

Lake Central School Corporation

Indiana IEP Instructions General Education Staff



In This Training:

1. Accessing InIEP
2. Uploading Caseload
3. Viewing Students
4. Viewing / Printing IEP
5. Viewing Other Documents
6. Adding Present Levels



Questions? Contact Your Building Trainer
Fred Blush: Grimmer and Clark
Jamie Cole: Homan, Peifer, Watson, Grimmer
Aaron Itczak: Protsman, Bibich, Kolling, Clark
Laura Zeller: High School, Freshmen Center, Kahler



Adding Students to Caseload

1. Login to the Learning Connection.
2. Click on the “App” Tab.
3. Click “Indiana IEP Lake Central School Corporation.
4. Click the “Wizard” Tab at the top.
5. Click “Caseload Setup Wizard”.
6. Click “Add More Students to Caseload”.
7. Enter Search Criteria.
8. Click “View Students”.
9. Check Team Member box for desired students.
10. Click “Add Students to Caseload” or “Add Students to Caseload, Then Find More”.

Caseload Setup Wizard

Users can setup their own caseloads by using the Caseload Setup Wizard.

- Click **WIZARDS** on the Main Menu bar

Log Out | Main Menu | Students | My Docs | My Reports | **Wizards** | School System | | PCG | Progress Monitoring Wizard

- Click **CASELOAD SETUP WIZARD**



Available Wizards New Mail!

[Caseload Setup Wizard](#)

- Review caseload

- The system displays your current caseload

Caseload Setup Wizard - Current Caseload for **John Hancock** New Mail!

| Current Teacher of Record (TOR)/Case Manager | | Team Member | | Student | School | Grade | DOB | Current Current Teacher of Record (TOR)/Case Manager |
|--|-------------------------------------|------------------------------------|-------------------------------------|--------------|--------|-------|------------|--|
| <input type="checkbox"/> Check All | <input type="checkbox"/> Check None | <input type="checkbox"/> Check All | <input type="checkbox"/> Check None | | | | | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Kiwi Hancock | HSCM | 8 | 03/02/1996 | John Hancock |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ben Testing | HSCM | 8 | 06/12/1998 | John Hancock |

(2 Students)

To Delete Students from Caseload:

- Uncheck box of student to remove
 - Utilize the **CHECK NONE** buttons if needed
- Click **UPDATE THE DATABASE**

Caseload Setup Wizard cont.

To Add Students to your Caseload:

- Click **ADD MORE STUDENTS TO CASELOAD**

- Select search criteria by:

- Grade
- School
- Name
- STN
- Status

- Click **VIEW STUDENTS**

- Check TOR or Team Member box for desired students
- Click **ADD STUDENTS TO CASELOAD** or **ADD STUDENTS TO CASELOAD, THEN FIND MORE**

| Current Teacher of Record (TOR)/Case Manager | | Team Member | | Student | School | Grade | DOB | Current Teacher of Record (TOR)/Case Manager |
|--|------------|--------------------------|------------|-----------------|--------|-------|------------|--|
| Check All | Check None | Check All | Check None | | | | | |
| <input type="checkbox"/> | | <input type="checkbox"/> | | Mary Appleseed | KSOE | 9 | 03/13/1997 | Johnny Appleseed |
| <input type="checkbox"/> | | <input type="checkbox"/> | | Sally Appleseed | KSOE | 4 | 08/09/2002 | Johnny Appleseed |
| <input type="checkbox"/> | | <input type="checkbox"/> | | Mary Armstrong | KSOE | 9 | 03/11/1997 | Lance Armstrong |
| <input type="checkbox"/> | | <input type="checkbox"/> | | Sally Armstrong | KSOE | 4 | 08/08/2002 | Lance Armstrong |

(4 Students)



Viewing Student IEPs

1. Log into the Learning Connection.
2. Click on the “App” Tab.
3. Click “Indiana IEP Lake Central School Corporation”.
4. Click on “Students” link at the top.
5. Click “My Caseload”.
6. Click on the student you wish to access.
7. Select “Record Review” as the Reason for Access.
8. Click on the “Documents” Tab to right.
9. Scroll down and click on the Document you would like to view.
10. View, save, or print the PDF document that opens.
11. Documents can be sorted by clicking the column heading.

