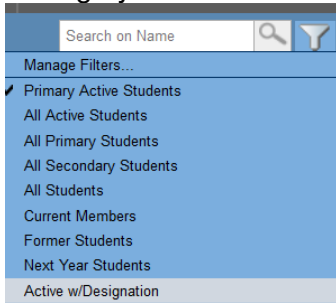
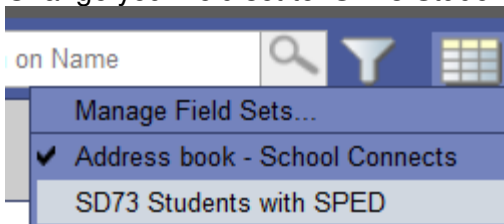


Finding/Reading IEPs from the school view


1. Click the **Student** top tab
2. Change your filter to Active w/Designation



















3. Change your field set to: SD73 Students with SPED




4. You will now see a list of students in your list. The  icon will tell you if a student has an IEP.


0 of 16 selected 

										<i>Designated Students</i>			
<input type="checkbox"/>	Name	Pupil #	PEN	Alerts	YOG	Grade	GrSubLvl	School > Name	EnrStatus	Designation	DOB	Gender	Aboriginal Ancestry
<input type="checkbox"/>	Adamek, Geri	930813	120513239								1/7/1998	M	Metis
<input type="checkbox"/>	Dalton, Raul	391817	121975148								5/28/1999	M	
<input type="checkbox"/>	Ersikine, Tito	460353	121139455								5/21/1999	M	
<input type="checkbox"/>	Gong, Neil	423571	121949846								7/22/1999	M	
<input type="checkbox"/>	Lundine, Rodrick	515156	126817337								12/31/2001	M	
<input type="checkbox"/>	Morningstar, Robertson	459040	123028706								9/22/2000	M	Status - Off Reserve
<input type="checkbox"/>	O'Hanley, Elisha	2014268	140237058								9/19/1998	F	
<input type="checkbox"/>	Ordeman, Gayla	528004	121861231		2017	11		Westsyde Secondary	Active	Q	9/20/1999	F	
<input type="checkbox"/>	Osland, Deryl	506325	122111164		2017	11		Westsyde Secondary	Active	Q	10/21/1999	M	
<input type="checkbox"/>	Pannu, Peggy	506311	121162358		2017	11		Westsyde Secondary	Active	Q	2/23/1999	F	
<input type="checkbox"/>	Runzer, Axel	506157	124986621		2019	09		Westsyde Secondary	Active	Q	2/22/2001	M	
<input type="checkbox"/>	Talbot, Harvey	506061	121159719		2017	11		Westsyde Secondary	Active	Q	9/17/1999	M	
<input type="checkbox"/>	Tian, Yashar	509632	126339241		2020	08		Westsyde Secondary	Active	Q	8/15/2002	M	
<input type="checkbox"/>	Wakeling, Christl	1267676	134266139		2019	09		Westsyde Secondary	Active	Q	8/21/2001	F	
<input type="checkbox"/>	Whiteley, Egan	431264	124667502		2019	09		Westsyde Secondary	Active		7/25/2001	M	Non-Status
<input type="checkbox"/>	Zemba, Caroline	423307	124873696		2019	09		Westsyde Secondary	Active		11/13/2001	F	

5. To select a student, click the check box next to the student's name

1 of 16 selected 

Designated Students - Classes

<input type="checkbox"/>	Name	Pupil #	PEN	Alerts	YOG	Grade	GrSubLvl	School > Name	EnrStatus	Designation	DOB	Gender	Aboriginal Ancestry
<input checked="" type="checkbox"/>	Adamek, Geri	930813	120513239		2016	12		Westsyde Secondary	Active	Q	1/7/1998	M	Metis



Finding/Reading IEPs from the school view

6. Click **Documents** side tab, **IEPs** sub side tab

0 of 2 selected

All Records - BC IEP

<input type="checkbox"/>	ExtendedDictionary > Name	Status	WorkflowPhase	StartDate	EndDate	SpecialEdReferral	IEP type	MeetingDate
<input type="checkbox"/>	BC IEP	Active	Complete	9/24/2015	9/24/2016	9/8/2015	Initial	
<input type="checkbox"/>	BC IEP	Previous	Define School Based Team			3/15/2011	Initial	

7. Select the current IEP (by clicking on the BC IEP)

Scenario 1. The IEP is finished (Status: **Active**, WorkflowPhase: **Complete**)

1 of 2 selected

All Records - BC IE

<input type="checkbox"/>	ExtendedDictionary > Name	Status	WorkflowPhase	StartDate	EndDate	SpecialEdReferral	IEP type	MeetingDate
<input checked="" type="checkbox"/>	BC IEP	Active	Complete	9/24/2015	9/24/2016	9/8/2015	Initial	
<input type="checkbox"/>	BC IEP	Previous	Define School Based Team			3/15/2011	Initial	

