

Pennsylvania Individual Education Plan

Last Modified on 10/22/2022 9:34 am CD7

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

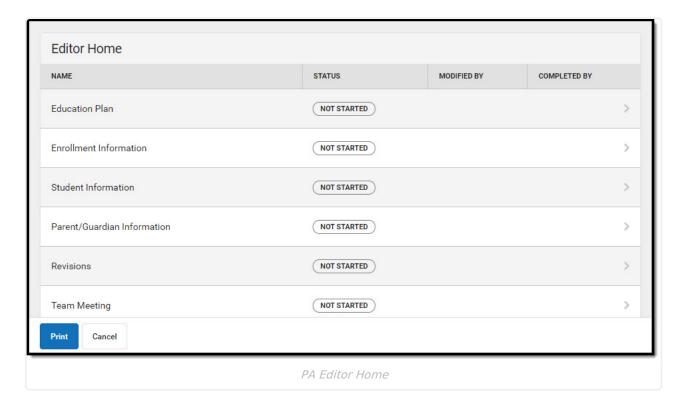
Search Terms: Documents

The Individual Education Plan is used to capture student special education plan information and match the required documentation provided by the state of Pennsylvania. 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.

The current print format of this document is the **PA IEP 2022**. Plan formats are selected in Plan Types.

Editor Home

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





Header	Description
Name	The name of the editor.
Status	 In Progress indicates a user has entered and saved data in that editor. Not Started is the default status for all editors. Complete indicates a user has clicked the Complete 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. Not Needed indicates a user has clicked the Not Needed button on the editor. This is usually done for editors that do not apply to the student.
Modified By	The date and the user by whom the editor was last edited.
Completed By	The date and the user who clicked the Complete button for that editor.

General IEP Information

The following table lists the buttons available for the editors:

Button	Description
Save	 Different editors have different save options. Click the arrow next to the Save & Stay button to view all saving options for any given editor. Save captures progress and navigates the user to the Editor Home or to the List Screen for List editors. See the Editor Types section for additional information. Save & Stay 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. Save & Next captures progress and navigates the user to the next editor. Save & New 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 Editor Types section for additional information.



Button	Description
Refresh	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 Save after clicking Refresh to capture changes. A side panel displays listing all applicable Enrollment records for the student. See the Enrollments tool documentation for additional information.
Cancel	Navigates the user to the Editor Home screen or to the List Screen for List editors.
Status i.e. Complete, Not Needed, etc.	 Complete indicates the editor is finished. This makes the editor readonly. However, this does not lock the editor from further editing. To further edit after an editor is marked Complete, the user must click In Progress. Not Needed 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 In Progress button. In Progress only displays when the editor is in the Complete or Not Needed status and allows additional edits to be made.
Print	Prints the entire plan.
Editors	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 Close to collapse the side panel.
Previous	Navigates the user to the previous editor.
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 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

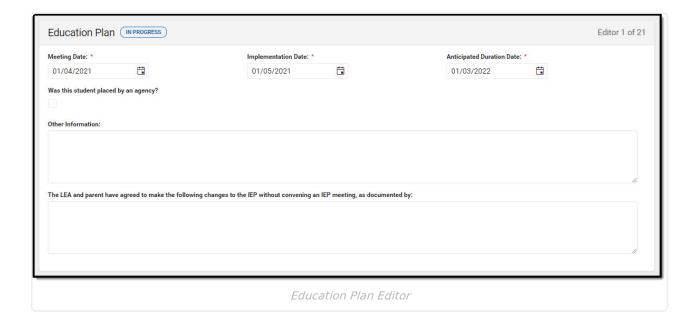
Education Plan | Enrollment Information | Student Information | Parent/Guardian Information | Revisions | Team Meetings | Special Considerations | PLAAFP | Transition Goals and Services | State Assessments | Local Assessments | Plan Goals | Services | Gifted Supports | Extended School Year | Educational Placement | Educational Environment | Communication Plan | Behavior Plan Team Meeting | Behavior Plan Assessment Summary | Behavior Plan Sections A-C

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

Education Plan

The Education Plan editor includes the various dates associated with the plan, why the IEP meeting was held, and how student progress is reported.

This editor must be saved before entering data into other editors.



