

# Mock IEP Addition in Infinite Campus – Schools Not Using SPED Module

## Instructions to Create Mock IEP

1. Ensure the SPED staff at your school have provided you a complete and updated list of all students on an IEP. This will change as new students are identified and others are exited, so this should be done periodically throughout the school year.
2. Log into Infinite Campus and navigate to a student that is identified as having an IEP.
3. Click on the **General** section under **Special Ed** on the menu on the left side of the screen, then navigate to the **Documents** tab at the top.

The screenshot shows the Infinite Campus interface. On the left sidebar, under 'Special Ed', the 'General' option is highlighted. At the top of the main content area, the 'Documents' tab is selected. A red arrow points from the 'General' link in the sidebar to the 'Documents' tab. The 'Documents' tab contains a 'Documents List' table and a toolbar with buttons: Open, Lock/Unlock, Copy, Amend, Delete, Print, New Document, and Upload Document. The 'New Document' button is highlighted with a red box.

4. Click on **New Document**. A new window will appear titled *Create New Document Wizard*. Check the box next to **Create New Plan** and check the box next to the subsequent **IEP** option. Next, click **Create Document**.

The screenshot shows the 'Create New Document Wizard' window. It has a title bar with 'Summary', 'Team Members', 'Documents', and 'Contact Log'. The main content area says 'Please select one of the following documents:'. There are four options, each with a checkbox: 'Create New Evaluation', 'Create New Plan', 'Create New Progress Report', and 'Create Custom Form'. The 'Create New Plan' checkbox is checked, and a red box highlights it. Below it, the 'IEP' option is also checked, and a red box highlights it. At the bottom, it says 'DOCUMENT SELECTED FOR CREATION: IEP'. A red box highlights the 'Create Document' button.

5. Within the Education Plan section of the newly created IEP, enter a valid **IEP Meeting Date** and **IEP Start Date** based on when the student started their IEP. If it is a returning student, utilize the first day of this school year as the initial date. The **IEP End Date** can be the last day of school but must be updated when student exits Special Education. Click **Save**.

The screenshot shows the 'Education Plan' section of the newly created IEP. It has a title bar with 'Summary', 'Team Members', 'Documents', and 'Contact Log'. The main content area has a left sidebar with a list of options: Plan Outline colEP14, Education Plan, Enrollment Status, Student Demographics, Parent/Guardian Demographics, IEP Signature Page, Team Meeting, PLAAFP, Special Factors, Behavior Intervention Plan, Learning Media Plan, Communication Plan, Health Care Plan, Secondary School Experience, Agency Referrals, Postsecondary Transition Plan, and Transfer Rights. The 'Education Plan' option is selected. The main content area has a title bar with 'Save', 'Save & Continue', and 'Print'. Below the title bar, there are two date fields: 'IEP Meeting Date' and 'IEP Start Date', both with a calendar icon. The 'IEP Meeting Date' is set to 08/19/2019 and the 'IEP Start Date' is set to 08/19/2019. A red box highlights both date fields. To the right, there is an 'IEP End Date' field with a calendar icon, set to 05/24/2020, also highlighted with a red box. Below the date fields, there is a 'Type of IEP:' section with four options: 'Initial IEP', 'IEP Review', 'Amendment to IEP Dated:', and 'N/A (Student did not qualify)'. The 'Initial IEP' option is selected. A red box highlights the 'Initial IEP' option.

- Navigate to the **Enrollment Status** section of the IEP Plan Outline. Complete the fields within the *After Meeting Section*, including the **Primary Disability**, **Secondary Disability**, and **Special Ed Status**. Click **Save**. If the student already has these fields input on the current year's line of enrollment, the **Get Special Ed Status from Enrollment** can be clicked to populate that information here automatically.

**Plan Outline: coleP14**

- Education Plan
- Enrollment Status**
- Student Demographics
- Parent/Guardian Demographics
- IEP Signature Page
- Team Meeting
- PLAAFP
- Special Factors
- Behavior Intervention Plan
- Learning Media Plan
- Communication Plan
- Health Care Plan
- Secondary School Experience
- Agency Referrals
- Postsecondary Transition Plan
- Transfer Rights
- Annual Goals and Objectives
- Accommodations/Modifications
- Extended School Year
- State/District Assessments
- Service Delivery Statement
- Services
- LRE
- Projected Completion
- Prior Written Notice

**Special Ed Status Reported Data Elements**  
 Note: At the point the plan is generated, a snapshot of the student data is taken. To get a fresh copy, click the button below.

**Get Special Ed Status from Enrollment**

The editable values will change the values in the IEP and it will update the special ed status values in any enrollments that intersect the dates of the plan. The update of the enrollment will only occur when the plan is marked locked.

State ID

Total Instructional Minutes (per week)

**Prior to Meeting**

Primary Disability

Secondary Disability

Special Ed Status

Primary Special Education Environment

Resident District

Home Primary Language

**After Meeting Status**

Primary Disability  
11: Developmental Delay

Secondary Disability  
00: None

Special Ed Status  
1: Yes

Primary Special Education Environment

- Navigate back to the main **Documents** tab and find the newly created IEP under **Plans**. Highlight the IEP and click on the **Lock/Unlock** button to ensure it is locked. If an IEP is not locked, the student's IEP status will not properly extract for state reporting.

Summary Team Members **Documents** Contact Log

Open Lock/Unlock Copy Amend Delete Print New Document Upload Document

**Documents List**

2019-2020 (1)	Plans (1)
IEP (08/19/2019-05/24/2020)	

- Complete these steps for all students with IEPs in the current year and lock each of them to ensure they report correctly.
- Once completed, navigate to the *CO State Reporting* section and the Student Interchange. Extract a new Student Demographic (SD) file, which is named *Student Layout* in Infinite Campus.
- Open the file and review the students who have been updated to ensure that Column S (Primary Disability) now contains the students accurate Disability Type. If this is still zero-filled, verify the IEP was actually locked with accurate date ranges.
- Ensure you are getting updated lists from the SPED team on a regular basis to add any newly identified students in Special Education or exit any students who have left. Exit dates will become important for the Discipline Collections.