

Steps for Writing an IEP for Service on netIEP

The steps below are designed to provide guidance in the development of an IEP for service. 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. Anyone invited will be imported to the signature form. Click **Save**.
8. Go to **04--Conference Summary** form. Fill in Meeting Date and all other drop downs and empty boxes. Check the box indicating purpose(s) of the meeting:
--Adverse Effects section--Need to re-save Form 09 for adverse effect to import —Click **Import** to import adverse effect section from the previous IEP. **Save**.
9. Go to **10—Signature** form. Make sure all buttons and boxes are appropriately completed. 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. Complete Current and/or Future Placement Considerations as appropriate for each individual student's needs. Complete all three placement options reviewed and complete the **Dates Placement in Effect**. **Save**.

In Form **10--Signature Page**, if primary exceptionality is Hearing Impaired, Deaf, Blind, or Visually Impaired check the **yes** radio button. This indicates parents were informed on the existence of Illinois School for the Deaf or Illinois School for the Visually Impaired.
10. Go to **12—General Considerations in the Development of the IEP** form. Enter all boxes, etc. You may put a character in boxes that need to be completed at the meeting, such as parental vision. **Save**.
11. Go to **13—Secondary Transition** form. Completed for students turning 14½ and older. Make sure you complete each box. Note, three anticipated services can be listed for each post-secondary outcome. Also complete the **Indicator 13 Checklist** from the **Document Library** and attach to the IEP. For further guidance in completing this form see the netIEP Help tab at the top right hand corner of the page. Additional information on secondary transition is also available on the ISBE website. When done **save page**.

12. Go to **14—Annual Goals and Benchmarks/Objectives** form. Click **Add New Goal**. Enter all information. Remember, the search tab allows you to search and select goals and benchmarks/objectives from those listed in the resource bank. **Save**.
13. Go to **15—Accommodations and Supports** form. Enter appropriate accommodations. Click **Select** button to search and select which ones are appropriate and click insert item(s). Click all boxes and radio button items. Note, complete LEP (Limited English Proficiency) levels if appropriate for student. Click **save as completed**.
14. If appropriate, go to **16—FBA** form. Make sure you complete all narrative and check box sections. The netIEP Help tab at the top right hand corner of the page has additional guidance for completing the form. When done, **save**. Note: completing an FBA does require completion of Form 3—Needed Assessments and Consent for Evaluation or Re-evaluation.
15. If appropriate, go to **17—BIP** form. Complete all narrative and check boxes. The netIEP Help tab at the top right hand corner of the page has further guidance for completing the form. When done **save**.
16. Go to **18—Schedule of Educational Services** form. Fill in all appropriate boxes. Note, you will need to enter by semesters or full year. Make sure you click on calculate button in related service if the student is pulled from the general education classroom. **Save**.
17. **Form 20—Excusal of an IEP Team Member**, complete and use as needed.
18. Go to **11—Notice of Conference Recommendations** form. Fill in all appropriate items. Make sure to enter a name and contact information for Procedural Safeguards. **Save**.
19. If IEP is for initial special education placement then also complete the Parent/Guardian Consent for Initial Provision of Special Education and Related Services. This form is located below the IEP Forms List in the Student Reports section. Complete this page, save, and then attach it to the IEP.