

LOS ANGELES UNIFIED SCHOOL DISTRICT

WELLIGENT 101 - V7








Instruction Guide

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QUICK REFERENCE GUIDE

PHASE	SCREENS	FORMS
<hr/> Management <hr/> 	(PHASE I) IEP Management Referral Details Participants IEP Meeting IEP Documents	<hr/> Associated Forms <hr/> <u>Form Name</u> IEP. Sect A-B: Meeting and Student Information - Pg.1 IEP. Sect. R: Names and Signatures - Pg.11 <hr/>
<hr/> Assessment, Evaluation & PLP <hr/> 	(PHASE II) Assessment IEP Documents	<hr/> Associated Forms <hr/> <u>Form Name</u> IEP. Sect C-D: Language Acquisition, Goal Achievement - Pg.2 IEP. Sect E: Present Level of Performance - Pg.3 Master Plan for English Language Learners (Page 1) Master Plan for English Language Learners (Page 2) <hr/>
<hr/> Eligibility <hr/> 	(PHASE III) IEP Documents	<hr/> Associated Forms <hr/> <u>Form Name</u> IEP. Sect. F: Eligibility - Pg.4 (NEW) Specific Learning Disabilities Certification New Behavior Support Plan (Page 1) New Behavior Support Plan (Page 2) New Behavior Support Plan (Page 3) Emotional Disturbance Certification Form SLI Certification Form (NEW) <hr/>
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> Goals </div> 	(PHASE IV) IEP Documents	<hr/> Associated Forms <hr/> <u>Form Name</u> IEP. Sect. G: Annual Goals and Objectives - Pg.5 (NEW) Individual Transition Plan (Page 1) NEW Individual Transition Plan (Page 2) NEW Individual Transition Plan (Page 3) NEW <hr/>
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> Testing and Graduation </div> 	(PHASE V) Section K IEP Documents	<hr/> Associated Forms <hr/> <u>Form Name</u> IEP Section K (Template) <hr/>
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> Placements and Supports </div> 	(PHASE VI) IEP Documents	<hr/> Associated Forms <hr/> <u>Form Name</u> FAPE Part 1 - Eligibility, Placements and Supports New Expulsion Page <hr/>
<hr/> Services <hr/> 	(PHASE VII) Services IEP Documents	<hr/> Associated Forms <hr/> <u>Form Name</u> FAPE Part 2 - Summary of Services LAS Certification Form (NEW) <hr/>
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> Safeguards, Followup & Signature </div>	(PHASE VIII) IEP Documents	<hr/> Associated Forms <hr/> <u>Form Name</u> IEP. Sect. N: Procedural Safeguards and Follow-up Actions - Pg.9 (NEW) IEP. Sect. Q: Consent for Special Education - Pg.10 Data/Transportation Transfer Form (NEW) <hr/>

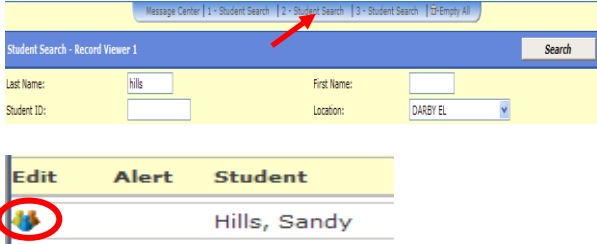
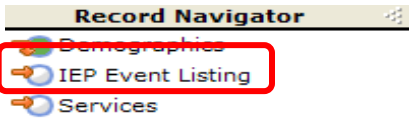
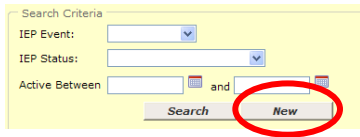

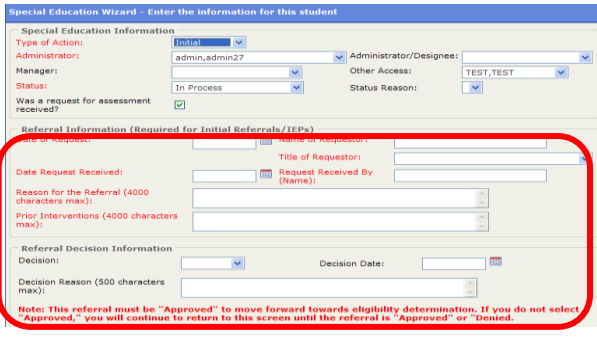
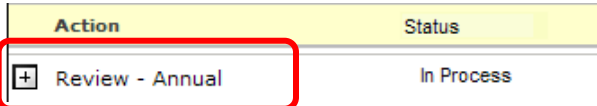
INSTRUCTIONS IN CREATING AN IEP

