

Student Management - Special Education

Part I: Special Education Introduction

Special Education Overview

- Overview of Special Education ([PDF](#))

Skyward Terminology for Special Education

- Exceptionalities = Disabilities
- Programs = Placements

Part II: Special Education Records

Student Profile

- Student Profile Overview ([PDF](#))
- Add Evaluations & Re-Evals
- How to Transfer an IEP ([Webinar](#) - 2:24)
- Assessments Tab ([PDF](#))
- Accommodations Data Entry ([PDF](#))

Entry By Student

- Entry By Student Overview
- Adding Records ([PDF](#))
 - Add Sp Ed Status to Student
 - Add Evaluation to record
 - Add Exceptionalities to record
 - Add IEP Info to record
 - Add Programs to record
 - Add Additional Info
- Add vs. Clone IEP's

Section 504

- Overview of Section 504 Module ([Webinar](#) - 28:30)

Custom Forms

- Custom Forms Guide ([PDF](#))
- Creating Rules for Special Ed Forms ([Webinar](#) - 4:44)
- Change the Display Order of Sp Ed Forms & Why it Can Make A Difference ([Webinar](#) - 6:28)

Staff Calendar

- Staff Calendar

Special Education Forms

- Form Creation ([PDF](#))
- Form Maintenance
- Form Selection
- Turn on Special Education Forms for Teachers & Family Access ([Webinar](#) - 4:32)

Special Ed Tracker (Case Manager, IEP Manager, Service Provider, Team Member)

- View My Students According to Role

Part III: Special Education Reports

Special Education Reports

- General Report Templates Overview ([PDF](#))
- Special Education Reports
 - [Case Due](#) ([Doc](#))
 - [Evaluation Completions Due](#) ([Doc](#))
 - [IEP's Expiring](#) ([Doc](#))
 - [IEP Review Date](#) ([Doc](#))
 - [Three Year Evaluations Due](#) ([Doc](#))
 - [Case Manager List Report](#) ([Doc](#))
 - [Class List Report](#) ([Doc](#))
 - [Contact Report](#) ([Doc](#))
 - [Cost Factor Report](#)
 - [Eval - Re-Eval Count](#) ([Doc](#))
 - [Evaluation Summary](#) ([Doc](#))
 - [Exit Count Report](#) ([Doc](#))
 - [Form Status](#) ([Tutorial](#)) ([Doc](#))
 - [Forms Viewed/Unviewed Tracking](#) ([Doc](#))

- [IEP Gap Report](#) ([Doc](#))
- [IEP Managers List Report](#) ([Doc](#))
- [Medicaid Monthly Log Report](#) ([Doc](#))
- [Medicaid Student List](#) ([Doc](#))
- [Print Forms](#) ([Doc](#))
- [Recheck Ranges](#) ([Doc](#))
- [Specific Disability Report](#) ([Doc](#))
- [Student Alpha Key List](#) ([Doc](#))
- [Student Services List](#) ([Doc](#))
- [Students Attending Other Districts](#) ([Doc](#))
- [Students From Other Districts](#) ([Doc](#))
- [Total Minutes](#)
- [Work In Progress](#) ([Doc](#))

Custom Special Ed Reports (Crystal Reports)

- Special Education Custom Reports ([Doc](#))

Part IV: Additional Resources and Frequently Asked Questions

- Special Education Dates in Skyward ([Doc](#))
- Special Education Date Calculations ([PDF](#))
- Special Education Module Options ([PDF](#))
- Troubleshoot Disability Indicators ([Webinar](#) -5:51)
- Create Special Ed Event Auto Emails ([Webinar](#) - 8:33)
- Special Ed Best Practices
- Turn on Stdnt Srvcs in Family Access ([Webinar](#) - 2:46)
-Not Recommended to turn on in Family Access-
- Turn on Stdnt Srvcs in Teacher Access ([Webinar](#) - 4:06)
- Cloning District Services & Staff ([PDF](#))

Training Agenda

Student Management - Special Education

Sample Special Education Reports

“Case Due” Report

Back to Special Education Reports

Ranges

This report is used to monitor students who have upcoming deadlines regarding an initial evaluation or reevaluation.

The Case Due Report is used to track cases that are approaching the 90 day timeline for completion. The report will indicate the number of days until the case is due. It will also report if a case is past due. The case due dated I shown along with the dates of the last eval, IEP meeting, begin/end IEP, and the start eval. You can select Active, Inactive, or Both under the Student Special Ed Status.

Detailed

lserpt09.p 25-2	Entity (000)	01/27/11	Page:1
04.10.12.00.00	Case Due Report - 03/01/2011 - 03/31/2011		1:25 PM
Sorted By: Case Manager, Student Name			
STUDENT NAME	STUDENT KEY	PROG	LVL TYP
BIRTHDATE	EVAL CNST	GRADE	
AGE	PLACE CNST	ATTND AREA	
PRIMARY HANDICAP	CASE DUE		
IEP MANAGER			
OTHER-ID			
CASE MANAGER	EVAL STATUS		
Luzierscr, Kathy D.	LUZIEKAT000		
04/08/1992	01/12/2011	12	
18	/ /		
Significant Developmental Dela	03/12/2011		
Gramlingscr, Hong			
515150	* CASE IS DUE IN 44 DAYS ***		
Slabaughscr, Marianne	In Process		
	Evaluation is WIP Status		
TOTAL NUMBER OF STUDENTS: 1			
Grand total number of students: 1			
***** End of report *****			

Brief

lserpt09.p 25-2	Entity (000)	01/27/11	Page:1
04.10.12.00.00	Case Due Report - 03/01/2011 - 03/31/2011		1:27 PM
Sorted By: Case Manager, Student Name			
STUDENT NAME	DIS	CASE DUE	EVAL STATUS
Luzierscr, Kathy D.	SDD	03/12/2011	In Process
Evaluation is WIP Status			
TOTAL NUMBER OF STUDENTS: 1			
Grand total number of students: 1			
***** End of report *****			

Training Agenda

Student Management - Special Education

“Evaluation Completions Due ” Report

Back to Special Education Reports

Ranges

This report is typically generated by Minnesota users and compares the Evaluation Completed Date with the Case Due Date to see if the district completed the evaluation within the appropriate time frame.

