

Tips

- If two people are working on the same IEP page at the same time, **only one person's work will be saved.** We advise that if you enter a form that someone is working on (indicated at the top of the page in **yellow**, exit and work on a different form.
- On the Student Record Form always update any changes here before starting a new or existing IEP, such as: address, grade, reevaluation date etc. Once completed, save.
- If saving IEP as "Complete", make sure to put a character in boxes that you will fill in during the meeting. Only applies to asterisked boxes/areas.
- If you already have an existing IEP, make sure to click on the IEP Task Tab "Select Another IEP" to do an amendment. Attach the appropriate IEP forms per the identified minor change.
- Always save as completed prior to printing a final copy. A print button will appear once the document is saved as complete. Make sure you have checked Print Preview and "shrink to fit" if needed.
- In order for the student's disability/adverse effect to show up on Form 04, (Conference Summary), you need to fill out the disability information Steps 1-4 at the bottom of Form 09, (Eligibility Determination). Clicking on the Import button on Form 04 will then transfer the adverse effect.
- **Indicate IEP is "Finished" must be selected in order for L.E.A.S.E. to know that an IEP is done.** An IEP that has been saved as "complete" does not alert L.E.A.S.E. that the IEP is done and ready for review.
- ***Please do not send paper IEP copies to L.E.A.S.E.*** A copy of a "signed" IEP is not required to be on file at L.E.A.S.E.
- Content Clarification on 10 Day Waiver, Form 10, (Signature Page). This 10 Day Waiver references the interval or (10 calendar days) before the IEP of record is implemented. On Form 11 (Notice of Conference Recommendations), the 10 Day Waiver is in regards to the interval of (10 calendar days) before an initial or change in placement occurs.
- On Form 19, Amendment, phone number of who completed the form needs to be written in after form printed out.
- Check your computer's Browser setting if you have a form that is not printing correctly or you receive an "error" message. Javascript needs to be enabled for some pages of netIEP to function properly. Enabling Javascript support is posted on the LEASE website.
- When cutting/pasting text from another document into a netIEP Form be careful. At the end of the text either highlight the text or click on the delete button of your keyboard until the white space is completely deleted; you will no longer be able to scroll down in the text box. Doing this will allow the form to print in one or two pages instead of several pages due to unused space now being cleared.
- On the Student Record under the Parent/Guardian section, the check box—pull address from student address, needs to be checked for that information to transfer.