

NAVIGATION GUIDE: SAVING/SENDING IEPs AND IEP SUMMARIES ELECTRONICALLY

- Login to Progress Book/Special Services and click on the COMPLETED TASKS tab
- Locate the IEP (IIEP, RIEP, AIEP) that is currently in effect
- 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.

The screenshot displays the 'Completed Tasks' interface for a student named SMITH, JADE in the class SARA COLEMAN SE 1. The table below shows a list of completed tasks with their respective details.

| Completed Tasks | Task Type | Completed Date | Event Date | Indicator | Action |
|--------------------------------|-----------|----------------|------------|-----------|-------------|
| 2015-2016 - Grade Eight | | | | | |
| 2015-2016 RIEP | RIEP | 3/2/2015 | 2/26/2015 | CFE | [Print] [X] |
| 2014-2015 - Grade Eight | | | | | |
| 2014-2015 RETR | RETR | 6/16/2015 | 2/26/2015 | CFE | [Print] [X] |
| 2014-2015 data collection only | IEPPR | 2/10/2015 | | CFE | [Print] [X] |
| 2014-2015 PR (IEP) | IEPPR | 2/10/2015 | | CFE | [Print] [X] |
| 2014-2015 - Grade Seven | | | | | |
| 2014-2015 PR (IEP) | IEPPR | 6/13/2014 | | CFE | [Print] [X] |
| 2014-2015 RIEP | RIEP | 3/17/2014 | 3/13/2014 | CFE | [Print] [X] |
| 2013-2014 - Grade Seven | | | | | |
| data collection only | IEPPR | 3/17/2014 | | CFE | [Print] [X] |
| 2013-2014 AIEP | AIEP | 10/6/2013 | 10/1/2013 | CFE | [Print] [X] |
| 2012-2013 - Grade Six | | | | | |
| 2012-2013 PR (IEP) MS | IEPPR | 3/17/2014 | | CFE | [Print] [X] |
| 2012-2013 PR (IEP) MS | IEPPR | 5/12/2013 | | CFE | [Print] [X] |
| 2012-2013 RIEP MS* | RIEP | 3/29/2013 | 3/19/2013 | CFE | [Print] [X] |
| 2012-2013 RIEP MS | RIEP | 3/17/2013 | | CFE | [Print] [X] |
| 2011-2012 - Grade Six | | | | | |
| 2011-2012 IIEP | IIEP | 5/25/2012 | 4/13/2012 | CFE | [Print] [X] |
| 2011-2012 - Grade Five | | | | | |
| 2011-2012 Invite sc | INV | 9/25/2012 | | CFE | [Print] [X] |
| 2011-2012 PR (IEP) | IEPPR | 7/13/2012 | | CFE | [Print] [X] |
| 2011-2012 Invite | INV | 5/30/2012 | | CFE | [Print] [X] |
| 2011-2012 IETR | IETR | 5/16/2012 | 3/20/2012 | CFE | [Print] [X] |

