

# Montana Private School Plan

Last Modified on 10/22/2022 9:34 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 Montana. This document describes each editor, a description of each field on the editor, and any special considerations and instructions.

The current print format of this document is the **MT PSP 2022**. Plan formats are selected in the [Special Ed Plan Types](#) tool.

## Editor Home

The Editor Home lists the editors available on the student's Private School Plan.

Editor Home			
NAME	STATUS	MODIFIED BY	COMPLETED BY
Private School Services Plan	<span>IN PROGRESS</span>	Demo Administrator 3/29/22 12:20 PM	>
Enrollment Information	<span>IN PROGRESS</span>	Demo Administrator 3/29/22 12:23 PM	>
Student Information	<span>IN PROGRESS</span>	Demo Administrator 3/29/22 12:47 PM	>
Parent/Guardian Information	<span>IN PROGRESS</span>	Demo Administrator 3/29/22 12:47 PM	>
Educational Concerns	<span>IN PROGRESS</span>	Demo Administrator 3/29/22 12:49 PM	>
Services Provided	<span>NOT STARTED</span>		>
MAGs for Direct Services	<span>IN PROGRESS</span>	Demo Administrator 3/29/22 12:52 PM	>
Participation in Meetings	<span>IN PROGRESS</span>	Demo Administrator	>

*Editor Home*

Header	Description
<b>Name</b>	The name of the editor.

Header	Description
<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 PSP 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>	Navigates the user to the Editor Home screen or to the List Screen for List editors.

Button	Description
<b>Status</b> <i>i.e.</i> <i>Complete,</i> <i>Not</i> <i>Needed,</i> <i>etc.</i>	Changes the status of the editor. <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>	Prints the entire plan.
<b>Editors</b>	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.
<b>Previous</b>	Navigates the user to the previous editor.
<b>Next</b>	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 [Services Provided](#) 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 pane, 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  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 Services Plan](#) | [Enrollment Information](#) | [Student Information](#) | [Parent/Guardian Information](#) | [Educational Concerns](#) | [Services Provided](#) | [MAGs for Direct Services](#) | [Participation in Meetings](#) | [PSP Approval](#)

The following section lists each editor and describes each field on the editor.

## Private School Services Plan

The Private School Services Plan editor provides basic information regarding the plan.

Private School Services Plan IN PROGRESS Editor 1 of 9

Meeting Date *	Start Date *	End Date *	Last Re-Evaluation
<input type="text" value="03/14/2022"/>	<input type="text" value="03/15/2022"/>	<input type="text" value="03/14/2023"/>	<input type="text" value="month/day/year"/>
Optional: District Total Proportionate Share Calculation			
<input type="text"/>			
Optional: Estimated Cost of Service Plan			
<input type="text"/>			

*Private School Services Plan*

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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 PSP Information](#) section for additional information.

Enrollment Information NOT STARTED
Editor 2 of 9

Click Refresh to retrieve a new copy of data from a selected Enrollment record.

**Primary Disability**

**Public School District In Which Student Resides**

**Private School**

**Public School District Providing Services**

<b>School Name</b>	<b>School Phone</b>	<b>Grade</b>
Arthur Elementary	(555)555-7890	KG

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**District Information**

<b>District Number</b>	<b>District Name</b>	
100	Plainview Schools	

<b>District Address</b>	<b>District Phone</b>
100 Main Street, Plainview, TX 75073	(763)555-5555

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 PSP Information](#) section for additional information.

Student Information IN PROGRESS
Editor 3 of 9

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>	<b>First Name</b>	<b>Middle Name</b>	<b>Suffix</b>
Abegg	Colton		

<b>Age</b>	<b>Birthdate</b>	<b>Gender</b>
6	MM/DD/YYYY	M

<b>Federal Designation</b>	<b>Federal Race(s)</b>	<b>Race, Ethnicity (state)</b>
4: Black or African American	4: Black or African American	

<b>Address</b>	<b>Student Number</b>	<b>State ID</b>
100 Main Street, Plainview, TX 75073	123456789	TX123456789

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**Case Manager Information**

<b>Name</b>	<b>Title</b>

Student Information Editor

▶ [Click here to expand...](#)

## 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 IN PROGRESS
Editor 4 of 9

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.

**Abegg, Harrison - Father**

<b>Print Sequence</b>		<span style="border: 1px solid gray; padding: 2px;">Delete</span>
1		
<b>Address</b>	[REDACTED]	
<b>Home Phone</b>	<b>Work Phone</b>	<b>Cell Phone</b>
(651)555-1694	(555)555-1101	(555)555-1468
<b>E-mail</b>		

Parent/Guardian Information Editor

▶ [Click here to expand...](#)

## Educational Concerns

The Educational Concerns editor is used to document any information regarding the student's educational concerns.

This editor is required.

Educational Concerns Editor 5 of 9

NOT STARTED

Parents:

Private School Representative:

Public School Representative:

Educational Concerns Editor

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## Services Provided

The Services Provided editor is used to document the services to be provided to the student.

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## MAGs for Direct Services

The MAGs for Direct Services editor is used to document the student's goals and objectives for the plan.

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## Participation in Meetings

The Participation in Meetings editor lists the team meetings held regarding the student, including individuals who were invited and who attended.

Team members added on the [Team Members](#) tool can be added to team meetings. Team members can be added manually on this editor, but are not saved in the system and have to be created each time they are included in a meeting.

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## PSP Approval

The PSP Approval editor is used to document the parent/guardian's consent for their student to receive services.

This editor is required.

PSP Approval IN PROGRESS

Editor 9 of 9

**Notice to Parent Regarding Availability of a Free Appropriate Public Education**

A child with disabilities, enrolled in a private school by a parent, has no right to receive some or all of the special education and related services that would be available if the child was enrolled in the public school. The district which your child resides will provide free appropriate public education in accord with the Individuals with Disabilities Education Act (IDEA) if your child is enrolled 100 percent of the day in the public school.

**Consent for Services as Identified in the Services Plan**

I understand and consent to the services described in the Services Plan.



*PSP Approval*

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