START


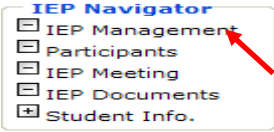
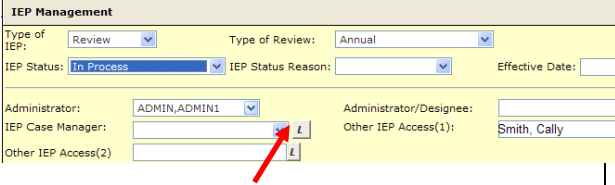
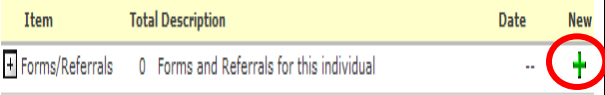


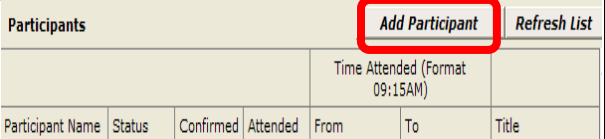
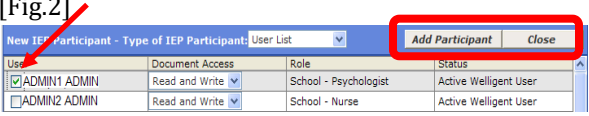
LOG ON TO
WELLIGENT:

- (1) Open Internet Explorer
- (2) Production address: <https://welligent.lausd.net>
- (3) Type your user name and password

CREATE A NEW IEP

A	<h3>STUDENT SEARCH</h3>	<ul style="list-style-type: none"> Click: <i>Student Search</i> Enter student's name and click <i>Search</i> Click: the <i>Edit</i> icon to open student's record 	
B	<h3>IEP EVENT LISTING</h3>	<ul style="list-style-type: none"> Click: <i>IEP Event Listing</i> (IEPs will display) Click: <i>New</i> [Fig.2] 	<p>[Fig.1]</p>  <p>[Fig.2]</p> 
C	<h3>SPECIAL EDUCATION WIZARD</h3> 	<ul style="list-style-type: none"> Click: <i>Next</i> Complete the appropriate fields (Type of Action, Type of Review and Administrator); for Initials complete the referral details. Click: <i>Save > Ok > OK</i> <p style="text-align: center;"><u>Referral Details are required for all Initial IEPs</u></p>	
D	<h3>OPEN IEP</h3>	<ul style="list-style-type: none"> Click: <i>IEP title</i> (Initial, Review –Annual, Three, etc.) that is now <i>In Process</i> 	

MANAGEMENT (PHASE I)

1		<ul style="list-style-type: none"> Select Management - Phase I > IEP Management 	
2	<h2 style="margin: 0;">IEP MANAGEMENT</h2>	<ul style="list-style-type: none"> Verify the IEP information is correct Add any managers to this screen Use the “L” to expand your search if the user is not listed in the drop down menu <ul style="list-style-type: none"> Select user from list or click Expanded Search <p>TIPS: Managers listed on this screen assign participants that are allowed to have read/write access to this specific IEP.</p>	
3	<h2 style="margin: 0;">FORMS / REFERRALS</h2>	<ul style="list-style-type: none"> To create E-Forms, select the green plus sign on right side. <ul style="list-style-type: none"> E-Form: Notification Form Context: IEP Notification Form Date: current date Form Status: Pending (Not Sent) Click: Save > Close <p>Examples of forms: (1) Notification to Participate in an IEP Meeting; (2) Special Education Assessment Plan (English); or (3) Notifications and Referrals – Section O (New)</p>	<p>[Fig.1]</p>  <p>[Fig.2]</p> 
4	<h2 style="margin: 0;">PARTICIPANTS</h2> 	<ul style="list-style-type: none"> Select: Participants (from the IEP Navigator) <p>Add Participants:</p> <ul style="list-style-type: none"> [Fig. 1] Click Add Participants [Fig. 2] Enter a check <input checked="" type="checkbox"/> next to the desired name Select: Add Participant > Close 	<p>[Fig.1]</p>  <p>[Fig.2]</p> 

MANAGEMENT (PHASE I - cont'd)

4

PARTICIPANTS



ADD/DELETE

[Fig.3&4] If name is not listed on previous list:

- Click: **User List > Select User** (do not use any other option)
- Type last name (do not enter the role)
- Click: **Search > select name**
- Click: **Add Participant > Save > Close**

Delete Participant:

Participants cannot be deleted from the list. The participant(s) status can be changed to **Inactive**. [Fig.5&6]

- Click: on the **participant's name**
- Change the Status to **Inactive**
- Click: **Save > Close**

Note: Add only those participants that will write in the IEP document such as: the nurse, psychologist, LAS, etc. Participants list is closely tied to assigning assessors.

