Individual Education Plan (Hawaii) [.2231 - .2235]

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You are viewing a previous version of this article. See Individual Education Plan (Hawaii) for the most current information.

Editor Home | General IEP Information | Editor Types | Padlock Icon | Template Banks | Editors

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

Search Terms: Special Ed Documents

The Individual Education 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. Documented below is the IEP with Transition, with references to editors that are not included on the without Transition Plan. The current print formats include:

- **HI IEP with Transition 2022**
- **HI IEP without Transition 2022**

Editor Home

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

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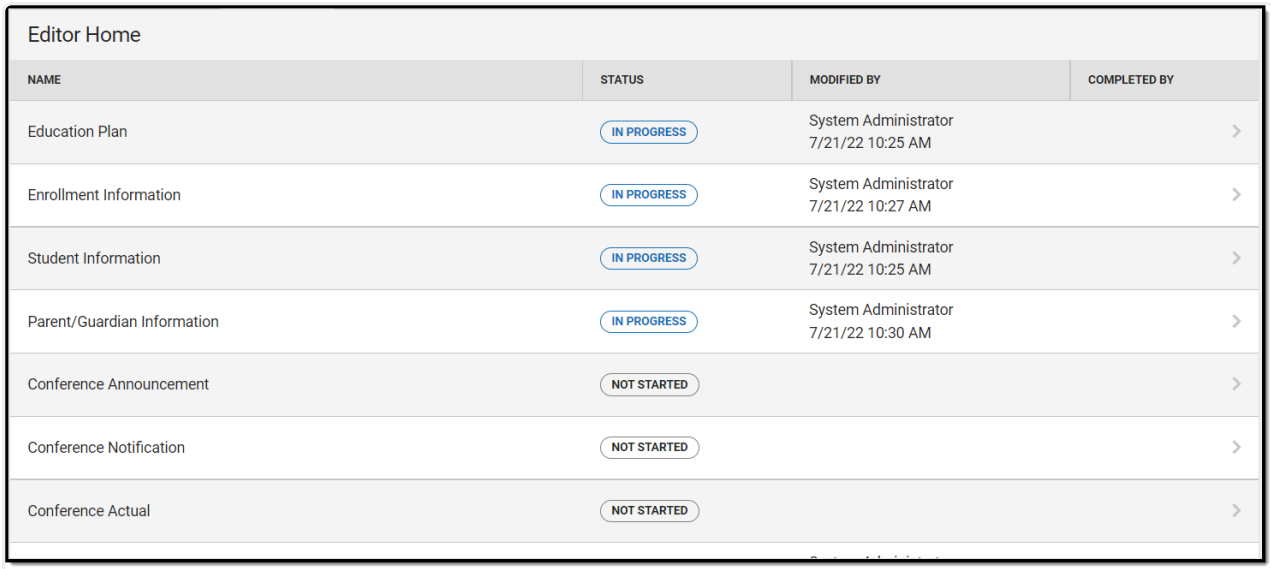

Editor Home

Header	Description
Name	The name of the editor.
Status	The state of the editor. Statuses can be: • **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

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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 or 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.
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.*	Changes the status of the editor. • **Complete** 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 **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.

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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 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 | Conference Announcement | Conference Notification | Conference Actual | Considerations of Special Factors | PLAAFP: Eligibility and the Effects of the Disability | PLAAFP: Transition Planning | Present Levels of Academic Achievement and Functional Performance | Special Education / Specially Designed Instruction | Related Services | Supplementary Aids and Program Modifications | Assistive Technology | Supports for School Personnel | Transportation | Additional Plans | Least Restrictive Environment | Extended School Year | State-Wide Assessments | Transition Services Plan | Appropriate Measurable Postsecondary Goals | Transition Services / Activities Needed | Courses of Study | Prior Written Notice

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

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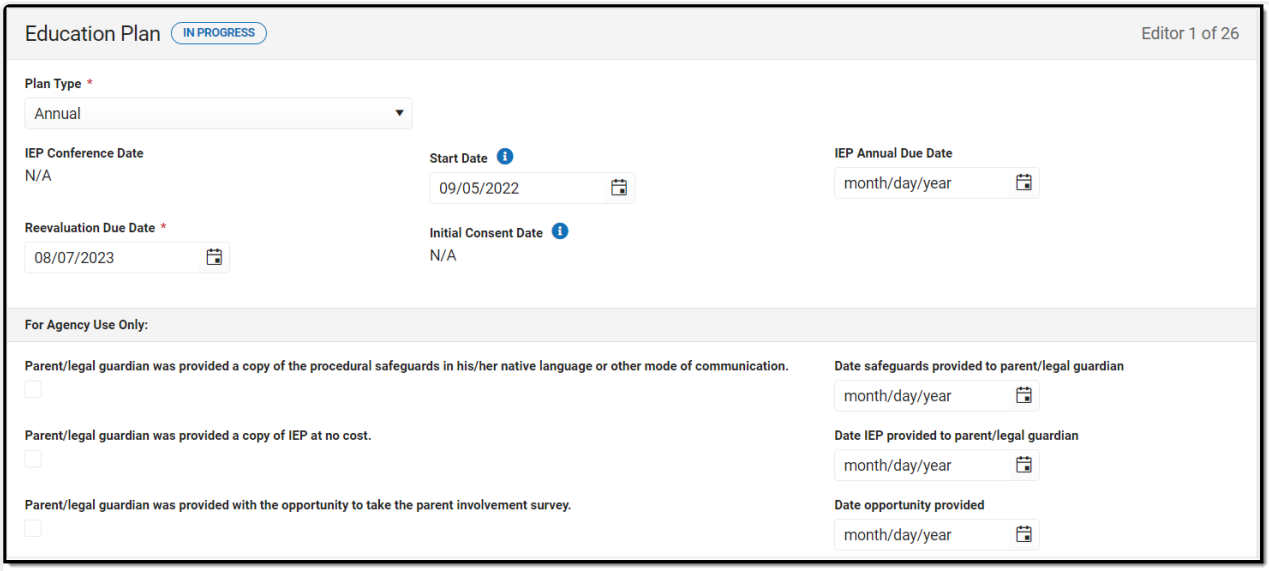
meeting was held, and how student progress is reported.

