

Starting an IEP for a Transfer-In Student

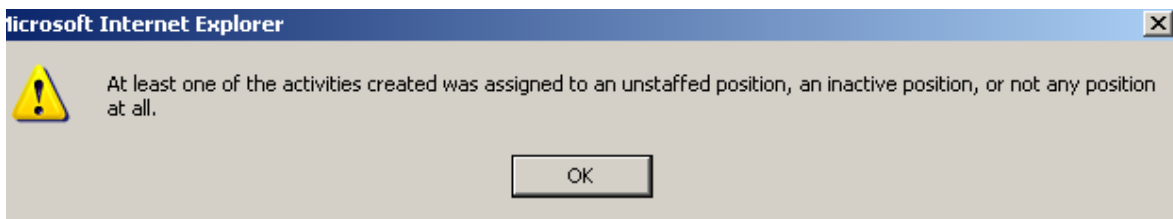
- Before you begin the steps below, contact your Clarity Bldg Rep to verify that the student appears in Clarity.
- If student is NOT in Clarity, have Clarity Bldg Rep add student

Student Sidebar

1. Log into Clarity
2. On the sidebar, click Student
3. Click Find Student
4. Filter by: Name
5. Type in first few characters of student's last name
6. Hit Enter on keyboard, or click GO
7. This will bring up all students at your school w/ that last name.
8. Click on student's name

Evaluations and Reviews Sidebar

1. Click "Add an Intermediate Review"
2. On the Details tab (which you defaulted to), populate these fields:
 - a. Request Date
 - b. Case Manager
 - c. Reason for Review
3. You MIGHT get this screen. Do NOT panic.
4. Click OK.



Questionnaire Sidebar

1. Click IEP or whatever questionnaire you need to access.
2. Continue on with data entry.