



Spiro Public Schools
Spiro, Oklahoma 74959

September 24, 2019

Dear Parent,

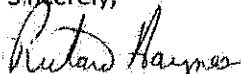
We are excited to introduce the EDPlan Connect parent portal. The parent portal will allow you to virtually access your child's IEP or 504 plan documents, service information, and teacher of record information.

The attached documents provide information and instructions for accessing the parent portal.

- *Parent Guide for Using EDPlan Connect*
- *EDPlan Connect Quick Start*

In order to access EDPlan Connect, we will need an active email address for you in records. If we have an active email address in our records, you will receive an email notification after a document was created for your child. The email notification will include a link to EDPlan Connect. If we do not have an active email address for you, please provide one to the building principal.

Sincerely,


Richard Haynes
Superintendent

EDPlan Connect

A Guide for using the EDPlan parent portal.



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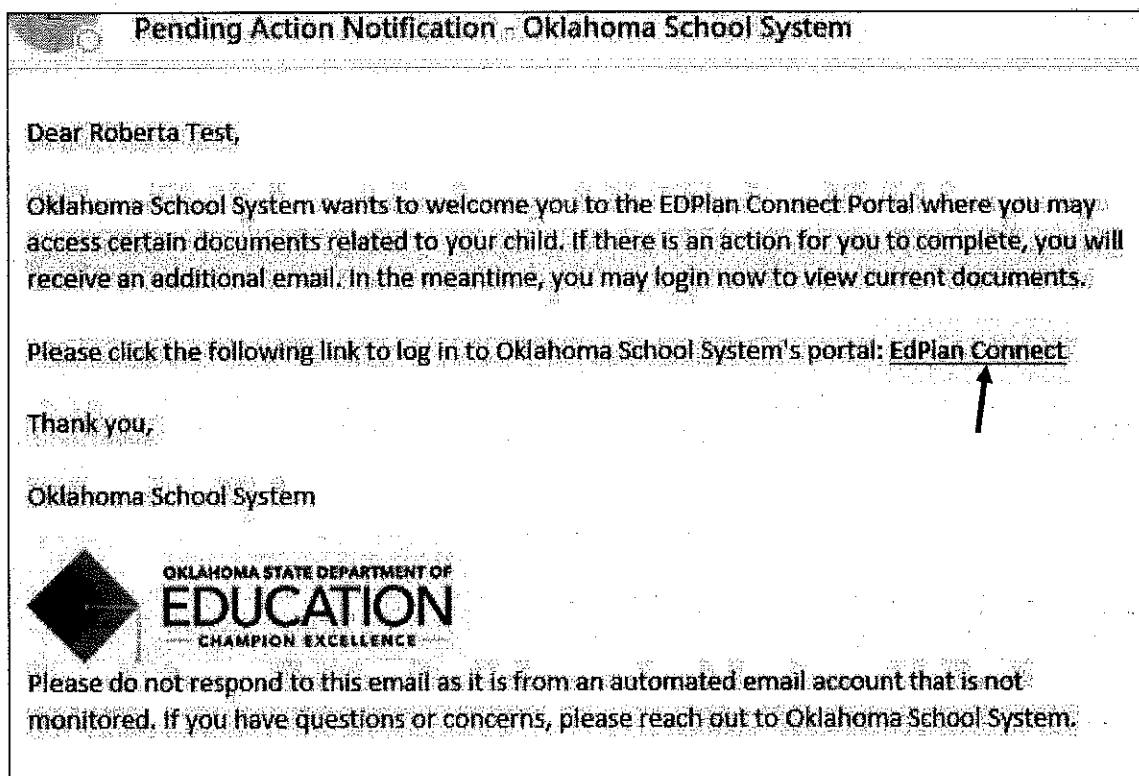
EDPLAN™ CONNECT PARENT PORTAL

The EDPlan Connect parent portal will allow you to virtually access your child's IEP or Section 504 Plan documents, service information, and teacher of record information. This guide provides an overview of EDPlan Connect.

