

"Every Student, Every Classroom"

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

Complete a <u>NEW NV IEP 2015 Data Plan for the following situations:</u>

- 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:
 - a. Select the Index tab from the navigation pane on the left
 - b. Expand Student Information
 - c. Expand Special Ed and select General



- 3. Create a New Document
 - a. Select the Documents tab
 - b. Select New Document
 - c. Select Create New Plan
 - d. Select NV IEP 2015 Data Plan
 - e. Select **Create Document** at the bottom

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1					
Create	e New Document \	Wizard	_	_	_
PI	lease select one of i	the following do	ocuments:		
	reate New Evaluat	ion:			
	itial Referral Datas	mination of Dis	ability Re-Evaluati	ons and Notice of Eval	uation
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- 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 <u>AND</u> 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)
 - 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



Summary	Team Members	Documents	Contact Log	Case Mgmt Programs	SSD Transp
Save	➡ Save & Continue	😑 Print			
Plan Outline Education Pl Student Den Parent/Guard	nvIEP15 an nographics dian Information	Student Demog Note: At the point fresh copy, click t	raphics the plan is generated, a he button below.	a snapshot of the student data is	taken. To get a
			Refresh	Student Information	
	tue				



STUDENT SERVICES DIVISION **Student Education Management Systems**

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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
 - Secondary Disability (if applicable) b.
 - **Special Ed Status** C.
 - d. Special Ed Setting

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Save	→ Save & Continue	🚍 Print		
Plan Outline Education Pla Student Dem Parent/Guard	wiEP15 in lographics lian Information	Special Ed State Note: At the point t is taken. To get a f G The editable value: the special ed stat of the plan. The up is marked complete State ID	Reported Data Elem he plan is generated, e resh copy, click the bu et Special Edwanus fr s will change the s values in any enroll date of the enrolment ad.	ents snapshot of the student data ton below. Enrollment in the EP and it will update ments that intersect the dates will only occur when the plan
Enrollment Sta	tus	*Primary Disability Secondary Disabili	v] ty v]	
		Special Ed Setting Resident District		

- 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



Documents

Сору

NV IEP 2015 Data Plan (09/25/2015-09/24/2016)

Contact Log

Amend

8 Delete

Case Morr

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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.

Documents List		
- 🔒 2015-2016 (1)		
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NV IEP 2	15 Data Plan (09/25/2015-09/2	4/2016)

Summary

Docu E _ 2015-2016 (1)

🖄 Open

ents List

- Plans (1)

Team Members

C Lock/Unlock