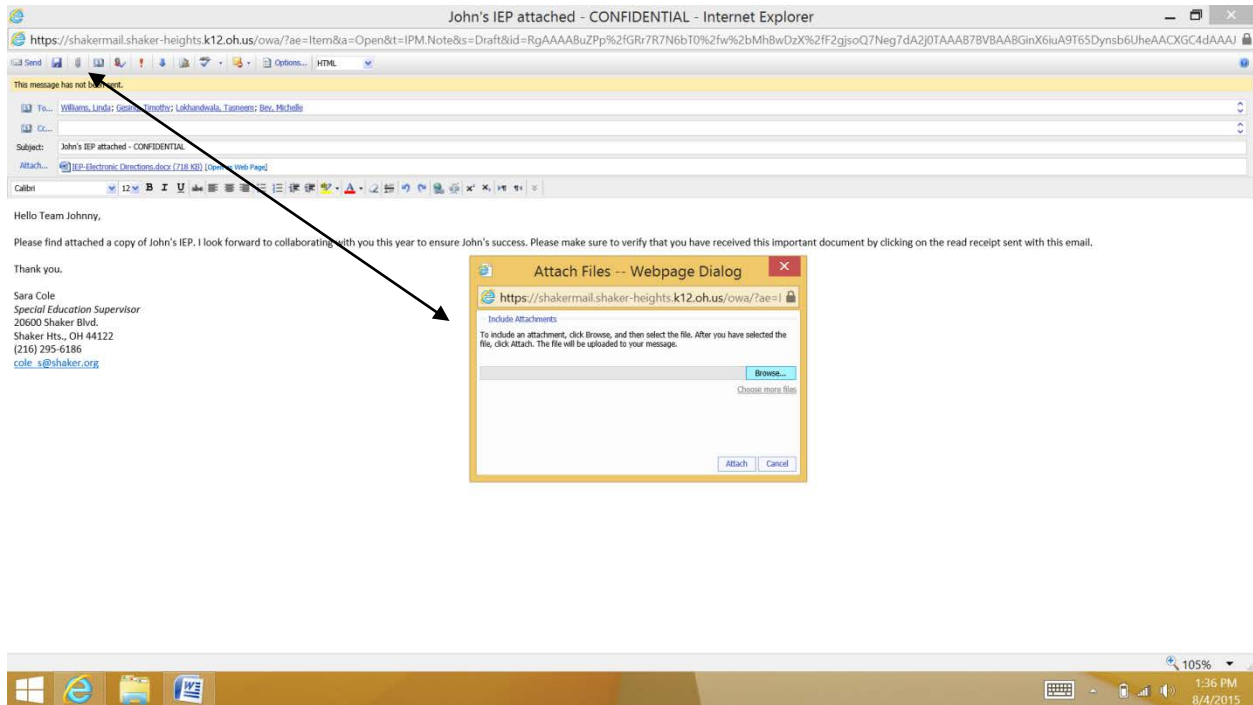
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The screenshot displays the 'Special Services' web application interface. At the top, there is a navigation bar with 'ProgressBook' and 'Special Services' logos, along with menu items like 'Task Queue', 'Open Tasks', 'Completed Tasks', 'D2D', 'Report', 'EMIS', 'Setup', and 'Admin'. Below this, a header shows the user 'MRS. S.' and the current class 'SARA COLE WO SE. 1' and student 'SMITH, JADE'. The main content area is a table of 'Completed Tasks' with columns for 'Task Type', 'Completed Date', 'Event Date', 'Indicator', and 'Action'. The table lists various IEP tasks from 2011-2012 to 2015-2016, including types like RIEP, RETR, IEPPR, and AIEP. A context menu is open over the 'Save' button in the bottom right corner, with options: 'Save', 'Save as', and 'Save and open'. An arrow points from the 'Save as' option to the table of tasks.

| Completed Tasks | Task Type | Completed Date | Event Date | Indicator | Action |
|--------------------------------|-----------|----------------|------------|-----------|---------|
| 2015-2016 - Grade Eight | | | | | |
| 2015-2016 RIEP | RIEP | 3/2/2015 | 2/26/2015 | CFE | [Icons] |
| 2014-2015 - Grade Eight | | | | | |
| 2014-2015 RETR | RETR | 6/16/2015 | 2/26/2015 | CFE | [Icons] |
| 2014-2015 data collection only | IEPPR | 2/10/2015 | | CFE | [Icons] |
| 2014-2015 PR (IEP) | IEPPR | 2/10/2015 | | CFE | [Icons] |
| 2014-2015 - Grade Seven | | | | | |
| 2014-2015 PR (IEP) | IEPPR | 6/13/2014 | | CFE | [Icons] |
| 2014-2015 RIEP | RIEP | 3/17/2014 | 3/13/2014 | CFE | [Icons] |
| 2013-2014 - Grade Seven | | | | | |
| data collection only | IEPPR | 3/17/2014 | | CFE | [Icons] |
| 2013-2014 AIEP | AIEP | 10/6/2013 | 10/1/2013 | CFE | [Icons] |
| 2012-2013 - Grade Six | | | | | |
| 2012-2013 PR (IEP) MS | IEPPR | 3/17/2014 | | CFE | [Icons] |
| 2012-2013 PR (IEP) MS | IEPPR | 5/12/2013 | | CFE | [Icons] |
| 2012-2013 RIEP MS* | RIEP | 3/29/2013 | 3/19/2013 | CFE | [Icons] |
| 2012-2013 RIEP MS | RIEP | 3/17/2013 | | CFE | [Icons] |
| 2011-2012 - Grade Six | | | | | |
| 2011-2012 IEP | IEP | 5/25/2012 | 4/13/2012 | CFE | [Icons] |
| 2011-2012 - Grade Five | | | | | |
| 2011-2012 Invite sc | INV | 9/25/2012 | | CFE | [Icons] |
| 2011-2012 PR (IEP) | IEPPR | 7/13/2012 | | CFE | [Icons] |
| 2011-2012 Invite | INV | 5/30/2012 | | CFE | [Icons] |
| 2011-2012 IETR | IETR | 5/16/2012 | 3/20/2012 | CFE | [Icons] |

