

# HOW TO CREATE AND PRINT "IEP AT A GLANCE" FOR AN INDIVIDUAL STUDENT

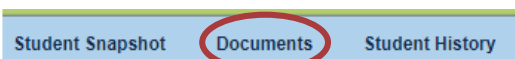
**What is the IEP at a Glance?**



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.

## PRINTING IEP

- 1 Pull the student record and click on **Documents** on the blue **Student menu** bar.



- 2 If there is an **IEP at a Glance** document for the current IEP in the document list, click on the underlined **Document** title to open it.

Doc ID	Date Generated ?	Generated By	Document ?
967433	01/31/2019	Evaluation Specialist	<u>IEP at a Glance</u>

- 3 Click the **printer icon**.



## CREATING NEW IEP

- 1 To create a new **IEP at a Glance** document, select IEP at a Glance in the list of **Documents**.

Documents:

- IEP at a Glance
- Goal Progress Measurement
- Request to Revoke Consent for Special Education Services

- 2 Click

**Create Final Document (will be saved)**

- 3 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.

- 4 Click **Create Final Document**

- 5 On the **Download Document** page, click the **underlined view** button.

IEP at a Glance: [view](#)

- 6 Click the **printer icon**.



### FOR ADDITIONAL INFORMATION:



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