[Fig.3]

User	Document Access	Role	Status
<input checked="" type="checkbox"/> ADMIN1 ADMIN	Read and Write	School - Psychologist	Active Welligent User
<input type="checkbox"/> ADMIN2 ADMIN	Read and Write	School - Nurse	Active Welligent User

[Fig.4]

User List
 User List
 Other
 Outside Provider
 Select User
 Student Contact

[Fig.5]

Participation Status: Active
 Date Added as a Participant: Active
 Date Removed as a Participant: Inactive

[Fig.6]

Participant Name	Status	Confirmed	Attended	From	To	Title
ADMIN2 ADMIN	Inactive	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			Central - IEP Train/Specialist
ADMIN1 ADMIN	Active	<input type="checkbox"/>	<input type="checkbox"/>			School - Administrator

5

IEP MEETING



ACTIVE IEPs WILL NOT BE UNLOCKED!



- Click: **IEP Meeting** from the IEP Navigator
- Enter: **date and time scheduled > Save**
- Click: **Notify Participants** button (sends a message to all participants regarding the meeting date and time)

Locking (only complete after meeting was held):

- **Date Of IEP Meeting:** Once entered, this will lock all documents except pages 5 and 10. The status of the IEP will be **Pending**. At this point you can print a clean copy of the IEP to give to the parent.
- **Parent Signature Date:** locks the entire IEP. IEP is then **Active**.

Meeting Status: Pending
 Date Scheduled: 16-Apr-2010
 Time Scheduled: 02:00pm
 Eligible for Special Education Services: Eligible Not Eligible

6

IEP DOCUMENTS

- Click on the **document title** of a page to create, edit, view, or print

Document	CheckIn/OutStatus	Created By	Date Modified	Modified By	Errors
IEP, Sect A-B: Meeting and Student Information - Pg.1	Available				
IEP, Sect. R: Names and Signatures - Pg.11	Available				

Refer to **WORKING WITH IEP DOCUMENTS** section for further details.

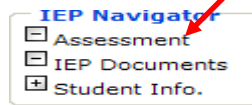
ASSESSMENT (PHASE II)

7

Assessment,
Evaluation &
PLP



- Select *Assessment, Evaluation & PLP - Phase II > Assessment*



8

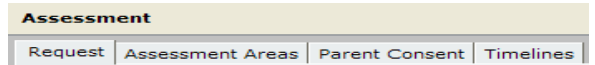
ASSESSMENT

This section will only be used if an assessment is needed. If not, skip this section.

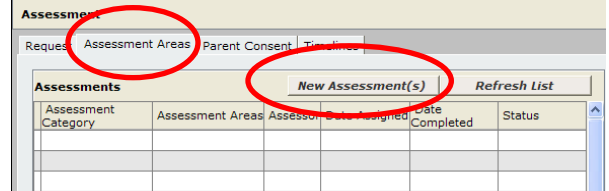
This section should be populated *after* the signed Assessment Plan is received. Once received, each tab is completed *in order*. Assessments are always required on Initials.

- **Request:** Indicate reason for assessment request (screen not shown).
- **Assessment Area:**
 - [Fig. 1] Click: **New Assessment** to create assessment areas & assign assessors.
 - [Fig. 2] Create **Multiple** (per assessor-single area) or **Single Assessment** (per assessor-multiple areas)
 - [Fig. 2] Enter **Assessment Category**
 - Select an area and assign the **Assessor** (must be listed in Participants)
 - Click: **Save > Close**.
 - [Fig. 3] The assessor will open the assessment area and complete as needed. Until all assessment areas **Status** fields have been marked as **Completed**, the IEP cannot be locked.
- **Parent Consent:** Complete the appropriate fields (screen not shown).

