

# Hawaii Private School Plan

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

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

**Search Terms:** Special Ed Documents

The Private School Plan is used to capture student special education plan information and match the required documentation provided by the state of Hawaii. This document describes each editor, the section(s) of the print format that include the entered information, a description of each field on the editor, and any special considerations and instructions.

Plan formats are selected in [Plan Types](#). The current print format is **HI Private School Participation Project 2022**.

## Editor Home

The Editor Home lists the editors available on the student's Individual Education Plan.

Editor Home			
NAME	STATUS	MODIFIED BY	COMPLETED BY
Private School Plan	COMPLETE	System Administrator 1/25/22 11:53 AM	System Administrator 1/25/22 11:53 AM
Enrollment Information	COMPLETE	System Administrator 1/24/22 7:58 AM	System Administrator 1/25/22 11:53 AM
Student Information	COMPLETE	System Administrator 1/24/22 7:58 AM	System Administrator 1/25/22 11:53 AM
Parent/Guardian Information	COMPLETE	System Administrator 1/24/22 7:58 AM	System Administrator 1/25/22 11:53 AM
Conference Announcement	COMPLETE	System Administrator 1/24/22 7:59 AM	System Administrator 1/25/22 11:53 AM
Conference Notification	COMPLETE	System Administrator 1/24/22 8:00 AM	System Administrator 1/25/22 11:53 AM
Conference Actual	COMPLETE	System Administrator 1/24/22 8:01 AM	System Administrator 1/25/22 11:52 AM
Present Levels of Academic Achievement and Functional Performance	COMPLETE	System Administrator 1/25/22 11:51 AM	System Administrator 1/25/22 11:52 AM
Services	COMPLETE	System Administrator 1/24/22 12:46 PM	System Administrator 1/25/22 11:54 AM
Prior Written Notice	COMPLETE	System Administrator 1/25/22 11:54 AM	System Administrator 1/25/22 11:54 AM

Print Cancel

Editor Home

Header	Description
<b>Name</b>	The name of the editor.
<b>Status</b>	<p>The state of the editor. Statuses can be:</p> <ul style="list-style-type: none"> <li>• <b>In Progress</b> indicates a user has entered and saved data in that editor.</li> <li>• <b>Not Started</b> is the default status for all editors.</li> <li>• <b>Complete</b> indicates a user has clicked the <b>Complete</b> 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 to be finished.</li> <li>• <b>Not Needed</b> indicates a user has clicked the <b>Not Needed</b> button on the editor. This is usually done for editors that do not apply to the student.</li> </ul>
<b>Modified By</b>	The date and the user by whom the editor was last edited.
<b>Completed By</b>	The date and the user who clicked the <b>Complete</b> button for that editor.

## General IEP Information

The following table lists the buttons available for the editors:


Button	Description
<b>Save</b>	<p>Different editors have different save options. Click the arrow next to the Save &amp; Stay button to view all saving options for any given editor.</p> <ul style="list-style-type: none"> <li>• <b>Save</b> captures progress and navigates the user to the Editor Home or to the List Screen for List editors. See the <a href="#">Editor Types</a> section for additional information.</li> <li>• <b>Save &amp; Stay</b> captures progress and keeps the user on the current editor. This save button is the default save option and usually found within the detail screen of List editors, such as Goals and Objectives.</li> <li>• <b>Save &amp; Next</b> captures progress and navigates the user to the next editor.</li> <li>• <b>Save &amp; New</b> 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 <a href="#">Editor Types</a> section for additional information.</li> </ul>
<b>Refresh</b>	<p>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 people records. Manually entered fields do not change when the refresh button is clicked. The user must <b>Save</b> after clicking Refresh to capture changes.</p> <p>A side panel displays listing all applicable Enrollment records for the student. See the <a href="#">Enrollments</a> tool documentation for additional information.</p>
<b>Cancel</b>	<p>Navigates the user to the Editor Home screen or to the List Screen for List editors.</p>
<b>Status</b> <i>i.e. Complete, Not Needed, etc.</i>	<p>Changes the status of the editor.</p> <ul style="list-style-type: none"> <li>• <b>Complete</b> indicates the editor is finished. This makes the editor read-only. However, this does not lock the editor from further editing. To further edit after an editor is marked Complete, the user must click <b>In Progress</b>.</li> <li>• <b>Not Needed</b> indicates the editor does not apply to the student's plan. This makes the editor read-only. However, this does not lock the editor from further editing. To further edit after an editor is marked Not Needed, click the <b>In Progress</b> button.</li> <li>• <b>In Progress</b> only displays when the editor is in the Complete or Not Needed status and allows additional edits to be made.</li> </ul>
<b>Print</b>	<p>Prints the entire plan.</p>
<b>Editors</b>	<p>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 <b>Close</b> to collapse the side panel.</p>
<b>Previous</b>	<p>Navigates the user to the previous editor.</p>

Button	Description
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 display. 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. An example list editor is the **Goals and Objectives** editor.