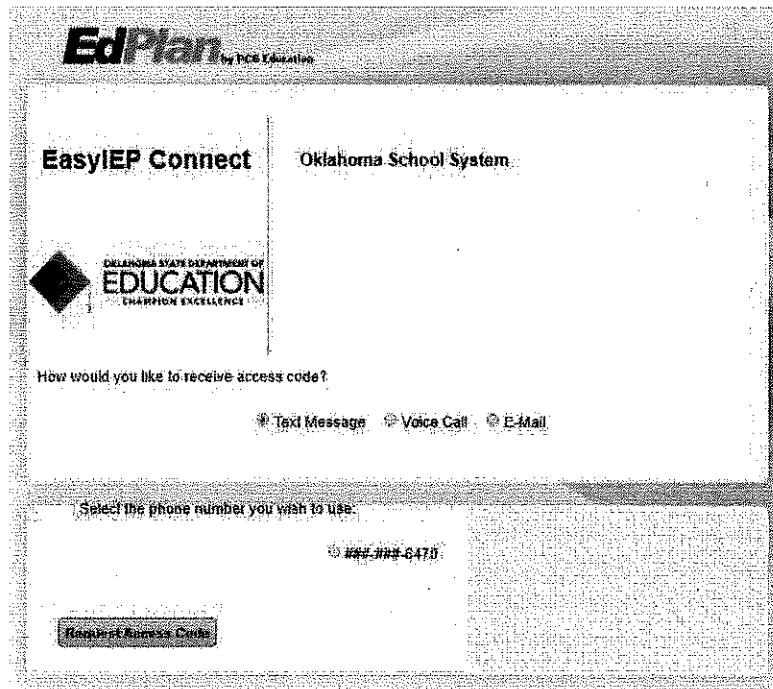
After your child's eligibility, IEP, or Section 504 meeting has taken place and documents have been finalized in EDPlan, you will be sent an email notification with a link that allows you to access the EDPlan Connect portal. Keep the initial email you receive, or bookmark the login page, this will be your EDPlan Connect login page.

Access the EDPlan Connect Portal by following the steps below:

1. Locate the EDPlan Connect notification in your email inbox, which you will receive after a document is created. This notification will be sent to the email address the school has on file. The email will look similar to the picture below.



2. After clicking on the link, you will be taken to the EDPlan Connect portal to authenticate your identity per the Family Education Rights and Privacy Act (FERPA) requirements by requesting an access code. You can choose to receive the code either by text message, voice call or email. Text or voice call is strongly encouraged, as these options are more secure. The Login page will look similar to the picture below.



EdPlan by PCE Education

EasyIEP Connect Oklahoma School System

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How would you like to receive access code?

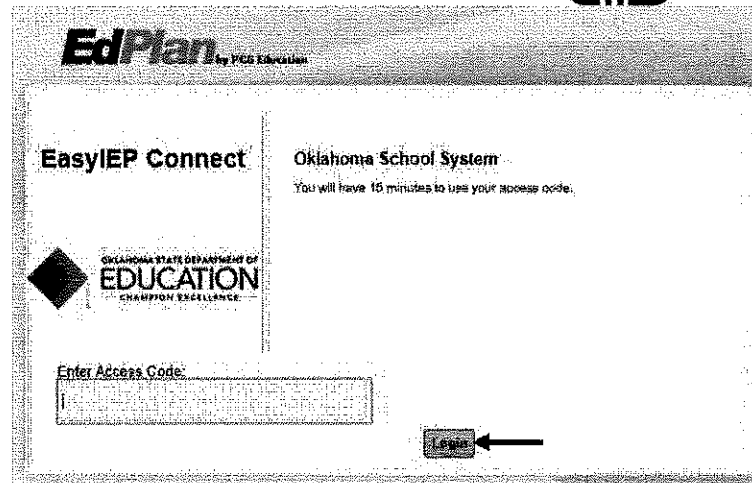
Text Message Voice Call E-Mail

Select the phone number you wish to use:

Request Access Code

After you select how you want to receive the access code, click 'Request Access Code' button and allow for 1-2 minutes to receive the access code via the chosen method (for example, you will receive a text if 'Text Message' was selected above).

3. Once the code is received, enter it in the field seen in the picture below and select 'Login.'



- Once you have logged into the site, you will be taken to the 'To Do' screen where any new documents for review will be displayed. Click on the document name to open it in PDF format.

Student	Date Submitted	Proposed Document	Action	Response
Carter Test	03/12/2019	OK Eligibility - MEEGS	Generated Final OK Eligibility - MEEGS	Review
Carter Test	03/12/2019	OK IEP	Generated Final OK IEP	Review

EDPlan Connect General Navigation

- To Do List:** When you log in to EDPlan Connect, the landing page will be the To Do List. Documents that have recently been created will display in this list, as seen below.

Student	Date Submitted	Proposed Document	Action	Response
Carter Test	03/12/2019	OK Eligibility - MEEGS	Generated Final OK Eligibility - MEEGS	Review
Carter Test	03/12/2019	OK IEP	Generated Final OK IEP	Review



- **Teacher of Record:** You can review the district contact listed for your child under the 'Teacher of Record' link, as seen below.