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



Education Plan Editor

Click here to expand...

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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.

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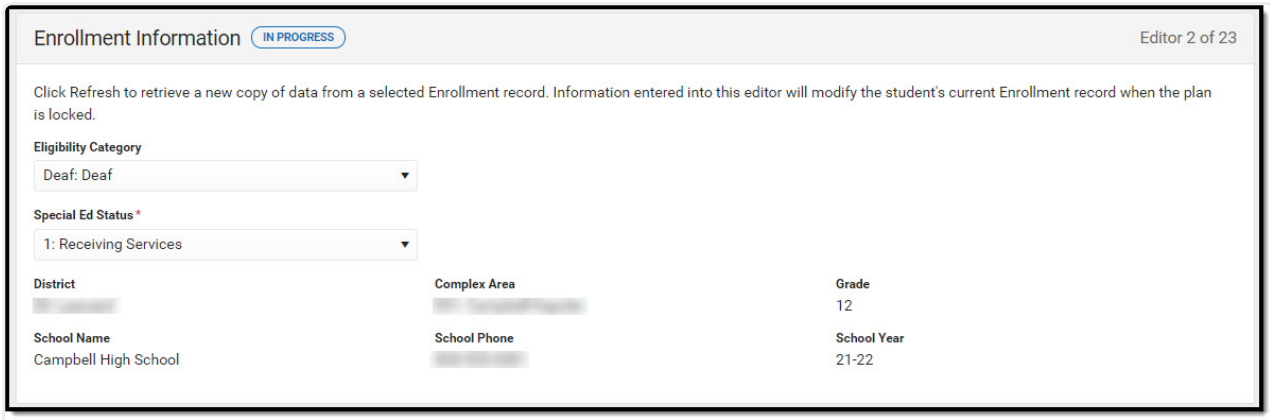

Enrollment Information Editor

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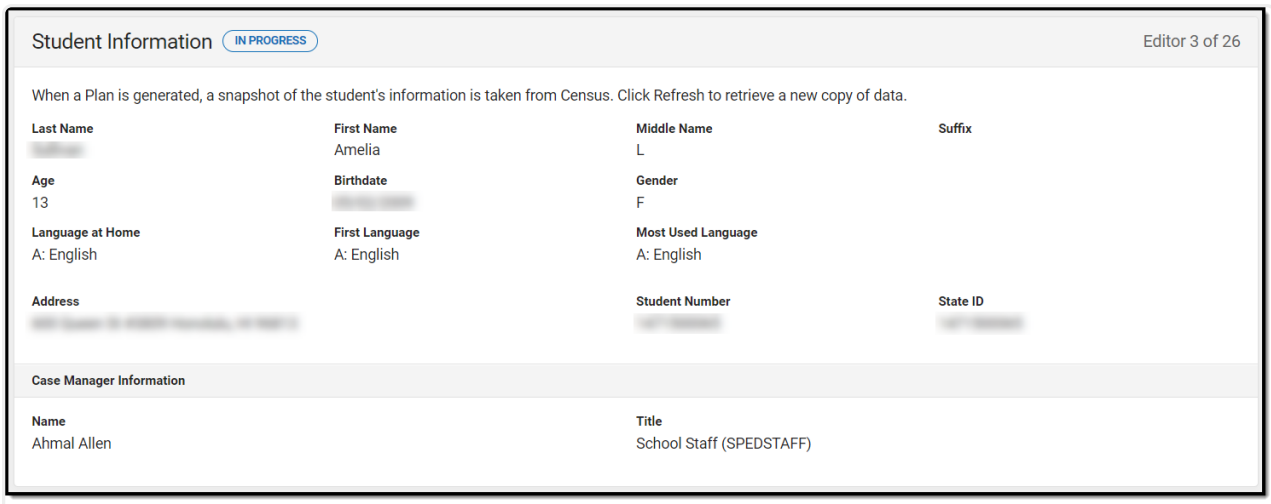
Student Information

