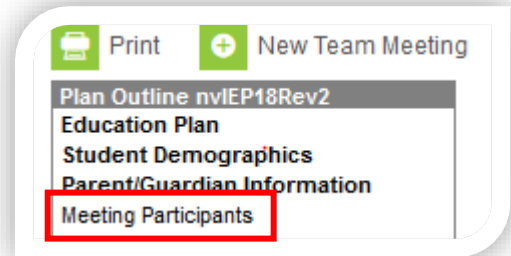


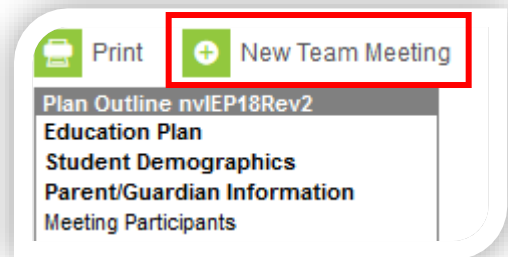
Completing the IEP Meeting Participants Editor in Infinite Campus

COMPLETING THE IEP MEETING PARTICIPANTS EDITOR IN AN IEP

1. Select the Meeting Participants editor.



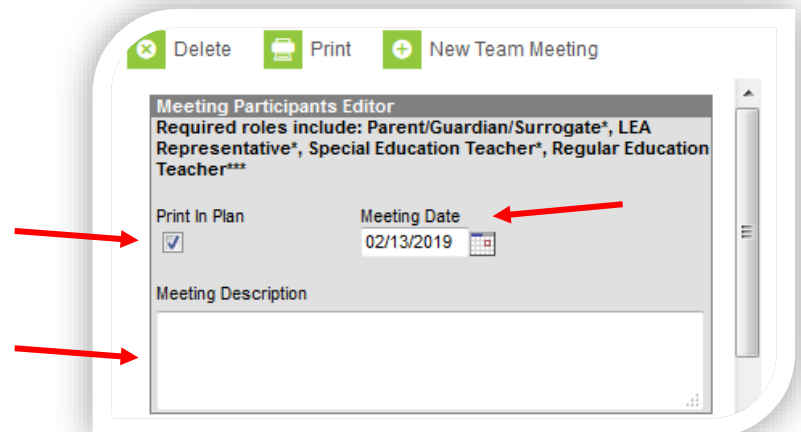
2. Select New Team Meeting.



3. Make sure the 'Print in Plan' box is checked.

Enter the Meeting Date.

Leave the Meeting Description box blank.



4. The Meeting Participants list auto-populates from the Team Members tab. For each team member listed on the IEP Meeting Notice form, select the role of the participant from the drop down and check the 'Yes' box under 'Invited' and 'Attended'.

NOTE: Only the names with 'Yes' selected under 'Attended' will print on the PDF of the IEP.

Team Members not listed on the Meeting Notice may be removed by selecting the 'x' or may be ignored.

The screenshot shows the 'Meeting Participants Attendance Editor' interface. It contains two entries for team members. The first entry, 'SIMON, PAULA', has a red box highlighting the 'Role' dropdown (set to 'LEA Representative*') and the 'Attended' and 'Invited' checkboxes (both checked 'Yes'). The second entry, 'AUSTIN, TARSHA', is shown below it. A red arrow points from the text 'Team Members not listed on the Meeting Notice may be removed by selecting the 'x' or may be ignored.' to the 'x' icon next to the second entry.

To add the parent/guardian name, scroll to the end of the List of Team Members and select 'Add new team participant'.

This screenshot shows the bottom of the 'Meeting Participants Attendance Editor' form. The 'Add new team participant' button is highlighted with a red box. Above it, the 'Role' dropdown and 'Attended'/'Invited' checkboxes are visible.

Leave 'Link to Team Member' blank.

Enter the parent/guardian's last name and first name and select their role. Repeat the process for any additional persons on the Meeting Notice not listed in the Team Member tab.

"Save" or "Save and Continue"

For students 14 and older follow the same procedure as used for adding the parent/guardian.