1serpt10.p 23-4		Entity (000)				08/05/16		Page:1			
05.16.06.00.00 *TrnDB*		Evaluation Completions Due Report						9:44 AM			
Evaluation Completions Due Date: From 08/05/2016 To 12/31/2999											
Sorted By: Student Name											
<u>STUDENT NAME</u>		<u>STUDENT KEY</u>	<u>PROG</u>	<u>LVL</u>	<u>TYP</u>	<u>DIR</u>	<u>INDIR</u>	<u>SERV</u>	<u>MINS</u>	<u>LAST EVAL</u>	<u>PARENT ADDRESS</u>
<u>BIRTHDATE</u>	<u>EVAL CNST</u>	<u>GRADE</u>				<u>LAST IEP</u>					
<u>AGE</u>	<u>PLACE CNST</u>	<u>ATTND AREA</u>				<u>BEG IEP</u>					
<u>PRIMARY HANDICAP</u>		<u>EVAL DUE</u>				<u>END IEP</u>				<u>HOME PHONE</u>	
<u>IEP MANAGER</u>		<u>EVAL COMPL</u>				<u>NEXT EVAL</u>				<u>WORK PHONE</u>	
<u>OTHER-ID</u> S SE										<u>2ND PARENT NAME</u>	
<u>CASE MANAGER</u>											
TOTAL NUMBER OF STUDENTS:		0									
***** End of report *****											

“IEP’s Expiring” Report

Back to Special Education Reports

Ranges

This report generates a list of students whose IEP will be or have expired during the specified date range and is used to identify students who require a new IEP.

The IEP’s Expiring Report is used to track students whose IEP’s have expired based on the End IEP date. It will also indicate if an evaluation is coming due. The IEP manager’s name along with the Case manager’s name appears on this report. The date of the IEP review is bolded for your connivance. You can select Active, Inactive or Both under the Student Special Ed Status.

1serpt12.p 40-4		High School-Grades 9-12			08/08/16		Page:1	
05.16.06.00.00 *TrnDB*		IEP's Expiring Report - 06/01/2016 - 12/31/2999					11:29 AM	
Sorted By: Case Manager, IEP's Expiring Date								
<u>STUDENT NAME</u>		<u>STUDENT KEY</u>	<u>PROG</u>	<u>LVL</u>	<u>TYP</u>	<u>SERV</u>	<u>LAST EVAL</u>	<u>PARENT ADDRESS</u>
<u>BIRTHDATE</u>	<u>EVAL CNST</u>	<u>GRADE</u>					<u>IEP MEET</u>	
<u>AGE</u>	<u>PLACE CNST</u>	<u>ATTND AREA</u>					<u>BEG IEP</u>	
<u>PRIMARY HANDICAP</u>		<u>IEP REVIEW</u>					<u>END IEP</u>	<u>HOME PHONE</u>
<u>IEP MANAGER</u>		<u>SCHOOL ID</u>					<u>START EVAL</u>	<u>WORK PHONE</u>
<u>OTHER-ID</u>							<u>NEXT EVAL</u>	<u>2ND PARENT NAME</u>
<u>CASE MANAGER</u>								
Ebleser, Krista		EBLESKR1001		SLD			08/20/2015	Kyra Ebleser
01/11/2001	/ /	09					/ /	547 Scramble Ave
15	/ /						08/17/2015	YOUNG AMERICA WI 55555
Specific Learning Disability		/ /					08/16/2016	(555) 232-8134
Kneseser, Jacob		400					06/21/2018	(555) 836-1341
1030							08/20/2018	
Kneseser, Jacob				IEP IS DUE IN		8 DAYS		

Student Management - Special Education

[Back to Special Education Reports](#)

This report generates a summary of all IEP Reviews due in the given ranges and allows staff to quickly identify students that need to have their IEP's reviewed.

1serpt12.p 40-4		High School-Grades 9-12		08/08/16		Page:1	
05.16.06.00.00 *TrnDB*		IEP Reviews Report - 05/30/2016 - 12/31/2999				1:48 PM	
Sorted By: Student Name							
<u>STUDENT NAME</u>	<u>STUDENT KEY</u>	<u>PROG</u>	<u>LVL</u>	<u>TYF</u>	<u>SERV</u>	<u>LAST EVAL</u>	<u>PARENT ADDRESS</u>
<u>BIRTHDATE</u>	<u>EVAL CNST</u>	<u>GRADE</u>				<u>IEP MEET</u>	
<u>AGE</u>	<u>PLACE CNST</u>	<u>ATTND AREA</u>				<u>BEG IEP</u>	
<u>PRIMARY HANDICAP</u>	<u>IEP REVIEW</u>					<u>END IEP</u>	<u>HOME PHONE</u>
<u>IEP MANAGER</u>	<u>SCHOOL ID</u>					<u>START EVAL</u>	<u>WORK PHONE</u>
<u>OTHER-ID</u>						<u>NEXT EVAL</u>	<u>2ND PARENT NAME</u>
<u>CASE MANAGER</u>							
Abbotser, Jon	ABBOTJON000	SLD			SP	02/03/2015	Argentina Abastaser
05/10/1999	01/08/2014	11				02/04/2016	879 11TH ST
17	02/06/2015					02/06/2016	YOUNG AMERICA WI 55555
Specific Learning Disability	02/03/2017					02/05/2017	(555) 124-8463
Kneseser, Jacob	400					12/05/2017	(555) 222-8777
2806						02/03/2018	
Kneseser, Jacob	* IEP REVIEW IS DUE IN 179 DAYS ***						

[Back to Special Education Reports](#)

This report is used to determine which students will be due for a reevaluation based on state guidelines for reevaluations and will show those evaluations coming due based on the parameters used to generate the report.

