

# Special Ed Documents on Portal

Last Modified on 10/22/2022 9:33 am CDT

[Draft Plans](#) | [Edit Draft Plans](#) | [Lock Draft Plans](#) | [Other Locked Special Ed Documents](#)

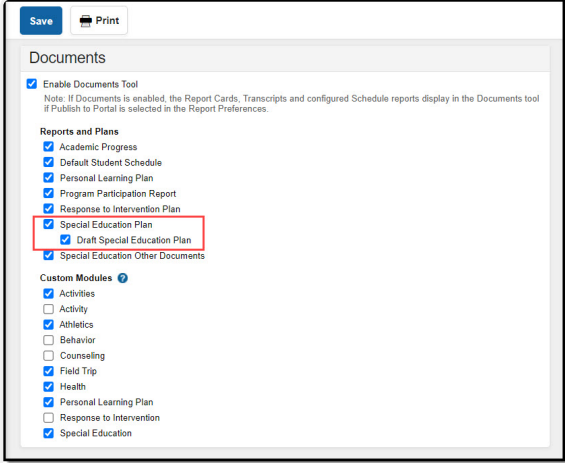
Classic View: Student Information > Special Ed > General > Documents

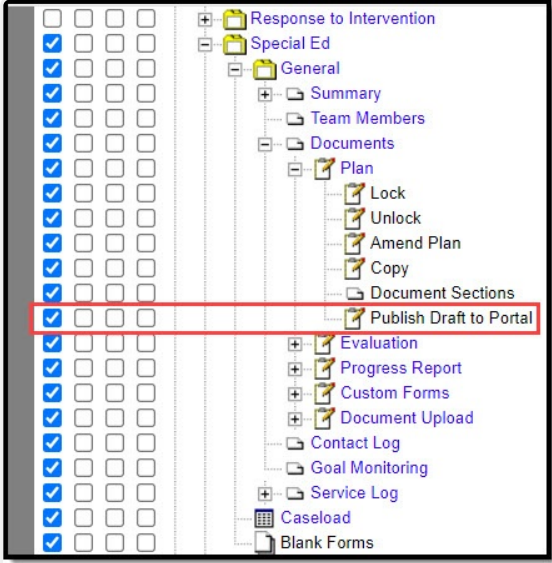
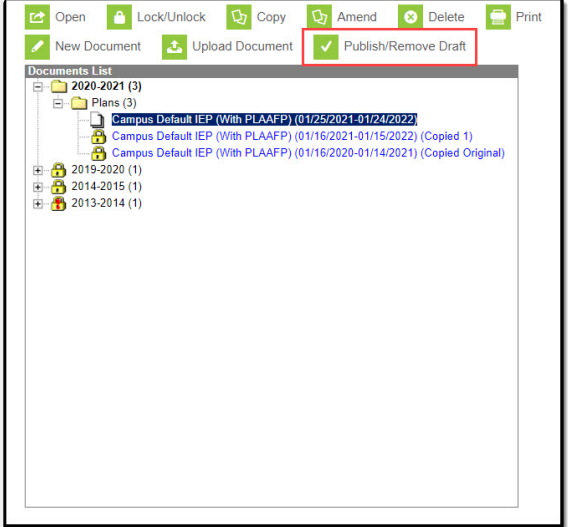
Search Terms: Special Ed Documents

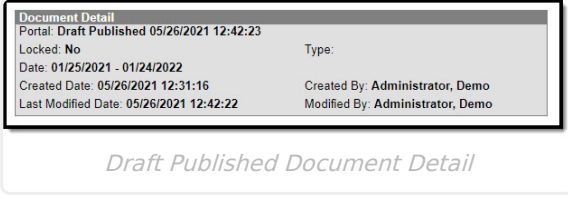
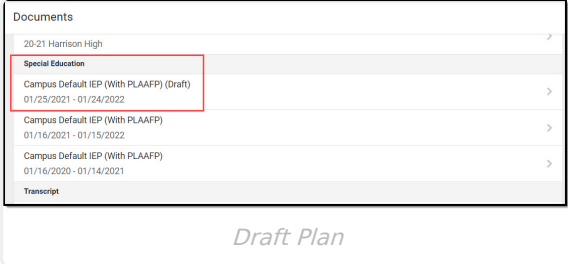
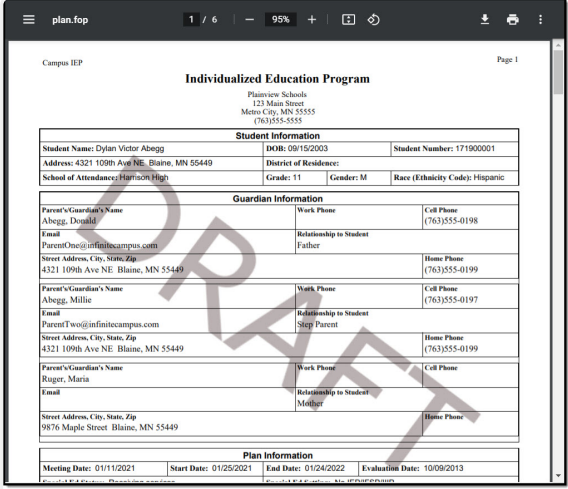
Special Ed Documents can be set up to allow parents/guardians and students to view the student's Plan(s), Evaluation(s), Progress Report(s), and Prior Written Notice(s) (Ohio only) on the Campus Parent and Campus Student Portal.