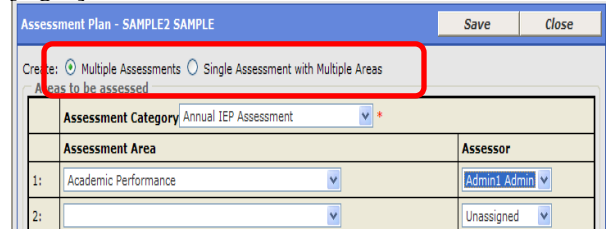
Note: Upload documents cannot be deleted but a revised document can up uploaded again.



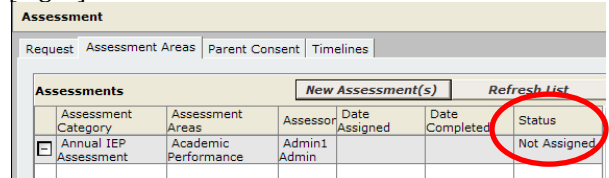
[Fig. 1]



[Fig. 2]



[Fig. 3]



ASSESSMENT (PHASE II – cont'd)

8

ASSESSMENT

This section will only be used if an assessment is needed. If not, skip this section.

- **Timelines [Fig.4]:** Enter appropriate dates. The **Due Date** and the **Assessment Due Date** fields are automatically populated.
1. The **Due Date** is triggered by the **Date Request Received** field from the **Referral Details** screen (not shown) and automatically populates with the 15 day timeline (must give parents the assessment plan before this date).
 2. The **Assessment Due Date** is triggered by the **Date Signed Plan Received** field and automatically populates with the 60 day timeline (all assessments must be completed and the meeting held by this date).

[Fig. 4]

Note: The assessment area will be locked once the *Date Signed Assessment Plan Received* is entered.

9

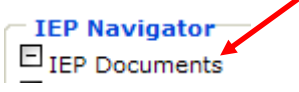
IEP DOCUMENTS

- Click: the **document title** of a page to create, edit, view, or print or the green plus sign for additional pages

Document	CheckIn/Out
IEP, Sect C-D: Language Acquisition, Goal Achievement - Pg.2 +	Available
IEP, Sect E: Present Level of Performance - Pg.3 +	Available
Master Plan for English Language Learners (Page 1)	Available
Master Plan for English Language Learners (Page 2)	Available

Refer to *WORKING WITH IEP DOCUMENTS* section for further details.

ELIGIBILITY (PHASE III)

10	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Eligibility</div> <div style="text-align: center; margin-top: 5px;">↓</div>	<ul style="list-style-type: none"> Select <i>Eligibility – Phase III > IEP Documents</i> 
11	<h3 style="margin: 0;">IEP DOCUMENTS</h3> <div style="border: 2px solid black; padding: 10px; margin-top: 20px; width: fit-content;"> <p style="text-align: center; margin: 0;"><i>Eligibility page must be completed before completing the FAPE Part 1</i></p> </div>	<ul style="list-style-type: none"> Click: the document title of a page to create, edit, view [Fig.1] <div style="margin-top: 20px;"> <p>SECTION F: ELIGIBILITY – PG 4 (NEW)</p> <ul style="list-style-type: none"> Click: IEP. Sect F: Eligibility – Pg. 4 (NEW) [Fig. 1] Complete all pertinent information [Fig.2] Click: Save/Close </div> <div style="text-align: center; margin-top: 20px;"> <p>Refer to WORKING WITH IEP DOCUMENTS section for further details.</p> </div>

[Fig.1]

Document	CheckIn/OutStatus	Created By	Date Modified	Modified By	Error:
<input type="checkbox"/> IEP, Sect. F: Eligibility - Pg.4 (NEW)	Available				
<input type="checkbox"/> Specific Learning Disabilities Certification	Available				
<input type="checkbox"/> New Behavior Support Plan (Page 1)	Available				
<input type="checkbox"/> New Behavior Support Plan (Page 2)	Available				
<input type="checkbox"/> New Behavior Support Plan (Page 3)	Available				
<input type="checkbox"/> Emotional Disturbance Certification Form	Available				
<input type="checkbox"/> SLI Certification Form	Available				

[Fig.2]

Eligible as a student with the disability of:

Code:

Not Applicable, Blind or Partially Sighted

Additional Low Incidence Eligibility (only for VI, DBL, DEA, HOH, or severe OI):

Code:

Not Applicable, Blind or Partially Sighted

Does not meet eligibility criteria for Special Education Services (Initial IEP).

or

No Longer Eligible for Special Education Services (Review IEP).