1serpt11.p 34-4		High School-Grades 9-12		08/08/16		Page:1	
05.16.06.00.00 *TrnDB*		Three Year Evaluations Due Report				2:37 PM	
<p>* = indicates that the Eval printed is WIP</p> <p>- = symbol indicates that a WIP Eval exists, but is not the Eval printed</p>							
<p>Evaluation Due Date: From 08/08/2016 To 12/31/2999</p> <p>Sorted By: Student Name</p>							
<u>STUDENT NAME</u>		<u>STUDENT KEY</u>	<u>PROG</u>	<u>LVL</u>	<u>TYP</u>	<u>SERV</u>	<u>LAST EVAL</u>
<u>BIRTHDATE</u>	<u>EVAL CNST</u>	<u>GRADE</u>					<u>IEP MEET</u>
<u>AGE</u>	<u>PLACE CNST</u>	<u>ATTND AREA</u>					<u>BEG IEP</u>
<u>PRIMARY HANDICAP</u>		<u>EVAL. DUE</u>					<u>END IEP</u>
<u>IEP MANAGER</u>		<u>SCHOOL ID</u>					<u>START EVAL</u>
<u>OTHER-ID</u>							<u>HOME PHONE</u>
<u>CASE MANAGER</u>							<u>WORK PHONE</u>
							<u>2ND PARENT NAME</u>
Abbotscr, Jon		ABBOTJON000	SLD			SP	02/03/2015
05/10/1999	01/08/2014	11					02/04/2016
17	02/06/2015	400					02/06/2016
Specific Learning Disability		02/03/2018					02/05/2017
Knesescr, Jacob		400					12/05/2017
2806		EVALUATION DUE IN 544 DAYS					
Knesescr, Jacob							

Training Agenda

Student Management - Special Education

“Case Manager List” Report

Back to Special Education Reports

Ranges

This report can be generated for a Case Manager to view the students they are assigned to and provides a snapshot of the students’ Evaluation Type and information.

lserpt37.p 07-2	Entity (000)	01/27/11	Page:1
04.10.12.00.00	Case Manager List Report		1:34 PM

CASE MANAGER: XAPTHJAM000 Jamesmarie Xapthmascr

STUDENT KEY	STUDENT NAME	EVAL DATE	EVAL STATUS	EVAL TYPE
		EVAL CONSENT	LAST MEETING	LAST IEP MEETING
			-----PLACEMENT----- CONSENT	DATE
			CASE DUE	EXT TO
CHOOSJAM000	James Chooscr	01/20/2011	Completed	Special Ed Student
		Yes		Yes
				01/21/2011
				04/15/2011
FELDSNEA000	Neal Feldsteinscr	02/04/2010	Completed	Special Ed Student
				No
TOTAL STUDENTS:	02			

“Class List” Report

Back to Special Education Reports

Ranges

Case Managers and IEP Managers may run the Class List Report to view students placed in a Special Education Program/Service for the current school year. The Students Without Placements report type option can be used as an exception report to see those students that are active in Special Education but not yet placed. The Class List Report allows you to verify placement information for staff members providing services and for students receiving services. More specifically, this report could be used to verify current year placements, to identify students with expired IEP's or students who have been dismissed, or to produce a list of teachers and students along with the students' Special Education status.

lserpt51.p 00-2	Entity (000)	01/27/11	Page:1
04.10.12.00.00	Brief Class List of Active SE Students		1:42 PM

Sorted By: Staff Key

YEAR:2011	<u>KEY</u>	<u>NAME</u>	<u>PROGRAM</u>								
DISTRICT	:1234	District (1234)	CODE: CD	*** EFFECTIVE DATE:09/01/2010							
BUILDING/LOCATION:320		Building (320)	NAME:Cognitive Dis	PLACED: As of Effective Date							
(*)PRIM/OTHER STF:OSBISISE000	(*)Oseiscr, Isela		NBR :001	USING: Most Current Eval							
			SEQ : 32	* IEP EXPIRES DATE:01/27/2011							
<u>STUDENT NAME</u>	<u>STUDENT KEY</u>	<u>CODE</u>	<u>DISABILITY</u>	<u>PROG/SERV</u>	<u>F.T.E.</u>	<u>S</u>	<u>SE</u>	<u>GR</u>	<u>OTHER ID</u>	<u>PLACE</u>	<u>END</u>
<u>FREQUENCY</u>	<u>IEP Manager</u>			<u>Case Manager</u>							
Nackscr, Ona	NACKSONA000			PROGRAM	.00	A	A	10	515198	11/08/2010	
100 Minutes Per Week	Oseiscr, Isela			Oseiscr, Isela							
Petrarcascr, Maxwell	PETRAMAX000	SDD	Sig Dev Delay	PROGRAM	.00	A	A	12	515288	10/16/2010	
100 Minutes Per Week	Oseiscr, Isela			ragador, simon							
TOTAL NUMBER OF STUDENTS:	2										
TOTAL FTE :	.00										
					</						

*IEP = has expired or will expire before: 01/27/2011
END = Placement ended on Effective Date

Training Agenda

Student Management - Special Education

“Contact” Report

Back to Special Education Reports

[Ranges](#)

This report lists students and the contact that has been made with the student’s guardians. This information is being pulled from the Contacts tab within the Student Profile.

The Contact Report provides you with a list of students and the contact that has been made with the student’s guardians. This information is being pulled from the student’s Contact tab. The report includes the following information: student key, student name, contact date, contact person, type, and time. You also have the ability to have comments print on the report.

1serpt36.p 05-4		High School-Grades 9-12		08/09/16		Page:1	
05.16.06.00.00 *TrnDB*		Contact Report				8:57 AM	
Student Key: From ABBOTJON000 To ABBOTJON000							
<u>STUDENT KEY</u>	<u>STUDENT NAME</u>	<u>CONTACT DATE</u>	<u>CONTACT PERSON</u>	<u>TYPE</u>	<u>TIME</u>		
ABBOTJON000	Jon Abbottscr	01/27/2016	Jacob Knesescr	Phone	8:37 AM		
		Call and left a message reminding of upcoming meeting.					
		02/25/2015	Jacob Knesescr	Notice	11:43 AM		
		Supplemental IEP Form sent					
		02/25/2015	Jacob Knesescr	Notice	9:46 AM		
		Cover Sheet (I-3) sent					
		02/25/2015	Jacob Knesescr	Notice	9:45 AM		
		Cover Sheet (I-3) sent					

“Cost Factor” Report

Back to Special Education Reports

[Ranges](#)

This report is for Florida users and generates a list of ESE students with their calculated Cost Factor. This information is pulled from the student's ESE Cost Factor area on their Exceptional Student Education record.

