

WINDWARD DISTRICT

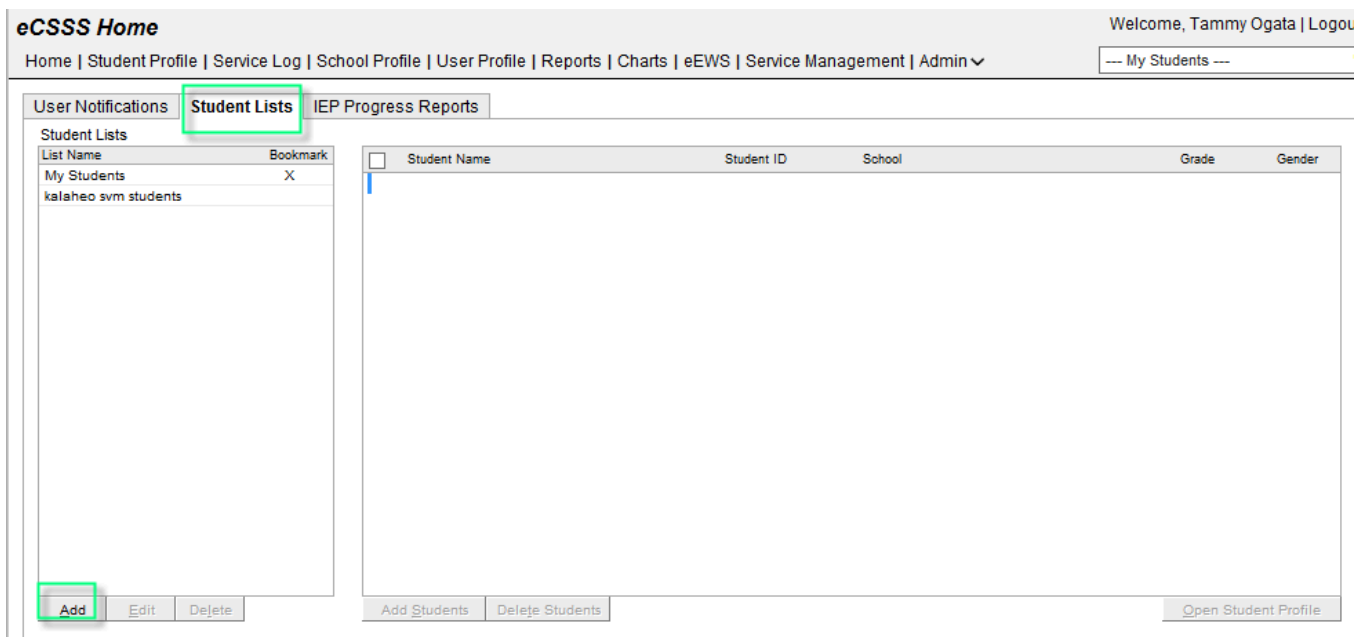
1) Login – (Access is requested by SSC or District User Manager)

- a. www.ecsss.k12.hi.us
- b. Username and Password
- c. Login to Sandbox Server (practice, playground server containing fake data)
- d. Username and password
- e. Student Profile

2) Creating a Student List (create groups for your login only, and then add students to your group)

Student Lists TAB / Add

- a. **List Name:** *Type group name of your choice*
- b. **Set As Student Bookmark List:** (optional, check this box if you want your group to appear in the top, right dropdown)
- c. **Use Smart List:** (skip, do not select this)
- d. Save / Close



eCSSS Home Welcome, Tammy Ogata | Logout

Home | Student Profile | Service Log | School Profile | User Profile | Reports | Charts | eEWS | Service Management | Admin ▾

--- My Students ---

User Notifications **Student Lists** IEP Progress Reports

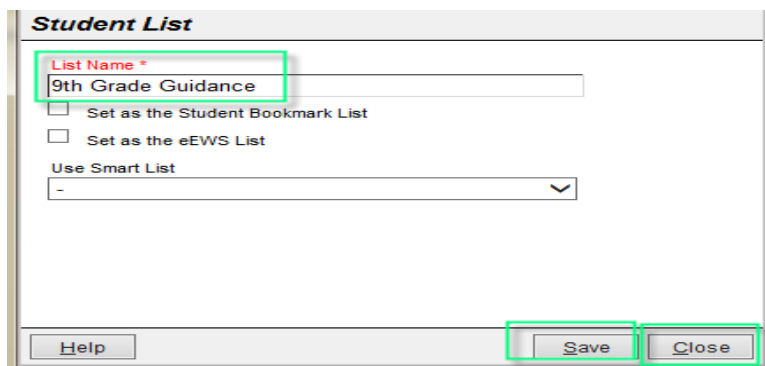
List Name	Bookmark
My Students	X
kalaheo svm students	

Student Name Student ID School Grade Gender

Add Edit Delete

Add Students Delete Students

Open Student Profile



Student List

List Name *
9th Grade Guidance

☐ Set as the Student Bookmark List

☐ Set as the eEWS List

Use Smart List
-

Help Save Close

3) Search for Student(s) to Add to Your Group (Trainer will give you a fake student name for training purposes)

Highlight the group you just created

- Add Students button
- Add Single Student tab *find student by slowly typing last name, first name.*
- Add Multiple Students tab (optional)
- Save / Close

eCSSS Home

Home | Student Profile | Service Log | School Profile | User Profile | Reports | Charts | eEWS | Service

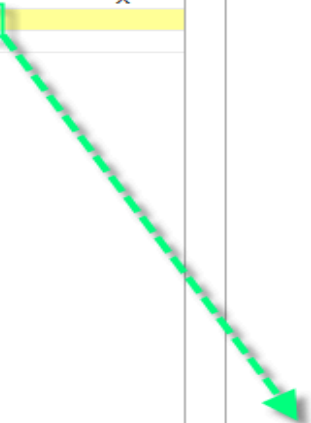
User Notifications | **Student Lists** | IEP Progress Reports

Student Lists

List Name	Bookmark
My Students	X
9th Grade Guidance	
kalaheo svm students	

9th Grade Guidance

Add Students Delete Students



Add Students to Student List

List Name
9th Grade Guidance

Add Single Student Add Multiple Students

Add Student
type name here to search Q

Help Save Close

You may create as many groups as you want in order to organize your student records for easy access.

[Home](#) | [Student Profile](#) | [Service Log](#) | [School Profile](#) | [User Profile](#) | [Reports](#) | [Charts](#) | [Service Management](#)

Student Lists

IEP Progress Reports

Student Lists

List Name	Bookmark
2015 New CC Students	X
2015 New BHS Students	
2015 New Counselor Students	
2015 New SSC Students	
Attendance Support Group	
Banana Splits	
Elementary Student List	
ELL Monitored Students	
Kahuku EI IDEA Students	
Kahuku H/I Counselor's Students	
Kapunahala Students	
Lunch Group	
Messina's Crew	
My Students	
Parker Students	
Superstars	

Add Edit Delete

☐ Student Name
 Student ID

☒ BING_ZZ, RICHARD	9990349180
☐ BLANDIN_ZZ, DAYNE	9990359138
☐ BOYD_ZZ, JOSEPH	9990346376
☐ KIMURA_ZZ, HARISHKUMAR	9990372261
☐ WILLIAMS_ZZ, KALANI	9990333191

Add Students Delete Students

You can create as many groups as you want

You can Add or Delete students at any time

***Another way to search for students:**

From Student Profile

Click in **Student Name** box and **Advanced** button will appear

Student Profile

Home | **Student Profile** | Service Log | School Profile | User Profile | Reports | Charts | eEWS | Service Management | Admin

Student Name 

(Enter "last name, first name, school code" or "student ID")

- Advance Search
- Ok
- This is the only way you can find an Inactive (e.g. Inflight) student

[illegible]

You can toggle back and forth from Home screen to Student Profile

Home Student Profile

4) Adding a Contact

Contact TAB / Add

Student Profile

Home | Student Profile | Service Log | School Profile | User Profile | Reports | Charts | Service Management | Admin ▾

Student Name: AKAGI_ZZ, BRITTNEY J Student ID: 9990174231 Gender: F Grade: 10 School: Castle High (301)

[Remove From Student List](#)

Demographics | Status | **Contact** | Team | Concerns | Supports | Measures | Progress Charts | Conferences | F

Contact List

First Name	Last Name	Relationship	Contact Method	Legal Guardian
dad	akagi	Father	-	
Jane	Aloha	Other: Tester	-	
Jane	Aloha	Other: Tester	-	
Eddie	Ed	Other: General Ed Math Te	-	

[Add](#) [Open](#) [Delete](#)

For training purposes, we will input minimal/required fields

- First Name: *Mom* Last Name: *Last name of example student*
- Relationship: *Mother*
- Save / Close

Contact

Student Name: AKAGI_ZZ, BRITTNEY Student ID: 9990174231 Birth Date: 07/12/1998 Gender: F Grade: 10 School: Castle High (301)

Contact Information

First Name: Last Name *:

Relationship *:

Place of Employment:

Occupation:

Contact Method: Home Phone: ☐ Unlisted Phone

Work Phone: Cellular Phone: Pager Number:

Fax Number: E-Mail Address:

Residential Address

Country: United States (US)

Street Address:

City: State: Zip Code: #

[Help](#) [Save & Next](#) [Save](#) [Close](#)

5) **Student Team List** (Your Team will already be created by the SSC, you may edit at any time if needed)
Team TAB / Edit / Add From: & Position & User (select from dropdown list):

Home | Student Profile | Service Log | School Profile | User Profile | Reports | Charts | Service Management | Admin ▾

Student Name: AKAGI_ZZ, BRITTNEY J Student ID: 9990174231 Gender: F Grade: 10 School: Castle High (301)
Remove From Student List

Demographics Status Contact **Team** Concerns Supports Measures Progress Charts Conferences Ref

Team Members

Position	Name	Care Coord	IEP Coord	ELL Coord	Primary ELL Te
Certified Occupational Therapy /	Tenora Watt/WINDO				
Counselor	Kanani Kihara/CASTLE				
Father	dad akagi				
Other	Eddie Ed				
School Psychologist	Brooke Dunphey/WINDO				
Special Education Teacher	Lisa Uyematsu/CASTLE				
Special Education Teacher	Justin Alderete/CASTLE	X	X		
Special Education Teacher	Henrietta Emerson/KAHUKUE				
Speech - Language Pathologist	Tiffany Lin/PART				
Student Services Coordinator (SSC)	Laurie Watanabe/CASTLE				
Vice Principal	Richard Reidy/CASTLE				

Edit

a. Contact List: **Mother** Add

b. DOE: **Special Education Teacher** Add (find your name for training but in the “real live” database the User Manager (SSC) in your school will add you to the Team List)

1) Highlight Your Name / Set as Care Coordinator and
Set as IEP Coordinator

c. Save / Close

Student Team

Student Name: AKAGI_ZZ, BRITTNEY Student ID: 9990174231 Birth Date: 07/12/1998 Gender: F Grade: 10 School: Castle High (301)

Add Team Member

Add From: Contact List Contact: Mom Akagi/Mother Add

Student Team (*)

Student Name: AKAGI_ZZ, BRITTNEY Student ID: 9990174231 Birth Date: 07/12/1998 Gender: F Grade: 10 School: Castle High (301)

Add Team Member

Add From: DOE Position: Special Education Teacher User: LISA VEGAS/CASTLE Add

Position	Name	Care Coord	IEP Coord	ELL Coord	Primary ELL Teacher
Certified Occupational Therapy Assistant	Tenora Watt/WINDO				
Counselor	Kanani Kihara/CASTLE				
Father	dad akagi				
Other	Eddie Ed				
School Psychologist	Brooke Dunphey/WINDO				
Special Education Teacher	Lisa Uyematsu/CASTLE				
Special Education Teacher	Justin Alderete/CASTLE	X	X		
Special Education Teacher	Henrietta Emerson/KAHUKUE				
Speech - Language Pathologist	Tiffany Lin/PART				
Student Services Coordinator (SSC)	Laurie Watanabe/CASTLE				
Vice Principal	Richard Reidy/CASTLE				
Special Education Teacher	LISA VEGAS/CASTLE				

Remove Set as Care Coord Set as IEP Coord Set as ELL Coord Set as Primary ELL Teacher

**After completing #1 - 5
for Initials and REEVALUATIONS do #6 - #29**

for Annuals or Revisions you will only have to do #20 - #29

(Start at #20 to input an IEP Annual or IEP Revision. If you are doing an IEP Annual, find the Active IEP and highlight PLAN to create a New IEP Annual. If you are doing an IEP Revision, find the Active IEP and highlight the line that has the word "Cycle" in it to create a New IEP Revision.)

