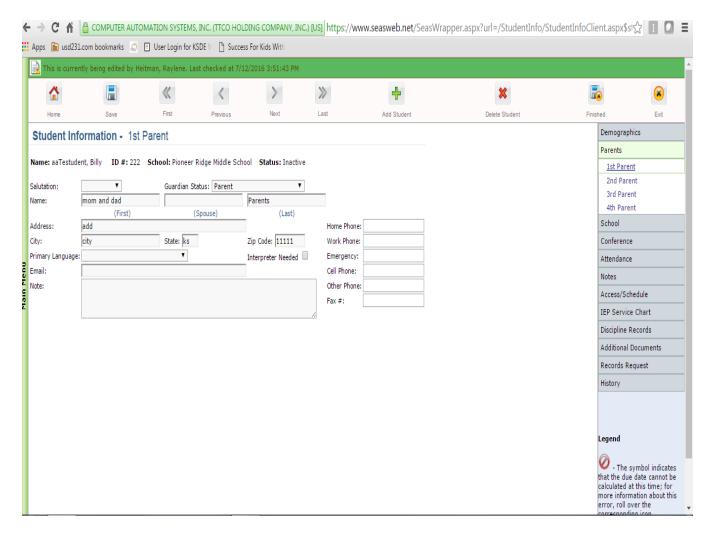
ESY (if applicable) – check box

BIP (if applicable) – check box

DLM (if applicable) – check box

IHP (if applicable) – check box

All Day Kindergarten (if applicable) – check box

Special Ed Transportation (if applicable) – check box; when complete, **SAVE!**

## PARENTS TAB

On this page you will need to complete information only if you are adding more than Parent 1 and Parent 2 as listed in Skyward.

You will need to enter any e-mail addresses you want to include, as Skyward does not upload parent e-mail information.
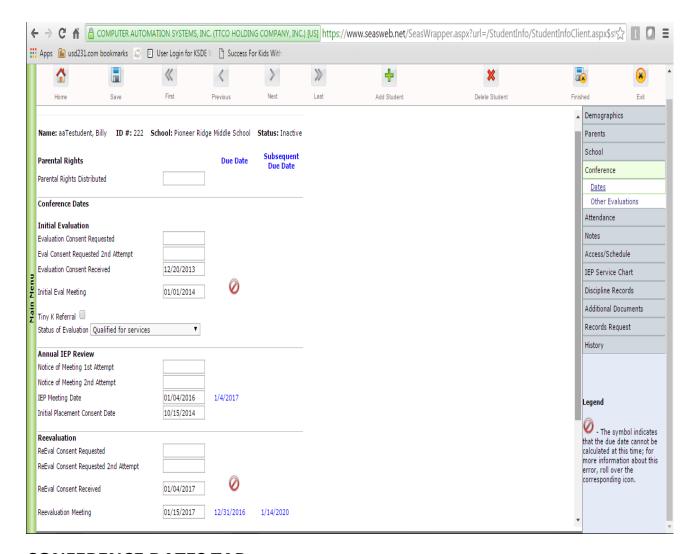
**SAVE!**

## SCHOOLS TAB

On this form you will need to complete the following required information:

- Attending School & Type – pull down menu
- Neighborhood School & type – pull down menu; when complete **SAVE!**

## CONFERENCE DATES TAB

On this form you will need to complete the following required information:

Under Initial Evaluation complete:

Evaluation Consent Received

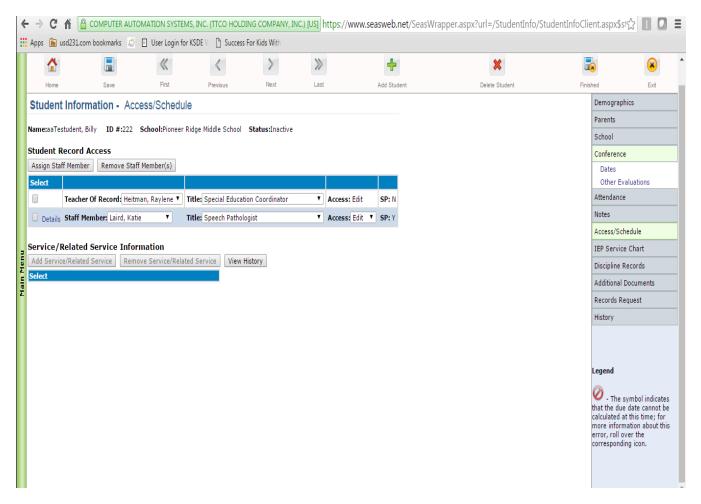Under Annual IEP Review complete:

IEP Meeting Date

IEP Due

Initial Placement Consent Date

Under ReEvaluation complete:

ReEval Consent Received (if applicable)

ReEvaluation Meeting (if applicable); when complete, **SAVE!**

## ACCESS/SCHEDULE TAB

On this form you will need to complete the following required information:

Complete Teacher of Record and Title (if not already completed)

Add all related service providers (Speech, OT, PT, MT…School Psychologist)

Instructions for adding service providers:

Click on Assign Staff Member button

From pull down menu select the name of the provider (their title will auto fill)

Next, in the Access column, click on Edit (this gives them the rights to edit)