No Longer Eligible (Effective Date):

This is a Final IEP, the student remains eligible for Special Education Services until the Effective Date below.

Final IEP Reason:

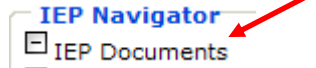
Final IEP Effective Date:

GOALS (PHASE IV)

12



- Select *Goals – Phase IV > IEP Documents*



13

IEP DOCUMENTS

- Click: the **document title** of a page to create, edit, view, or print or the green plus sign for additional pages

Document	CheckIn/Out
IEP. Sect. G: Annual Goals and Objectives - Pg.5 (NEW) +	Available
Individual Transition Plan (Page 1)	Available
Individual Transition Plan (Page 2)	Available
Individual Transition Plan (Page 3)	Available
Individual Transition Plan (Page 3a)	Available

Refer to **WORKING WITH IEP DOCUMENTS** section for further details.

SECTION G: ANNUAL GOALS AND OBJECTIVES – PG 5 (NEW)

Goals must be completed before completing the FAPE Part 1 and Services

- Click: **IEP. Sect G: Annual Goals and Objectives - Pg. 5 (NEW)**
- Complete all pertinent information
- Click: **Save/Close**
- Repeat for additional goals

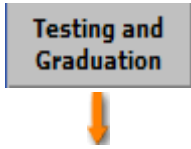
IEP REPORT OF PROGRESS AND ACHIEVEMENT FROM CURRENT IEP

EXPLANATION OF MARKS			
1 GOAL MET OR EXCEEDED	2 SUBSTANTIAL PROGRESS (50-99% of goal met)	3 PARTIAL PROGRESS (1-49% of goal met)	4 NO PROGRESS
1st Reporting Period Date: _____	2nd Reporting Period Date: _____	3rd Reporting Period Date: _____	4th Reporting Period (Secondary Goal Achievement) Date: _____
Progress Mark: _____ Is progress sufficient to meet	Progress Mark: _____ Is progress sufficient to meet	Progress Mark: _____ Is progress sufficient to meet	Progress Mark: _____ Is progress sufficient to meet
			Objective 1 Met: <input type="radio"/> Yes <input type="radio"/> No

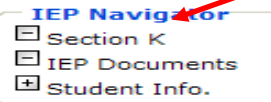
Refer to **WORKING WITH IEP DOCUMENTS** section for further details.

TESTING AND GRADUATION (PHASE V)

14



- Select **Testing and Graduation – Phase V > Section K**



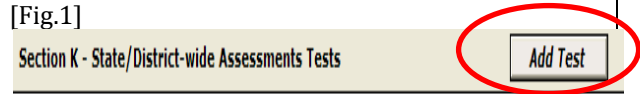
15

SECTION K



Add New Test(s):
Required tests display according to each grade level.

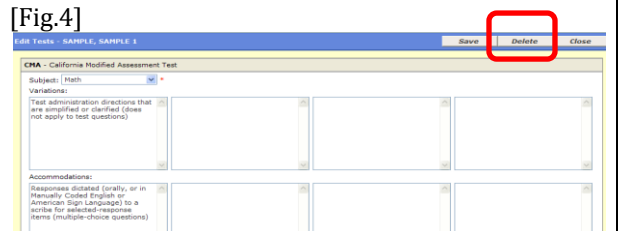
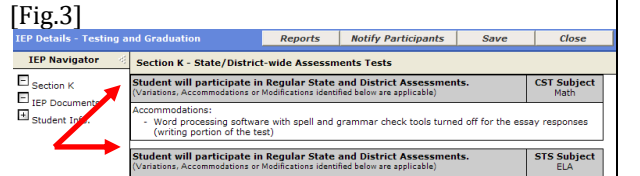
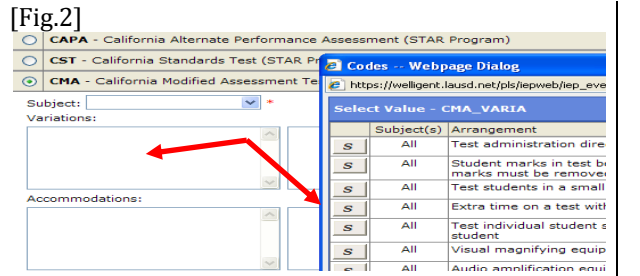
- Click: **Add Test** [Fig.1]
- Select desired test and click in desired module [Fig.2]
- Click: **Save > Close**



Click "Add Test" button to add assessment tests to Section K.