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 Editor

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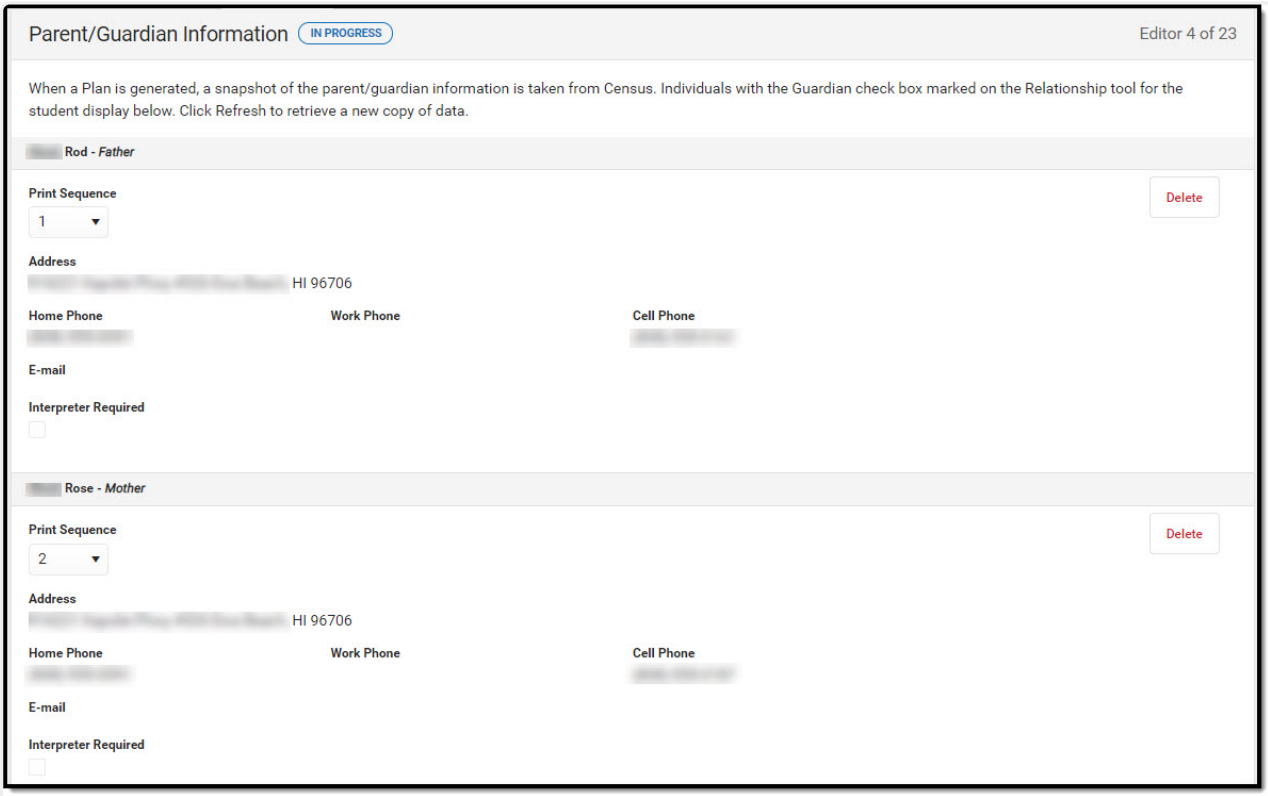
Parent/Guardian Information

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

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Conference Announcement

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

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This editor is not optional and must be completed.

Click here to expand...

Conference Notification

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

Click here to expand...

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Conference Actual

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

Click here to expand...

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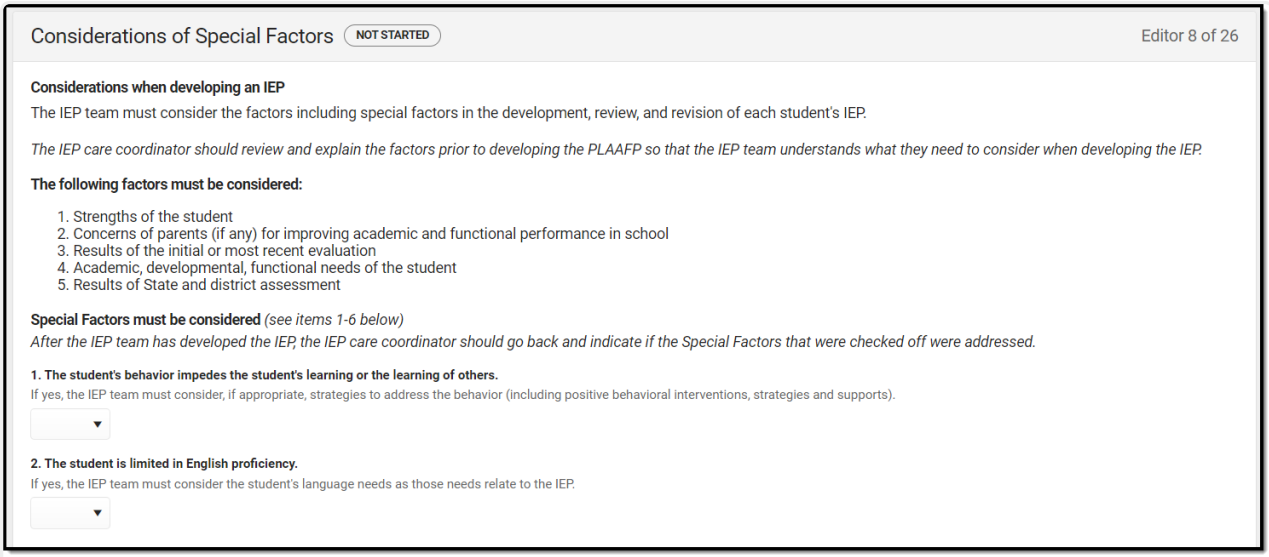
Considerations of Special Factors