05.18.02.00.00 *TrnDB*										Current Cost Factor Report															1:10 PM					
Sort Order: Default Entity, Cost Factor, Student Full Name																														
Student Name	Other ID	D	Ent	Race	Gr	S	SEP	Zone	Pri	Exc	Sec	Excl	Sec	Exc2	Sec	Exc3	Eff Date	Cost Ft	CL	SE	IF	HC	Co	T	Rt	HH	PKHH	PK-5	VD	17/21
ABBOB, ABBOTJON-12	ABBOTJON000	M	M		10	A			L								11/04/2016	1	1	1	1	1	5	N	N	N	N	N	N	N
ABBOB, ABBOTJON-12	ABBOTJON000	M	M		09	A			L								08/10/2017	1	1	1	1	1	5	N	N	N	N	N	N	N
ABBOB, ABBOTJON-12	ABBOTJON000	H	M		12	A			L								08/18/2014	1	1	1	1	1	5	N	N	N	N	N	N	N
ABBOB, ABBOTJON-12	ABBOTJON000	M	M		09	A			L								08/10/2017	1	1	1	1	1	5	N	N	N	N	N	N	N
ABBOB, ABBOTJON-12	ABBOTJON000	M	M		12	A			L								08/18/2014	1	1	1	1	1	5	N	N	N	N	N	N	N
ABBOB, ABBOTJON-12	ABBOTJON000	M	M		10	A			L								09/07/2016	1	1	1	1	1	5	N	N	N	N	N	N	N

Training Agenda

Student Management - Special Education

“Eval - Re-Eval Count” Report

[Back to Special Education Reports](#)

[Ranges](#)

The Eval/Re-Eval Count Report is used to track the number of evaluation and Reevaluations within a specified length of time. The report will breakdown the information in the following format; number of Evaluations and of those, the number of found to need Special Education and then the number of found not to need Special Education. The report also breaks down the Reevaluations in similar format; number of Reevaluations and of those, number of found to continue to need Special Education and conversely, number found to no longer to need Special Education. The report will allow you to view the Eval type, disability, and if the student is continuing in Special Education.

1serpt23.p 24-4		High School-Grades 9-12		08/09/16		Page:1	
05.16.06.00.00 *TrnDB*		Evaluation/Re-Eval Count				2:28 PM	
Date Ranges: 01/01/1900 to 12/31/2999							
+ = Approved Initial Evaluation Students							
+ = Continuing Special Education Students							
DISTRICT:							
CASE	INITIAL	FOUND		CONTINUED	MANAGERS		
MANAGER	EVALUATION	DISABILITY	RE-EVALUATION	SPEC. ED.	TOTAL		
STUDENT NAME			EVAL TYPE		STATUS		
Priviterascr, Alethia	1	1	0	0	1		
*Aburtoscr, Odell			Initial		APPROVED		
Initial and Re-Evaluation totals for district:	1	1	0	0	1		
GRAND TOTAL:	1	1	0	0	1		

Student Management - Special Education

[Back to Special Education Reports](#)

The Evaluation Summary Report is used to review Special Education student information in an expanded report form. You will receive a detailed, one page summary on each student consisting of Evaluation and IEP information. This report can be run for all Special Education students or for individual student depending on your district needs.

STUDENT EVALUATION SUMMARY	
Student Name:	Parker Coachscr
Student key:	COACHPAR000
Date:	01/27/2011
Birthdate:	03/03/1997
Grade:	08
Special Ed. Status:	ACTIVE
Parent/Guardian:	Point Youth Center
Address:	545 FORT BRONX
City,St,Zip:	STEVENS POINT WI 54481
Telephone:	
Resident District:	
Attendance Area:	
Evaluation Date/Type:	11/01/2010 Evaluation
Status of Eval:	Completed Special Ed Student
Case Manager:	Amber Nie
IEP Manager:	Amber Nie
Permission Date:	
Date Invitation Sent:	
Meeting Date:	
Eval Compl. Date:	
Primary Disability:	
Secondary Disability:	
Invitation IEP Meeting:	
IEP Meeting:	01/01/2010
Beg & End IEP Date:	11/01/2010 12/22/2010
Placement Consent/Date:	No
Spec. Ed School:	School (420)
Case Due Date:	
Extension Request:	

8 of 37

Training Agenda

Student Management - Special Education

1serpt24.p 23-4
05.16.06.00.00 *TrnDB*

Skyward School District 1
High School-Grades 9-12

08/09/16
Page:1
3:31 PM

STUDENT EVALUATION SUMMARY

Student Name:Jon Abbotsr

Student key:ABBOTJON000

Date:08/09/2016

Birthdate:05/10/1999

Grade:11

Special Ed. Status:ACTIVE

Parent/Guardian:Argentina Abastascr

Address:879 11TH ST

City,St,Zip:YOUNG AMERICA WI 55555

Telephone:H: (555) 124-8463 C: (555) 222-8777 W: (555) 233-4111 EXT. 1234

Resident District:

Attendance Area:

Evaluation Date/Type:01/07/2014 Initial

Status of Eval:Closed-Qualifies for Special Ed

Case Manager:Jacob T. Knesescr

IEP Manager:Jacob Knesescr

Permission Date:01/08/2014

Date Invitation Sent:

Meeting Date:02/06/2015

Eval Compl. Date:02/03/2015

Primary Disability:Specific Learning Disability

Secondary Disability:Speech/Language

Invitation IEP Meeting:01/27/2016

IEP Meeting:02/04/2016

Beg & End IEP Date:02/06/2016 02/05/2017

Placement Consent/Date:Yes 02/06/2015

Spec. Ed School:School (400)

Case Due Date:09/17/2015

Extension Request:

PLACEMENTS

YEAR	DISTRICT	PROG ID	PROG#	SEQ#	STAFF NAME	BEGIN DATE	END DATE	PROG/SERV
*2016	3381	SLD	400	001	Jacob Knesescr	02/06/2016	06/09/2016	PROGRAM
2016	3381	SP	4615	000	Christopher Kaliscr	02/06/2016	06/09/2016	SERVICE
*2017	3381	SLD	400	001	Jacob Knesescr	08/06/2016	02/05/2017	PROGRAM
2017	3381	SP	4615	000	Christopher Kaliscr	08/06/2016	02/05/2017	SERVICE

Training Agenda

Student Management - Special Education

“Exit Count” Report

Back to Special Education Reports

Ranges

Report lists exited students over a date range. Lists Exit reason, name, exit date, entity, district, grade.