Edit/Delete Existing Test(s):

- To open click: **Student will participate...** [Fig.3]
- Edit: click in a module > **Clear** button.
- Delete: Click **Delete** button to remove the entire test. [Fig.4]



Reminder: These tests will not print with IEP until you create the IEP Section K (Template).

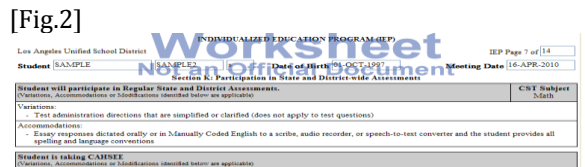
16

IEP DOCUMENTS

IEP SECTION K (TEMPLATE)

Click: **IEP Document > Section K (Template) > Save/Close** [Fig.1]

- The template will be read-only; once saved, it will then be included in the IEP when printed. [Fig.2]



Refer to **WORKING WITH IEP DOCUMENTS** section for further details.

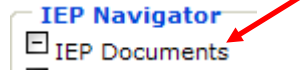
PLACEMENTS AND SUPPORTS (PHASE VI)

17

Placements and Supports



- Select **Placements and Supports - Phase VI > IEP Documents**



18

IEP DOCUMENTS

- Click: **document title** to create, edit, view, or print

Document	CheckIn/Out
FAPE Part 1 - Eligibility, Placements and Supports	Available

Refer to **WORKING WITH IEP DOCUMENTS** section for further details.

19

FAPE PART I

FAPE PART 1 – ELIGIBILITY, PLACEMENTS AND SUPPORTS

- Effective With This IEP** column: enter current placement and support information

Note: In this section, the **As of Date** and **Final IEP Reason/Date** fields are automatically populated. The **Eligibility** field will be pre-populated from page 4.

- Future Changes Related To This IEP** column: enter future placement and support changes within the time frame of the IEP. The **As of Date** field should reflect the start date for future changes.

Los Angeles Unified School District

INDIVIDUALIZED EDUCATION PROGRAM (IEP) IEP: FAPE Part 1 - Eligibility, Placements and Supports

Student: SAMPLE SAMPLE2 s Date of Birth: 01-OCT-1997 Meeting Date: 16-APR-2010

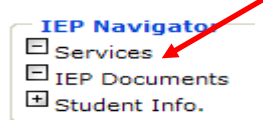
	Effective With this IEP	Future Changes Related to this IEP
	As of Date:	
Eligibility: (from Page 4)	Eligible (SLD)	
	Final IEP Reason	
	Final IEP Effective Date:	
Curriculum	General Education	
Placement	Type of School	District Resident School
	Name of School	WELBY EL
Instructional Setting	Setting	General Education
	Program	GE
	Special Day Minutes/Wk	(RSP-Writing)
Additional Factors	Addresses Goals	
	Low Incident Support	None
	Assistive Technology Support	
	Transportation	None
	Extended School Year/Intercession	Yes <input type="radio"/> No <input type="radio"/>
	ESY Transportation	

Tip: Click **Save** button to view all required fields.

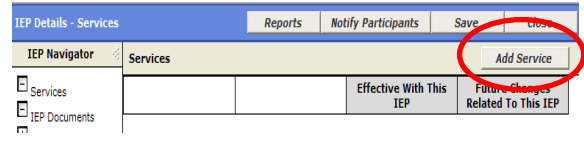
FAPE Part 1 page will not save unless you have completed Section F: Eligibility-Pg 4.

SERVICES (PHASE VII)

- 20 Select **Services – Phase VII > Services**

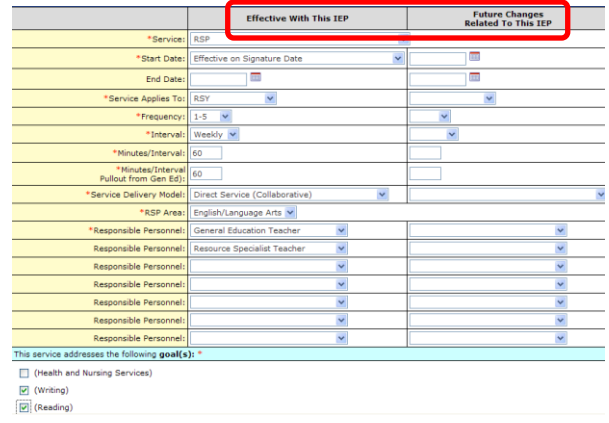


- 21 **SERVICES**
- Add New Service(s):
- Click on **Add Service** button



- 22 **SERVICES**
- Effective With This IEP** column: enter current services.
- Future Changes Related To This IEP** column: enter future service. Use the **Fill Future** button to populate this column and then edit as desired.

