



## START AN IEP

How to start an IEP for a student using netiEP

1

### Work with Special Education Forms

Complete, edit, and print a student's special education documents. Complete these forms online.

2

### Select A Student

To Start an IEP, you must first select a student. There are multiple ways to select a student.

A

B

Available Students    Your Case Load

#### A Search Students

To find a student, enter one or more letters from the student's last name. When search results appear, click SELECT to select a student or narrow your search. Click INCLUDE DEACTIVATED STUDENTS to include deactivates students in your search results.

B

#### Your Case Load

For convenience, students on your case load are listed here. Click SELECT to select a student.

3

### Select A Process

To Start an IEP, you must select "Start a New IEP" from the menu.

#### Start a new IEP



4

### Enter A Start Date

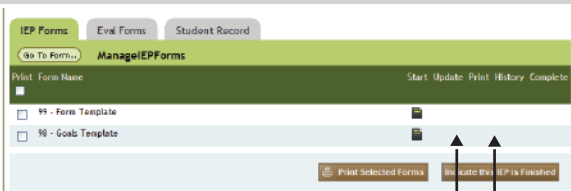
Enter a start date for the IEP/ARD.

Enter an IEP/ARD date:



## WORK WITH FORMS

Student specific IEP/ARD forms are available here



Start a form  
Edit a previously started form  
Print a form  
View history

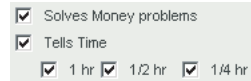


## UNDERSTANDING FORM CONTROLS

### Working with Form Controls

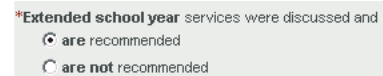
#### Checkboxes

Able to select more than one.



#### Radio Buttons

Only able to select one of many



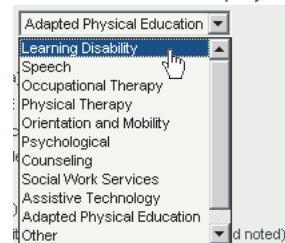
#### Dates/Calendar

You may type in a date or click the calendar icon



#### Drop Down Boxes

Click the arrow to display list of choices



#### Tip

Press a letter on your keyboard to jump down the list.

## TOOLS

netiEP features a number of tools to help you.



### Run Reports

Predefined reports are available here. You may elect to print and/or view reports on screen. Reports are created from real-time information and are based on the most current data available.



### Select a Document

Select a document from the Document Library. These documents may be in a format such as Microsoft Word or PDF format. These forms are not intended to be completed online.



### Submit an Issue

Use this tool if you encounter an error or unexpected system behavior when using netiEP. Issues are tracked and reported to individuals in the district and/or at Netchemia.