1serpt22.p 07-2	Exit Reason Count Report	01/27/11	Page:1
04.10.12.00.00	by Exit Reason		1:51 PM

Total number of Students - A00 : 1
Total number of Students - B00 : 1
Total number of Students - C00 : 1
Total number of Students - F02 : 3
Total number of Students - G02 : 1
Total number of Students - H02 : 2

Total number of Students: 9



***** End of report *****

“Form Status” Report

Back to Special Education Reports

Ranges

Indicates the status of special education forms for evaluations and IEP’s that fall within the requested ranges.

1serpt45.p 03-2	Entity (000)	01/27/11	Page:1
04.10.12.00.00	Form Status Summary Report		1:52 PM

STUDENT NAME	EVAL DATE	EVAL STATUS	EVAL TYPE	EVALUATION FORMS				IEP FORMS			
				WIP	WFA	APP	LOCK	WIP	WFA	APP	LOCK
Aplinscr, Fernscr T.	01/21/2011	Waiting Sig	Eval	1	0	0	0				
Boehmanscr, Dominique	08/31/2010	Completed Special Ed Student	Reeval	1	0	0	1				
	05/06/2012	05/05/2013 no						2	0	0	0
Chooscr, James	01/20/2011	Completed Special Ed Student	Eval	0	0	0	0				
	02/04/2011	02/03/2012 no						4	0	0	0
Coachscr, Parker	11/01/2010	Completed Special Ed Student	Eval	1	0	0	0				
	11/01/2010	12/22/2010 no						1	0	0	0

Training Agenda

Student Management - Special Education

“Forms Viewed/Unviewed Tracking” Report [Back to Special Education Reports](#)

This report allows staff to see which teachers and/or families have viewed or not viewed students Special Education forms via Educator Access Plus or Family Access.

Family

1serpt50.p 01-4		High School-Grades 9-12		08/12/16	Page:1
05.16.10.00.00 *TrnDB*		Forms Viewed/Unviewed Tracking Report			8:06 AM
Student Name	Birthdate	Age	G GR	S SE Case Manager	IEP Manager
Guardian Name	Fam#	Relationship	Primary Phone	Secondary Phone	Evals IEPs Evals IEPs
Abbotscr, Jon	05/10/1999	17 M 11	A A Kneseser, Jacob T.		View View Unview Unview
Abastascr, Argentina E.	1	Guardian	(555) 124-8463	(555) 222-8777	0 0 1 0

Teacher

1serpt50.p 01-4		High School-Grades 9-12		08/12/16	Page:1
05.16.10.00.00 *TrnDB*		Forms Viewed/Unviewed Tracking Report			8:08 AM
Student Name	Birthdate	Age	G GR	S SE Case Manager	IEP Manager
Course/Cls	Description	Term	Period	Days	Room Bldg Teacher
Abbotscr, Jon	05/10/1999	17 M 11	A A Kneseser, Jacob T.		Evals IEPs Evals IEPs
ART01/1	Art 1/Art Intro	YR (01-04)	01	MTWRF	166 400 Alvinscr, Pansy G.
5301/01	Statistics	YR (01-04)	05	MTWRF	035 400 Kneseser, Jacob T.
BANDC/1	Concert Band	YR (01-04)	08	MTWRF	186 400 Ainsleyscr, Pamela W.
					View View Unview Unview
					0 0 1 0
					0 0 1 0
					0 0 1 0

“IEP Gap” Report [Back to Special Education Reports](#)

Ranges

Indicates gaps between IEP’s for students within the requested ranges set by the user.

1serpt46.p 02-2	Entity (000)	01/27/11	Page:1
04.10.12.00.00	IEP GAP Report		1:55 PM

RESIDENT					-----PREVIOUS-----		-----CURRENT/WIP-----		LAPSE
DISTRICT	STUDENT NAME	BIRTHDATE	GR	STATE ID	IEP BEGIN	IEP END	IEP BEGIN	IEP END	DAYS
1234	Comanscr, Beau R. JR	05/22/1994	10	300000237	01/10/2008	01/09/2009	01/12/2009	01/11/2010	3
					01/12/2009	01/11/2010	08/25/2010	08/24/2011	226
	Doverspikescr, Keith K.	08/24/1989	GD	300000375	09/01/2007	08/31/2008	12/10/2008	12/09/2009	101
WR	Erbenscr, Lincoln B.	08/19/1994	11	300000465	11/24/2009	05/06/2010	07/07/2010	12/13/2010	62
	Fioritoscr, Belinda N.	12/05/1998	06	300000567	09/01/2008	08/31/2009	05/07/2010	05/06/2011	249
1234	Goersscr, Gil F.	12/16/1994	10	300000672	01/10/2010	01/09/2011	01/20/2011	01/19/2012	11
1654	Jacomescr, Geri T.	03/08/1993	12	300000918	10/11/2007	05/15/2008	09/06/2008	10/10/2008	114
1234	Kempkerscr, Olen H.	08/20/1993	12	300001068	09/01/2007	08/31/2008	09/15/2008	10/31/2008	15
					09/15/2008	10/31/2008	04/17/2009	10/31/2009	168
	Philipptescr, Pam O.	08/12/1993	10	300001665	09/01/2008	08/31/2009	12/27/2010	12/26/2011	483
1234	Woottenscr, Jeannie C.	09/17/1995	10	300002502	02/19/2008	02/18/2009	10/09/2009	10/08/2010	233
1234	Ziglarscr, Cheri E.	07/09/1990	11	300002706	05/15/2009	05/14/2010	09/01/2010	08/31/2011	110
0162000	Gumponaroscr, Forrestscr	08/24/1993	12	0	05/10/2010	06/14/2010	12/17/2010	12/16/2011	186

Total Students: 38 Students with Gap: 11 Percent students with Gap: 28.95

Training Agenda

Student Management - Special Education

“IEP Managers List” Report

Back to Special Education Reports

[Ranges](#)

This report can be used by individual IEP Managers to generated a report of students that they act as IEP Manager for. Under the IEP Manager List you have three options on how to generate this report which show show different levels of information. They are: Brief, Brief/Allservice/Programs, and Expanded. You also have the ability to apply different sort options.

