

NV IEP 2015 Data Plan – Creating Data Plans in Infinite Campus

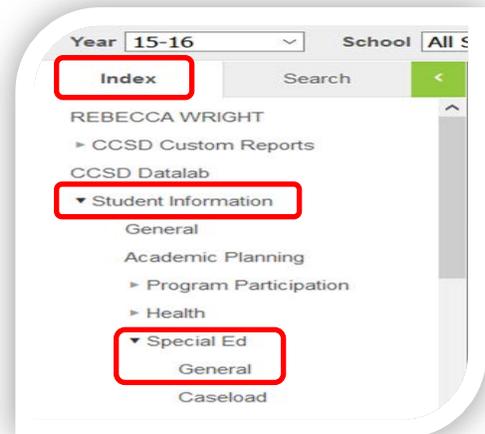
Complete a **NEW NV IEP 2015 Data Plan** for the following situations:

- Initial IEP was completed in Encore
- Annual IEP was completed in Encore
- If there are No Plans created yet
- If there are No Current Plans
- Interim IEP (NV eligibility and being served) that was completed in Encore

1. Search for the student

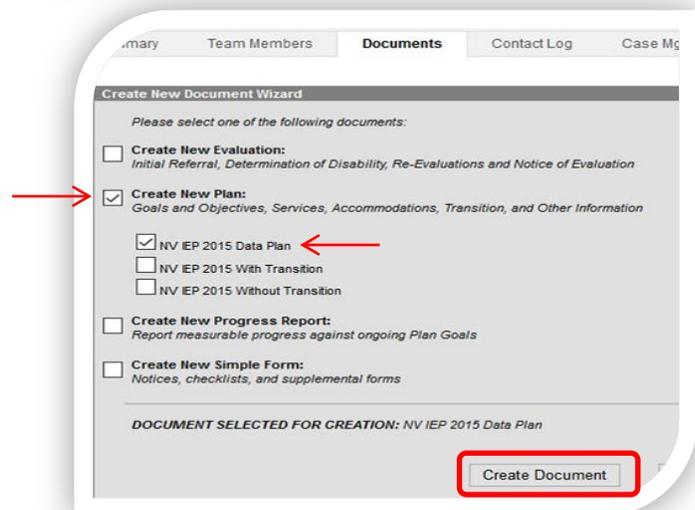
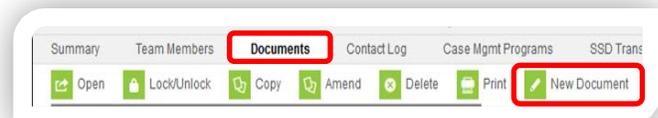
2. Navigate to the **Special Education** module:

- Select the **Index** tab from the navigation pane on the left
- Expand **Student Information**
- Expand **Special Ed** and select **General**



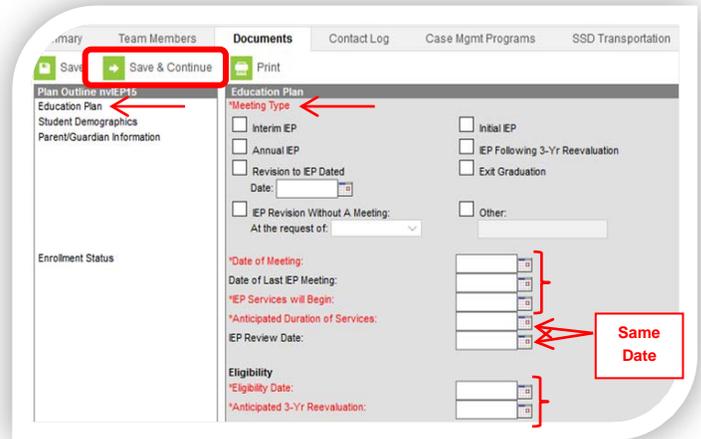
3. Create a **New Document**

- Select the **Documents** tab
- Select **New Document**
- Select **Create New Plan**
- Select **NV IEP 2015 Data Plan**
- Select **Create Document** at the bottom

