

Steps for Writing an IEP for Eligibility Determination on netIEP

The steps below are designed to provide guidance in the development of an IEP for possible eligibility. If a form is a draft, click on **Save as Partial Draft** tab. If the form is done, click **Save Completed** tab.

1. Go to L.E.A.S.E. Website—Home Page. Click on **netIEP**—Located in **Quick Links** box.
2. Enter username and password. Click **Login to netIEP** tab.
3. Click on **User Tasks** on the menu bar. Click on **Work with Special Education Forms**.
4. Complete **Search Box for Student by Entering Name**.
5. Click on **Select** (far right bottom) by student's name. Warning message will appear for starting a new IEP. If you want to re-enter on current or historical IEP click on **Select Another IEP** tab at top right of Forms List.
6. Click page icon under start column to begin working on the form needed. If you are re-entering the same student you can click on the page icon under the update column.
7. When sending out an IEP meeting notice go to **02 – Parent Guardian of Notification of Conference** form and click on page icon. Click **Add Rows** to add additional IEP team members. *Note: Anyone invited will be imported to the signature form.* Click **Save**.
8. Go to **03—Identification of Needed Assessments** form. Complete all the narrative boxes. **Save**.
9. Go to **Student Reports** at the bottom of the IEP Forms List. Complete either the **Consent for Evaluation or Reevaluation** as appropriate. This can be attached to the IEP.
10. Go to **04—Conference Summary** form. Fill in **Meeting Date** and all other drop downs and boxes. Check the box indicating **Purpose(s) of the Meeting**:
~ **Adverse Effects Section**—If initial ED or reevaluation, place a character in the box and complete at the IEP meeting. **Save**. Note: If annual review need to re-save form 09 for adverse effect to import.
11. **Starting 2010-2011** for **Consideration of SLD** go to **05—Documentation of Intervention Results** form. Complete and date all narrative sections. **Save**. For further guidance in completing this form see the netIEP Help tab at the top right hand corner of the page.
12. Go to **09—Eligibility Determination** form. Complete and date all domain sections. Save as **Partial Draft**. Next, go to **06, 07, 08—Disability Determination Group** forms. Select and complete the appropriate disability areas. At the top of each disability area is a check box **Disability Considered**; this needs to be checked for the form to print. Note, if a disability area was inadvertently selected you must double click to clear. All drop down boxes and radio buttons need to be completed in order to print. **Save**.
Return to 09—Eligibility Determination form by clicking on **Update and Complete the Remaining Determinate Factors**. **Save**.
13. Go to **10—Signature** form. Make sure all buttons and boxes are completed as appropriate. Put a character in the placement box if you need to pre-print. This form and placement will be reviewed and determined during the meeting if you need to pre-print. Complete Current and Future Placement Considerations as appropriate for each individual student's needs. Complete dates placement in effect. **Save**.
14. **Form 20—Excusal of an IEP Team Member**; complete/use as needed. **Save**.
15. Go to **11—Notice of Conference Recommendations** form. Fill in all appropriate items. Make sure to enter appropriate district staff and contact information for **Procedural Safeguards**. **Save**.

Note: When completing Eligibility Determination, disability determination pages completed should correspond with the evaluation/data areas requested from consent (ISBE Form 34-B/C), the “domain”.