Brief

1serpt18.p 48-4		High School-Grades 9-12		08/12/16		Page:1			
05.16.10.00.00 *TrnDB*		Brief IEP Manager List				10:05 AM			
Sorted By: Student Name									
IEP Manager: Kneseser, Jacob T.									
YEAR: 2016		EFFECTIVE DATES: 01/01/1900-12/31/2999		IEP EXPIRE DATE: 08/12/2016					
PRIM									
<u>STUDENT NAME</u>	<u>BIRTHDATE</u>	<u>GR</u>	<u>SCHL</u>	<u>DIS</u>	<u>ED ENV</u>	<u>PROGRAMS/SERVICES</u>	<u>IEP END</u>	<u>NEXT EVAL</u>	<u>LAST MEETING</u>
Abbotser, Jon	05/10/1999	11	400	LD	A	Specific Learning Disability	02/05/2017	02/03/2018	02/04/2016
Total students for this manager: 1		*I = IEP HAS EXPIRED, *E = STUDENT HAS EXITED, *N = NEW IEP EXISTS							
		WB = Both Evaluation and IEP are WIP, WE = Evaluation is WIP, WI = IEP is WIP							
Total of students reported: 1									

Continued on next page.....

Training Agenda

Student Management - Special Education

Brief/All Services/All Programs

1serpt18.p 48-4 05.16.10.00.00 *TrnDB*		High School-Grades 9-12 Brief/All Services/Programs		08/12/16	Page:1 10:07 AM		
Sorted By: Student Name							
IEP Manager: Kneseser, Jacob T.							
YEAR: 2016		EFFECTIVE DATES: 01/01/1900-12/31/2999		IEP EXPIRE DATE: 08/12/2016			
PRIM							
<u>STUDENT NAME</u>	<u>BIRTHDATE</u>	<u>GR</u>	<u>SCH</u>	<u>DIS</u>	<u>ED ENV</u>	<u>PROGRAMS/SERVICES</u>	<u>PRIMARY SERVICE PROVIDER</u>
Abbotsr, Jon	05/10/1999	11	400	LD	A	Specific Learning Disability Speech & Language	Kneseser, Jacob T. Kalisscr, Christopher H.
Total students for this manager: 1		*I = IEP HAS EXPIRED, *E = STUDENT HAS EXITED, *N = NEW IEP EXISTS					
Total of students reported: 1							

Expanded

1serpt06.p 40-4 05.16.10.00.00 *TrnDB*		High School-Grades 9-12 Expanded IEP Manager List		08/12/16	Page:1 10:11 AM	
Sorted By: Student Name						
IEP Manager: Kneseser, Jacob T.						
YEAR: 2016		EFFECTIVE DATES: 01/01/1900-12/31/2999		IEP EXPIRE DATE: 08/12/2016		
<u>STUDENT NAME</u>	<u>BIRTHDATE</u>	<u>GRADE</u>	<u>SPEC. ED. SCHOOL</u>	<u>EVAL START</u>	<u>IEP BEGIN</u>	<u>LAST TEAM MEETING</u>
<u>PRIMARY DISABILITY</u>	<u>ED ENV</u>	<u>STATUS</u>	<u>PROGRAMS/SERVICES</u>	<u>NEXT EVAL</u>	<u>IEP END</u>	<u>EXIT DATE</u>
<u>OTHER-ID</u>						
Abbotsr, Jon	05/10/1999	11	School (400)	01/07/2014	02/06/2016	02/04/2016
Specific Learning Disability	A	ACTIVE	Specific Learning Disability	02/03/2018	02/05/2017	/ /
2806			Speech & Language			
Total students for this manager: 1		WB = Both Evaluation and IEP are WIP, WE = Evaluation is WIP, WI = IEP is WIP				
Total of students reported: 1						

Student Management - Special Education

[Back to Special Education Reports](#)

[illegible]

[Back to Special Education Reports](#)

This report will give you a list of all the special ed students who are eligible for Medicaid. If students are eligible for Medicaid, financial reimbursement is available to the school district for qualifying services provided to meet the students' special needs

14 of 37

Training Agenda

Student Management - Special Education

“Recheck Ranges” Report

Back to Special Education Reports

[Ranges](#)

If using the Recheck option on the General Information screen, this report can be used to provide you with a quick reference report of when student need to be re-checked and any comments that have been entered of the student. You are also able to sort by different categories on the re-check screen.

1semasc21.p 14-4 05.16.06.00.00		Entity (400) Grade 9-12 Student Re-Check Report - By: Student Name		08/15/16	Page:1 1:35 PM
<u>Student Name</u>	<u>Student Key</u>	<u>IEP Manager</u>	<u>Re-Check Date</u>	<u>Re-Check Comment</u>	
Ashbacherscr, Jolynn X.	ASHBAJOL000	Anhaltscr, Augusta B	08/16/16	Send email reminder regarding meeting.	
Total Students:		1			

“Specific Disability” Report

Back to Special Education Reports

[Ranges](#)

This report provides a list of students with a specific disability and may be limited by the student’s Evaluation Start and Next Evaluation dates.

1serpt287.p 01-4		High School-Grades 9-12		10/20/17		Page:1		
05.17.10.00.00 *TrnDB*		Specific Disability Report				2:33 PM		
<u>Student Key</u>	<u>Student Name</u>	<u>Birth Date</u>	<u>Case Manager</u>	<u>Eval Start</u>	<u>Next Eval</u>	<u>Pri?</u>	<u>WIP?</u>	<u>Disability</u>
ABBESTRE001	Abbescr, Trembley	05/06/2001	Name Not Found: 0	06/28/2017	06/28/2020	Y	N	SL - Speech/Language

Training Agenda

Student Management - Special Education

“Student Alpha Key List” Report

Back to Special Education Reports

[Ranges](#)

This report is useful as a reference guide for quick viewing of students IEP’s, next Evaluation date, and primary handicap. It also reports the status of the Special Education student. This report can sort by different fields to customize the way the information is displayed on the report.