## Draft Plans

The following conditions must happen in order for draft Plans to display on Portal:

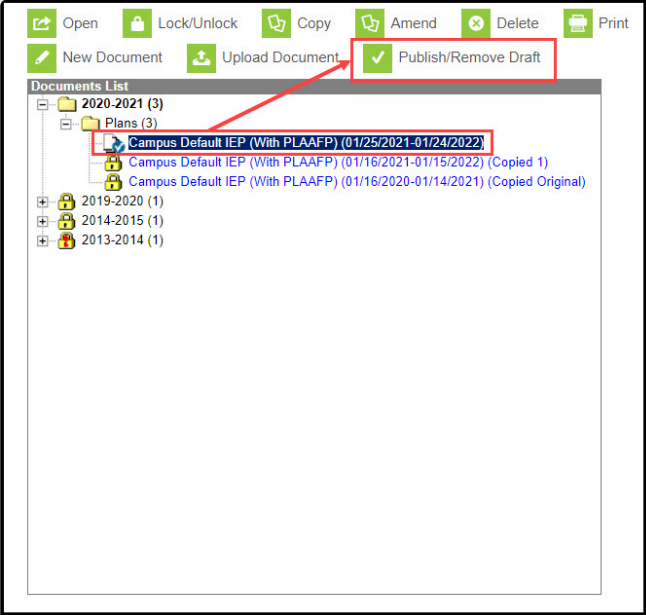
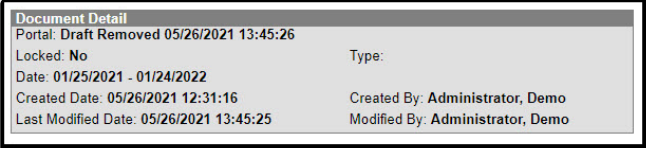
Step	Navigation	Image <i>Click to Enlarge</i>
<p>1. The Portal Preferences, <b>Special Education Plan</b> AND <b>Draft Special Ed Plans</b>, are marked.</p>	<p>System Administration &gt; Portal &gt; Preferences &gt; Display Options</p> <p><b>Note:</b> Portal preferences are set by school. See the Portal Preferences <a href="#">Display Options</a> documentation for additional information.</p>	 <p><i>Draft Special Education Plan Portal Preference</i></p>

Step	Navigation	Image <i>Click to Enlarge</i>
<p>2. The user has the Read right to the <b>Publish Draft to Portal</b> tool right.</p>	<p>Student Information &gt; Special Ed &gt; General &gt; Documents &gt; Plan &gt; Publish Draft to Portal</p>	 <p><i>Publish Draft to Portal Tool Right</i></p>
<p>3. The user publishes the draft plan by clicking the <b>Publish/Remove Draft</b> button on the Special Ed Documents tool.</p> <p>A warning displays: "This document is unlocked and will be sent to Portal with the draft watermark on each page." Click Ok to publish or Cancel to go back.</p>	<p>Student Information &gt; Special Ed &gt; General &gt; Documents &gt; Publish/Remove Draft</p>	 <p><i>Publish/Remove Draft Button</i></p>

Step	Navigation	Image <i>Click to Enlarge</i>
<p>4. The Document Detail indicates that the plan "Draft Published." A paper and checkmark icon displays next to the plan name on the Documents list.</p>	<p>Student Information &gt; Special Ed &gt; General &gt; Documents &gt; Document Detail</p>	 <p><i>Draft Published Document Detail</i></p>
<p>5. The Parent/Guardian and Student will see the Plan with "Draft" in the name of the Plan and a Draft watermark when they select the document.</p>	<p>Portal &gt; Documents &gt; Special Education</p>	 <p><i>Draft Plan</i></p>  <p><i>Draft Watermark Plan</i></p>

