1. Click the **Student** top tab
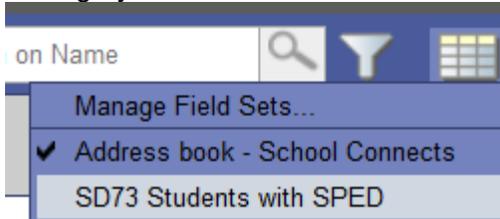2. Change your filter to:
   a. Designated Students – Classes {Middle/High School Teachers / Elementary Prep Teachers}
   b. Designated Students – Homerooms {Elementary teachers}

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.

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

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

0 of 2 selected 🩹   *All Records - BC IEP*

	ExtendedDictionary > Name	Status	WorkflowPhase	StartDate	EndDate	SpecialEdReferral	IEP type	MeetingDate
☐	BC IEP	Active	Complete	9/24/2015	9/24/2016	9/8/2015	Initial	
☐	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*

	ExtendedDictionary > Name	Status	WorkflowPhase	StartDate	EndDate	SpecialEdReferral	IEP type	MeetingDate
☑	BC IEP	Active	Complete	9/24/2015	9/24/2016	9/8/2015	Initial	
☐	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*

	ExtendedDictionary > Name	Status	WorkflowPhase	StartDate	EndDate	SpecialEdReferral	IEP type	MeetingDate
☐	BC IEP	Active	Complete	9/24/2015	9/24/2016	9/8/2015	Initial	
☑	BC IEP	Draft	Implement IEP	9/24/2015	9/24/2016	9/8/2015	Initial	
☐	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 writting IEP

	Designation	**Primary**
☐	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

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 |

	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

7. Adaptions

:: **12 - Adamek, Geri** :: Active

	Student	Parent/Guardian Information	Student Support Team	Student History

	Category	Adaptation	**Click here**
☐	Other	- 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	Adjudicati

	Adjudication
☐	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
☐	A1	Academic/Intellectual	Braden w...

Click here

This opens

IEP Goal - Mozilla Firefox

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

Specific objectives for this goal

Goal	Objectives

Goal Number *	A1	Category	organization
Domain *	Academic/Intellectual ▼	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.