

LaSalle/Putnam County Educational Alliance for Special Education

1009 Boyce Memorial Drive Ottawa, IL 61350

PHONE/TDD: (815) 433-6433 FAX: (815) 433-6164 WEBSITE: www.lease-sped.org

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 for Student by Last Name**. Click **Search** tab.
5. Click on **Select** (far right bottom) by student's name.
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**.
- 11 **Starting 2010-2011** for **Consideration of SLD** go to **05—Documentation of Intervention Results** form. Complete and date all narrative sections. For further guidance in completing this form see the netIEP Help tab at the top right hand corner of the page. **Save**.
- 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 being considered it is necessary to select a primary or secondary exceptionality in order to print the form. Note, if a disability area was inadvertently selected the form can be cleared by clicking on the clear tab in the upper right corner. 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. This form and placement will be reviewed and determined during the meeting. **Save**.
14. 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**.

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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 for Student by Last Name**. Click **Search** tab.
5. Click on **Select** (far right bottom) by student's name.
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—Click **Import** to import adverse effect section from the previous IEP. If it is an initial IEP place a character in this box and then **Save**.
9. Go to **10—Signature** form. Make sure all buttons and boxes are appropriately completed. Put a character in the placement box. This form and placement will be reviewed and determined during the meeting. Complete all three placement options that were reviewed. **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 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. 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**.
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, fall etc. Make sure you click on calculate button for each completed service area. **Save**.
17. 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**.
18. 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.

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Additional netIEP Procedures

Completing a Transfer IEP

1. On **04-Conference Summary** form mark the **Other** box and insert **Transfer IEP/Accept**.
2. Fill out **18-Schedule of Educational Services** form. Must show the same services as prior IEP if accepting prior IEP.
3. Save pages as complete. If a scanner is available and a this is a new student to the cooperative, scan in all other IEP pages. Indicate **IEP is finished** and submit to LEASE.
4. If a student has a transition form and/or a BIP, make sure to update the IEP on netIEP forms. This also applies to students that move in from another cooperative.

Individual Service Plan Report (ISP)

Access ISP Forms (including the ISP cover page) from the L.E.A.S.E. Website. Save to hard drive. Type, save, and attach them to netIEP Form 02-Notice of Conference and Form 11-Notice of Conference Recommendations. Also, complete any necessary changes in the Student Record. If doing an initial eligibility or reevaluation, netIEP Eligibility forms can be completed and submitted as final once the ISP pages are attached.

Amendment

Use only for minor changes (goals, accommodations, minor adjustment to minutes when schedule changes occur, and ISAT information/accommodations, etc.).

1. On **19-Amendment** form write in Explanation of the Change. Complete all other boxes.
2. If you already have an existing IEP, make sure to click on the IEP Task Tab to do an amendment. Attach the appropriate IEP forms indicating the identified minor change.
3. Save as completed on each form. Indicate **IEP is Finished** and submit to LEASE.

Printing (Applicable to Internet Explorer)

1. Make sure form was saved as complete.
2. Go to **Print** on the top tool bar.
3. Click on **File**; click on **Page Setup—Remove Page Header or Footer**. Click on **Okay**.
4. Click on **Print** button.
5. In addition, clicking on **File** allows you to select **Print Preview**. This lets you **Shrink to Fit Any Page**.
6. Click on Printer to print.

Attaching a Document to the IEP

1. Scroll down to bottom of Forms List in User Tasks of netIEP to view “Add Attachment” feature.
2. If creating a Document, do so in Microsoft Word or Excel. Save and name the document, e.g. “Notes” page.

The steps that follow would also apply for attaching scanned documents or a form from the Document Library of netIEP.

3. To attach created document click on “Add Attachment”.
4. Click on “Browse”, click on saved document you want to attach.
5. Select whether you want document/file on this student or on all students, (Step 2) shown on attachment screen. We advise selecting attachments only for this IEP.

Caution – selecting all means the attachment goes on all students within the cooperative.

6. Click on “Upload selected file/document”, (Step 3).
7. Document should now be attached.

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 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 to show up on Form 04, (Conference Summary), you need to fill out the disability information at the bottom of Form 09, (Eligibility Determination).
- 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 copies to 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.