1serpt25.p 19-2	Entity (000)	01/27/11	Page:1
04.10.12.00.00	Skyward School District		2:03 PM

Student Alphakey List

For all Active Students

Using: Most Current Eval

Sorted By: Alphakey

Alphakey	Student's Name	Birthdate	Grade	P/D	Teacher of primary placement	End IEP	Next Eval	Sp Rd?
APLINFER000	Aplinscr, Fernscr	03/10/1994	11		%% No IEP for student %%	/ /	01/21/2014	Yes
BOEHMDOM000	Boehmanscr, Dominique	03/07/1992	12	DB	\$\$ Student not placed \$\$	05/05/2013	08/31/2013	Yes
CHOOSJAM000	Chooscr, James	07/12/1994	11	A	Zemkescr, Antonia	02/03/2012	01/25/2014	Yes
COACHPAR000	Coachscr, Parker	03/03/1997	08		\$\$ Student not placed \$\$	12/22/2010	11/01/2013	Yes

Training Agenda

Student Management - Special Education

“Student Services List” Report

[Back to Special Education Reports](#)

[Ranges](#)

This report will provide you with a list of student receiving services in your district. Keep in mind that when running this report, if the student qualifies for Special Education, but has not been placed yet, he or she will not print on this report. It will list information pertaining to the primary handicap, programs/related services, staff name, location/building, and the IEP manager by student.

lserpt17.p 28-2	Entity (000)	01/27/11	Page:1
04.10.12.00.00	Student Services List Report		2:05 PM

For: Active Students By: Student Name

	PRIM	SERVICE(S)						
STUDENT NAME	HAND	YR	ID	NUMB	SEQ	STAFF NAME	LOC/BLD	IEP MANAGER
Boehmanscr, Dominique	DB	11	SL	SL	1	Urbanikscr, Jean	400/Building (400)	Zemkescr, Antonia
	DB	11	SL	SL	1	Urbanikscr, Jean	400/Building (400)	Zemkescr, Antonia
		12	SL	SL	1	Urbanikscr, Jean	400/Building (400)	
		12	SL	SL	1	Urbanikscr, Jean	400/Building (400)	Zemkescr, Antonia
Chooscr, James	A	11	SL	000	1	Xapthmascr, Jamesmarie	SCHOOL NOT FOUND	Xapthmascr, Jamesmarie
		12	SL	000	1	Xapthmascr, Jamesmarie	SCHOOL NOT FOUND	
Comanscr, Beau JR	DB	11	SL	SL	1	Urbanikscr, Jean	400/Building (400)	Smith, Socorro
		12	SL	SL	1	Urbanikscr, Jean	400/Building (400)	Smith, Socorro
Feldsteinscr, Neal	SL	12	SL	000	1	Xapthmascr, Jamesmarie	SCHOOL NOT FOUND	Xapthmascr, Jamesmarie
Jacomescr, Geri		09	SL	400	1	No Staff Assigned	400/Building (400)	Oseiscr, Isela
		10	SL	SL	1	Urbanikscr, Jean	400/Building (400)	
		10	SL	SL	1	Urbanikscr, Jean	400/Building (400)	Oseiscr, Isela
Kempkerscr, Olen	SLD	10	SL	SL	1	Urbanikscr, Jean	400/Building (400)	Urbanikscr, Jean
		10	SL	SL	1	Urbanikscr, Jean	400/Building (400)	Oseiscr, Isela
		11	SL	SL	1	Urbanikscr, Jean	400/Building (400)	Oseiscr, Isela
Philippescr, Pam	SDD	09	SL	400	1	No Staff Assigned	400/Building (400)	Leescr, Sean
Total students Reported:		7						

Training Agenda

Student Management - Special Education

“Students Attending Other Districts” Report

[Back to Special Education Reports](#)

[Ranges](#)

This report is used to track students that attend are residents of your district but attend another district for Special Education services. The information you will receive is as follows: Name, Address, City/State/Zip, Birth Date, Age, Grade, Primary Handicap, District Attending, Location, and Special Education Status.

1serpt03.p 14-4		Students Attending Other Than District (5866)		08/17/16	Page:1
05.16.10.00.00 *TrnDB*		by District Attending			7:22 AM
NAME	BIRTHDATE	GRADE	PRIMARY DISABILITY	DISTRICT ATTENDING	SP ED
ADDRESS	AGE			LOCATION	
CITY, ST ZIP					
Erickser, Leland N.	06/02/2001	09	Cognitive Disability	District (1085)	Yes
7254 N Scramble Ave PO BOX 366	15			School (400)	
YOUNG AMERICA WI 55555					
Abbotser, Jon	05/10/1999	11	Specific Learning Disability	District (3381)	Yes
879 11TH ST	17			School (400)	
YOUNG AMERICA WI 55555					
Total number of students: 2					

“Students From Other Districts” Report

[Back to Special Education Reports](#)

[Ranges](#)

This report is used to track students that attend your districts from other districts. The information you will receive is as follows: Name, Address, City/State/Zip, District From, Location, Birth Date, Entry Date, Grade, Primary Disability, Setting, and Minutes of Service. The report uses the Resident District field entered on the Entry/Withdrawal tab and the Agency Where Enrolled field found on the Evaluation Information tab in Special Education to determine who will pull onto the report.

1serpt04.p 21-4		Students From Other Districts Attending District (5866)		08/16/16	Page:1
05.16.10.00.00 *TrnDB*		by Student Name			12:16 PM
NAME	DISTRICT FROM	BIRTHDATE	PRIMARY		
ADDRESS	LOCATION	ENTRY DATE	DISABILITY	SETTING	FTE
CITY, ST ZIP		GRADE			
Eltstrothser, Abraham W.	5824 District (5824)	01/30/2000	LD	>	0
5173 N Scramble Ave	High School	08/06/2016			
YOUNG AMERICA WI 55555		10			
Total number of students: 1					

Student Management - Special Education

“Total Minutes” Report

[Back to Special Education Reports](#)

Ranges

The Total Minutes report is Florida specific and is used to report a student's special education information including primary exceptionality, all programs assigned to the student, and the number of minutes per program.