The Consideration of Special Factors editor is used to document the special factors the team is considering when developing the student's plan.



Consideration of Special Factors

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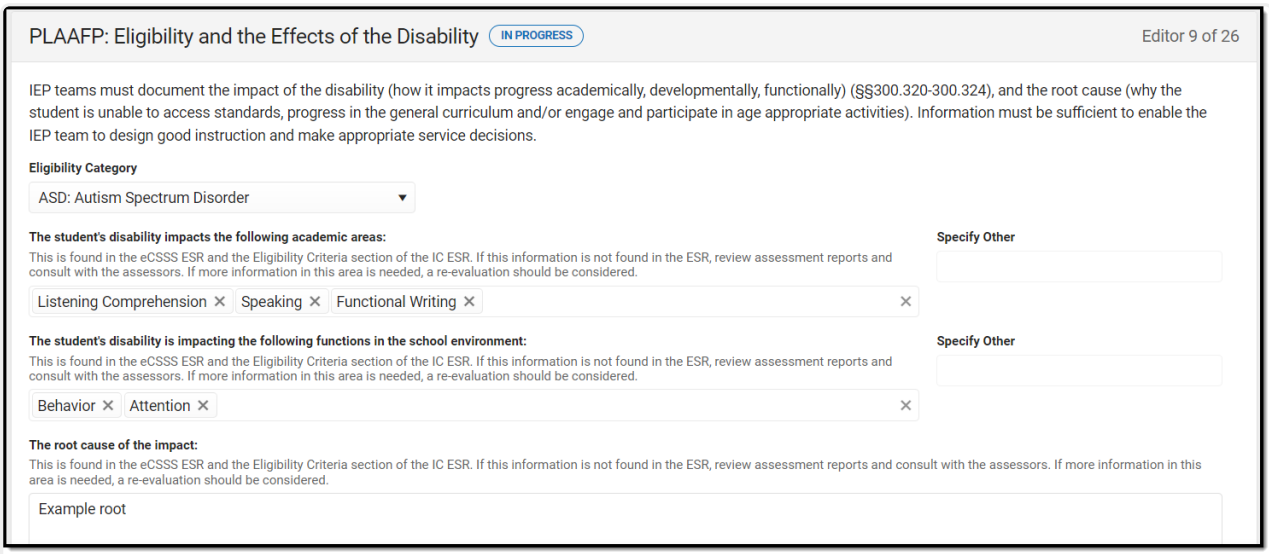
PLAAFP: Eligibility and the Effects of the Disability

The PLAAFP: Eligibility and the Effects of the Disability editor is used to document the ways in which the student's disability impacts them.



PLAAFP: Eligibility and the Effects of the Disability Editor

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PLAAFP: Transition Planning

The PLAAFP: Transition Planning editor is used to document age-appropriate transition plans for the student.

This editor is not available on the HI IEP without Transition plan.