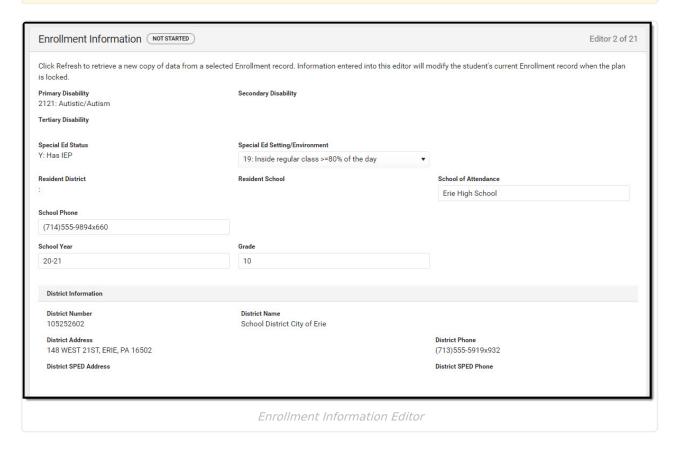


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Enrollment Information

The Enrollment Information editor reports Special Education information from the student's Enrollment.

When the most recent locked Evaluation for the student was created using the classic Campus style, the **Refresh** button retrieves information from the student's Enrollment record. When the most recent locked Evaluation for the student was created using the updated Campus style, the **Refresh** button retrieves the Eligibility Date(s) and Disability information from the Evaluation. All other fields still pull from the Enrollment record.



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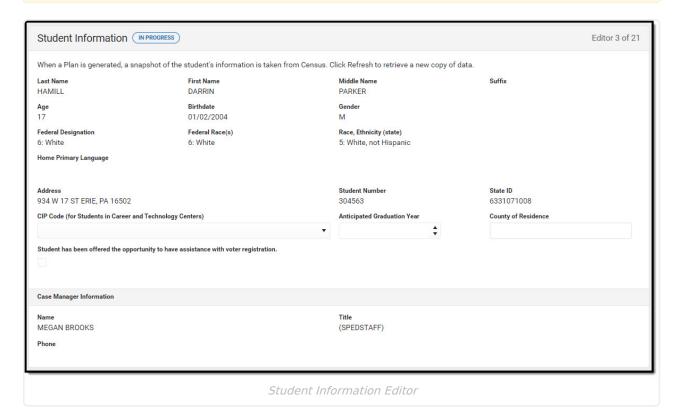
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Student Information

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.



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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.

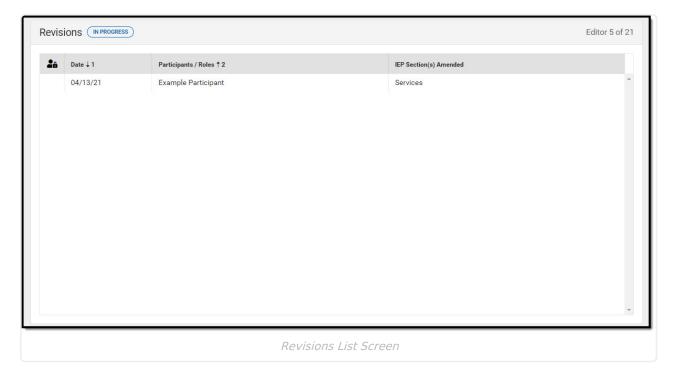




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Revisions

The Revisions editor is used to document any IEP changed.



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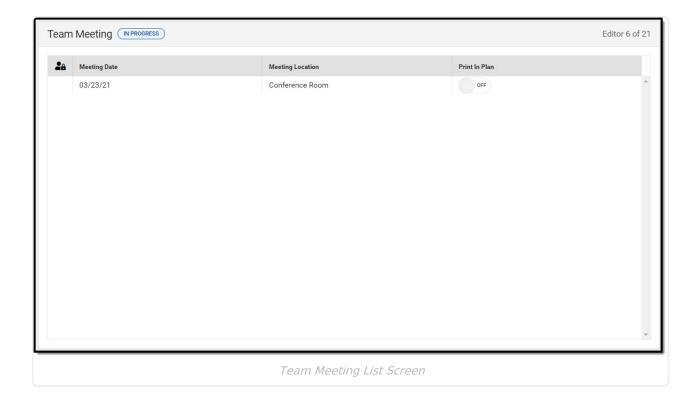
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Team Meetings



The Team Meeting editor lists the team meetings held regarding the student and the participants of the meeting. Team Meetings display based on the Meeting Date. The **Print in Plan** slider must be marked On for the team meeting record to appear on the printed document.