6. Creating a Referral CREATE A NEW REFERRAL FOR ALL REEVALUATION IEP PROCESS (3 Year Reevaluation IEP due or anytime a formal assessment is being requested or parents present private assessment)

Student Profile Welcome, Tammy O

Home | Student Profile | Service Log | School Profile | User Profile | Reports | Charts | Service Management | Admin ▾ --- Secondary Teacher

Student Name: AKIONA_ZZ, WILLIAM D Select Profile \

Student ID: 9990155131 Page 1

Gender: M Grade: 11 School: Kalaheo High (312)

[Remove From Student List](#)

Demographics | Status | Contact | Team | Concerns | Supports | Measures | Progress Charts | Conferences | **Referral** | Program | Incidents

Received Date	Referral Action Due Date	Active Plans	Draft Plans	Inactive Plans
07/01/2005	07/16/2005	IEP		

Actions

- Open Referral
- Schedule Conference
- **New Referral**
- Delete Referral
- View All Referrals
- Display Student Summary

Referral TAB / New Referral (Actions)

a. Referral tab

1) Requester Name: *Type your own name*

OR you can....

Requester Name: Import

a) Import From or type: *Student's School* (for Reevals, the Care Coordinator is usually the Requester)

b) Requester: *Select name* **OK**

2) Received Date: *060608 (Begins the 15-Day Timeline!)* Filed Date: *060608*

3) Brief Description of Concern: *input data*

Referral (*)

Student Name: AKIONA_ZZ, WILLIAM Student ID: 9990155131 Birth Date: 05/08/1997 Gender: M Grade: 11 School: Kalaheo High (312)

Referral 504/IDEA Parents/Guardians

Requester Information

Requester Name *
can be your name Import

Organization Name

Country
United States (US) Q

Street Address

City State Zip Code

Home Phone Business Phone

Fax Number

Referral Information

Received Date * Filed Date ⓧ

06/06/2008 06/06/2008

Brief Description of Concern *

Triennial Reevaluation IEP is due.

Desired Outcome Relative to Concern

Evaluate, determine eligibility or ineligibility, develop plan if eligible.

b. 504/IDEA tab

1) Area(s) of Concerns: Edit

Referral **504/IDEA** Parents/Guardians

☒ Suspicion of a 504/IDEA Disability Referral Action Due Date (see [definition](#))
☐ Receiving Part C Services

Area(s) of Concerns

Edit

c. Referral Concerns: *check Academic & Behavior* OK

Referral (*)

Student Name: AKITA_ZZ, DANNY Student ID: 9990175418 Birth Date: 01/08/1998 Gender: M Grade: 10 School: Castle High (301)

Referral **504/IDEA** Parents/Guardians

☒ Suspicion of a 504/IDEA Disability Referral Action Due Date (see [definition](#))
☐ Receiving Part C Services 07/16/2005

Area(s) of Concerns

Referral Concerns (*)

☒ Academic
☒ Behavior
☐ Fine Motor
☐ Gross Motor
☐ Health
☐ Hearing
☐ Speech/Language
☐ Vision
☐ Other

Help OK Cancel

c. Save / Close

Help E-mail Audit Log Print Form **Save Close**

THE REEVALUATION PROCESS CONSISTS OF 3 STAGES: 1) EVALUATION, 2) ELIGIBILITY, 3) PLAN.

YOU ARE AT STAGE 1 OF THE REEVALUATION PROCESS: EVALUATION.

7. Schedule Conference (for EVALUATION)

Highlight Define Needs / Schedule Conference (Actions)

Student Profile Welcome, Tammy Ogata | Logout

Home | Student Profile | Service Log | School Profile | User Profile | Reports | Charts | Service Management | Admin

Student Name: AKIONA_ZZ, WILLIAM D Student ID: 9990155131 Gender: M Grade: 11 School: Kalaheo High (312) Select Profile View: Page 1

Remove From Student List

Demographics | Status | Contact | Team | Concerns | Supports | Measures | Progress Charts | Conferences | Referral | Program | Incidents

Received Date	Referral Action Due Date	Active Plans	Draft Plans	Inactive Plans
06/06/2008	06/21/2008			
Stage				
☒ DEFINE NEEDS				
☐ PLAN				
07/01/2005	07/16/2005	IEP		

Actions

- Schedule Conference
- New Current Performance
- New Evaluation Status
- Display Student Summary

a. Conference Info tab

- 1) Scheduled Conf Date: *061008* Time: *2:30 pm* Location: *Main Office*
Announcement Date: *Optional*

Scheduled Conference (*)

Student Name: AKIONA_ZZ, WILLIAM Student ID: 9990155131 Birth Date: 05/08/1997 Gender: M Grade: 11 School: Kalaheo High (312)

Conference Info | Conference Purpose

Scheduled Conference Date *: 06/10/2008 Scheduled Conference Time *: 2:30 pm Scheduled Conference Location *: Main Office Announcement Date: []

Scheduled Conference Participants

date? time? place? optional

who will you invite?

Edit

2) Sch Conf Partic / Edit / Participant Type: *Team Member* / Select name(s) OK

Scheduled Conference Participants (*)

Participant Type: Team Member

☒ Name	Position
☒ Allyson Doherty	Counselor
☒ Barbara Taylor	Student Services Coordinator (SSC)
☒ Christine Sumimoto	Speech - Language Pathologist
☒ Dad Akiona	Father
☒ Flo General Ed	Other
☒ Steven Rusk	Special Education Teacher
☒ Susan Hummel	Principal

Please invite the right people! To invite all Team Members, click the box next to "Name."

Buttons: Help, OK, Cancel

3) This is the way to invite a General Ed teacher) Edit / Participant Type: *Non-Team* Type Name: *Genny Ed* Position: *General Ed Teacher* OK

*** ALSO DON'T FORGET TO INVITE THE STUDENT TO MEETINGS. THIS WOULD BE THE WAY TO ADD THE STUDENT TO THE CONFERENCE ANNOUNCEMENT AS WELL.

Scheduled Conference Participants (*)

Participant Type: Non-Team Member

Name: Genny Ed Position: General Education Teacher

Buttons: Help, OK, Cancel

b. Conference Purpose Tab: *Determine if a 504 or IDEA initial evaluation or reevaluation is warranted*

c. Save (after Saving, you now have the option to email invitees or print a hard copy) Close

Scheduled Conference (*)

Student Name: AKIONA_ZZ, WILLIAM Student ID: 9990155131 Birth Date: 05/08/1997 Gender: M Grade: 11 School: Kalaheo High (312)

Conference Info: Conference Purpose

Scheduled Conference Purpose *

Student Needs

- ☐ Summarize your child's current performance, including strengths and needs.
- ☐ Determine what additional data, if any, is needed to define the needs of your child.
- ☒ Determine if a 504 or IDEA initial evaluation or reevaluation is warranted.

504 or IDEA Eligibility

- ☐ Discuss the results of a 504 or IDEA initial evaluation or reevaluation.
- ☐ Determine eligibility or continued eligibility for 504 or IDEA services.

Plan

- ☐ If 504 eligible, develop a 504 Plan.
- ☐ If IDEA eligible, develop an Individualized Education Program (IEP).
- ☐ Determine educational placement.
- ☐ Review the plan's effectiveness/appropriateness in meeting the needs of your child, revise and renew it, if needed.
- ☐ Discuss and determine IDEA post-secondary transition service needs. Your child is invited to attend this IEP meeting.

Discipline

- ☐ Discuss a Manifestation Determination (MD) - Student Discipline.

Buttons: Help, Save, Close

After saving, the E-mail and Print Form options become accessible.

Buttons: Help, E-mail, Audit Log, Print Form

8. Current Performance (Gather current information about your student and input here...)
 Highlight **DEFINE NEEDS** / **New Current Performance** (Actions)

Student Profile Welcome, Tammy Ogata | Logout

Home | Student Profile | Service Log | School Profile | User Profile | Reports | Charts | Service Management | Admin ▾

--- Secondary Teacher Training --- ▾

Student Name: AKIONA_ZZ, WILLIAM D Student ID: 9990155131 Gender: M Grade: 11 School: Kalaheo High (312) Select Profile View: Page 1 ▾

[Remove From Student List](#)

Demographics	Status	Contact	Team	Concerns	Supports	Measures	Progress Charts	Conferences	Referral	Program	Incidents																																		
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07/01/2005	07/16/2005	IEP																																											

a. Current Performance Tab:

- 1). **Statement Date:** 061008
- 2). **Add Performance** button

Current Performance (*)

Student Name: AKIONA_ZZ, WILLIAM Student ID: 9990155131 Birth Date: 05/08/1997 Gender: M Grade: 11 School: Kalaheo High (312)

Current Performance Incidents Interventions Tried

Statement Date *: 06/10/2008 [Display Student Assessments](#) **Add Performance**

Select Concern tab or Add New Performance tab:

- 1) Select Add New Performance tab
- 2) Select Concern: *Select a Concern of your choice*
- 3) Select Area/Skill: *Select something of your choice*
- 4) Strength or Challenge: *Challenge*
- 5) Description of Behavior with Evidence: *input data*
- 6) Need Statement: *input data* OK

Add Performance Input (*)

Select Concern **Add New Performance**

Concern * Area/Skill Strength or Challenge

Reading Phonological Awareness Challenge

Description of Behavior with Evidence *

William continues to struggle with syllable segmentation and phoneme completion.

OR (for training purposes only) Input data.

Need Statement

To encourage phonemic awareness, emphasis in activities that direct William's attention to the sounds in words, such as rhyming and alliteration games are ongoing and he is showing some progress. Continue to teach him to segment and blend.

OR (for training purposes only) Input data.