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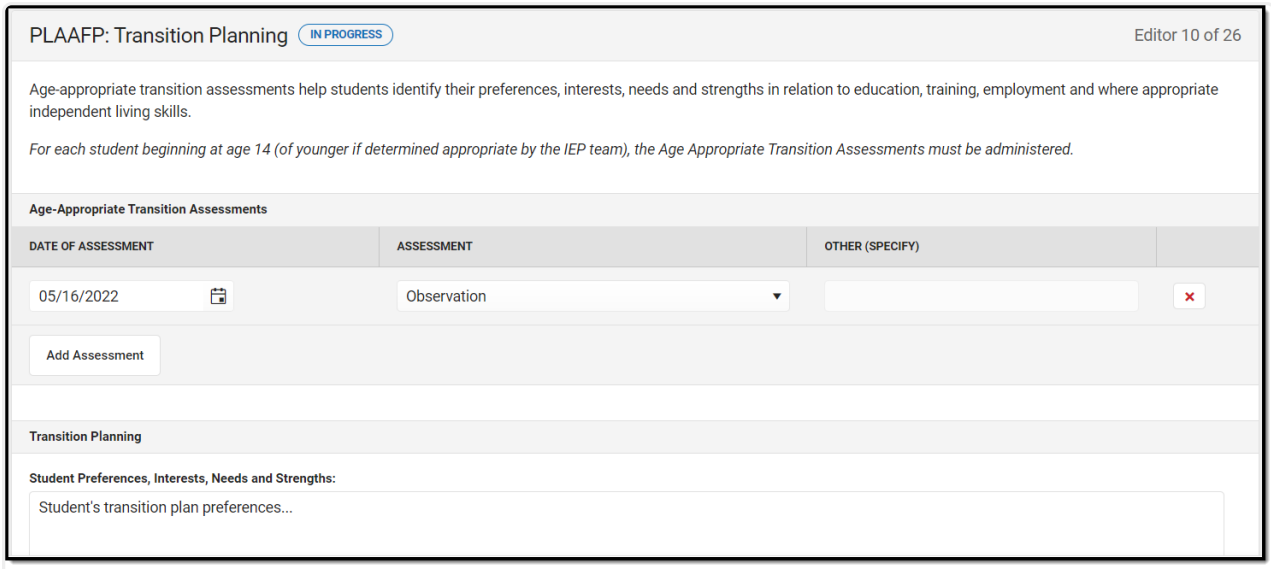

PLAAFP: Transition Planning

Click here to expand...

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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.

Click here to expand...

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Special Education / Specially Designed Instruction

The Special Education/Specially Designed Instruction editor is used to document the student's specially designed instruction.

Click here to expand...

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Related Services

The Related Services editor is used to document any related services to be provided to the student.

Click here to expand...

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Supplementary Aids and Program Modifications

The Supplementary Aids and Program Modifications editor is used to describe any additional services needed and/or program modifications to be provided for the student.

Click here to expand...

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Assistive Technology

The Assistive Technology editor is used to document any assistive technology, including devices, augmented alternative communication (AAC), adaptive equipment, and/or assistive technology services, to be provided for the student.

Click here to expand...

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Supports for School Personnel

The Supports for School Personnel editor is used to document any supports needed to aid staff.

Click here to expand...

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Transportation

The Transportation editor is used to document the student's transportation needs, if applicable.

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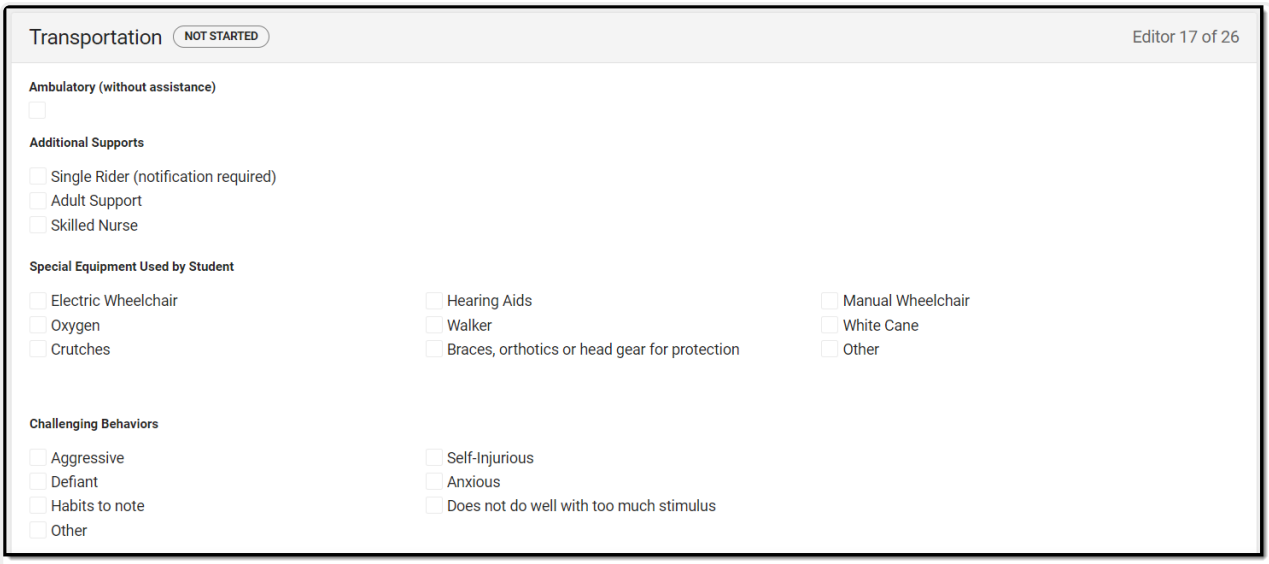

Transportation Editor

Click here to expand...

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Additional Plans

The Additional Plans editor is used to document any additional plans required to further support the student and their needs.

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Least Restrictive Environment

The Least Restrictive Environment editor records information related to the student's placement and interaction with non-disabled peers.