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.



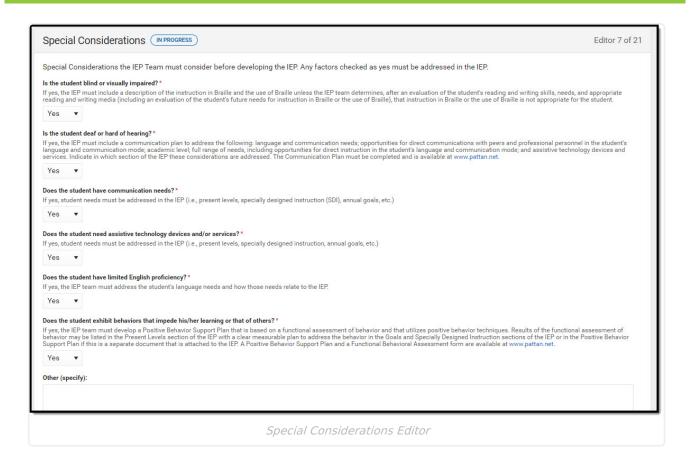
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Special Considerations

The Special Considerations editor describes other factors that may affect the student's progress, including behavioral issues, limited English proficiency, visual or hearing impairment, communication needs, or assistive technology.



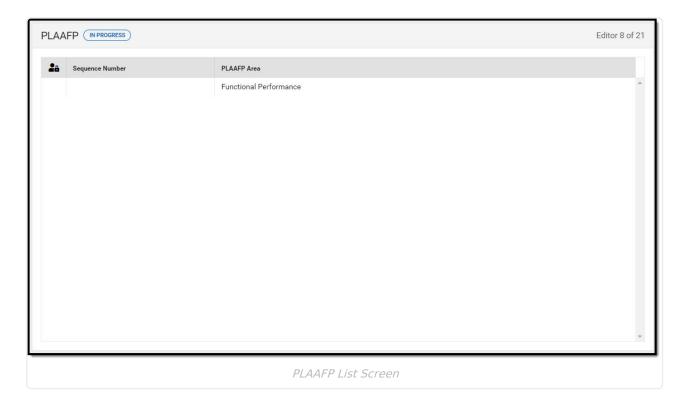


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PLAAFP

The Present Level of Academic Achievement and Functional Performance (PLAAFP) editor describes the academic, developmental, and functional needs of the student, including the student's current strengths, parental concerns, the student's needs, the results of assessments, and the impact of the student's exceptionality on their progress.





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Transition Goals and Services

The Transition Goals and Services editor lists measurable goals based on transition assessments related to specific areas of the student's development.

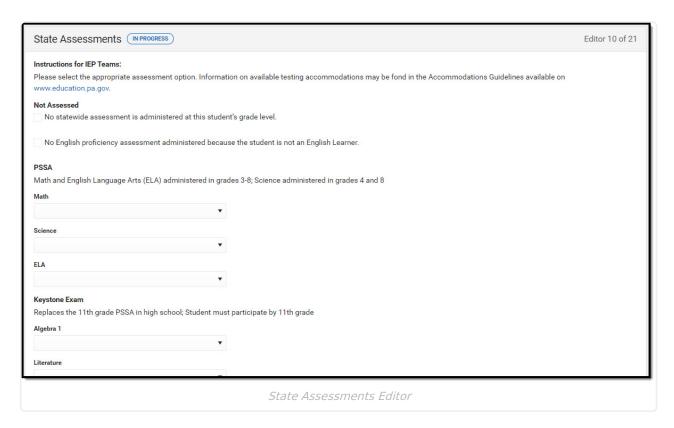




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State Assessments

The State Assessments editor is used to document the state or alternative tests the student takes.



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Local Assessments

The Local Assessments editor is used to document the type of local assessment the student participates in.



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Plan Goals

The Plan Goals editor lists goals for the student in regards to their IEP. This includes Condition, Name, Behavior, and Criteria for the goal.