At the top of the page, when complete, click on **SAVE!**

# File and Archive Process

**Initial or Annual IEP**

1. Complete/Update all necessary forms in the packet
2. When the IEP has been adopted and all paperwork has been signed, ==LOCK== the forms packet within 24 hours of receiving the signed PWN Consent for Service.
3. Rename this archived packet with one of the following:
   ==Initial and the IEP meeting date (Initial, 9/5/16)==
   ==Annual and the IEP meeting date (Annual, 9/5/16)==
4. Copy the locked packet and name it the following
   ==Progress/Amend and the IEP meeting date. (Progress/Amend, 9/5/16)==
   This is the packet you will use to update your progress monitoring and make any changes to (amend) the original IEP throughout the year the IEP is in effect.
5. At the end of the <u>IEP year</u> and <u>all progress monitoring has been completed</u>, ==LOCK== the FILED copy.  If no changes were made after the initial IEP, call our office so we can delete the unused packet.
6. To begin a new IEP add a new packet (DO NOT COPY) and repeat the process.
7. What if I need to add a packet to start developing a draft IEP before my Progress/Amend IEP year has ended because I have not completed all my progress monitoring?  We have two identical IEP packets: "USD 231 IEP A" and "USD 231 IEP B". Simply choose add packet, Select an Event Type-IEP, and choose the USD 231 IEP packet that is available ("USD 231 IEP A or B which ever packet is not "greyed out").  Follow the re-naming process as outlined above.

**Amendment/Revision**

Other than Progress Monitoring, do not make changes to current forms, ==create duplicates and rename them== as directed below.

1. Open the form in the packet you wish to duplicate.  On the right side scroll down to Add Form
2. Click on Duplicate Current Form.  It will appear directly below the form you just duplicated.
3. Rename the form.  Click on the form.  Scroll down the right side of the page to Rename Form
4. Type the name of the form in the text box. (New Goal Added 8/15/16)
5. Click OK.

You can use this process to add goals or services, create a new Notice of Meeting, PWN for consent for change of services etc.

Examples of how to name the duplicated form:

==New Goal Added==– IEP Amendment Duplicate ==New Goal Expr ID 8/20/16==

==OT Added 10/8/16== – PWN Re-evaluation, NOM, Service Chart & PWN Duplicates would all be renamed ==OT Added 10/8/16==

# Printing Forms

Below are steps to printing a form for multiple students

1. When in Launch Pad, go to "Print Option"
2. Select "Print for Multiple Students"
3. From the "Plan Type"– Select Achieve IEP
4. From the "Document Type" pull down menu, select "Form"
5. Select a form
6. The next screen should display all the students on your caseload
7. Check each of the students for which you want to print the desired form
8. Click on the print button
9. Print Preview appears and you can view the documents before printing

Quick tips:
- If you rename your goals with a number and simple name, it will be easier to identify which goal you wish to print.
- Printing a blank form
  - Open the form you wish to print
  - Delete any information that you have filled in or the system "auto filled" (the auto fill information will come back after your close)
  - On the right side of the screen toward the bottom, select Print Screen
  - Select the print icon at the top of the page and then click print on the next screen
- Printing multiple pages (example, printing the whole IEP at once)
  - Choose print icon at top of the page
  - Choose print this forms packet
  - Print Preview will come up on the screen (eventually)
  - Scroll through the pages to determine the range of pages you want to print (the top of the screen will indicate which page you are on)
  - Choose the print icon in the top right corner
  - Choose print
  - On the left side of the page, click on Pages and then enter your chosen range
  - Print

# Move In IEP Process

When a new student with an IEP moves into the district, contact the MIS Data Clerk.  She will ensure the student is enrolled and entered into Skyward.  The student data will then be uploaded into SEAS, the clerk will mark SPED Active and assign edit rights to the School Psychologist.  This process will take a minimum of 24 hours due to the nightly uploads from Skyward to SEAS.

## Move In IEP

1. When in Launch Pad, locate student name
2. Click on the + sign
3. Add Student Plan
4. Choose IEP Radio Button
5. Add Plan Type
6. Click on the student's name and complete all the required information on the following tabs:
   - Student Demographic Tab
   - Parents Tab
   - Schools Tab
   - Conference Tab
   - Access Schedule
7. Complete the following forms in the IEP packet
   NOM
   IEP Service Plan Chart (Alternate)
   Medicaid (Parent Consent Form)
   PWN
   Staffing Committee Notes
8. After the move in IEP meeting has been held and the IEP has been revised, scan the document and send to your computer
9. In SEAS locate your student's IEP packet, open any form and on the right side of the screen, click on Add Form
10. Click on Insert Additional Documents
11. Click on Browse
12. Click on the document – make sure the document is labeled with the student's name and IEP date
13. At the top of the page, click on the big arrow  "Insert"
14. "X" out of the page
15. When the entire process is complete (especially PWN signed by parent) and all documents have been added, lock the packet.
16. Rename the Packet Move In IEP and the date of the actual, original IEP.
17. Print a MIS Data Cover Sheet and place on top of the amended, revised move in IEP along with the above completed IEP forms
18. Submit the packet to the Special Services Office

# Student Exit Process

**Student Exit Process**

1. When in Launch Pad, locate the student's name.
2. Click on the student's name and you will be directed to the Demographic Page:
   - Exit date – fill in the last day of attending
   - Dismissed from SPED – fill in the last day of attending
   - Reason for Dismissal – choose the appropriate answer from the pull down
   - Status – choose the appropriate answer from the pull down
   - Print the updated document
3. If the student is an Early Childhood student with a permanent exit (left the state, completed all objectives and exited from SPED, all services revoked or transitioned to kindergarten) and has been receiving SPED services (any district in Kansas) for at least 6 months, complete an Early Childhood Outcomes Summary (ECO) Exit and print.
4. Update and print the student's goals and objectives.
5. Place the MIS Data Cover Sheet on top of all the documents and submit to the MIS data clerk. Please submit all the above paperwork at the same time.

This is the formal process for the paperwork, but please send an e-mail to Missy and your coordinator notifying them of a student's exit.