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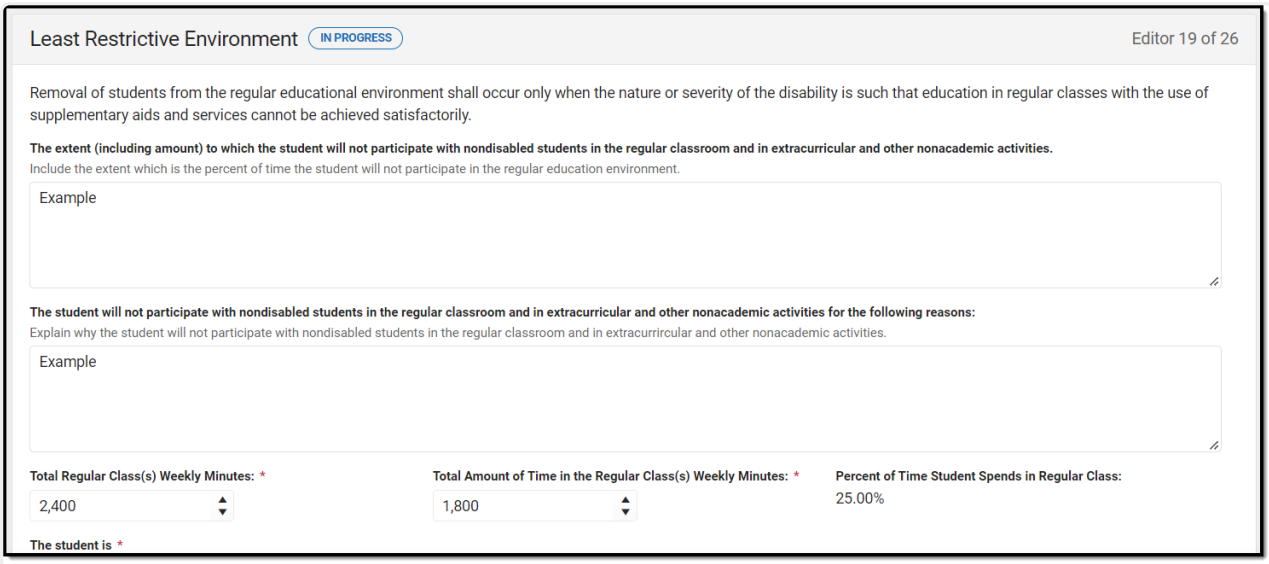

Least Restrictive Environment Editor

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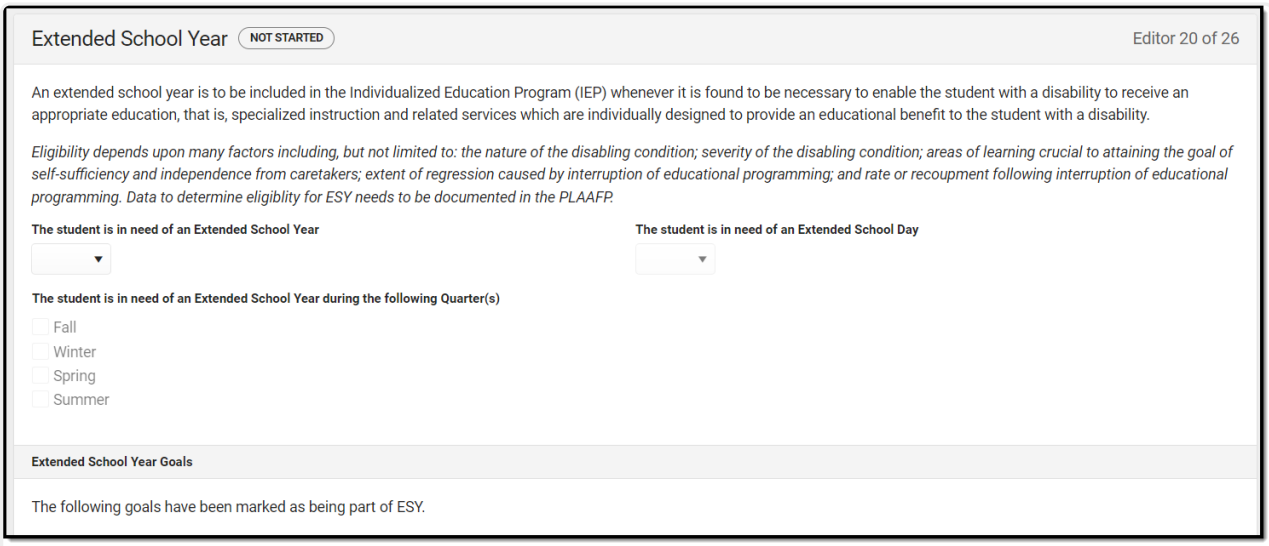
Extended School Year

The Extended School Year editor is used to document the student's participation in an extended school year program.