OK Cancel

7. Save / Close

Help Save Close

Internet 100%

9. Evaluation Status

Highlight DEFINE NEEDS / New Evaluation Status (Actions)

Student Profile Welcome, Tammy

Home | Student Profile | Service Log | School Profile | User Profile | Reports | Charts | Service Management | Admin ▾ --- Secondary Teach

Student Name: AKIONA_ZZ, WILLIAM D Student ID: 9990155131 Gender: M Grade: 11 School: Kalaheo High (312) Select Profile Page 1

[Remove From Student List](#)

Demographics | Status | Contact | Team | Concerns | Supports | Measures | Progress Charts | Conferences | **Referral** | Program | Incidents

Received Date	Referral Action Due Date	Active Plans	Draft Plans	Inactive Plans
☒ 06/06/2008	06/21/2008			
☐ 06/10/2008				
Stage				
☒ DEFINE NEEDS				
Current Performance Date: 06/10/2008				
☐ PLAN				
☒ 07/01/2005	07/16/2005	IEP		

Actions

- Schedule Conference
- New Current Performance
- **New Evaluation Status**
- Display Student Summary

- Will an evaluation be conducted?: **Yes**
- Applicable Regulation: **IDEA**
- Evaluation Type: **Reevaluation** (for SSC training, SSC will select Initial)
- Assessment(s) Needed: **Yes**
- Save / Close

Evaluation Status

Student Name: AKIONA_ZZ, WILLIAM Student ID: 9990155131 Birth Date: 05/08/1997 Gender: M Grade: 11 School: Kalaheo High (312)

Evaluation Worksheet

Will an evaluation be conducted? *

Applicable Regulation *

Evaluation Type *

Assessment(s) Needed *

Evaluation Delay

Delay Date Primary Delay Reason

Evaluation Withdrawn

Withdrawn Date Withdrawn Reason

60-Day Timeline

Timeline Start Date Timeline Due Date Timeline End Date Corrected Timeline Start Corrected Timeline End

[Help](#) [E-mail](#) [Audit Log](#) [Save](#) [Close](#)

Done Internet 100%

10. Prior Written Notice (for EVALUATION)

Highlight Evaluation Type - Reevaluation/ New Prior Written Notice (Actions)

Student Profile Welcome, Tamm

Home | Student Profile | Service Log | School Profile | User Profile | Reports | Charts | Service Management | Admin ▾ --- Secondary Teach

Student Name: AKIONA_ZZ, WILLIAM D Student ID: 9990155131 Gender: M Grade: 11 School: Kalaheo High (312) Select Prof Page 1

[Remove From Student List](#)

Demographics | Status | Contact | Team | Concerns | Supports | Measures | Progress Charts | Conferences | **Referral** | Program | Incidents

Received Date	Referral Action Due Date	Active Plans	Draft Plans	Inactive Plans
☒ 06/06/2008	06/21/2008			
☐ 06/10/2008				
Stage				
☒ DEFINE NEEDS				
Current Performance Date				
06/10/2008				
Evaluation Type Regulation Assessment(s) 60-Day Due Date Withdrawn Date				
☒ Reevaluation IDEA Yes				
☐ PLAN				
☒ 07/01/2005	07/16/2005	IEP		

Actions

- Open Evaluation Status
- New Prior Written Notice**
- Display Student Summary

a. Provided to Parent Date: **061108** (Ends the 15-Day Timeline!)

b. **Input data** in each section

c. **Save / Close**

Prior Written Notice - Evaluation (*)

Student Name: AKIONA_ZZ, WILLIAM Student ID: 9990155131 Birth Date: 05/08/1997 Gender: M Grade: 11 School: Kalaheo High (312)

Evaluation Decision

Evaluation: Yes

Applicable Regulation: IDEA Evaluation Type: Reevaluation

Assessment Needed: Yes

Prior Written Notice Information

Provided to Parent Date: ☒ 06/11/2008

Description of the proposed or refused action

Explanation of why the action is proposed or refused

Description of other options considered

Help **Save** **Close**

Done Internet 100%

This is your first of 3
PWNs needed in the
Reevaluation IEP
process.

11. Consent Form 102c (Consent For Assessment As Part Of A Reevaluation)

Highlight PWN / New Consent Form (Actions)

Student Profile Welcome, Tamn

Home | Student Profile | Service Log | School Profile | User Profile | Reports | Charts | Service Management | Admin

Student Name: AKIONA_ZZ, WILLIAM D Student ID: 9990155131 Gender: M Grade: 11 School: Kalaheo High (312) Select Prc: Page 1

[Remove From Student List](#)

Demographics | Status | Contact | Team | Concerns | Supports | Measures | Progress Charts | Conferences | **Referral** | Program | Incidents

Received Date	Referral Action Due Date	Active Plans	Draft Plans	Inactive Plans
06/06/2008	06/21/2008			
Scheduled Conference Date	Student Needs	Eligibility	IEP	504 Plan
06/10/2008	X			
MD	Reeval Agrmt	Actual Conference Date		
		06/10/2008		
Stage				
☐ DEFINE NEEDS				
Current Performance Date				
06/10/2008				
Evaluation Type	Regulation	Assessment(s)	60-Day Due Date	Withdrawn Date
Reevaluation	IDEA	Yes		
PWN Provided to Parent Date	Regulation	PWN Type		
06/11/2008	IDEA	Evaluation		
☐ PLAN				
07/01/2005	07/16/2005	IEP		

Actions

- Open Prior Written Notice
- Delete Prior Written Notice
- New Consent Form**
- Display Student Summary

a. Consent Form tab

- 1) Provided to Parent Date: **061108**
- 2) List of Record(s)...
- 3) Position of Reviewers

Consent Form 102c - Consent For Assessment As Part Of A Reevaluation (*)

Student Name: AKIONA_ZZ, WILLIAM Student ID: 9990155131 Birth Date: 05/08/1997 Gender: M Grade: 11 School: Kalaheo High (312)

Consent Form | Contact Efforts | Consent Results

Provided to Parent Date ☒

06/11/2008

List of Record(s) to be Reviewed

Position(s) of Reviewer(s)

b. Contact Efforts tab/ Add (this tab is for documenting your hard to reach efforts - Optional)

- 1) Contact Date:
- 2) Contact Method:
- 3) Contact Name: & Relationship to Student: / Import Contact button/highlight contact **OK**
- 4) Outcome:

c. **Consent Results** tab (If No Response (Multiple Attempts) is selected, then 11b. Contact Efforts tab becomes mandatory)

- 1) **Consent Given:** *Yes*
- 2) **Consent Form Signed Date:** *061108*
- 3) **Person Signing Consent Form:** / **Import Contact:** *Mother*
- 4) **School Received Consent Form Date:** *061108* (*This is the date that will start your 60-Day Timeline!*)

d. **Save / Close**

Consent Form 102c - Consent For Assessment As Part Of A Reevaluation (*)

Student Name	Student ID	Birth Date	Gender	Grade	School
AKIONA_ZZ, WILLIAM	9990155131	05/08/1997	M	11	Kalaheo High (312)

Consent Form Contact Efforts **Consent Results**

Consent Form Results

Consent Given *
Yes ☒

Consent Form Signed Date
06/11/2008 ☐

Name of Person Signing Consent Form
Name of Parent

School Received Consent Form Date *
06/11/2008 ☐

Revocation

Revocation Date

Consent Revocation Reason

This date starts your 60-day timeline.

Done Internet 100%

12. Request for Assessment(s)

Highlight PWN or Consent Form 102c / Request Assessment (Actions)

Student Profile Welcome, Tammy Ogata | Logo

Home | Student Profile | Service Log | School Profile | User Profile | Reports | Charts | Service Management | Admin ▾ --- Secondary Teacher Training ---

Student Name: AKIONA_ZZ, WILLIAM D Student ID: 9990155131 Gender: M Grade: 11 School: Kalaheo High (312) Select Profile View Page 1

[Remove From Student List](#)

Demographics | Status | Contact | Team | Concerns | Supports | Measures | Progress Charts | Conferences | **Referral** | Program | Incidents

Received Date	Referral Action Due Date	Active Plans	Draft Plans	Inactive Plans
☒ 06/06/2008	06/21/2008			
☐ 06/10/2008	X			

Stage: ☒ DEFINE NEEDS

Current Performance Date	Evaluation Type	Regulation	Assessment(s)	60-Day Due Date	Withdrawn Date
06/10/2008	☒ Reevaluation	IDEA	Yes	08/10/2008	

PWN Provided to Parent Date	Regulation	PWN Type
☒ 06/11/2008	IDEA	Evaluation

Consent Type	Provided to Parent Date	Consent	Revoked
Form 102c	06/11/2008	Yes	

☐ PLAN

Actions

- Open Consent Form
- Delete Consent Form
- Request Assessment**
- Print Documentation of Efforts to Obtain Consent
- Display Student Summary

Assessor: a. *Sp-Lang Path* Assessment Type: *Speech/Language* Due Date: *071108* Save / Close

Request Assessment (*)

Referral Information

Student Name: AKIONA_ZZ, WILLIAM Student ID: 9990155131 Referral Received: 06/06/2008

Request Information

Assessor: Christine Sumimoto/Speech - Language Pathologist Due Date *: 07/11/2008

Assessment Type *: Speech/Language Assessor Notification Date:

Withdraw Information

Request Withdrawn Date:

Reason Request Withdrawn:

Help Save & Next **Save** **Close**

Skip #13 if you are a SpEd Teacher or Non-Assessor.

13. Assessment Report (for SLPs and Assessors only, READ only for SpEd Teachers and Non-Assessors)

Highlight Assessor / Open Assessment Report (Actions)

- Assessment Sessions / Add Session / Session Date: *071508* Session Length: *2 hours*
- Summary tab - *Assessment Summary Report*
- Submitted Date: *071608*
- Save / Close

(note: in the real live database, only the Assessor and the SSC can edit assessments)

14. Actual Conference (for EVALUATION)

Highlight Scheduled Conference Date / Open Actual Conference (Actions)

Student Profile Welcome, Tammy Ogata | Logout

Home | Student Profile | Service Log | School Profile | User Profile | Reports | Charts | Service Management | Admin ▾ --- Secondary Teacher Training --- ▾

Student Name: AKIONA_ZZ, WILLIAM D Student ID: 9990155131 Gender: M Grade: 11 School: Kalaheo High (312) Select Profile View: Page 1 ▾

[Remove From Student List](#)

Demographics | Status | Contact | Team | Concerns | Supports | Measures | Progress Charts | Conferences | **Referral** | Program | Incidents

Received Date	Referral Action Due Date	Active Plans	Draft Plans	Inactive Plans
☐ 06/06/2008	06/21/2008			
☐ 06/10/2008				

Stage: **DEFINE NEEDS**

Current Performance Date: 06/10/2008

Evaluation Type: Regulation Assessment(s): IDEA Yes 60-Day Due Date: Withdrawn Date:

☐ REEVALUATION ☐ PLAN

☐ 07/01/2005 07/16/2005 IEP

Actions:

- Open Scheduled Conference
- Open Actual Conference**
- Delete Conference
- Display Student Summary

Actual Conference Info tab:

- Actual Conf Participants: / Add / Participant Type: *Scheduled Participants* click Name (box) OK
- Actual Conference Purpose: *Student Needs (Evaluation)*
- Actual Conference Date: *061008*
- Save / Close

Actual Conference (*)

Student Name: AKIONA_ZZ, WILLIAM Student ID: 9990155131 Birth Date: 05/08/1997 Gender: M Grade: 11 School: Kalaheo High (312)

Actual Conference Info | Scheduled Conference Info | Scheduled Conference Purpose

Actual Conference Participants *

Name	Position	Admin/Designee	Excused
Allyson Doherty	Counselor		
Barbra Taylor	Student Services Coordinator (SSC)		
Christine Sumimoto	Speech - Language Pathologist		
Dad Akiona	Father		
Flo General Ed	Other		
Steven Rusk	Special Education Teacher		
Susan Hummel	Principal		

Actual Conference Purpose *

☒ **Student Needs**

☐ Agreement that Triennial Reevaluation is Unnecessary

☐ 504 or IDEA Eligibility

☐ Individualized Education Program (IEP)

☐ 504 Plan

☐ Manifestation Determination (MD) - Student Discipline

Actual Conference Date *

AFTER ALL ASSESSMENTS HAVE BEEN COMPLETED (AND UPLOADED) AND ALL CURRENT DATA GATHERED, THE NEXT STEP IS THE ELIGIBILITY STAGE.

YOU ARE AT STAGE 2 OF THE REEVALUATION PROCESS: ELIGIBILITY.

