- o Login to Progress Book/Special Services and click on the COMPLETED TASKS tab
- o Locate the IEP (IIEP, RIEP, AIEP) that is currently in effect
- o If you would like to print or save the IEP SUMMARIES to send in addition to the IEPs, you would follow the same procedure (see below)

  - ▪ NOTE: If the last IEP found in the COMPLETED TASKS is expired, click on the OPEN TASKS tab to determine if the IEP from last school year is still open
  - ▪ NOTE: If there is no current IEP in the system (possibly for a student that transferred into Shaker Hts. from another school district), please call or email Michelle Bey at bey_m@shaker.org and she will forward you an electronic copy if Tim Gesing has not already forwarded it to you.

- o Double click to open/save the IEP task. Choose "SAVE AS".
- o SAVE AS a PDF either to a secure folder on your desktop or to a USB/flash drive
- o Open your Shaker email.
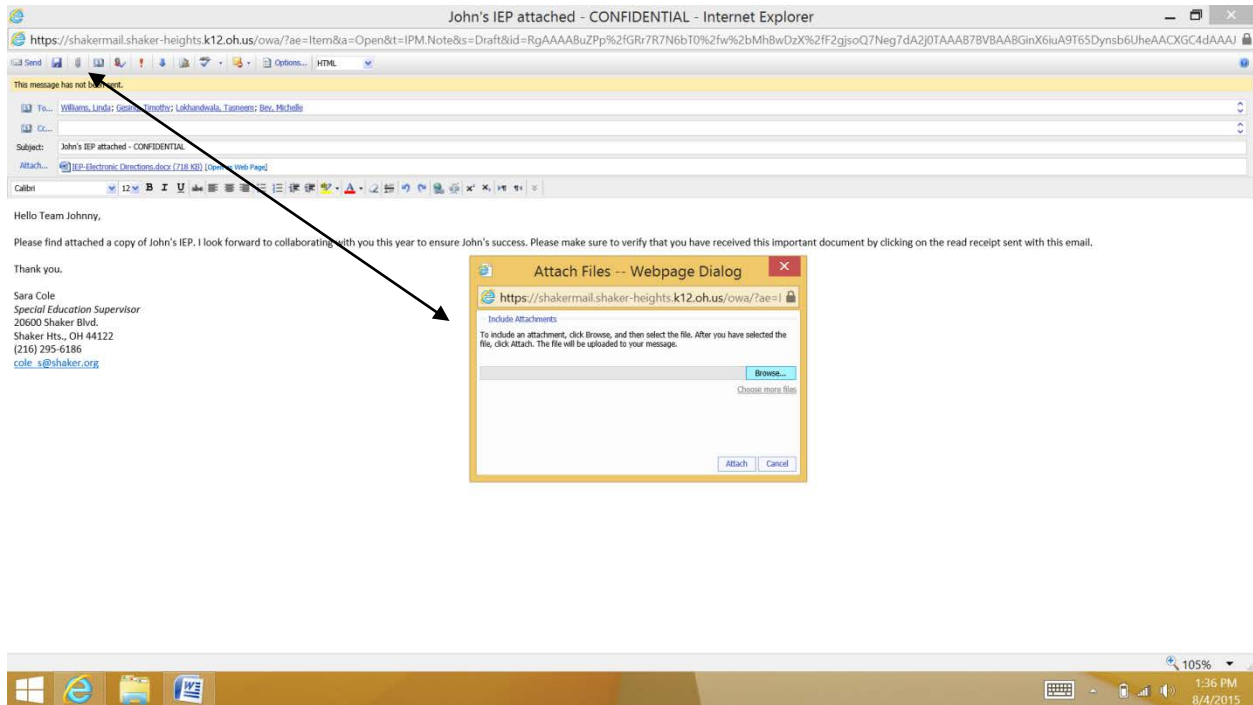
- o Send each of your students IEPs as an email attachment (see above)
- o Send attachment to the student's respective teachers and related service staff
- o Include core area and special area teachers that work directly with your student; related service providers and additional intervention specialists on the student's plan/schedule – all on the same email.
  - ➢ Attaching Documents to Emails: Click on the paperclip icon and the ATTACH FILES box will open. Click the BROWSE tab and locate the IEP where you previously saved it (i.e. desktop, USB) – and once the link shows up in the browser, click ATTACH
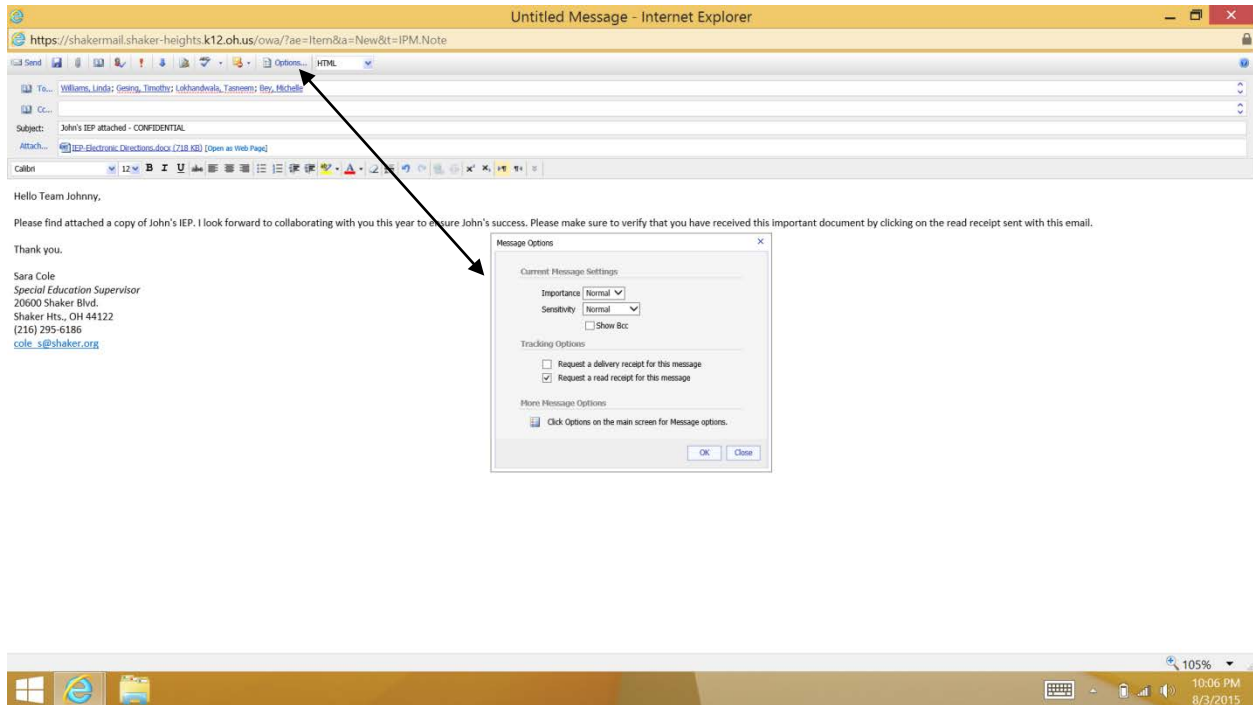
- o After attaching the student's IEP to the email, click OPTIONS and REQUEST A READ RECEIPT FOR THIS MESSAGE. This is a very important step as it will ensure that all staff members working with your student have received a copy of his/her IEP.
- o After sending, please confirm that the email was read/attachment was opened by the team members when you meet with them or consult with them about students.