My ID: [redacted] TO DO: [redacted] SEARCH FOR INFO: [redacted] DOCUMENTS: [redacted] **TEACHER OF RECORD**

OK State School District: **TEACHER OF RECORD**

Teacher of Record Information

Name: **Ginger Elliott-Teague** Title: **Special Education Teacher**

Work Phone: **405-521-1212** Email Address: **ginger.elliott-teague@msdell.com**

Address: **123 West Main**

City: **Oklahoma City** State: **OK** Zip Code: **73104**

- **Documents:** While logged in, you will be able to review any documents associated with your child and your EDPlan Connect account by clicking on the Documents link. You may click on the document name (in blue) to open that document, as seen below.

My ID: [redacted] TO DO: [redacted] SEARCH FOR INFO: [redacted] **DOCUMENTS** [redacted] [redacted]

OK State School District: **DOCUMENTS**

Student's Documents

2018-2019 School Year
2018

Exp. or Valid Thru	Doc. #	Doc. Title	Associated System ID
2018	03-11-2018	OK IEP	IEP
2018	02-11-2018	OK Eligibility - MEEG	Eligibility Determination
2018	02-11-2018	Special Education Parent Consent	
2018	02-11-2018	OK Eligibility - IEP	Parent Consent

Showing 1 to 4 of 4 entries

- Below is a screen shot of what an opened IEP document looks like:

University Site OK EDPlan Example
2500 N Lincoln Blvd. OKC, OK 73105

INDIVIDUALIZED EDUCATION PROGRAM (IEP)

From: 03/01/2019 To: 03/01/2020 Initial Subsequent Interim Addendum

Name of Student: **Jarin Tusi** Grade: **4th Grade** State Testing Number (STN): **STNSAMPLE3**
 Birthdate: **09/05/2009** Age: **9 Years 6 Months**
 Parents: **Robert Tusi**
 Phone: (Work) _____ (Home) _____ (Cell) **4059238470**
 Home Address: **999 Main Street Ardmore, OK 73409** District/Agency: **#1** IEP Teacher of Record: **Ginger L. Elliott-Teague**
 School Site: **Sample School** Site Code: **SAMP**

OVERALL OBJECTIVE STATEMENTS

Document current evaluation data and write objective statements, (may include most recent statewide and districtwide assessments) to demonstrate how the child's disability affects the child's involvement, functional performance, and progress in the general education curriculum and postsecondary transition, as appropriate. For students of transition age, document transition assessment results as they relate to the postsecondary goal(s). For preschool children, describe how the disability affects the child's participation in age appropriate activities.



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When are the email notifications sent?

You will receive an email notification after a document was created for your child. The email notification will contain a link to EDPlan Connect.

What should I do if my phone number, address, email address, or other information in the 'My Info' screen is incorrect?

Contact your child's school and inform them of any changes that need to be made in your contact information.

Why didn't I receive an email notification when my child's IEP or 504 document was finalized?

There could be several reasons why you didn't receive an email.

- Your child's school district doesn't have a valid email address and phone number on file for you. Contact the school to provide or review the email address and phone number on file.
- You did receive the email, but your email account moved it to a subfolder within your inbox (a 'spam' folder). Check in your spam folder or search for emails from edplanconnect@pcgus.com.



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Solutions that Matter

EDPlan™ Connect Quick Start

You will receive an email with a link:

Dear Roberta Test,

You have documents to review for a Student in Oklahoma School District

Please click the following link to log in to Oklahoma School District's portal: [EDPlan Connect](#)

Click the EDPlan
Connect Link

How would you like to receive access code?

Text Message Voice Call E-Mail

Select an option to
receive an access
code

Enter Access Code:

Login

Enter your access
code and log in

MY INFO TO DO SERVICE PLAN INFO DOCUMENTS TEACHER OF RECORD

You will see the To
Do list first (new
documents for your
review)

MY INFO TO DO SERVICE PLAN INFO DOCUMENTS TEACHER OF RECORD

Click 'Documents'
to view your child's
documents

MY INFO TO DO SERVICE PLAN INFO DOCUMENTS TEACHER OF RECORD

Click 'Service Plan
Info' to view a
summary of your
child's services

MY INFO TO DO SERVICE PLAN INFO DOCUMENTS TEACHER OF RECORD

Click 'Teacher of
Record' to view your
child's teachers'
contact info

MY INFO TO DO SERVICE PLAN INFO DOCUMENTS TEACHER OF RECORD

Click 'My Info' to
review your
contact info