The screenshot shows a form titled 'Link to Team Member'. It has a dropdown menu for selecting a team member. Below this are fields for 'Last Name' (Smith) and 'First Name' (John). There is a 'Role' dropdown menu set to 'Parent/Guardian/Surrogate'. At the bottom, there are checkboxes for 'Attended' (Yes [checked], No [unchecked]) and 'Invited' (Yes [checked], No [unchecked]). A button at the bottom says 'Add new team participant'.

This editor cannot be saved until all required roles are represented. This includes students 14 years and older.

The screenshot shows a window titled 'Meeting Participants Editor'. It contains a message: 'Required roles include: Parent/Guardian/Surrogate*, LEA Representative*, Special Education Teacher*, Regular Education Teacher***'. Below this are fields for 'Print in Plan' (checked), 'Meeting Date' (02/13/2019), and 'Meeting Description'.

5. Names with 'Yes' selected as attended will print on the IEP Participation page of the IEP

The screenshot shows a form titled 'STATE OF NEVADA INDIVIDUALIZED EDUCATIONAL PROGRAM (IEP) IEP PARTICIPATION'. It lists participants and their roles:

Parent/Guardian/Surrogate*	John Smith	Speech/Language Therapist/Pathologist/Specialist	SHERRON DICKENSON
Student**	Jayne Smith	School Nurse	
LEA Representative*	PAULA SIMON	Interpreter	
Special Education Teacher*	MARSHA LASTWIKA	Other (name and role)	
Regular Education Teacher***	TARSHA AUSTIN	Other (name and role)	
School Psychologist		Other (name and role)	

Footnotes:

- * Required Participant.
- ** Student must be invited when transition is discussed (beginning at age 14 or younger if appropriate).
- *** The IEP team must include at least one regular education teacher of the student (if the student is, or may be, participating in the regular education environment).

NOTE: For an IEP Revision, select "New Team Meeting" and follow the same procedures.

6. **FOR SPEECH-ONLY STUDENTS**

To add the SLP in the proper role for a Speech-only student, scroll to the end of the List of Team Members and select 'Add new team participant'.

A screenshot of a web form interface. At the bottom, a button labeled "Add new team participant" is highlighted with a red rectangular box. Above the button are fields for "Role", "Attended" (Yes/No checkboxes), and "Invited" (Yes/No checkboxes).

Leave 'Link to Team Member', 'Last Name' and First Name' fields blank. Select the role of Special Education Teacher.

For the SLP, select the role of 'Speech/Language Therapist/Pathologist/Specialist', 'yes' under 'Attended' and 'yes' under 'Invited'.

Select 'Save' or 'Save and Continue'



A screenshot of the "Add new team participant" form. Red arrows point to the "Link to Team Member" dropdown, the "Last Name" and "First Name" text boxes, and the "Role" dropdown menu. The "Role" dropdown is currently set to "Special Education Teacher". Below these fields are "Attended" and "Invited" checkboxes.

This will print the SLPs name by the correct role in the IEP Participation.

A screenshot of the "IEP PARTICIPATION" form. It shows a table with two columns for roles and names. The "Speech/Language Therapist/Pathologist/Specialist" role is filled with "SHERRON DICKENSON". Other roles like "Parent/Guardian/Surrogate*", "Student**", "LEA Representative*", "Special Education Teacher*", "Regular Education Teacher***", and "School Psychologist" are also filled with names. Below the table are footnotes explaining the roles.

IEP PARTICIPATION	
Parent/Guardian/Surrogate* first name last name	Speech/Language Therapist/Pathologist/Specialist SHERRON DICKENSON
Student**	School Nurse
LEA Representative* SYLVIA DAVIS	Interpreter
Special Education Teacher*	Other (name and role)
Regular Education Teacher*** PAULA SIMON	Other (name and role)
School Psychologist	Other (name and role)

* Required Participant.
 ** Student must be invited when transition is discussed (beginning at age 14 or younger if appropriate).
 *** The IEP team must include at least one regular education teacher of the student (if the student is, or may be, participating in the regular education environment).