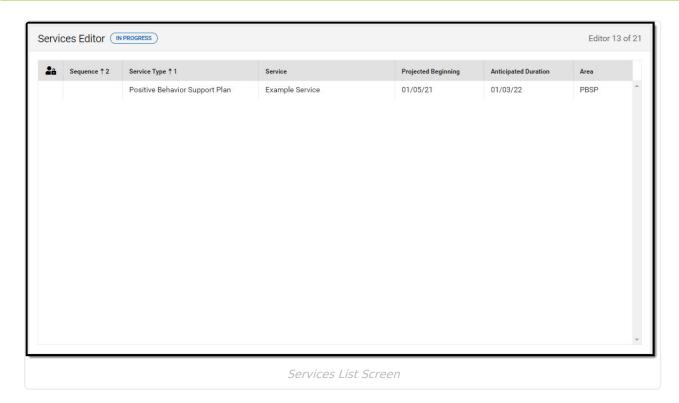
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Services

The Services editor is used to document supplemental aids and services, as well as adaptations, accommodations, or modifications to the regular education curriculum for the student.

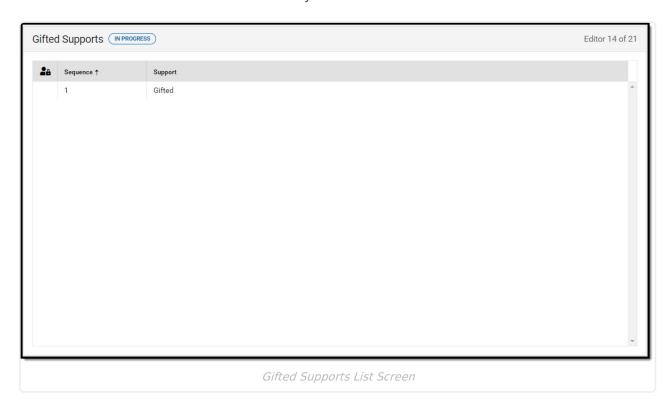




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Gifted Supports

The Gifted Supports editor lists the gifted support services for a student identified as gifted who also is identified as a student with a disability.

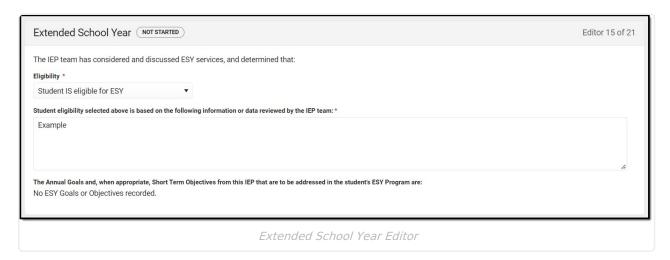




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Extended School Year

The Extended School Year editor indicates if the student requires services beyond the standard school time, such as beyond school hours or during breaks.

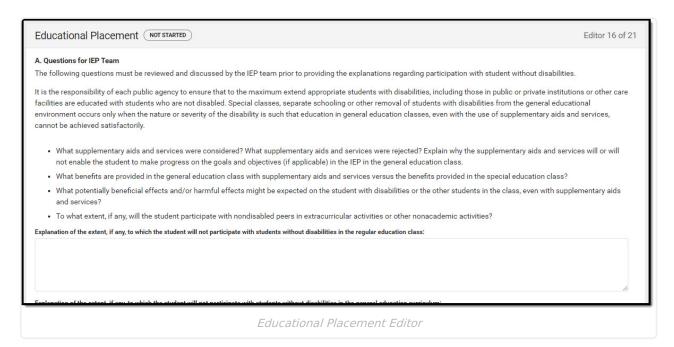


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Educational Placement

The Educational Placement editor identifies the extent of the student's participation in general education alongside non-disabled, same age peers.

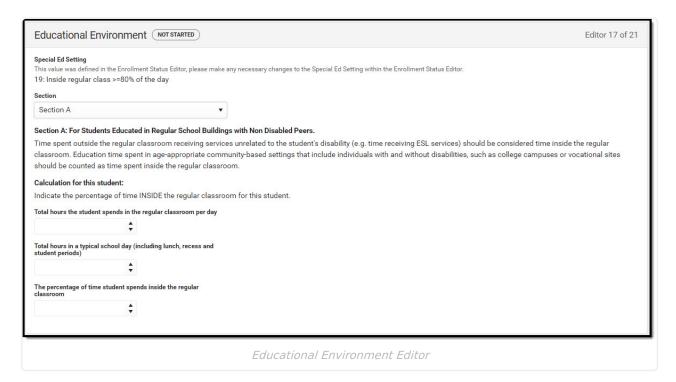




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Educational Environment

The Educational Environment editor identifies the percentage of time the student participates in the regular classroom with individuals with and without disabilities.