15. Schedule Conference (for ELIGIBILITY)

Highlight **DEFINE NEEDS** / **Schedule Conference** (Actions)

Student Profile Welcome, Tammy C

Home | Student Profile | Service Log | School Profile | User Profile | Reports | Charts | Service Management | Admin ▾ --- Secondary Teacher

Student Name: AKIONA_ZZ, WILLIAM D Student ID: 9990155131 Gender: M Grade: 11 School: Kalaheo High (312) Select Profile Page 1

[Remove From Student List](#)

Demographics	Status	Contact	Team	Concerns	Supports	Measures	Progress Charts	Conferences	Referral	Program	Incidents
Received Date: 06/06/2008 Referral Action Due Date: 06/21/2008 Scheduled Conference Date: 06/10/2008 Student Needs: X Eligibility: IEP 504 Plan: MD Reeval Agrmt: Actual Conference Date: 06/10/2008 Stage: DEFINE NEEDS Current Performance Date: 06/10/2008 Evaluation Type: Regulation Assessment(s): Yes 60-Day Due Date: 08/10/2008 Withdrawn Date: Reevaluation: IDEA PWN Provided to Parent Date: 06/11/2008 Regulation: IDEA PWN Type: Evaluation Consent Type: Provided To Parent Date: 06/11/2008 Consent: Yes Revoked: Form 102c: 06/11/2008 Assessor: Christine Sumimoto/Speech - Language PathokSpeech/Language Assessment Type: Due Date: 07/11/2008 Submitted Date: Withdrawn: ☐ PLAN									Actions Schedule Conference - New Current Performance - New Eligibility Determination - Display Student Summary		

a. Conference Info tab

1) Scheduled Conf Date: **072608** Time: **2:30 pm** Location: **Main Office**

Announcement Date: **Optional**

Click **Edit** button to add Conference Participants

Scheduled Conference (*)

Student Name: AKIONA_ZZ, WILLIAM D Student ID: 9990155131 Birth Date: 05/08/1997 Gender: M Grade: 11 School: Kalaheo High (312)

Conference Info Conference Purpose

Scheduled Conference Date: 07/26/2008 Scheduled Conference Time: 2:30 pm Scheduled Conference Location: Main Office Announcement Date:

Scheduled Conference Participants

Done Internet 100%

- 2) Scheduled Conference Partic / Edit / Participant Type: *Team Member* / Select name(s) OK

The screenshot shows the 'Scheduled Conference (*)' window. At the top, there are fields for Student Name (AKIONA_ZZ, WILLIAM), Student ID (9990155131), Birth Date (05/08/1997), Gender (M), Grade (11), and School (Kalaheo High (312)). Below these are tabs for 'Conference Info' and 'Conference Purpose'. The 'Conference Info' tab is active, showing 'Scheduled Conference Date *' (07/26/2008), 'Scheduled Conference Time *' (2:30 pm), 'Scheduled Conference Location *' (Main Office), and 'Announcement Date'. A sub-window titled 'Scheduled Conference Participants (*)' is open, showing a list of participants with checkboxes and their positions. The 'Participant Type' is set to 'Team Member'.

Participant Type	Name	Position
☒	Allison Doherty	Counselor
☒	Barbra Taylor	Student Services Coordinator (SSC)
☒	Christine Sumimoto	Speech - Language Pathologist
☒	Dad Akiona	Father
☒	Flo General Ed	Other
☒	Steven Rusk	Special Education Teacher
☒	Susan Hummel	Principal

- b. Conference Purpose Tab: *Discuss the results of a 504 or IDEA initial evaluation or reevaluation and/or Determine eligibility or continued eligibility for 504 or IDEA Services.*

- c. Save / Close

The screenshot shows the 'Scheduled Conference (*)' window with the 'Conference Purpose' tab selected. The 'Scheduled Conference Purpose *' section contains three categories: 'Student Needs', '504 or IDEA Eligibility', and 'Plan'. The '504 or IDEA Eligibility' section is highlighted with a pink box, showing two checked options: 'Discuss the results of a 504 or IDEA initial evaluation or reevaluation.' and 'Determine eligibility or continued eligibility for 504 or IDEA services.' The 'Save' and 'Close' buttons at the bottom right are also highlighted with a pink box.

Scheduled Conference Purpose *

Student Needs

- ☐ Summarize your child's current performance, including strengths and needs.
- ☐ Determine what additional data, if any, is needed to define the needs of your child.
- ☐ Determine if a 504 or IDEA initial evaluation or reevaluation is warranted.

504 or IDEA Eligibility

- ☒ Discuss the results of a 504 or IDEA initial evaluation or reevaluation.
- ☒ Determine eligibility or continued eligibility for 504 or IDEA services.

Plan

- ☐ If 504 eligible, develop a 504 Plan.
- ☐ If IDEA eligible, develop an Individualized Education Program (IEP).
- ☐ Determine educational placement.
- ☐ Review the plan's effectiveness/appropriateness in meeting the needs of your child, revise and renew it, if needed.
- ☐ Discuss and determine IDEA post-secondary transition service needs. Your child is invited to attend this IEP meeting.

Discipline

- ☐ Discuss a Manifestation Determination (MD) - Student Discipline.

16. Eligibility Determination

Highlight DEFINE NEEDS / New Eligibility Determination (Actions)

Student Profile Welcome, Tammy C

Home | Student Profile | Service Log | School Profile | User Profile | Reports | Charts | Service Management | Admin ▾

Student Name: AKIONA_ZZ, WILLIAM D Student ID: 9990155131 Gender: M Grade: 11 School: Kalaheo High (312) Select Profile: Page 1

Remove From Student List

Demographics | Status | Contact | Team | Concerns | Supports | Measures | Progress Charts | Conferences | **Referral** | Program | Incidents

Received Date	Referral Action Due Date	Active Plans	Draft Plans	Inactive Plans
06/06/2008	06/21/2008			
☐ 07/26/2008				
☐ 06/10/2008	X			06/10/2008
Stage				
☒ DEFINE NEEDS				
Current Performance Date				
06/10/2008				
Evaluation Type	Regulation	Assessment(s)	60-Day Due Date	Withdrawn Date
☒ Reevaluation	IDEA	Yes	08/10/2008	
PWN Provided to Parent Date	Regulation	PWN Type		
☒ 06/11/2008	IDEA	Evaluation		
Consent Type	Provided To Parent Date	Consent	Revoked	
Form 102c	06/11/2008	Yes		
Assessor	Assessment Type	Due Date	Submitted Date	Withdrawn
Christine Sumimoto/Speech - Language Pathol	Speech/Language	07/11/2008		

☐ PLAN

Actions

- Schedule Conference
- New Current Performance
- New Eligibility Determination**
- Display Student Summary

a. Current Performance & Assessment Summary tabs - populated by previous entries made

b. Evaluation Summary tab *Must include the following: reason for referral, educationally relevant information, evidence of appropriate instruction, interventions tried, summary of student performance*

c. Eligibility Decision tab

1) Apply Criteria Worksheet: select *Intellectual Disability*

a) Add - Worksheet for Intellectual Disability ***Please note, the hard copy Data Analysis and Summary Reports do not match the worksheets in eCSSS. You will be notified when system is enhanced.*

2) Save / Close

3) Student Meets Eligibility Requirements: *Yes*

4) Eligibility Category: *Intellectual Disability*

5) Autism Spectrum Disorder: *No, Yes, or leave blank, blank defaults to No*

6) Eligibility Determination: *include: evidence of disability, adverse effect, exclusionary factors need for special education and related services.*

d. Key Dates tab

1) Decision Date: *072608*

2) Filed Date: *072608*

3) Save / Close

Eligibility Determination (v.3) (*)

Student Name: ABELL_ZZ, JAYCIE Student ID: 9990352772 Birth Date: 10/08/2003 Gender: M Grade: 04 School: Kahuku (331)

Current Performance Assessment Summary **Evaluation Summary** Eligibility Decision Key Dates

Evaluation: Yes Evaluation Type: Reevaluation Applicable Regulation: IDEA Assessment Needed: Yes

ESR first five components

Must include:

- reason for referral
- educationally relevant information
- evidence of appropriate instruction
- interventions tried
- summary of student performance

Eligibility Determination (v.3) (*)

Student Name: ABELL_ZZ, JAYCIE Student ID: 9990352772 Birth Date: 10/08/2003 Gender: M Grade: 04 School: Kahuku (331)

Current Performance Assessment Summary Evaluation Summary **Eligibility Decision** Key Dates

Apply Criteria Worksheet *

Criteria Worksheet Name: Intellectual Disability

Special Education Eligibility Decision

Student Continues To Meet Eligibility Requirements *: Yes

Eligibility Category *: Intellectual Disability

Previous Eligibility Category (if changed): -

Autism Spectrum Disorder (if not primary disability) (see [definition](#)): -

Eligibility Determination - It is the consensus of the team that: *

ESR remaining components

Include:

- evidence of disability
- adverse effect
- exclusionary factors
- need for special education and related services

17. Prior Written Notice (for Eligibility)

Highlight Eligibility Decision Date / New Prior Written Notice (Actions)

Student Profile Welcome, Tammy Og

Home | Student Profile | Service Log | School Profile | User Profile | Reports | Charts | Service Management | Admin

Student Name: AKIONA_ZZ, WILLIAM D Student ID: 9990155131 Gender: M Grade: 11 School: Kalaheo High (312) Select Profile V Page 1

Remove From Student List

Demographics | Status | Contact | Team | Concerns | Supports | Measures | Progress Charts | Conferences | **Referral** | Program | Incidents

Received Date	Referral Action Due Date	Active Plans	Draft Plans	Inactive Plans
06/06/2008	06/21/2008			
Scheduled Conference Date	Student Needs	Eligibility	IEP	504 Plan
07/26/2008				
06/10/2008	X			06/10/2008

Stage

DEFINE NEEDS

Current Performance Date: 06/10/2008

Evaluation Type	Regulation	Assessment(s)	60-Day Due Date	Withdrawn Date
Reevaluation	IDEA	Yes	08/10/2008	
PWN Provided to Parent Date	Regulation	PWN Type		
06/11/2008	IDEA	Evaluation		
Consent Type	Provided To Parent Date	Consent	Revoked	
Form 102c	06/11/2008	Yes		
Assessor	Assessment Type	Due Date	Submitted Date	Withdrawn
Christine Sumimoto/Speech - Language Pathol	Speech/Language	07/11/2008		
Eligibility Decision Date	Regulation	Eligible	Filed Date	Revoked
07/26/2008	IDEA	Yes	07/26/2008	

PLAN

Actions

- Open Eligibility Determination
- Delete Eligibility Determination
- New Prior Written Notice**
- Display Student Summary

- Provided to Parent Date: 072708 (End of 60-Day Timeline! If eligible, 15-Day Timeline begins!)
- Input data in each section
- Save / Close

Prior Written Notice - Eligibility (*)

Student Name: AKIONA_ZZ, WILLIAM Student ID: 9990155131 Birth Date: 05/08/1997 Gender: M Grade: 11 School: Kalaheo High (312)

Eligibility Decision

Applicable Regulation: IDEA

Meets Eligibility Requirements: Yes

Eligibility Category: Intellectual Disability

Previous Eligibility Category (if changed): -

Prior Written Notice Information

Provided to Parent Date: 07/27/2008

Description of the proposed or refused action:

Explanation of why the action is proposed or refused:

Description of other options considered:

Help **Save** **Close**

Done Internet 100%

This is your second of 3 PWNs needed in the Reevaluation IEP process.

Skip #18 if you are doing a Reevaluation. #18 only for Initials.