Extended School Year Editor

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State-Wide Assessments

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The State-Wide Assessments editor is used to document any accommodations the student requires when taking state administered tests

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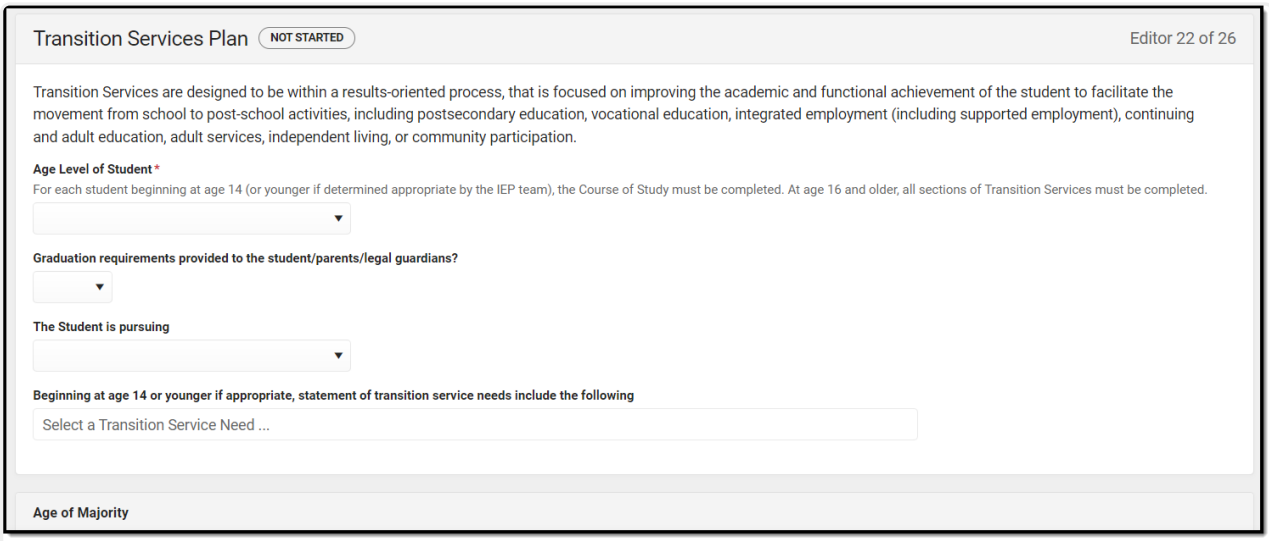
Transition Services Plan

The Translation Services Plan editor is used to document any transition services to be provided to the student.

This editor is not available on the HI IEP without Transition plan.



Transition Services Plan Editor

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Appropriate Measurable Postsecondary Goals

The Appropriate Measurable Postsecondary Goals editor is used to document the student's goals post school.

This editor is not available on the HI IEP without Transition plan.

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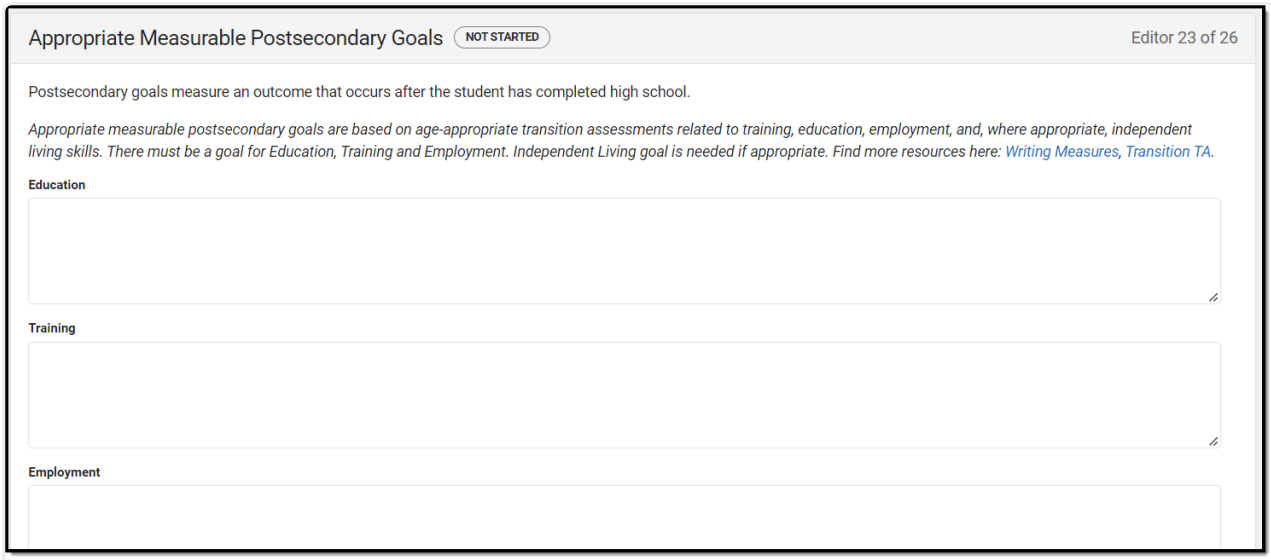