Accessing Student Account

Select a Student

| CP | Last Elig | Last IEP | School | Grade | Name | Student ID | Age | Dis | Current Teacher of Record (TOR)/Case Manager |
|----|------------|------------|--------|-------|--------------------------------|------------|----------|-----|--|
| | 04/01/2011 | 05/30/2010 | TS | 5 | Ben Testing | BT001 | 10 Years | OI | Kristin Hunter |
| | 04/25/2008 | | TS | 12 | Trevor Testing | TT0001 | 19 Years | SLD | Ryan Brown |

(2 Students)

- Click on students name to access account
- Select reason for access

Verify student information.

If data is not correct, notify your system administrator. This information must be changed through Learning Connection.

Student Access Reason for **Ben Testing**

Reason for Access:

- Evaluation
- Record Review
- Annual Review
- Testing**
- Other


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Viewing Document – Click on Documents tab on the Student Menu bar.

Documents created for Ben Testing

| Del | Doc ID | Date Generated | Document | Status |
|--------------------------|--------|----------------|--|------------------------------|
| <input type="checkbox"/> | 2256 | 06/15/2011 | Notice of Initial Proposed IEP | PDF (Draft) |
| <input type="checkbox"/> | 2102 | 06/03/2011 | Notice of Initial Evaluation | PDF (Draft) |
| <input type="checkbox"/> | 1913 | 05/16/2011 | Billing Medicaid for Health-Related Services | PDF <input type="checkbox"/> |
| <input type="checkbox"/> | 1899 | 05/12/2011 | Billing Medicaid for Health-Related Services | PDF <input type="checkbox"/> |
| <input type="checkbox"/> | 1897 | 05/12/2011 | Billing Medicaid for Health-Related Services | PDF <input type="checkbox"/> |

An 'E' in the 'Del' column indicates that the document is associated with an Event. A 'C' in the 'Del' column indicates that the document is associated with a Parent Contact. In either case, the document can't be deleted until the associated event or contact is deleted.



Entering Present Levels of Performance (PLOP)


1. Log into the Learning Connection.
2. Click on the “App” Tab.
3. Click on “Indiana IEP Lake Central School Corporation”.
4. Click on “Students” link at the top.
5. Click on “My Caseload”.
6. Click on the student you wish to access.
7. Select the drop down arrow to enter your “Reason for Access”.
8. Choose “Record Review”.
9. Click “Continue”.
10. Click on “IEP Process”.
11. Click on “Existing Data”.
12. Complete your “PLOP” in the text field box that reads: “Based on Evaluation . . . “
13. Make sure this includes Your Name, Date, and Subject Areas.

Existing Data

This page is also seen in the Pre-Conference Planning and Evaluation processes.

EdPlan Referral Student: Student Manual

Existing Data

 Instruction - *Note: All responses on this page require a minimum response of 50 characters.

Describe the strengths of the student.

Student's Strengths

Describe the concerns of the parent for enhancing the education of the student.


Parental Concerns

Based on evaluation data, provide a statement of the student's present levels of academic achievement and functional performance, including how the student's disability/suspected disability affects the student's involvement and progress in the general education curriculum or for children in early childhood, participation in appropriate activities.

Statement of Student's Present Levels

Statement by Test User

Enter student's present level of academic achievement and functional performance here.



- Describe the student's strengths, the parent's concerns, and statement of student's current achievement and performance in the appropriate box
- Each response requires at least 50 characters
- Each box has spell check
- Click the **SAVE** button often as you complete the text boxes

Statements about present levels of achievement may be included from multiple sources. You will only have VIEW access to statements created by other sources.