



Printing IEPs

In the *Student Services* view,

1. Click the **Student** Top Tab, find the student, click the **Plans** Side Tab
2. Select the IEP you wish to print

PlanName	Status	StartDate	EndDate	Plan review date
<input type="checkbox"/> 73-IEP-2019V1	Draft	03/09/2018	28/06/2019	04/12/2018
<input type="checkbox"/>	Previous	02/10/2017	29/06/2018	
<input type="checkbox"/>	Previous	30/10/2016	30/06/2017	
<input type="checkbox"/>	Previous	30/11/2015	30/06/2016	
<input type="checkbox"/>	Previous	26/11/2015	29/11/2015	
<input checked="" type="checkbox"/> 73-IEP-2018	Active	25/11/2015	29/06/2018	12/12/2017

3. Click the **Details** leaf
4. Click **Reports** then select either:
 - a. Inclusive Education Plan Report (new format)
 - b. Legacy IEP Report (IEPs create prior to January 2018)

The screenshot shows the 'Details' view of an IEP. The 'Reports' dropdown menu is open, displaying three options: 'Inclusive Education Plan Report', 'Legacy IEP Report', and 'My Job Queue...'. The 'Inclusive Education Plan Report' option is highlighted. Below the menu, the form fields for the selected IEP are visible, including Name, Case Manager > Name, Status (Active), Start date (25/11/2015), End date (29/06/2018), Plan review date (12/12/2017), Plan Name (73-IEP-2018), and Parent Consulted (checked).

In the Pop-up, click Run