18. Consent 102b (for SSCs only, Consent for Initial Provision of SPED and Related Services)

Highlight PWN / New Consent Form (Actions)

a. Consent Form tab

1) Provided to Parent Date: **072708**

Save and Print Form

b. Contact Efforts tab / Add (this tab is for documenting your hard to reach efforts - Optional)

1) Contact Date:

2) Contact Method:

3) Contact Name: & Relationship to Student: / Import Contact button / highlight contact **OK**

4) Outcome:

c. Consent Results tab (If No Response Multiple Attempts is selected, then 15b. Contact Efforts tab becomes mandatory)

1) Consent Given: **Yes**

2) Consent Form Signed Date: **072708**

3) Person Signing Consent Form: / Import Contact: **Mother OK**

4) School Received Consent Form Date: **072708**

d. Save / Close

19. Actual Conference (for ELIGIBILITY)

Highlight Scheduled Conference Date / Open Actual Conference (Actions)

Student Profile Welcome, Tammy Oga

Home | Student Profile | Service Log | School Profile | User Profile | Reports | Charts | Service Management | Admin ▾ --- Secondary Teacher Tr

Student Name: AKIONA_ZZ, WILLIAM D Student ID: 9990155131 Gender: M Grade: 11 School: Kalaheo High (312) Select Profile View Page 1

[Remove From Student List](#)

Demographics | Status | Contact | Team | Concerns | Supports | Measures | Progress Charts | Conferences | **Referral** | Program | Incidents

Received Date	Referral Action Due Date	Active Plans	Draft Plans	Inactive Plans
☒ 06/06/2008	06/21/2008			
☐ 07/26/2008				
☐ 06/10/2008	X			06/10/2008

Stage

☒ DEFINE NEEDS

Current Performance Date: 06/10/2008

Evaluation Type	Regulation	Assessment(s)	60-Day Due Date	Withdrawn Date
☒ Reevaluation	IDEA	Yes	08/10/2008	

PWN Provided to Parent Date: 06/11/2008 Regulation: IDEA PWN Type: Evaluation

Consent Type	Provided To Parent Date	Consent	Revoked
Form 102c	06/11/2008	Yes	

Assessor: Christine Sumimoto/Speech - Language PatholSpeech/Language Due Date: 07/11/2008 Submitted Date: Withdrawn

Eligibility Decision Date	Regulation	Eligible	Filed Date	Revoked
☒ 07/26/2008	IDEA	Yes	07/26/2008	

☐ PLAN

Actions

- Open Scheduled Conference
- Open Actual Conference**
- Delete Conference
- Display Student Summary

Actual Conference Info:

- a. Actual Conf Participants: / Add / Participant Type: *Scheduled Participants* click Name (box) OK
- b. Actual Conference Purpose: *504 or IDEA eligibility*
- c. Actual Conference Date: *072608*
- d. Save / Close

Actual Conference (*)

Student Name	Student ID	Birth Date	Gender	Grade	School
AKIONA_ZZ, WILLIAM	9990155131	05/08/1997	M	11	Kalaheo High (312)

Actual Conference Info | Scheduled Conference Info | Scheduled Conference Purpose

Actual Conference Participants *

Name	Position	Admin/Designee	Excused
Allyson Doherty	Counselor		
Barbra Taylor	Student Services Coordinator (SS)		
Christine Sumimoto	Speech - Language Pathologist		
Dad Akiona	Father		
Flo General Ed	Other		
Steven Rusk	Special Education Teacher		
Susan Hummel	Principal		

Actual Conference Date *

07/26/2008

Actual Conference Purpose *

☐ Student Needs

☐ Agreement that Triennial Reevaluation is Unnecessary

☒ 504 or IDEA Eligibility

☐ Individualized Education Program (IEP)

☐ 504 Plan

☐ Manifestation Determination (MD) - Student Discipline

Help | Audit Log | Save | Close

AFTER ELIGIBILITY/CONTINUED ELIGIBILITY HAS BEEN DETERMINED, THE NEXT STEP IS THE PLAN STAGE.

YOU ARE AT STAGE 3 OF THE REEVALUATION PROCESS: PLAN
(Individualized Education Program)

20. Schedule Conference (for IEP)

Highlight **PLAN** / **Schedule Conference** (Actions)

Student Profile Welcome, Tammy Ogata

Home | Student Profile | Service Log | School Profile | User Profile | Reports | Charts | Service Management | Admin

Student Name: AKIONA_ZZ, WILLIAM D Student ID: 9990155131 Gender: M Grade: 11 School: Kalaheo High (312) Select Profile View: Page 1

Remove From Student List

Demographics | Status | Contact | Team | Concerns | Supports | Measures | Progress Charts | Conferences | **Referral** | Program | Incidents

Received Date: 06/06/2008 Referral Action Due Date: 06/21/2008

Scheduled Conference Date: 07/26/2008 Student Needs: X Eligibility: X IEP: 504 Plan: MD Reeval Agrmt: 07/26/2008 Actual Conference Date: 06/10/2008

Stage: DEFINE NEEDS

Current Performance Date: 06/10/2008

Evaluation Type: Regulation Assessment(s): Yes 60-Day Due Date: 08/10/2008 Withdrawn Date:

Reevaluation: IDEA PWN Provided to Parent Date: 06/11/2008 Regulation PWN Type: Evaluation

Consent Type: Form 102c Provided To Parent Date: 06/11/2008 Consent: Yes Revoked:

Assessor: Christine Sumimoto/Speech - Language Pathologist Speech/Language Due Date: 07/11/2008 Submitted Date: Withdrawn:

Eligibility Decision Date: 07/26/2008 Regulation Eligible: Yes Filed Date: 07/26/2008 Revoked:

PWN Provided To Parent Date: 07/27/2008 IDEA PWN Type: Eligibility

PLAN

Actions:

- Schedule Conference**
- New IEP Reevaluation/Annual
- New IEP Reevaluation/Revision
- Display Student Summary

a. Conference Info tab

1) Scheduled Conf Date: **073008** Time: **2:30 pm** Location: **Main Office**
Announcement Date: **Optional**

2) Sch Conf Partic / Edit / Participant Type: **Team Member** / Select name(s) **OK**

Scheduled Conference (*)

Student Name: AKIONA_ZZ, WILLIAM Student ID: 9990155131 Birth Date: 05/08/1997 Gender: M Grade: 11 School: Kalaheo High (312)

Conference Info | Conference Purpose

Scheduled Conference Date: 07/26/2008 Scheduled Conference Time: 2:30 pm Scheduled Conference Location: Main Office Announcement Date:

Scheduled Conference Participants (*)

Participant Type: Team Member

Name	Position
Allyson Doherty	Counselor
Barbra Taylor	Student Services Coordinator (SSC)
Christine Sumimoto	Speech - Language Pathologist
Dad Akiona	Father
Flo General Ed	Other
Steven Rusk	Special Education Teacher
Susan Hummel	Principal

Help OK Cancel

b. Conference Purpose Tab: *If IDEA Eligible, develop an IEP*

Scheduled Conference						
Student Name	Student ID	Birth Date	Gender	Grade	School	
AKIONA_ZZ, WILLIAM	9990155131	05/08/1997	M	11	Kalaheo High (312)	
Conference Info Conference Purpose						
Scheduled Conference Purpose *						
Student Needs ☐ Summarize your child's current performance, including strengths and needs. ☐ Determine what additional data, if any, is needed to define the needs of your child. ☐ Determine if a 504 or IDEA initial evaluation or reevaluation is warranted.						
504 or IDEA Eligibility ☐ Discuss the results of a 504 or IDEA initial evaluation or reevaluation. ☐ Determine eligibility or continued eligibility for 504 or IDEA services.						
Plan ☐ If 504 eligible, develop a 504 Plan. ☒ If IDEA eligible, develop an Individualized Education Program (IEP). ☐ Determine educational placement. ☐ Review the plan's effectiveness/appropriateness in meeting the needs of your child, revise and renew it, if needed. ☐ Discuss and determine IDEA post-secondary transition service needs. Your child is invited to attend this IEP meeting.						
Discipline ☐ Discuss a Manifestation Determination (MD) - Student Discipline.						

In order to add notification for a member, go to Conference Info tab and find that individual.
(This is how to document contact and contact results for the Mother.)

c. Add Notification (for Mother)

Scheduled Conference						
Student Name	Student ID	Birth Date	Gender	Grade	School	
AKIONA_ZZ, WILLIAM	9990155131	05/08/1997	M	11	Kalaheo High (312)	
Conference Info Conference Purpose						
Scheduled Conference Date * Scheduled Conference Time * Scheduled Conference Location * Announcement Date						
07/26/2008 2:30 PM Main Office						
Scheduled Conference Participants						
Participant: Jane Aloha / Other						
Add Participant Info Add Notification						
Participant: Mom Akiona / Mother						
Add Participant Info Add Notification						

- 1) Notification Date: *072808*
- 2) Notification Method: *Personal Contact*
- 3) Notified by: *SPED Teacher*
- 4) Notification Outcome: *Mother confirmed and will attend.* OK

Scheduled Conference (*)						
Student Name	Student ID	Birth Date	Gender	Grade	School	
AKIONA_ZZ, WILLIAM	9990155131	05/08/1997	M	11	Kalaheo High (312)	
Conference Info Conference Purpose						
Scheduled Conference Date * Scheduled Conference Time * Scheduled Conference Location * Announcement Date						
07/26/2008 2:30 PM Main Office						
Scheduled Conference Participants						
Participant: Jane Aloha / Other						
Add Participant Info Add Notification						
Participant: Mom Akiona / Mother						
Add Participant Info Add Notification						
Notification (*)						
Participant Name Participant Position						
Mom Akiona Mother						
Notification						
Notification Date * Notification Method						
07/24/2008 Personal Contact						
Notified By Notification Outcome						
Your Name Can Go Here Mother confirmed and will attend.						
Help OK Cancel						

In order to excuse a member from a conference, go to Conference Info tab and find that individual.
(This is how to document excusing a key member from attending a conference.)

d. Counselor - click on **ADD Participant info**

1) click **Excuse Participant** box / **OK**

e. **Save / Close**

Scheduled Conference (*)

Student Name	Student ID	Birth Date	Gender	Grade	School
AKIONA_ZZ, WILLIAM	9990155131	05/08/1997	M	11	Kalaheo High (312)

Conference Info | Conference Purpose

Scheduled Conference Date * 07/26/2008 ☐ Scheduled Conference Time * 2:30 pm Scheduled Conference Location * Main Office Announcement Date ☐

Scheduled Conference Participants

Participant: Allyson Doherty / Counselor	Add Participant Info Add Notification
Participant: Barbra Taylor / Student Services Coordinator (SSC)	Add Participant Info Add Notification
Participant: Christine Sumimoto / Speech - Language Pathologist	Add Participant Info Add Notification
Participant: Dad Akiona / Father	Add Participant Info Add Notification
Participant: Flo General Ed / Other	Add Participant Info Add Notification
Participant: Jane Aloha / Other	Add Participant Info Add Notification

Edit

Student Name AKIONA_ZZ, WILLIAM Student ID 9990155131 Birth Date 05/08/1997 Gender M Grade 11 School Kalaheo High (312)

Conference Info | Conference Purpose

Scheduled Conference Date * 07/26/2008 Scheduled Conference Time * Scheduled Conference Location * Announcement Date

Participant Info (*)

Participant	Participant Name	Participant Position
	Allyson Doherty	Counselor

Participant Info

Agency Notification for Transition Services ☐ ☒ Excuse Participant

Help OK Cancel

Help E-mail Audit Log Print Form Save Close

21. Excuse form Conference

Expand IEP Scheduled Conference Date / highlight Excused Participant

Student Profile Welcome, Tammy Oga

Home | Student Profile | Service Log | School Profile | User Profile | Reports | Charts | Service Management | Admin ▾ --- Secondary Teacher Tra

Student Name: AKIONA_ZZ, WILLIAM D Student ID: 9990155131 Gender: M Grade: 11 School: Kalaheo High (312) Select Profile View: Page 1

Remove From Student List

Demographics | Status | Contact | Team | Concerns | Supports | Measures | Progress Charts | Conferences | **Referral** | Program | Incidents

Received Date: 06/06/2008 Referral Action Due Date: 06/21/2008

☒ Scheduled Conference Date: 07/26/2008

☐ 07/26/2008 ☐ 06/10/2008

Stage: ☒ DEFINE NEEDS

Current Performance Date: 06/10/2008

Evaluation Type: Regulation Assessment(s): Yes 60-Day Due Date: 08/10/2008 Withdrawn Date:

☒ Reevaluation IDEA Regulation PWN Type: Evaluation

PWN Provided to Parent Date: 06/11/2008 PWN Type: Evaluation

Consent Type: Provided To Parent Date: 06/11/2008 Consent: Yes Revoked:

Form 102c: 06/11/2008

Assessor: Christine Sumimoto/Speech - Language Pathol/Speech/Language Due Date: 07/11/2008 Submitted Date: Withdrawn:

Eligibility Decision Date: 07/26/2008 Regulation: IDEA Eligible: Yes Filed Date: 07/26/2008 Revoked:

☒ 07/26/2008 PWN Provided to Parent Date: 07/27/2008 Regulation: IDEA PWN Type: Eligibility