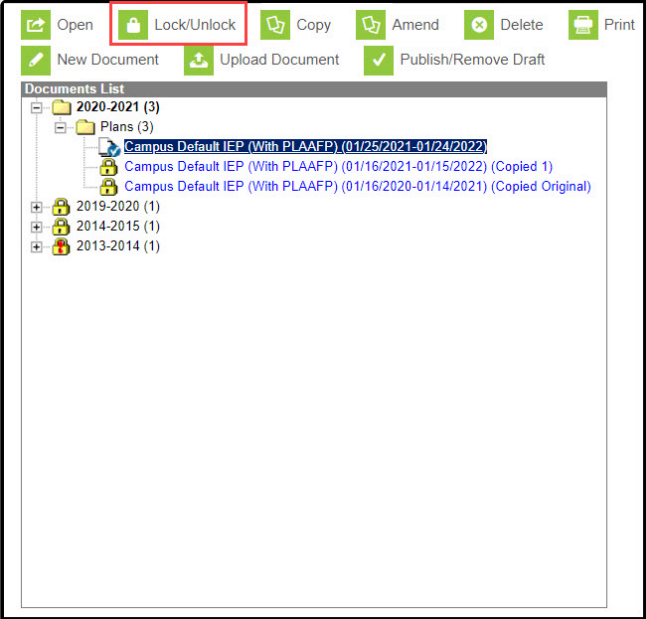
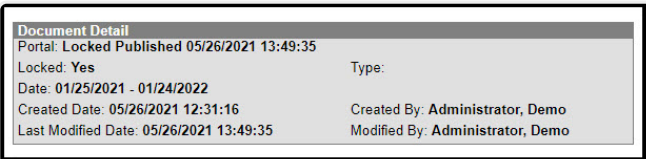
## Edit Draft Plans

If a Plan has been sent to the Portal and changes need to be made, it must be removed from the Portal first:

Step	Image <i>Click to Enlarge</i>
<p>1. Select the Draft Plan and click <b>Publish/Remove Draft</b>.</p> <p>A warning displays: "This document is already displayed on Portal. Selecting Ok will remove it from Portal."</p>	 <p style="text-align: center;"><i>Remove Draft Plan</i></p>
<p>2. The Document Detail indicates that the plan "Draft Removed." A paper icon displays next to the plan name on the Documents list.</p>	 <p style="text-align: center;"><i>Draft Removed Document Detail</i></p>

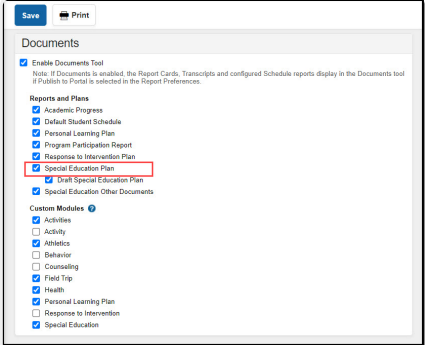
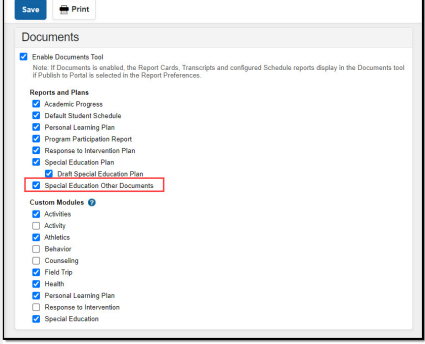
## Lock Draft Plans

If a user would like to lock a plan that has been sent to Portal:

Step	Image <i>Click to Enlarge</i>
<p>1. Select the Plan, then click <b>Lock/Unlock</b>.</p> <p>A warning displays: "A draft document is currently on Portal. Locking this document will replace the draft document with this locked one.</p> <p>You will not be able to make additional changes unless you have Unlock Rights. Click OK to proceed or Cancel to go back."</p>	 <p style="text-align: center;"><i>Lock Draft Plans</i></p>
<p>2. The Document Detail indicates that the plan is "Locked Published." A padlock icon displays next to the plan name on the Documents list.</p>	 <p style="text-align: center;"><i>Locked Published Document Detail</i></p>

## Other Locked Special Ed Documents

The following conditions must happen in order for a locked Special Ed documents to display on Portal:

Step	Navigation	Image <i>Click to Enlarge</i>
<p>1. <b>For Plans:</b> the Portal Preference, Special Education Plan, is marked.</p>	<p>System Administration &gt; Portal &gt; Preferences &gt; <a href="#">Display Options</a></p>	 <p><i>Special Education Plan Portal Preference</i></p>
<p>2. <b>For Evaluations, Progress Reports, and Prior Written Notices (OH Only):</b> the Portal Preference, Special Education Other Documents, is marked.</p>	<p>System Administration &gt; Portal &gt; Preferences &gt; <a href="#">Display Options</a></p>	 <p><i>Special Education Other Documents Portal Preference</i></p>

Parent(s)/Guardian(s) and the student must have a valid Portal account in order to receive locked Special Ed documents. See the [Portal Setup \(Admin\)](#) documentation for additional information on how to set up a Portal account.