

## Notice of Intent to Implement

As of March 23, 2012, the *Notice of Intent to Implement* (CCF-566) is required for ALL IEPs:

- Interim IEP
- Initial IEP
- Annual IEP
- IEP following a Reevaluation
- IEP Review/Revision
- Exit IEP

Source: *Final Procedures for Intent to Implement, 03/23/2012* Compliance and Monitoring Department, CCSD

### How to Add the Notice of Intent to Implement in Encore

1. Open a student's Events and select **Add Event Group**

The screenshot shows the 'Events' section of the Encore system. On the left is a navigation menu with 'Profile', 'Transfers', and 'Special Ed' (containing 'Events', 'IEP', 'Assessment', 'Outside Agency', 'Status', 'Disability', and 'Tasks'). The main area has a 'Filter:' dropdown set to 'Go', an 'All Events' dropdown, and an 'EVENTS VIEWED BY:' dropdown set to 'Forms'. A table lists events with columns: Due, Scheduled, Actual, Event, Forms, Tasks, and Status. Two events are shown: one due 3/20/2015 for 'Reevaluation Review' and another due 5/31/2012 for 'ANNUAL IEP REVIEW'. Both are marked as 'Non Compliant'. The 'ADD EVENT GROUP' button in the top right corner is circled in red.

2. Choose **Notice of Intent to Implement IEP** and select **Create**

The screenshot shows the 'ADD EVENT' form. On the left is the same navigation menu. The main area has a 'Scheduled Date:' field set to 3/28/2012. Below this is a table with columns: Select, Event Type, and Forms. Three options are listed: 'ANNUAL IEP REVIEW', 'Notice of Intent to Implement IEP' (which is selected with a green checkmark), and 'Reevaluation Review'. The 'CREATE' button in the top right corner is circled in red.

**Please Note:** The *Notice of Intent to Implement* must be added as a separate event