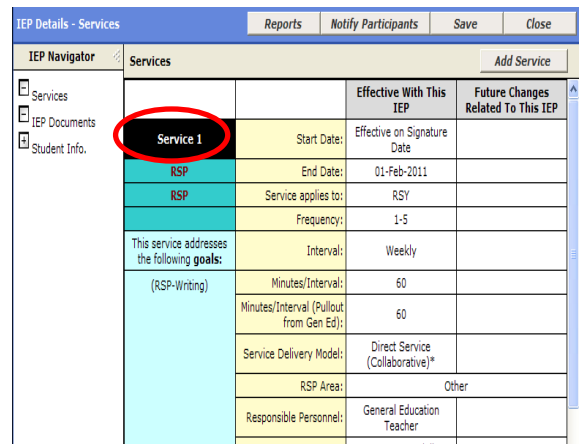
Services cannot be completed unless the Goals pages have been previously completed



- 23 **SERVICES EDIT/DELETE**
- Edit Existing Service(s):
- To open click: **Service #** in black and white box (scroll down to view other services to edit)
- Edit as desired,
- Click: **Save > Close**



Services will not print with IEP unless FAPE Part 2 has been created

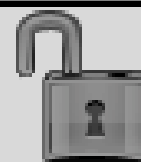
- Delete Existing Service(s):
- To open click: **Service #** in black and white box
 - Click: **Delete** button



WORKING WITH IEP DOCUMENTS




- Click on the title of a page to create, view, edit or print or click the **green plus sign** to add additional pages
- Once document has been created, indicate **Completed** or **In Progress** and then **Save/Close** to return to the IEP Document screen.
- At the IEP Document screen, click the **yellow icon** to view errors.
- To print a single page, open document and select **Print**
- To print entire IEP, select **Print IEP**, then **File>Print**
- This icon  appears next to a document that is unlocked and can be edited. Once the **DATE OF THE IEP MEETING** is entered (on the IEP MEETING screen) all documents will be locked  except for pages 5 (Goals) and page 10 (Consent). Page 10 will appear to be locked but will still allow you to enter the consent portion of the document.
- To remove **WORKSHEET NOT AN OFFICIAL DOCUMENT**, will be removed once all errors are addressed and Date of IEP Meeting is entered on the IEP Meeting Screen.



LOCKING

There are two stages of locking an IEP.








Stage One: The field called **Date of IEP Meeting** on the IEP Meeting screen will lock () your documents from being modified with the exception of the Goals (Pg. 5), the Consent Page (Pg. 10) and Management screens. As soon as the IEP meeting is over, enter the meeting date in the **Date of IEP Meeting** field along with the time and your IEP will automatically be in a **Pending** status allowing you to print the IEP for the parent/guardian to sign. The parent should receive a **clean** copy.

Stage Two: The field called **Parent Signature Date** is entered on the IEP Meeting screen. This will then lock page 10 and the Management screens. Prior to entering this date the parent/guardian's consent and concerns should be saved to page 10 and any necessary meeting notes should be entered on the IEP Meeting screen. Once the parent signature date is entered the **eligible** IEP will automatically become **Active**.



Remember, the IEP does not appear on reports nor will it update your timelines or LAUSD Student Information System until the **Parent Signature Date** is entered and the IEP is **Active**. It is very important for Managers to monitor their **Pending IEPs** on their **My IEP Summary** screen and get parent signatures.

