

SPECIAL EDUCATION END USER



Description: The special education end user curriculum will cover creating teams, documents and contact log entries.

Time: 2 hours

Campus Overview (15 minutes)	<ul style="list-style-type: none"> • Learn navigation • Learn help options • Learn search procedures
Team Members (30 minutes)	<ul style="list-style-type: none"> • Learn difference between “Find and link new team member” and “Enter new team member” • Learn applications of different team roles
Case Load (15 minutes)	<ul style="list-style-type: none"> • View caseload and icons • Understand who should appear in caseload
Documents (30 minutes)	<p>Learn how to add, edit, lock, copy and print Special Education documents</p> <ul style="list-style-type: none"> • Evaluations • Learning Plans • Progress Reports • Other documents as needed • Learn how to use templates within the documents • Practice using spell check within documents • View Special Education data in student enrollment to see connections between IEP and state reporting
Contact Log (10 minutes)	<ul style="list-style-type: none"> • Learn how to use the contact log
Blank Documents (10 minutes)	<ul style="list-style-type: none"> • Learn how to use blank documents
Review (10 minutes)	<ul style="list-style-type: none"> • Review key words and questions • Complete training survey

Review Questions

1. What 2 things allow a teacher to view a student’s IEP from their roster in the Instruction module?
2. What triggers a student to appear on a user’s caseload?
3. If an IEP has been locked, is there a way to unlock it?

Campus Key Words

- Find & Link New Team Member
- Locked IEP
- Template



SPECIAL EDUCATION



OVERVIEW

The Special Education portion of Student Information provides a point of entry for all aspects of a student's special education process, including the formation of a team, filing an evaluation, creating an IEP, reporting on student progress on the goals and objectives within the IEP and other documentation as required for Special Education. The integration in Campus allows one point of entry for demographic and state-reporting data and the ability to provide stakeholders with the proper documentation of a student's learning plan and the required accommodations.

OBJECTIVES

By the conclusion of this lesson, the learners will be able to

- Create a team for a student.
- Use the online tools to create an evaluation and IEP.
- Use the online tools to fill out other documents using FDF format.
- Create entries in the Contact Log.

Team Members

The Team Members tab can be used to track individuals working with a student. Find & Link New Member will show all individuals who have a connection to the student, either through the student's household(s), their schedule, and staff members at school who would work with multiple students such as principals or counselors.

Start Date	End Date	Title	Name	Role
04/18/2006		Father/Son	Abegg, Harrison	Read-Only
04/18/2006		Mother/Son	Abegg, Glissa	Read-Only
04/18/2006		Teacher (TEACHER)	Bour, David	View-Only
04/18/2006		Teacher (SPEDSTAFF)	Adams, David	Case Manager
04/18/2006		Principal (ADVISORSTAFF)	Hamilton, Alexander	Advisor
11/10/2006		(TEACHER)	Teacher, Demo	Read-Only
11/21/2006		(TEACHER)	Lifeflearn, Dave	

NOTE: Teachers that only need to know that a student has an IEP and do not need access to read it, should not be added to the team. They will see an icon on the roster indicating that the student has an IEP.

To Create a Planning Team:

To add a person who exists in Campus.

1. Select Find & Link New Member.
2. Select the person that you wish to add.
 - Parents/Guardians will be located under the Census dropdown list.

Parents who are also Special Education staff members in the district should not see their children through their case load UNLESS they are listed as a service provider or case manager for their child. This will prevent parents who are also Special Education staff from having write/change access to their child's IEP in Campus.

- **Case Manager**- the individual responsible for team coordination and the student's overall IEP. The team manager will see the student's name in their SPED case load.
- **Read Only** is teacher level of access that will allow the teacher to open the plan from the icon in their roster.
- **Service Providers** are individuals who within the plan are providing services and need access to the learner plan through their case load.

If enabled in special education preferences, a "Fetch Classroom Teachers" button will be seen on the team members tab that will automatically add the child's teachers to their learning team. Their start and end dates will be based on the term dates defined by your system administrator.

Special Education

- Teachers that have this student in their roster will be located under the Classroom Teachers dropdown list.
 - Counselors and principals will be located under the Advisors dropdown list.
3. Set their Role on the team.
 4. Select Add Member at the bottom.
 5. Repeat steps 1 through 4 for all members on the team.

To add a person that is not already in Campus.

Additional individuals (such as outside consultants) who are not in Campus may be added to the students team by using “Enter New Team Member.” This option does not add them to the Census.