☐ 07/27/2008

PLAN

Actions:

- Schedule Conference
- New IEP Reevaluation/Annual
- New IEP Reevaluation/Revision
- Display Student Summary

a. Open Excuse Form (Actions)

- 1) Provided to Parent Date: **072808**
- 2) Participant's Subject/Service Area: **Behavior**
- 3) Subject/Service Area will be discussed at conference: **Yes**
- 4) Received from Parent Date: **072808**
- 5) Parent Consents to Absence: **Yes**
- 6) Save / Close

Student Profile Welcome, Tammy Oga

Home | Student Profile | Service Log | School Profile | User Profile | Reports | Charts | Service Management | Admin ▾ --- Secondary Teacher Tra

Student Name: AKIONA_ZZ, WILLIAM D Student ID: 9990155131 Gender: M Grade: 11 School: Kalaheo High (312) Select Profile View: Page 1

Remove From Student List

Demographics | Status | Contact | Team | Concerns | Supports | Measures | Progress Charts | Conferences | **Referral** | Program | Incidents

Received Date: 06/06/2008 Referral Action Due Date: 06/21/2008

☒ Scheduled Conference Date: 07/26/2008

☐ 07/26/2008 ☐ 06/10/2008

Excused Participant(s): **Allyson Doherty/Counselor**

IEP Input Needed: Parent Consents:

☐ 07/26/2008 ☐ 06/10/2008

Actions:

- Open Excuse Form**
- New IEP Input
- Display Student Summary

Excuse from Conference (*)

Student Name: AKIONA_ZZ, WILLIAM Student ID: 9990155131 Birth Date: 05/08/1997 Gender: M Grade: 11 School: Kalaheo High (312)

Participant Name: Allyson Doherty Participant Position: Counselor Conference Date: 07/26/2008 Conference Time: 02:30pm

Excuse Form Information:

Provided to Parent Date: 07/24/2008

Participant's Subject/Service Area: Behavior

Subject/Service Area will be discussed at conference: Yes

Response Information:

Received from Parent Date: 07/24/2008

Parent Consents to Absence: Yes

Help E-mail Audit Log Print Form Save Close

b. **New IEP Input** (Actions)

- 1) Date: **072808**
- 2) Applicable fields: **input data**
- 3) **Save / Close**

Student ProfileWelcome, Tammy C

Home | Student Profile | Service Log | School Profile | User Profile | Reports | Charts | Service Management | Admin ▾--- Secondary Teacher

Student NameAKIONA_ZZ, WILLIAM DStudent ID9990155131GenderMGrade11SchoolKalaheo High (312)Select ProfilePage 1

Remove From Student List

DemographicsStatusContactTeamConcernsSupportsMeasuresProgress ChartsConferencesReferralProgramIncidents

Received Date06/06/2008Referral Action Due Date06/21/2008

Scheduled Conference DateStudent NeedsEligibilityIEP504 PlanMDReeval AgrmtActual Conference Date

07/26/2008

Excused Participant(s)Allyson Doherty/CounselorIEP Input NeededParent Consents

07/26/2008X07/26/2008

06/10/2008X06/10/2008

Actions

- Open Excuse Form
- New IEP Input**
- Display Student Summary

IEP Team Member Input for Conference (*)

Student NameAKIONA_ZZ, WILLIAMStudent ID9990155131Birth Date05/08/1997GenderMGrade11SchoolKalaheo High (312)

Participant NameAllyson DohertyParticipant PositionCounselorConference Date07/26/2008Conference Time02:30pm

IEP Input Date *07/24/2008Care CoordinatorSteven Rusk

Present Level of Academic Achievement and Functional Performance; and

- How the disability affects the child's involvement and progress in the general education curriculum
- For preschool children, how the disability affects participation in appropriate activities

Post-secondary Goals and Transition Services

Academic and/or Functional Goals

HelpSaveClose

Internet100%

Page 29

10/11/2018

An **IEP** is a program for students who are eligible for **IDEA** services. The program describes the student's academic achievement and functional performance, defines the learning goals, and lists all services and supports the student will receive. The IEP reflects the shared decision-making of the student's parents, the Student Team and other individuals responsible for providing services to the student.

Individualized Education Program

Student Name

AKIONA_ZZ, WILLIAM

Student ID

9990155131

Birth Date

05/08/1997

Gender

M

Grade

11

School

Kalaheo High (312)

Considerations

PLEP

Transition Services

Standards and Goals

Services

ESY

Statewide Assessment

LRE

Actions

CONSIDERATIONS WHEN DEVELOPING AN IEP

The following factors must be considered:

a. Strengths of the student and concerns of parents for enhancing the education of the student

b. Results of the initial or most recent evaluation

c. As appropriate, performance on any general State or district-wide assessment

d. Age of the student and the age-appropriateness of the setting

e. Special Factors (see items 1-6 below)

1. Does the student's behavior impede the student's learning or the learning of others?

If yes, the team must consider, if appropriate, strategies to address the behavior (including positive behavioral interventions, strategies and supports).

2. Is the student limited in English proficiency?

If yes, the team must consider the student's language needs as these needs relate to the IEP.

3. Is the student blind or visually impaired?

If yes, the team must provide for instruction in Braille and the use of Braille, unless it determines, after an appropriate evaluation, that instruction in Braille or use of Braille is not appropriate.

4. Does the student have any communication needs?

If yes, the team must consider and address these needs.

5. Is the student deaf or hard of hearing?

If yes, the team must consider and address the full range of academic, language, communication and instructional needs, including the need to provide opportunities for communication and instruction in the student's language and communication mode.

6. Does the student require assistive technology devices and services?

If yes, the team must consider and address these needs.

When reviewing an IEP, these additional factors must be considered:

a. Lack of progress towards annual goals and in the general curriculum, if appropriate

Help

Save

Close

Done

Internet

100%

Page 30

10/11/2018

22. Types of IEPs

- a) **New IEP** (for Initials - Developed when a student is found eligible via an Initial IDEA evaluation)
 - a. Highlight Plan, **New IEP** (Actions)
- b) **New IEP Annual** (Created to document this required annual review by copying some of the data from the active IEP. New Service Dates and new Reading Assessment scores required.)
 - a. Highlight Plan, **New IEP Annual** (Actions)
- c) **New IEP Revision** (Created as a copy of the active IEP for minor changes/updates. The Reading Assessment info is carried over and the Annual Service Dates don't change.)
 - a. Highlight the Annual Cycle, **New IEP Revision** (Actions)
- d) **New Reevaluation/Revision** (If you are creating the IEP as a result of the 3 year reevaluation due date, or when an assessment has been requested, but all this happened shortly after the last Annual IEP and there are few, if any changes to the IEP. The Reading Assessment info is carried over and the Annual Service Dates don't change)
 - a. Highlight Plan, **New Reevaluation/Revision** (Actions)
- e) **New Reevaluation/Annual** (If the IEP is to be reviewed comprehensively as a result of the 3 year reevaluation due date, or when additional assessments are requested, and the IEP Annual due date is approaching. New Service Dates and new Reading Assessment scores required.)
 - a. Highlight Plan, **New Reevaluation/Annual** (Actions)

Student Profile Welcome, Tammy Ogata | Log Out

Home | Student Profile | Service Log | School Profile | User Profile | Reports | Charts | Service Management | Admin

Secondary Teacher Training - Page 1

Student Name: AKIONA_ZZ, WILLIAM D Select Profile View

Student ID: 9990155131 Page 1

Gender: M Remove From Student List

Grade: 11 Remove From Student List

School: Kalaheo High (312)

Demographics | Status | Contact | Team | Concerns | Supports | Measures | Progress Charts | Conferences | **Referral** | Program | Incidents

Received Date	Referral Action Due Date	Active Plans	Draft Plans	Inactive Plans																																																
06/06/2008	06/21/2008																																																			
<table border="1"> <thead> <tr> <th>Scheduled Conference Date</th> <th>Student Needs</th> <th>Eligibility</th> <th>IEP</th> <th>504 Plan</th> <th>MD</th> <th>Reeval Agrmt</th> <th>Actual Conference Date</th> </tr> </thead> <tbody> <tr> <td>07/26/2008</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2">Excused Participant(s)</td> <td colspan="2">IEP Input Needed</td> <td colspan="2">Parent Consents</td> <td colspan="2"></td> </tr> <tr> <td colspan="2"> ☐ Allyson Doherty/Counselor </td> <td colspan="2">Yes</td> <td colspan="2">Yes</td> <td colspan="2"></td> </tr> <tr> <td>07/26/2008</td> <td></td> <td>X</td> <td></td> <td></td> <td></td> <td></td> <td>07/26/2008</td> </tr> <tr> <td>06/10/2008</td> <td>X</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>06/10/2008</td> </tr> </tbody> </table>					Scheduled Conference Date	Student Needs	Eligibility	IEP	504 Plan	MD	Reeval Agrmt	Actual Conference Date	07/26/2008								Excused Participant(s)		IEP Input Needed		Parent Consents				☐ Allyson Doherty/Counselor		Yes		Yes				07/26/2008		X					07/26/2008	06/10/2008	X						06/10/2008
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Stage ☒ DEFINE NEEDS																																																				
Current Performance Date																																																				
06/10/2008																																																				
Evaluation Type	Regulation	Assessment(s)	60-Day Due Date	Withdrawn Date																																																
☒ Reevaluation	IDEA	Yes	08/10/2008																																																	
PWN Provided to Parent Date		Regulation	PWN Type																																																	
☒ 06/11/2008		IDEA	Evaluation																																																	
Consent Type	Provided To Parent Date	Consent	Revoked																																																	
Form 102c	06/11/2008	Yes																																																		
Assessor	Assessment Type		Due Date	Submitted Date																																																
Christine Sumimoto/Speech - Language	PathokSpeech/Language		07/11/2008																																																	
Eligibility Decision Date	Regulation	Eligible	Filed Date	Revoked																																																
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PWN Provided To Parent Date		Regulation	PWN Type																																																	
☒ 07/27/2008		IDEA	Eligibility																																																	

☒ **PLAN**

07/01/2005 07/16/2005 IEP

Actions

- Schedule Conference
- **New IEP Reevaluation/Annual**
- New IEP Reevaluation/Revision
- Display Student Summary

23. IEP

a. PLEP TAB

- 1) Reading Assessment Used: *select your choice from dropdown*
 - a) Scaled Score: *100*
 - b) Grade Equivalent: *2*
 - c) Assessment Date: *072808*
- 2) PLEP - seeded by Eval Summary Report *and you may input new data*
 - a) Import PLEP button
Note: Importing the PLEP will delete any text currently in the PLEP
 - b) If Import PLEP button is selected, Import PLEP from Eligibility dropdown will appear *select appropriate date* OK
 - c) Importing from an Eligibility Determination will clear your PLEP.
Are you sure you wish to continue? OK
 - d) Save / Close

b. Transition Services TAB (input data, for Secondary only)

c. Standards & Goals TAB

- 1) Add Goal / Selected Standards Edit button Standard Type dropdown
 - a) Select Common Core State Standard or HCPS III Non-Core *Select one of your choice* / (If CCSS selected) Dropdown shows Language Arts or Math: *Select one of your choice* / Select Standards of your choice by clicking in box(es)
(If HCPSIII Non-Core selected) Dropdown shows Career and Technical Education, Health, or Physical Education *Select one of your choice* Select Standards of your choice by clicking in box(es) OK
- 2) Goal Section
 - a) Goal: *input data*
 - b) Add Measurement: *select Type from drop down* / Add Measurement OK
 - c) Add Objective/ Objective 1: *input data* OK & Next
 - d) Add Objective / Objective 2: *input data* OK

d. Services TAB

- 1) Add Service
 - a). IEP Service: *Special Education*
 - b) Projected Start Date: *073108*
 - c) Projected End Date: *073009*
 - d) Frequency: *1100 min/ per week*
 - e) Location: *Special Education*
 - f) Extended School Year: *No* OK
- 2) Add Service
 - a). IEP Service: *Speech/Language Therapy*
 - b) Projected Start Date: *073108*
 - c) Projected End Date: *073009*
 - d) Frequency: *360 min/per Quarter*
 - e) Location: *General Ed/Special Education*
 - f) Extended School Year: *No* OK
- 4) Supplementary Aides and Services (SAS) / Add
 - a) Service: *Select Other-SAS*
 - b) Description: *type any SAS of your choice (e.g. extended time)*
 - b) Projected Start Date: *073108*
 - c) Projected End Date: *073009*
 - d) Frequency: *Daily*
 - e) Location: *General Ed/Special Education* OK
- 4) Clarification of Supports and Services: *Optional*

e. ESY TAB

- 1) The student DOES meet the standard for an extended school year: *No*
- 2) Extent to Which ESY Is Necessary: *(This field will show up only if you select ESY YES)*

f. Statewide Assessment TAB:

- 1) Statewide Assessment: *Will participate in statewide assessments with accommodations*
- 2) Accommodations: *Check any of your choice*

g. LRE TAB

- 1) Age: *6-20*
- 2) LRE Continuum: *General Ed and Special Ed Classes*
- 3) LRE Statement: *input data*

h. Actions TAB

- 1) Prerequisites for Activating IEP
- Missing: *PWN-Program - Provided to Parent & Actual IEP Conference*

i. Save / Close

Individualized Education Program

Student Name	Student ID	Birth Date	Gender	Grade	School
AKIONA_ZZ, WILLIAM	9990155131	05/08/1997	M	11	Kalaheo High (312)

Considerations	PLEP	Transition Services	Standards and Goals	Services	ESY	Statewide Assessment	LRE	Actions
----------------	------	---------------------	---------------------	----------	-----	----------------------	-----	---------

IEP Type *
Reevaluation/Annual

IEP Date: IEP Annual Due Date: Reevaluation Due Date: 07/26/2011

Parent was provided an explanation and copy of the procedural safeguards ☐ Parent was provided a copy of IEP at no cost ☐

Activate IEP (PWNs Given to Parent) ☒

Prerequisites for Activating	Completed
Care Coordinator	X
Evaluation Status - IDEA	X
Latest PWN Eval - Provided to Parent, IDEA	X
Latest Elig Determination - IDEA Eligible, Filed Date	X
Latest PWN-Elig - Provided to Parent, IDEA	X
Latest Consent 102b - Provided to Parent, IDEA, Not Revoked	N/A
PWN-Program - Provided to Parent	
Actual IEP Conference	

This tells you what you need and what needs to be done to Activate the IEP. In this case we still need to do the Plan PWN and document the Actual IEP Conference.

Help Save Close

Done Internet 100%

24. Prior Written Notice (for IEP)

Highlight Draft IEP / New Prior Written Notice (Actions)

Student Profile Welcome, Tammy Og

Home | Student Profile | Service Log | School Profile | User Profile | Reports | Charts | Service Management | Admin

Student Name: AKIONA_ZZ, WILLIAM D Student ID: 9990155131 Gender: M Grade: 11 School: Kalaheo High (312) Select Profile View: Page 1

Remove From Student List

Demographics | Status | Contact | Team | Concerns | Supports | Measures | Progress Charts | Conferences | **Referral** | Program | Incidents

Referral

Scheduled Conference Date: 07/26/2008 Student Needs: X Eligibility: X IEP: X 504 Plan: X MU: X Reeval Agrmt: X Actual Conference Date: 07/26/2008

Excluded Participant(s): Allyson Doherty/Counselor IEP Input Needed: Yes Parent Consents: Yes

07/26/2008 X 07/26/2008 06/10/2008 X 06/10/2008

Stage: DEFINE NEEDS

Current Performance Date: 06/10/2008

Evaluation Type: Regulation Assessment(s): Yes 60-Day Due Date: 08/10/2008 Withdrawn Date:

Reevaluation IDEA PWN Provided to Parent Date: 06/11/2008 Regulation PWN Type: Evaluation

Consent Type: Form 102c Provided To Parent Date: 06/11/2008 Consent: Yes Revoked:

Assessor: Christine Sumimoto/Speech - Language PathokSpeech/Language Assessment Type: Due Date: 07/11/2008 Submitted Date: Withdrawn:

Eligibility Decision Date: 07/26/2008 Regulation: Yes Filed Date: 07/26/2008 Revoked:

PWN Provided To Parent Date: 07/27/2008 Regulation: IDEA Eligibility:

PLAN

IEP Type: Active Cycle: Annual Due Date: Reevaluation Due Date: 07/26/2011

Reevaluation/Annual Cycle

IEP Type: Active IEP: Draft IEP: IEP Date: X

Reevaluation/Annual

Actions:

- Open IEP
- Delete IEP
- New Prior Written Notice**
- Display Student Summary

a. Provided to Parent Date: **073108 (Ends the 15-Day Timeline!)**

b. PWN Type: **Program/Placement**

Look at text fields

b. **Save / Close**

Prior Written Notice - IEP (*)

Student Name: AKIONA_ZZ, WILLIAM Student ID: 9990155131 Birth Date: 05/08/1997 Gender: M Grade: 11 School: Kalaheo High (312)

IEP Info

Prior Written Notice Information

Provided to Parent Date: 07/27/2008 PWN Type: Program/Placement

Description of the proposed or refused action

Explanation of why the action is proposed or refused

Description of other options considered

This is your third of 3 PWNs needed in the Reevaluation IEP process.

Help Save Close

25. Actual Conference (for IEP)

Highlight Scheduled Conference Date / Open Actual Conference (Actions)

- Actual Conf Participants: / Add / Participant Type: *Scheduled Participants*: click Name (box) QK
- Actual Conference Purpose: *Individualized Education Program (IEP)*
- Actual Conference Date: *073008*
- Highlight Principal: *Remove*
- Highlight SSC: *Set as Admin/Designee*
- Save / Close

Actual Conference (*)

Student Name	Student ID	Birth Date	Gender	Grade	School
AKIONA_ZZ, WILLIAM	9990155131	05/08/1997	M	11	Kalaheo High (312)

Actual Conference Info		Scheduled Conference Info		Scheduled Conference Purpose	
Actual Conference Participants *				Actual Conference Date *	
Name	Position	Admin/Designee	Excused		
Allyson Doherty	Counselor		X	07/26/2008	
Barbra Taylor	Student Services Coordinator (SSC)	X			
Christine Sumimoto	Speech - Language Pathologist				
Dad Akiona	Father				
Flo General Ed	Other				
Jane Aloha	Other				
Mom Akiona	Mother				
Steven Rusk	Special Education Teacher				

Add Edit Ngn-Team Participant Remove as Admin/Designee Remove

Actual Conference Purpose *	
☐	Student Needs
☐	Agreement that Triennial Reevaluation is Unnecessary
☐	504 or IDEA Eligibility
☒	Individualized Education Program (IEP)
☐	504 Plan
☐	Manifestation Determination (MD) - Student Discipline

Help Audit Log Save Close

Now you are ready to Activate your Draft IEP.

26. Activating IEP

Highlight Draft IEP / Open IEP (Actions)

Student Profile Welcome, Tammy C

Student Name: AKIONA_ZZ, WILLIAM D Student ID: 9990155131 Gender: M Grade: 11 School: Kalaheo High (312) Page 1

[Remove From Student List](#)

Demographics	Status	Contact	Team	Concerns	Supports	Measures	Progress Charts	Conferences	Referral	Program	Incidents																									
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☐ DEFINE NEEDS										☐ Open IEP																										
☐ PLAN										☐ Delete IEP																										
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PWN Provided To Parent Date	PWN Type																																			
☐ 07/27/2008	Program/Placement																																			

a.

- Actions tab / *Activate IEP: *check box*
- Service Availability Date (For Initials and Reevaluations ONLY): *072608*
- Save / Close

Individualized Education Program

Student Name AKIONA_ZZ, WILLIAM	Student ID 9990155131	Birth Date 05/08/1997	Gender M	Grade 11	School Kalaheo High (312)
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Considerations	PLEP	Transition Services	Standards and Goals	Services	ESY	Statewide Assessment	LRE	Actions
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IEP Type *
Reevaluation/Annual

IEP Date: 07/26/2008 IEP Annual Due Date: 07/26/2009 Reevaluation Due Date: 07/26/2011

Parent was provided an explanation and copy of the procedural safeguards ☐ Parent was provided a copy of IEP at no cost ☐

Activate IEP (PWNs Given to Parent) ☒

Prerequisites for Activating	Completed
Care Coordinator	X
Evaluation Status - IDEA	X
Latest PWN Eval - Provided to Parent, IDEA	X
Latest Elig Determination - IDEA Eligible, Filed Date	X
Latest PWN-Elig - Provided to Parent, IDEA	X
Latest Consent 102b - Provided to Parent, IDEA, Not Revoked	N/A
PWN-Program - Provided to Parent	X
Actual IEP Conference	X

If all prerequisites for activating the IEP have been completed, you will be able to activate your IEP

Help E-mail Audit Log Print Form **Save** **Close**

Student Profile

Student Name AKIONA_ZZ, WILLIAM D	Student ID 9990155131	Gender M	Grade 11	School Kalaheo High (312)
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[Remove From Student List](#)

Demographics	Status	Contact	Team	Concerns	Supports	Measures	Progress Charts	Conferences	Referral
--------------	--------	---------	------	----------	----------	----------	-----------------	-------------	-----------------

Received Date	Referral Action Due Date	Active Plans	Draft Plans	Inactive Plans
☒ 06/06/2008	06/21/2008	IEP		
☒ 07/26/2008		IEP	504 Plan	MD
☐ 07/26/2008		X		
☐ 06/10/2008	X			

Stage
☒ DEFINE NEEDS
☒ PLAN

IEP Type	Active Cycle	Annual Due Date	Reevaluation Due Date
☒ Reevaluation/Annual Cycle	X	07/26/2009	07/26/2011

IEP Type	Active IEP	Draft IEP	IEP Date
☒ Reevaluation/Annual	X		07/26/2008

PWN Provided To Parent Date: ☐ 07/27/2008 PWN Type: Program/Placement

Service	Projected Start Date	Projected End Date	Inactive
☐ Special Education	07/26/2008	07/26/2009	
☐ Speech/Language Therapy	07/26/2008	07/26/2009	

27. Request Service Provider

Highlight the Service / Request Service Provider (Actions)

Student Profile Welcome, Tammy Ogata | Log Out

Student Name: AKIONA_ZZ, WILLIAM D Student ID: 9990155131 Gender: M Grade: 11 School: Kalaheo High (312) Page 1

[Remove From Student List](#)

Demographics | **Status** | **Contact** | **Team** | **Concerns** | **Supports** | **Measures** | **Progress Charts** | **Conferences** | **Referral** | **Program** | **Incidents**

Received Date 06/06/2008 **Referral Action Due Date** 06/21/2008 **Active Plans** **Draft Plans** **Inactive Plans**

Scheduled Conference Date	Student Needs	Eligibility	IEP	504 Plan	MD	Reeval Agrmt	Actual Conference Date
☐ 07/26/2008			X				07/26/2008
☐ 07/26/2008							07/26/2008
☐ 06/10/2008	X	X					06/10/2008

Stage

DEFINE NEEDS

PLAN

IEP Type

☐ Reevaluation/Annual Cycle ☒ X Annual Due Date: 07/26/2009 Reevaluation Due Date: 07/26/2011

IEP Type

☐ Reevaluation/Annual ☒ X IEP Date: 07/26/2008

PWN Provided To Parent Date **PWN Type**

☐ 07/27/2008 **Program/Placement**

Service

Service	Projected Start Date	Projected End Date	Inactive
☒ Special Education	07/26/2008	07/26/2009	
☐ Speech/Language Therapy	07/26/2008	07/26/2009	

Actions

- > Service Providers
- > New ESY Report
- > Display Student Summary

a. Add / Service Provider: *select Participant's Name* OK

Request Service Provider

Student Name: AKIONA_ZZ, WILLIAM Student ID: 9990155131 Birth Date: 05/08/1997 Gender: M Grade: 11 School: Kalaheo High (312)

Service Information

Service: Speech/Language Therapy

Projected Start Date: 07/26/2008 Projected End Date: 07/26/2009

Provider Name: Inactive

Service Provider (*)

Service Provider *:

b. Save / Close

Request Service Provider (*)

Student Name: AKIONA_ZZ, WILLIAM Student ID: 9990155131 Birth Date: 05/08/1997 Gender: M Grade: 11 School: Kalaheo High (312)

Service Information

Service: Speech/Language Therapy

Projected Start Date: 07/26/2008 Projected End Date: 07/26/2009

Provider Name: Christine Sumimoto/Speech - Language Pathologist Inactive

Skip #28 if you are NOT a Related Service Provider.