## Padlock Icon

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. Once the editing user navigates away from an editor, that editor becomes available to work on.

## Template Banks

Certain fields within several editors have a paper icon  that displays next to their name. When the icon is clicked, a side panel displays with the available library of predetermined text for that field. [Template Banks](#) are managed in System Administration.

## Editors

[Private School Plan](#) | [Enrollment Information](#) | [Student Information](#) | [Parent/Guardian Information](#) | [Conference Announcement](#) | [Conference Notification](#) | [Conference Actual](#) | [Present Levels of Academic Achievement and Functional Performance](#) | [Services](#) | [Prior Written Notice](#)

The following section lists each editor and describes each field on the editor. Available editors include:

### Private School Plan

The Private School Plan editor is used to document the plan type and the corresponding dates.

Private School Plan Editor 1 of 10

**Plan Type \***  
Annual

**Conference Date**  
01/03/2022

**Start Date** ⓘ  
01/04/2022

**End Date**  
01/03/2023

**Last Re-Evaluation**  
11/30/2021

**Re-Evaluation Due**  
11/30/2024

*Private School Plan Editor*

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## Enrollment Information

The Enrollment Information editor reports Special Education information from the student's Enrollment record. This editor is read-only.

The **Refresh** button retrieves a fresh copy of data from the student's record. See the [General IEP Information](#) section for additional information.

Enrollment Information Editor 2 of 10

Click Refresh to retrieve a new copy of data from a selected Enrollment record. Information entered into this editor will modify the student's current Enrollment record when the plan is locked.

**Eligibility Category \***  
ASD: Autism Spectrum Disorder

**Grade**  
06

**School Year**  
21-22

**District**  
60: Maui

**Complex Area**  
942: Kailua-Kalaheo

**Public School Name**  
Central Middle School

**Public School Contact Person**

**Public School Contact Phone**

**Private School Name**  
132: Another School

**Private School Contact Person**

**Private School Contact Phone**  
( ) - - X

*Enrollment Information Editor*

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## Student Information

The Student Information editor displays basic information about the student such as demographic information. This is a read-only editor.

The **Refresh** button retrieves a fresh copy of data from the student's record. See the [General IEP Information](#) section for additional information.

Student Information COMPLETE
Editor 3 of 10

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.

<b>Last Name</b> [REDACTED]	<b>First Name</b> Macy	<b>Middle Name</b> Mae	<b>Suffix</b>
<b>Age</b> 11	<b>Birthdate</b> [REDACTED]	<b>Gender</b> F	
<b>Language at Home</b> F: Cebuano/Visayan	<b>First Language</b> stw: Satawalese	<b>Most Used Language</b> 49: Ukrainian	
<b>Address</b> [REDACTED]		<b>Student Number</b> [REDACTED]	<b>State ID</b> [REDACTED]

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**Case Manager Information**

<b>Name</b> System Administrator	<b>Title</b> School Staff (SPEDSTAFF)
<b>Phone</b> (124)456-7891	

*Student Information Editor*

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## Parent/Guardian Information

The Parent/Guardian Information editor populates based on the guardian checkbox on the student's [Relationships](#) tool. The editor includes [Demographics](#) information for the student's guardian.

The **Delete** button next to each parent/guardian can be used to remove a parent/guardian from the IEP.

The **Refresh** button retrieves a new copy of parent/guardians' data. This also returns any accidentally deleted people. Manually entered fields do not change when the refresh button is clicked. The user must **Save** after clicking Refresh to capture changes.

Parent/Guardian Information Editor 4 of 10

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.

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**Caitlin - Mother**

Print Sequence Delete

Address

Home Phone      Work Phone      Cell Phone

E-mail

Interpreter Required

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**Michael - Father**

Print Sequence Delete

Address

Home Phone      Work Phone      Cell Phone

E-mail

*Parent/Guardian Information Editor*

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## Conference Announcement

The Conference Announcement editor is used to document planned meetings of the IEP team.

This editor is not optional and must be completed.

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## Conference Notification

The Conference Notification editor is used to document when notifications were sent out informing the team of meetings.

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## Conference Actual

The Conference Actual editor is used to document meetings that took place.

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## Present Levels of Academic Achievement and Functional Performance

The Present Levels of Academic Achievement and Functional Performance (PLAAFP) editor is used to document the student's current level of academic achievement and functional performance.

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## Services

The Services editor is used to describe the special education services the student will receive.

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## Prior Written Notice

The Prior Written Notice editor provides a space for descriptions and explanations related to proposed or refused actions for a student.

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## Previous Versions

[Private School Plan \(Hawaii\) \[.2223 - .2235\]](#)

[Private School Plan \(Hawaii\) \[.2219 and previous\]](#)