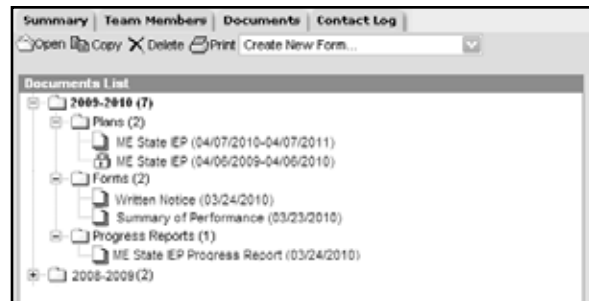
1. Select Enter New Team Member.
2. Enter the Start Date on the team.
3. Enter their Title and Last and First Names.
4. Enter their Qualifications, if desired and contact information.
5. Select Save at the top of the tab.




If set up in system administration, reminders can be sent to a case manager's process inbox regarding the completion of specific steps in the special ed process. For example, reminders can be sent regarding student's turning 18, IEPs that are ending and windows to complete evaluations.

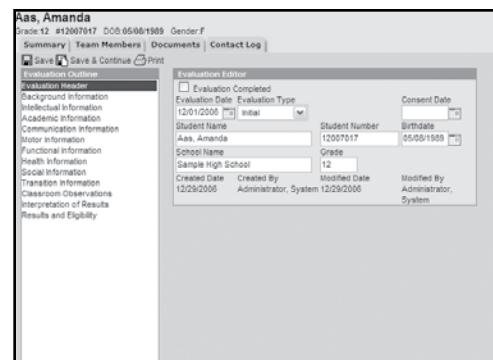
Documents

Four types of documents exist in the Campus Special Education system: evaluations, the IEPs, progress reports, and other documents. The Evaluation and IEP are created using a system of on-screen editors. The user will be able to define a new plan by selecting the editors in the list. The SPED administrator of the district, working in conjunction with the Campus administrator will select template pieces to create the evaluation and IEP. Other documents may be created using FDF forms that may then be filled out using Acrobat.




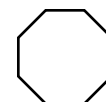
Evaluations

A student evaluation is created using a series of template pieces. Each state has a specific set of templates and Campus also includes a series of state-neutral templates that can be included as well. The steps involved in creating a student evaluation will depend on the template pieces selected by district administration.



Generic Steps in Creating an Evaluation

1. In the Create New Form dropdown, select the evaluation template.
2. On the Evaluation header, enter the date and type of the evaluation.
3. Select Save & Continue.
4. While filling out the sections of the evaluation, district-defined templates may be used by clicking the  icon and then selecting the relevant content from the template bank.
5. When an evaluation form is completed, opening the evaluation and checking the completed box will mark it as complete and lock the file.

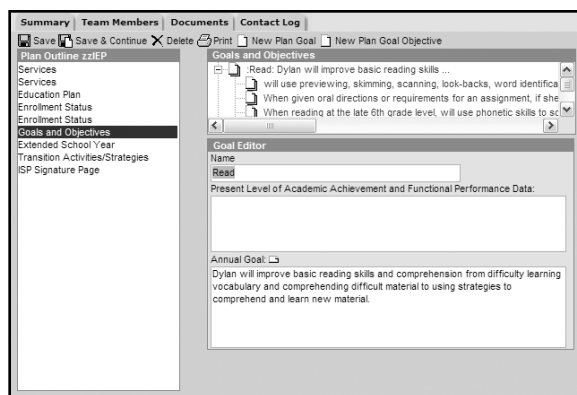


When completing the IEP, sections that have been completed will become bold in the outline. In addition, each template may be printed as needed.

IEP


An IEP in Campus is created using a series of template pieces.

Each state has a specific set of templates that are used in creating an IEP. Campus also includes a series of state-neutral templates that can be included as well. Templates are selected and sequenced in the System Admin-



istration area of Campus. The specific content and steps involved in creating a student's IEP will depend on the template pieces selected.