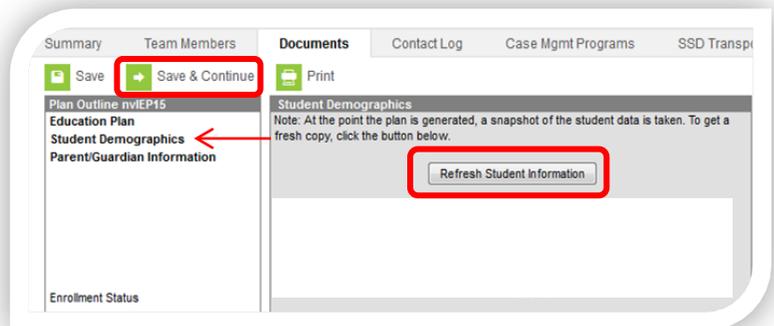


4. Complete all required fields (in **RED**) in the **Education Plan** editor.

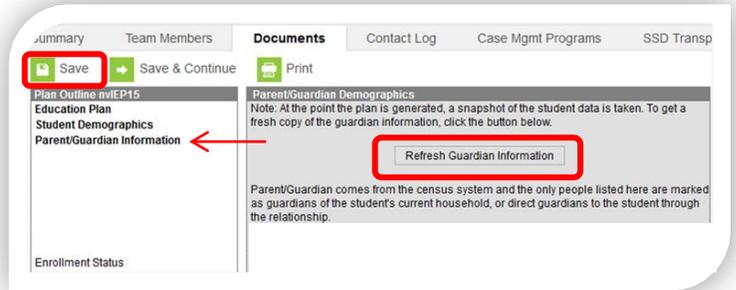
- a. Select a Meeting Type –
 - i. Select **Initial** after an Initial IEP.
 - ii. Select **Annual** after an Annual IEP.
 - iii. Select **IEP Following 3-Yr Reevaluation** after an MDT meeting
 - iv. Select **Interim** for out of state transfer students that are returning to CCSD **AND** have current NV eligibility
- b. Date of Meeting - record the date of the meeting
- c. Date of Last IEP Meeting – Date of Last IEP (if applicable)
- d. IEP Services will Begin - record the date services will begin
- e. Anticipated Duration of Services--(one year minus one day – for example, If Meeting Date is 9/10/15 then use 9/9/16)
- f. IEP Review Date - same date as Anticipated Duration of Services (complete although not in **RED**)
- g. Eligibility Date (last, eval, reeval, or waiver date)
- h. Anticipated 3-Yr Reevaluation (3 years minus one day from the Elig Date – for example, If Elig Date is 9/10/15, then use 9/9/18)
- h. Select **Save & Continue**



5. Review **Student Demographics**, select **Refresh &** select **Save & Continue**

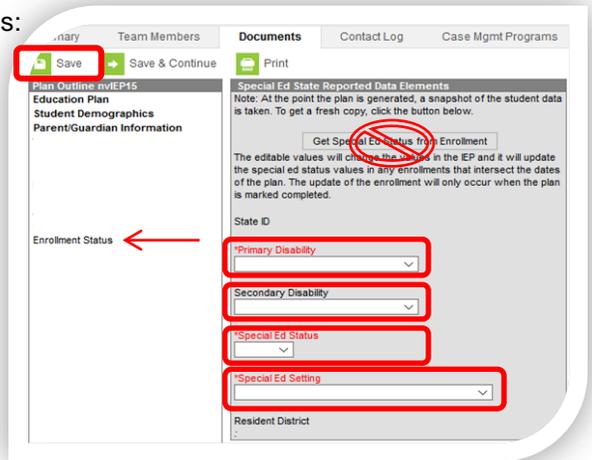


6. Review **Parent/Guardian Information**, select **Refresh** & select **Save**



7. Select **Enrollment Status** editor and update the following fields:
***Do NOT select Get Special Ed Status from Enrollment**

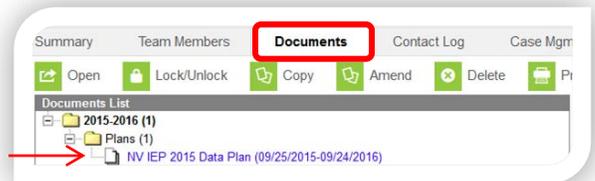
- a. Primary Disability
- b. Secondary Disability (if applicable)
- c. Special Ed Status
- d. Special Ed Setting



8. Select **Save**

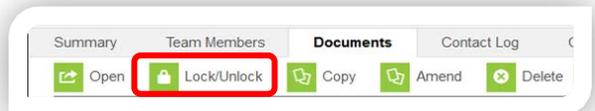
9. Lock the **NV IEP 2015 Data Plan**

- a. Select the **Documents** tab again to refresh the screen



- b. Locate the unlocked **NV IEP 2015 Data Plan** by expanding the Plans folder and highlight the Plan
***Note: The Plan has a piece of paper in front of it (Draft form)**

- c. Select **Lock/Unlock** and select **OK**



10. To confirm the **NV IEP 2015 Data Plan** is locked, expand the Plans folder
***Note: The Plan has a lock in front of it.**