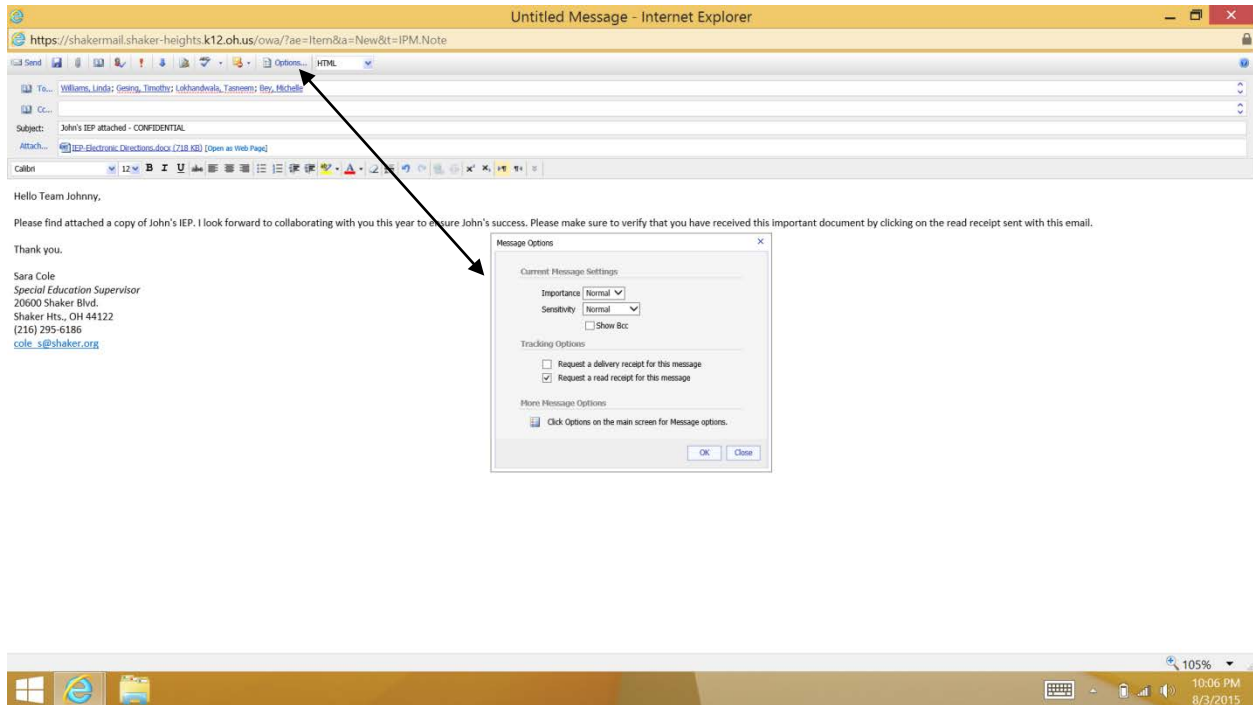
- Double click to open/save the IEP task. Choose “SAVE AS”.
- SAVE AS a PDF either to a secure folder on your desktop or to a USB/flash drive
- Open your Shaker email.

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- Send each of your students IEPs as an email attachment (see above)
- Send attachment to the student's respective teachers and related service staff
- 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

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- 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.
- 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.