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



## Instructions to Create Mock IEP

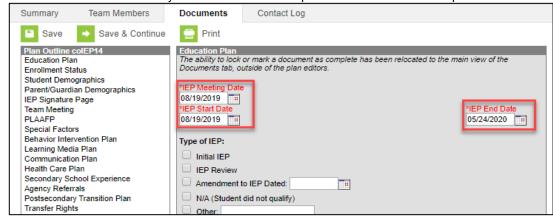
- Ensure the SPED staff at your school have provided you a complete and updated list of all students on an IEP. This will
  change as new students are identified and others are exited, so this should be done periodically throughout the school
  year.
- 2. Log into Infinite Campus and navigate to a student that is identified as having an IEP.
- 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.



 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.

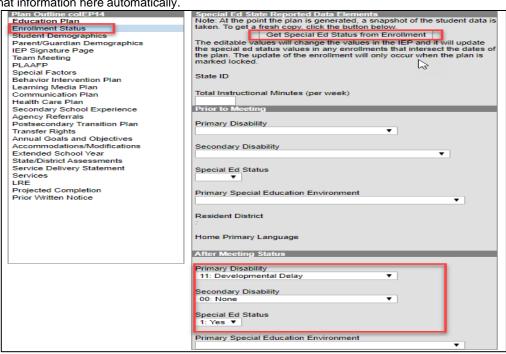


5. Within the Education Plan section of the newly created IEP, enter a valid IEP Meeting Date and IEP Start Date based on when the student started their IEP. If it is a returning student, utilize the first day of this school year as the initial date. The IEP End Date can be the last day of school but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



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6. 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.



 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.



- 8. Complete these steps for all students with IEPs in the current year and lock each of them to ensure they report correctly.
- 9. 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.
- 10. 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.
- 11. 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.