

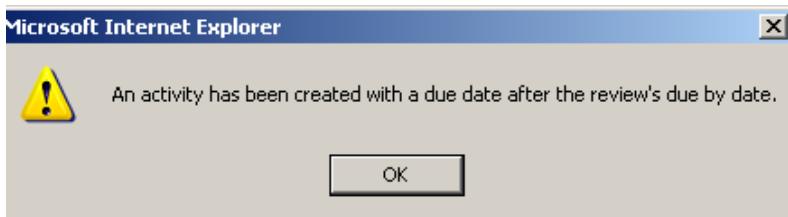
Completing an Evaluation to begin a NEW IEP

By now your bldg rep had made the Service Plan current. Now you can:

1. Find your student
2. Go to Evaluations and Reviews (sidebar)
3. Choose "Find an Evaluation"
4. Change Status to "Completed"
5. Add completion Date at Bottom of page
6. Click SAVE (top of page)

On the sidebar under Evaluations and Reviews

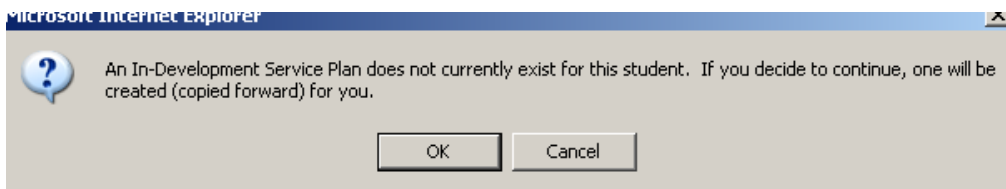
1. Click Add and Annual Review
2. Complete "Due By" date.
3. Click SAVE (at top of screen) If you get this message, see note below.



NOTE: If the date you are entering is not accepted, choose 1 or 2 days prior to that date.

Go to Questionnaire (sidebar)

1. Choose IEP
2. You will get his message:



3. Click OK, and begin your IEP!