28. Individual SERVICE LOGS (for Related Service Providers ONLY)

Highlight Provider Name / Open Service Log (Actions)

a. Add

- 1) Service Date: **073008**
- 2) Projected Next Service Date: **080508**
- 3) Service Length: **30**
- 4) Primary Method of Contact/Intervention: **In-class Support**
- 5) Comment: **input data OK**
- 6) Save / Close

Student Profile Welcome, Tammy Ogata | Logout

Student Name: **AKIONA_ZZ, WILLIAM D** Student ID: **9990155131** Gender: **M** Grade: **11** School: **Kalaheo High (312)** Page 1

[Remove From Student List](#)

Demographics	Status	Contact	Team	Concerns	Supports	Measures	Progress Charts	Conferences	Referral	Program	Incidents																																																																
Received Date: 06/06/2008 Referral Action Due Date: 06/21/2008 Active Plans Draft Plans Inactive Plans <table><thead><tr><th>Scheduled Conference Date</th><th>Student Needs</th><th>Eligibility</th><th>IEP</th><th>504 Plan</th><th>MD</th><th>Reeval Agrmt</th><th>Actual Conference Date</th></tr></thead><tbody><tr><td>07/26/2008</td><td></td><td></td><td>X</td><td></td><td></td><td></td><td>07/26/2008</td></tr><tr><td>07/26/2008</td><td></td><td></td><td></td><td></td><td></td><td></td><td>07/26/2008</td></tr><tr><td>06/10/2008</td><td>X</td><td></td><td></td><td></td><td></td><td></td><td>06/10/2008</td></tr></tbody></table> Stage DEFINE NEEDS PLAN <table><thead><tr><th>IEP Type</th><th>Active Cycle</th><th>Annual Due Date</th><th>Reevaluation Due Date</th></tr></thead><tbody><tr><td>Reevaluation/Annual Cycle</td><td>X</td><td>07/26/2009</td><td>07/26/2011</td></tr></tbody></table><table><thead><tr><th>IEP Type</th><th>Active IEP</th><th>Draft IEP</th><th>IEP Date</th></tr></thead><tbody><tr><td>Reevaluation/Annual</td><td>X</td><td></td><td>07/26/2008</td></tr></tbody></table><table><thead><tr><th>PWN Provided To Parent Date</th><th>PWN Type</th></tr></thead><tbody><tr><td>07/27/2008</td><td></td></tr></tbody></table><table><thead><tr><th colspan="2">Program/Placement</th></tr></thead><tbody><tr><td>Service</td><td>Projected Start Date</td></tr><tr><td>Special Education</td><td>07/26/2008</td></tr><tr><td>Speech/Language Therapy</td><td>07/26/2008</td></tr></tbody></table><table><thead><tr><th>Requested Provider Name/Position</th><th>Inactive</th></tr></thead><tbody><tr><td>Christine Sumimoto/Speech - Language Pathologist</td><td></td></tr></tbody></table> 07/01/2005 07/16/2005 IEP Actions Open Service Log Display Student Summary												Scheduled Conference Date	Student Needs	Eligibility	IEP	504 Plan	MD	Reeval Agrmt	Actual Conference Date	07/26/2008			X				07/26/2008	07/26/2008							07/26/2008	06/10/2008	X						06/10/2008	IEP Type	Active Cycle	Annual Due Date	Reevaluation Due Date	Reevaluation/Annual Cycle	X	07/26/2009	07/26/2011	IEP Type	Active IEP	Draft IEP	IEP Date	Reevaluation/Annual	X		07/26/2008	PWN Provided To Parent Date	PWN Type	07/27/2008		Program/Placement		Service	Projected Start Date	Special Education	07/26/2008	Speech/Language Therapy	07/26/2008	Requested Provider Name/Position	Inactive	Christine Sumimoto/Speech - Language Pathologist	
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29. Progress Reports: IEP Progress Reports contain evaluations about whether a student is meeting *goals* and *objectives* that were documented by team members in Standards and Goals in the IEP.

Highlight Initial / Annual Cycle - Active / **New IEP Progress Report** (Actions)

a. Input Progress for all objectives: R1

1) Progress Evaluation: / Add Progress Evaluation / select Progress Evaluation

2) Comments: *input data* **OK**

3) Provided to Parent date: *100108*

b. **Save / Close**

Student Profile Welcome, Tammy Ogata | Log

AKIONA_ZZ, WILLIAM D 9990155131 M 11 Kalaheo High (312) Page 1

Remove From Student List

Demographics Status Contact Team Concerns Supports Measures Progress Charts Conferences Referral Program Incidents

Received Date 06/06/2008 Referral Action Due Date 06/21/2008 IEP

Scheduled Conference Date	Student Needs	Eligibility	IEP	504 Plan	MD	Reeval Agrmt	Actual Conference Date
07/26/2008			X				07/26/2008
07/26/2008		X					07/26/2008
06/10/2008	X						06/10/2008

Stage

☒ DEFINE NEEDS

☒ PLAN

IEP Type	Active Cycle	Annual Due Date	Reevaluation Due Date
☒ Reevaluation/Annual Cycle	X	07/26/2009	07/26/2011

IEP Type ☒ Reevaluation/Annual Active IEP Draft IEP IEP Date 07/26/2008

☒ PWN Provided To Parent Date 07/27/2008 PWN Type Program/Placement

Service	Projected Start Date	Projected End Date	Inactive
☒ Special Education	07/26/2008	07/26/2009	
☒ Speech/Language Therapy	07/26/2008	07/26/2009	
Requested Provider Name/Position	Christine Sumimoto/Speech - Language Pathologist		

Actions

- Open IEP
- New IEP Revision (see [Create IEP Annual or IEP Revision?](#))
- New IEP Progress Report**
- New Summary of Performance
- Display Student Summary

Upon login, there is another way to find the Progress Reports.

eCSSS Home

Home | Student Profile | Service Log | School Profile | User Profile | Reports | eEWS | Service Management

User Notifications Student Lists **IEP Progress Reports**

30. ESY Report: At the end of an **Extended School Year (ESY)** service period, providers are required to create a report for services marked for ESY (these services are marked on the [IEP-Services](#) tab).

Highlight appropriate **Service / New ESY Report** (Actions)

- a. **ESY Start Date:**
- b. **ESY End Date:**
- c. **Provided to Parent Date:**
- d. **Add Comments**
 - 1) **Provider Name:**
 - 2) **Comments:**
- e. **Save / Close**

Student Profile
Welcome, Tammy Ogata | Log

[Remove From Student List](#)

[Demographics](#)
[Status](#)
[Contact](#)
[Team](#)
[Concerns](#)
[Supports](#)
[Measures](#)
[Progress Charts](#)
[Conferences](#)
[Referral](#)
[Program](#)
[Incidents](#)

Received Date	Referral Action Due Date	Active Plans	Draft Plans	Inactive Plans
☒ 06/06/2008	06/21/2008	IEP		
☒ 07/26/2008		X		
☐ 07/26/2008				
☐ 06/10/2008	X			

Stage

☒ DEFINE NEEDS

☒ PLAN

IEP Type	Active Cycle	Annual Due Date	Reevaluation Due Date
☒ Reevaluation/Annual Cycle	X	07/26/2009	07/26/2011

IEP Type	Active IEP	Draft IEP	IEP Date
☒ Reevaluation/Annual	X		07/26/2008

Service	Projected Start Date	Projected End Date	Inactive
☒ Special Education	07/26/2008	07/26/2009	
☒ Speech/Language Therapy	07/26/2008	07/26/2009	

Requested Provider Name/Position

Christine Sumimoto/Speech - Language Pathologist

Actions

☒ Service Providers

☒ **New ESY Report**

☐ Display Student Summary

31. Summary of Performance (for high school students graduating/aging out/Certificate of Completion - Secondary only)

Highlight the Active IEP Cycle/ New Summary of Performance (Actions)

- To:
- Summary of Performance Date:
- Provided To Parent Date:
- Click: *Received Diploma, Reached 20*
- Post Secondary Outcomes: *Input Data*
- Save / Close

Student Profile
Welcome, Tammy Ogata | Log

[Remove From Student List](#)

Demographics
Status
Contact
Team
Concerns
Supports
Measures
Progress Charts
Conferences
Referral
Program
Incidents

Received Date	Referral Action Due Date	Active Plans	Draft Plans	Inactive Plans
☒ 06/06/2008	06/21/2008	IEP		
☒ 07/26/2008		X		
☐ 07/26/2008		X		
☐ 06/10/2008	X			

IEP Type
Active Cycle
Annual Due Date
Reevaluation Due Date

☒ Reevaluation/Annual Cycle
 X
07/26/2009
07/26/2011

IEP Type
Active IEP
Draft IEP
IEP Date

☒ Reevaluation/Annual
 X
07/26/2008

Actions

- ▶ Open IEP
- ▶ New IEP Revision
(see [Create IEP Annual or IEP Revision?](#))
- ▶ New IEP Progress Report
- ▶ New Summary of Performance
- ▶ Display Student Summary

Service	Projected Start Date	Projected End Date	Inactive
☐ Special Education	07/26/2008	07/26/2009	
☒ Speech/Language Therapy	07/26/2008	07/26/2009	
Requested Provider Name/Position Christine Sumimoto/Speech - Language Pathologist			

When a student's special education services are being terminated because the student graduates or exceeds the eligible age limit, schools are required under IDEA 2004 to provide the student with a Summary of Performance. As the student pursues post-school goals, the summary serves as the documentation needed for the student to access support services.

32. **To see an overview of your student - Referral tab - Display Student Summary:

This is a report summarizing information about an individual student. Much of the information is confidential, and users can only see those portions of the report that are allowed by their functional rights. In other words, if the information is visible to a user within eCSSS, then the information will be available on the Student Summary report.

Student ProfileWelcome, Tammy Ogata | Logout

Home | Student Profile | Service Log | School Profile | User Profile | Reports | Charts | Service Management | Admin ▾--- Secondary Teacher Training ---

Student NameAKIONA_ZZ, WILLIAM DStudent ID9990155131GenderMGrade11SchoolKalaheo High (312)Select Profile ViewPage 1

[Remove From Student List](#)

DemographicsStatusContactTeamConcernsSupportsMeasuresProgress ChartsConferencesReferralProgramIncidents

Received Date	Referral Action Due Date	Active Plans	Draft Plans	Inactive Plans
06/06/2008	06/21/2008			
Stage				
☐ DEFINE NEEDS				
☐ PLAN				
07/01/2005	07/16/2005	IEP		

Actions

Open Referral

Schedule Conference

New Referral

Delete Referral

View Current Referrals

Display Student Summary

this is an entire summary
of your student

Legend for IEP Training Script

LEGEND	Example	Where found
TAB (all capitals)	Contact TAB	Tab on main screen
tab (lowercase)	Conference Info tab	Tab on pop-up screen
ALL CAPITALS	GATHER DATA	Stage
Underlined (Actions)	<u>Open IEP</u> (Actions)	Actions box
Underscored letter	<u>Edit</u>	Button on screen
Colon :	First Name:	Field Name