Appropriate Measurable Postsecondary Goals Editor

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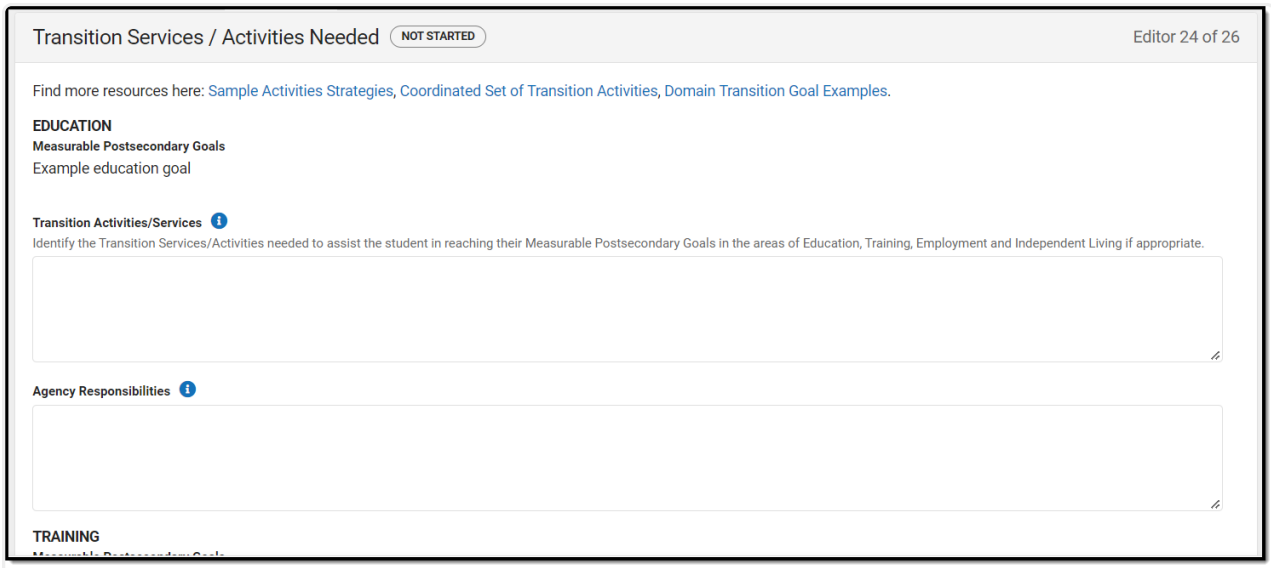
Transition Services / Activities Needed

The Transition Services / Activities Needed editor is used to document if the student requires transition services.

This editor is not available on the HI IEP without Transition plan.



Transition Services / Activities Needed Editor

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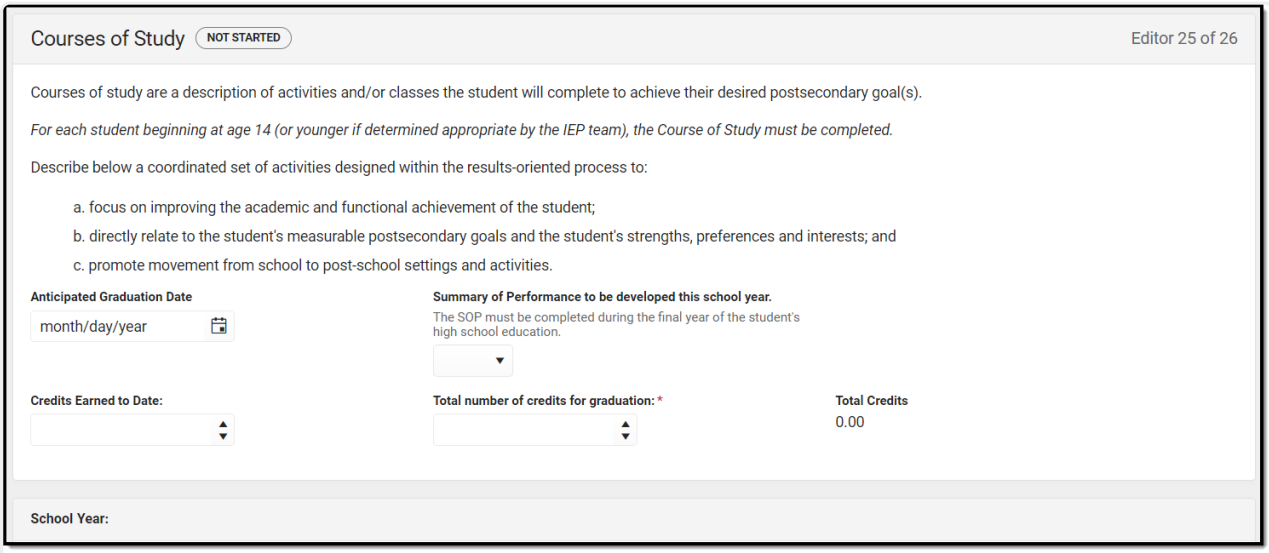
Courses of Study

The Courses of Study editor is used to document the student's credits and graduation requirements.

This editor is not available on the HI IEP without Transition plan.



Courses of Study Editor

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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

Individual Education Plan (Hawaii) [.2223 - .2227]

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