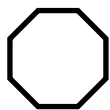
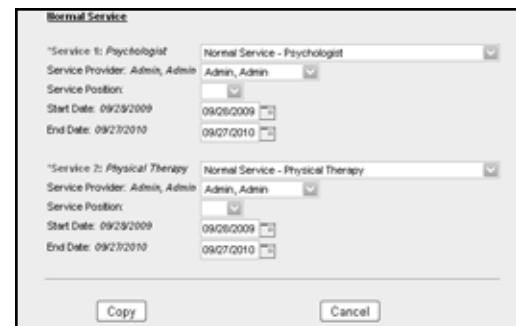
Generic Steps in Creating an IEP

1. In the Create New Form dropdown, select the correct plan template
2. On the Education Plan header, enter the meeting date. The start date and end date for the plan will automatically fill in based on state rules.
3. Select Save & Continue.
4. Student and parent demographic data can be pulled from the Census database and included in the IEP.
5. When creating goals and objectives for the plan, click new plan goal. Enter the goal and click Save, not Save and Continue.
6. To add objectives to the goal, select the goal in the goals and objectives section. Click new plan Goal Objective to add an objective to the goal.
7. While filling out the sections of the IEP, district-defined templates may be used by clicking the  icon and then selecting the relevant content from the template bank.
8. When a plan is completed, checking the completed box will mark it as complete and lock the file. Once a plan is completed, it will be available to teachers on the team from their rosters in the Instruction module, and if SPED documents are available on the Portal, the plan will also be available from the Parent Portal.

Copying a Learning Plan

The Plan Copy Wizard allows a user to copy a selected plan to a specific plan and enter the start date of when the new plan would start.

1. Select the plan that needs to be copied from the Documents List.
2. Select Copy at the top of the tab. A warning will appear explaining that the plan is about to be copied. Click OK.
3. Select the New Plan Type from the dropdown list.
4. Modify the Start Date of the new plan. The new plan start date should be AFTER the existing plan start date.
5. Modify the End Date of the new plan. The new plan end date should be AFTER the existing plan end date.
6. If there are no services listed, continue to step 12. If there are services attached to the plan that is being copied, continue to the next step.
7. Select the Service for the new plan. The existing service will appear in italics next to the field. This will be defaulted to the currently selected service.
8. Select the Service Provider from the dropdown list.
9. Select the Service Position from the dropdown list.
10. Enter the new Start Date of the service. Existing dates will appear in italics next to the field and in the date fields.
11. Enter the new End Date of the service. Existing dates will appear in italics next to the field and in the date fields.
12. Click Copy. A warning message will appear noting what will happen to the existing plan.
13. Click OK to continue. The plan will be copied to the Documents List and is ready for additional modification, if necessary.



Services on the plan being copied that start after the plan being copied ends will be deleted from the old plan but added to the new one.



When the copy process begins, the following occurs:

- The plan being copied is updated with an end date that is one day prior to the new plan start date.
- Services on the plan being copied will be ended with a date that is one day prior to the new plan start date.
- Services that have already ended when the plan is copied will not be changed.

Forms

PDF forms may be created at district level and uploaded to Campus. PDF forms allow the user to fill out the form using Adobe Reader and save the form to Campus. In addition, data elements (such as name and address) may be pulled from Campus, reducing the amount of data entry in the form.

Filling Out an FDF Document

1. On the Documents tab, select the form from the Create New Form drop-down.
2. Certain fields on the form may be pre-populated from the Campus database. Additional fields may be typed in by the user or marked with checkboxes or radio buttons.
3. To save the form, click the Save button and the document should be listed in the List Editor on the Documents tab.
4. To print a saved PDF, select the document and click Print at the top of the tab. Once the PDF opens, press Print on the PDF menu.



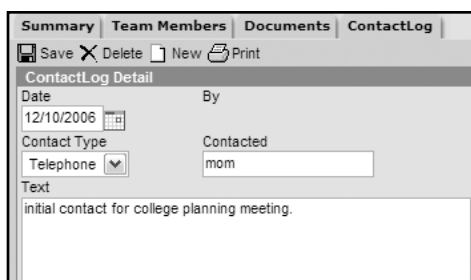
Uploading Documents

Word documents (with the file extension .doc) can be uploaded to the student's Document tab as needed by selecting Upload Document in the dropdown list.

Contact Log

To view the contact log, select the Contact Log tab. To see each entry fully, select the entry in the Log.

1. Select New.
2. The date and the name will automatically be set.
3. Choose the Contact Type from the dropdown list.
4. Enter the Name of the person that you contacted or attempted to contact.
5. Under Text, put in the details of the contact – reason, number called, message left and with whom, etc.
6. Select Save at the top of the tab when done.



Printing the Contact Log

1. To print the Contact Log, simply click Print at the top of the page.
2. The PDF will show the Contacts Listed by Date for this student.
3. Select print on the PDF menu to send it to your printer.