While the Meeting Status is marked as SCHEDULED on the IEP Meeting Screen

	Screen	Instruction	Example																		
1	IEP Meeting	Make sure the Meeting Status is set to 'Scheduled' and click Save. It must be in Scheduled mode to fix any errors.	Meeting Status: <input type="text" value="Scheduled"/>																		
2	Documents	Clear any errors on all pages and any listed in the Yellow Alert Triangle. - Open the document with error, click "SAVE" to view the error description. - - Click on Triangle for list of edits.	<table border="1"> <thead> <tr> <th>Document</th> <th>CheckIn/Out</th> <th>Status</th> <th>Created By</th> <th>Date Modified</th> <th>Modified By</th> <th>Errors</th> </tr> </thead> <tbody> <tr> <td>IEP: Sect A-B: Meeting and Student Information - Pg.1</td> <td>Available</td> <td>In Progress</td> <td>Lizzy Mendoza</td> <td>05-Apr-2007</td> <td>Sample</td> <td>YES </td> </tr> </tbody> </table>	Document	CheckIn/Out	Status	Created By	Date Modified	Modified By	Errors	IEP: Sect A-B: Meeting and Student Information - Pg.1	Available	In Progress	Lizzy Mendoza	05-Apr-2007	Sample	YES 				
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IEP: Sect A-B: Meeting and Student Information - Pg.1	Available	In Progress	Lizzy Mendoza	05-Apr-2007	Sample	YES 															
	IEP Meeting	Make sure the Eligible button is selected and SAVE it	Eligible for Special Education Services: <input checked="" type="radio"/> Eligible <input type="radio"/> Not Eligible																		
	Participants	Mark <u>ALL</u> Participants who attended and leave the time blank.	<table border="1"> <thead> <tr> <th>Participant Name</th> <th>Status</th> <th>Confirmed</th> <th>Attended</th> <th>From</th> </tr> </thead> <tbody> <tr> <td>SAMPLE SAMPLE</td> <td>Active</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table>	Participant Name	Status	Confirmed	Attended	From	SAMPLE SAMPLE	Active	<input type="checkbox"/>	<input checked="" type="checkbox"/>									
Participant Name	Status	Confirmed	Attended	From																	
SAMPLE SAMPLE	Active	<input type="checkbox"/>	<input checked="" type="checkbox"/>																		
	If the IEP has Assessments - Select the <i>Assessment Areas Tab</i>	If the Assessment Plan has been consented to, the Assessment Areas must be created and assigned to assessors. Verify that the Status column shows "Completed" for all assessments.	<table border="1"> <thead> <tr> <th colspan="6">Assessments</th> </tr> <tr> <th>Assessment Category</th> <th>Assessment Areas</th> <th>Assessor</th> <th>Date Assigned</th> <th>Date Completed</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Initial IEP Assessment</td> <td>General Ability, Language Function, Motor Abilities, Social-Emotional Status</td> <td>Lizzy Mendoza</td> <td>11-Apr-2007</td> <td>26-Apr-2007</td> <td>Completed</td> </tr> </tbody> </table>	Assessments						Assessment Category	Assessment Areas	Assessor	Date Assigned	Date Completed	Status	<input type="checkbox"/> Initial IEP Assessment	General Ability, Language Function, Motor Abilities, Social-Emotional Status	Lizzy Mendoza	11-Apr-2007	26-Apr-2007	Completed
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	Management Screen	On the Meeting Notification indicate the parent's response on the "For Office Use Only" section.	<table border="1"> <thead> <tr> <th colspan="3">Notifications, Messages and Attachments</th> </tr> <tr> <th>Item</th> <th>Total</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Notifications/Referrals</td> <td>3</td> <td>Notifications and Referrals made for this individual</td> </tr> </tbody> </table>	Notifications, Messages and Attachments			Item	Total	Description	<input type="checkbox"/> Notifications/Referrals	3	Notifications and Referrals made for this individual									
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LOCKING – CONT'D

While the Meeting Status is Marked as COMPLETED

	<i>Screen</i>	<i>Instruction</i>	<i>Example</i>
3	IEP Meeting	Change the Meeting Status to 'Completed.'	Meeting Status: <input type="text" value="Completed"/>
4	IEP Meeting 1 st Stage of Locking	Enter Date of IEP Meeting <u>Must</u> match the Date Scheduled, <u>even</u> if reconvened), Time Started, Time Ended, and <i>Save</i> . The time will then populate the Participants screen and remove the "Worksheet" watermark from the documents so it can be printed for parent/guardian to sign.	Date of IEP Meeting (If recessed, use date IEP meeting started): <input type="text"/> Time Started: <input type="text"/> (Ex. 04:15pm) Time Ended: <input type="text"/> (Ex. 04:15pm)
5	IEP Meeting	After parent signs. Update page 10 with parent's consent and comments.	IEP. Sect. Q: Consent for Special Education - Pg.10 Available Completed
6	IEP Meeting 2 nd Stage of Locking	Enter Parent Signature Date and Save.	Parent Signature Date: <input type="text"/>