Scenario 2. The IEP still in Draft form (Status: **Draft**, WorkflowPhase: **Implement IEP**)

1 of 3 selected

All Records - BC IE

<input type="checkbox"/>	ExtendedDictionary > Name	Status	WorkflowPhase	StartDate	EndDate	SpecialEdReferral	IEP type	MeetingDate
<input type="checkbox"/>	BC IEP	Active	Complete	9/24/2015	9/24/2016	9/8/2015	Initial	
<input checked="" type="checkbox"/>	BC IEP	Draft	Implement IEP	9/24/2015	9/24/2016	9/8/2015	Initial	
<input type="checkbox"/>	BC IEP	Previous	Define School Based Team			3/15/2011	Initial	

Teachers do not have the ability to print the IEP. You will need to see your LART for a printed copy.

There are 9 tabs for the IEP

1. Student Tab

1 Student | Parent/Guardian Information | Student Support Team | Student History | Parent/Guardian Consultation | Student Profile | Adaptations | Adjudications | Goals and Objectives

Name	Adamek, Geri
PEN	120513239
Gender	M
Grade level	12
Date of birth	1/7/1998 Age 17
Home language	English
School > Name	Westsyde Secondary
Case Manager > Name	Ingram, Caroline

Person responsible for writing IEP

Designation	Primary
<input type="checkbox"/> Learning Disabilities	Student's designation(s) Y

2. Parent/Guardian Information

Student | 2 Parent/Guardian Information | Student Support Team | Student History | Parent/Guardian Consultation | Student Profile | Adaptations | Adjudications | Goals and Objectives

Name	Relationship	HomePhone	Address
Slade, Kareen	Mother	(250)555-1234	550 Baywood Cres
Sparrow, Roland	Father	(250)555-1234	550 Baywood Cres



Finding/Reading IEPs from the school view

3. Student Support Team – Persons responsible for Creating/Implementing/Monitoring the IEP

Student	Parent/Guardian Information	3 Student Support Team	Student History	Parent/Guardian Consultation	Student Profile	Adaptations	Adjudications	Goals and Objectives
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	LegalLast	LegalFirst	LegalMiddle	Name	Role
☐	Avon	Oliver			Education Assistant
☐	Akbar	Del		Akbar, Del	Principal
☐	Aliaga	Dagmar		Aliaga, Dagmar	Teacher

4. Student History

Student Parent/Guardian Information Student Support Team Student History Parent/Guardian Consultation Student Profile Adaptations Adjudications Goals and Objectives
Background Information Test - student history background information
Diagnosis / Medical Information Test - student history diagnosis You will see ministry designation here
Previous Assessments Test - student history previous assessments You will see the name of the assessment completed and the date.

5. Parent/Guardian Consultation – The date(s) the parents were contacted with respect to this “version” of the IEP.

6. Student Profile – Information from SD73 Planning Tool

Student Parent/Guardian Information Student Support Team Student History Parent/Guardian Consultation Student Profile
Strengths and Interests Test - student profile strengths
Needs and Challenges Test - student profile needs challenges
Current Assessments Test - student profile current assessments
Current Services Test - student profile current services

Finding/Reading IEPs from the school view

7. Adaptions

12 - Adamek, Geri :: Active

Student | Parent/Guardian Information | Student Support Team | Student History

Category	Adaptation
<input type="checkbox"/> Other	Click here - Provide instruction in small group setting - Pr...

Opens this

Description

- Provide instruction in small group setting
- Provide structured routine
- Use word processor to assist with writing
- Study guides
- Allow use of assistive technology
- Provide additional time to complete tests
- Allow additional time for assignments
- Directions in small distinct steps
- Post daily assignments with due dates
- Avoid penalizing for spelling and/or penmanship
- Make use of adaptive technologies available to the student for testing purposes
- Provide alternate setting for test writing

8. Adjudications: (for high school students)

Student | Parent/Guardian Information | Student Support Team | Student History | Parent/Guardian Consultation | Student Profile | Adaptations | Adjudications

Adjudication
<input type="checkbox"/> Braden will receive EXTRA TIME for his provincial ...

9. Goals and Objectives

Student | Parent/Guardian Information | Student Support Team | Student History | Parent/Guardian Consultation | Student Profile | Adaptations | Adjudications | Goals and Objectives

ID	Domain	Goal
<input type="checkbox"/> A1	Academic/Intellectual	Braden w

Click here

This opens

IEP Goal - Mozilla Firefox

trn.myeducation.gov.bc.ca/aspn/childDetail.do

Specific objectives for this goal

Goal | Objectives

Goal Number * A1

Domain * Academic/Intellectual

Category organization

Subcategory assignment completion

Position Responsible LART

Goal Statement

Goal * Braden will improve his organizational skills with homework completion

Current Level of Performance [Goal Bank Selection](#) | [Add to Goal Bank](#)

Baseline performance Braden is forgetful with due dates. He may start an assignment and forget to complete it or hand it into teacher.