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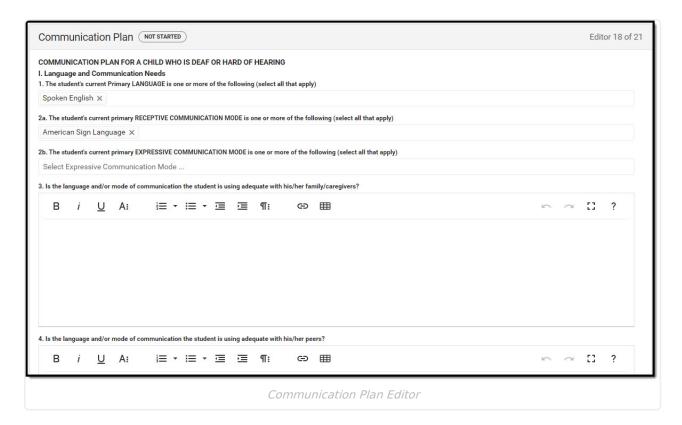
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Communication Plan

The Communication Plan editor is used to document the student's communication needs.

This editor only needs to be filled out for students marked as deaf or hard of hearing in the Special Considerations editor.





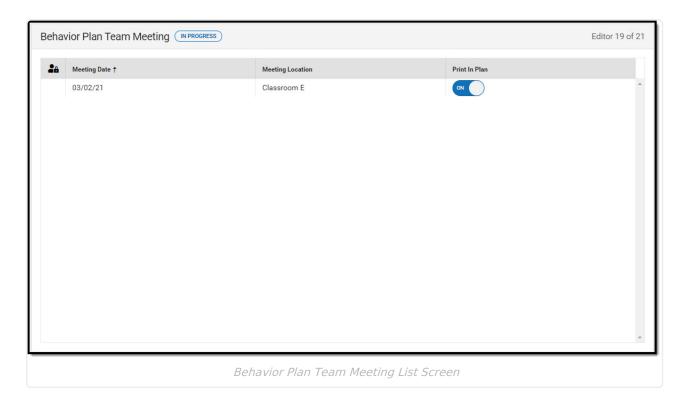
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Behavior Plan Team Meeting

The Behavior Plan Team Meeting is used to documents meetings held to discuss the student's behavior plan.

This editor only needs to be filled out for students who have been identified as exhibiting behaviors that impede his/her learning or that of others within the Special Considerations editor.



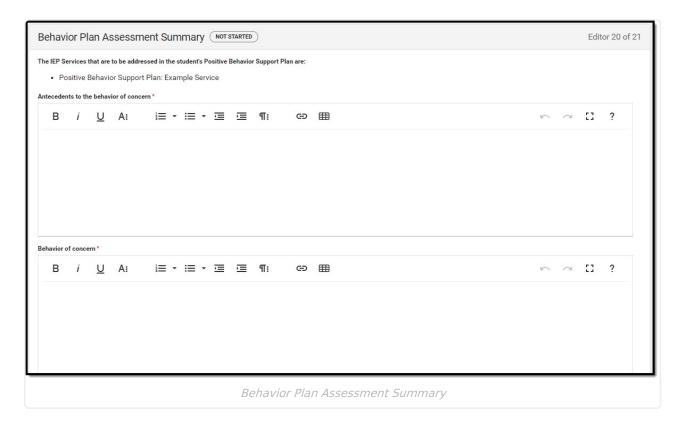


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Behavior Plan Assessment Summary

The Behavior Pan Assessment Summary is used to describe the student's overall behavior concerns and plan to address those concerns.





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Behavior Plan Sections A-C

The Behavior Plan Sections A-C editor is used to document prevention strategies and replacement behavior for the student.





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Previous Versions

Individual Education Plan (Pennsylvania) [.2215 - .2227]