

## **“Why Can’t Darylene See my Current IEP?”**

Prior to making a service plan current, the case manager must create the IEP document.

Here is how to create the IEP document:

1. Find a Student.
2. Click on Documents on the side bar.
3. Click on IEP.
4. Click in the checkbox titled final version.
5. Click Submit

At this point you can print a copy of the IEP without the draft watermark or simply close the screen. Then the IEP can be made current.

When these steps are not completed prior to making the Service Plan current, Darylene does not have access to the IEP as a document.