

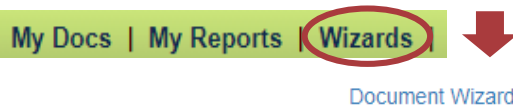
# HOW TO CREATE AND PRINT IN BATCH “IEP AT A GLANCE” DOCUMENT

**What is the IEP at a Glance?**

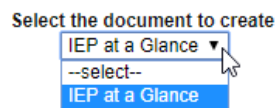


Contains selected pages from the current IEP. It includes the following information: classroom accommodations by curriculum area, goals and objectives, State and District assessments with applicable accommodations, and a schedule of Instructional and Related Services.

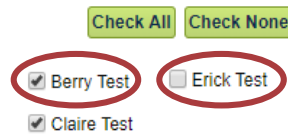
- 1 Click on **Wizards** on the green menu bar. Then select **Document Wizard** from the list.



- 2 Select **IEP at a Glance** in the document drop down box.



- 3 Select/deselect the **student(s)** to print the document.



- 4 Click **Continue**. The first student selected displays.

- 5 Type information in boxes if needed.

#### Academic/Social Management Needs Narrative

A statement can be entered to include:

- student's **qualifying disabilities**
- other **impairments or medical issues** (Dyslexia, ADHD, etc.)
- **BSIP** and **behavior information**

#### Comments/Special Needs Narrative

**Helpful suggestions** for teachers can be entered.

- 6 Click **Create Final and Move to Next Student**

- 7 Repeat **steps 5 and 6** for the next student until all selected students have been processed.

- 8 When the final document has been created for the last student, a table of “IEP at a Glance” documents will display.
  - The table includes all “IEP at a Glance” documents created in the current year for all students on the user’s Caseload, even if the student was not selected for the current batch.
  - The most recently created documents will be listed at the top of the table and will be pre-checked under Batch.
  - Previously created documents will not be pre-checked for batch printing..

Date Created	Created By	Student	Batch	Document	Year / Report Pd	Status
01/31/2019	SpEd Teacher	Berry Test	<input checked="" type="checkbox"/>	<a href="#">IEP at a Glance</a>	PDF	<input type="checkbox"/>
01/31/2019	SpEd Teacher	Claire Test	<input checked="" type="checkbox"/>	<a href="#">IEP at a Glance</a>	PDF	<input type="checkbox"/>
01/31/2019	SpEd Teacher	Horace Test	<input type="checkbox"/>	<a href="#">IEP at a Glance</a>	PDF	<input type="checkbox"/>

- 9 Click **View Document Batch**

- 10 Click the **printer icon**.



#### FOR ADDITIONAL INFORMATION:



Visit **School Solutions SharePoint** (Job Aids) or **EasyIEP** (Resource Information)  
Job Aids **JA – PCG PRT IEP**