Summary

05.18.02.00.00 *TrnDB*						Total Minutes Summary Report						1:56 PM	
Sort Order: Default Entity, Student Full Name													
Student Full Name		Other ID	D Ent	Grade	Sex	Race	Primary Excep		Eval Start	Next Eval	Cost Ft		
Serv ID	Service Provided	Type	Fri Prog	Refer Date	Elgbl Date	Placd Date	Most Recnt	Begin Date	End Date	Min From	Min To	Service Provider	
AUTISTIC, CROSS SUBJECT	DEVELOPMENTAL	GENL	10	M	W	LANGUAGE IMPAIRED		02/04/2016	02/04/2019	251			
						AUTISTIC, CROSS SUBJECT - Programs:					1		
						Mins:		30			30		
AUTIC, COGNITIVE DEF	DEVELOPING	GENL	10	F	W	SPECIFIC LEARNING DISABLED		10/17/2019	02/17/2020	252			
						AUTIC, COGNITIVE DEF - Programs:					2		
						Mins:		255			255		
AUTISM, STRONG SKILLS	DEVELOPING	GENL	12	M	B	AUTISTIC		04/29/2018	05/06/2018	254			
						AUTISM, STRONG SKILLS - Programs:					1		
						Mins:		1,150			875		

Detail

05.18.02.00.00 *TrnDB*

Total Minutes Detail Report

2:43 PM

Sort Order: Default Entity, Student Full Name

Student Full Name		Other ID	D	Ent	Grade	Sex	Race	Primary Excep		Eval Start	Next Eval	Cost	Ft	
Serv ID	Service Provided	Type	Pri	Prog	Refer Date	Elgbl Date	Placd Date	Most Recnt	Begin Date	End Date	Min From	Min To	Service Provider	

G	LANGUAGE IMPAIRED	PRG/SRV	Yes		11/01/2006	11/29/2006	11/29/2006		08/24/2018	01/29/2019	30	30		
										- Programs:				1
										Mins:		30	30	

*****		*****			10	F	W	LANGUAGE IMPAIRED		02/04/2016	02/04/2019	251		
G	LANGUAGE IMPAIRED	PRG/SRV	No		11/20/2013	11/20/2013	11/20/2013		08/24/2018	10/24/2018	30	30		
K	SPECIFIC LEARNING DISA	PRG/SRV	Yes		11/20/2013	11/20/2013	11/20/2013		08/24/2018	10/24/2018	225	225		
										- Programs:				2
										Mins:		255	255	

										Entity ***** -		Students:		82
												Programs:		105
										Mins:		28,150	15,035	
										Total Students:				82
										Total Programs:				105
										Mins:		28,150	15,035	

***** End of report *****

Training Agenda

Student Management - Special Education

“Work In Progress” Report

Back to Special Education Reports

[Ranges](#)

This report informs you of Evaluations and/or IEP’s that are in WIP status (Work In Progress). The report includes the student key, name, grade, primary disability, IEP manager, date created, IEP meeting, and review date. It also provides you with the program ID, sequence and whether or not the placement is a program or a service. In addition, it includes the student’s FTE and the name of the teacher.

1serpt38.p 08-4				High School-Grades 9-12				08/17/16		Page:1	
05.16.10.00.00 *TrnDB*				WIP IEPs Report						3:47 PM	
<u>STUDENT KEY</u>	<u>STUDENT NAME</u>			<u>GR</u>	<u>PRIM DIS</u>	<u>IEP MANAGER</u>	<u>DATE CREATED</u>	<u>IEP MEETING</u>	<u>REVIEW DATE</u>	<u>REVISE DATE</u>	
<u>PROG ID</u>	<u>SEQ</u>	<u>PROG/SERV</u>	<u>F.T.E</u>	<u>TEACHER</u>							
ELTERABR001	Abraham Eltsrothscr			10	SL	Jacob T. Knesesscr	10/20/2015	10/20/2015	10/19/2016		
SLD	400	1	PROGRAM	.00	Alton Balboascr						
SP	1	1	SERVICE	.00	Essie Cistrunkscr						
TOTAL STUDENTS:				1							

Training Agenda

Student Management - Special Education

Report Ranges

“Case Due Report” Ranges

[Back to Special Education Reports](#)

[Back to “Case Due” Report](#)

Template Settings

* Template Description:

March Case Due

☒ Share this template with other users in entity 000

Case Due Report Ranges

LowHigh

Default Entity:

0009999

District Code:

ZZZZZZZZ

* Case Due Date:

03/01/201103/31/2011

Student Key:

ZZZZZZZZZZZZ

Grade/Grad Yr:

99990000

Case Manager:

☒ Select AllCase Managers

IEP Manager:

☒ Select AllIEP Managers

Student Status:

☐ Active☐ Inactive☒ Both

Student SE Status:

☒ Active☐ Inactive☐ Both

Report Type:

Detail

☒ Include WIP Evaluations

☒ Include WIP IEPs

Printing Options: Sort

☐ Break on first sort sequence

Training Agenda

Student Management - Special Education

Template Settings

* Template Description:

☐ Share this template with other users in entity 000

Evaluation Completions Due Report Ranges

LowHigh

Default Entity:

0009999

District Code:

ZZZZZZZ

* Eval Completions Due Date:

01/01/190012/31/2999

Student Key:

ZZZZZZZZZZ

Grade/Grad Yr:

99990000

Case Manager:

☒ Select AllCase Managers

IEP Manager:

☒ Select AllIEP Managers

Student Status:

☐ Active☐ Inactive☒ Both

Student SE Status:

☒ Active☐ Inactive☐ Both

Report Type:

Detail

☐ Include WIP Evaluations

☐ Include WIP IEPs

Printing Options: Sort

☐ Break on first sort sequence

Training Agenda

Student Management - Special Education

“IEP’s Expiring” Ranges

[Back to Special Education Reports](#)

[Back to “IEP’s Expiring” Report](#)

Template Settings

* Template Description:

☐ Share this template with other users in entity 000

IEPs Expiring Report Ranges

LowHigh

Default Entity:

0009999

District Code:

ZZZZZZZ

* IEP's Expiring Date:

01/01/190012/31/2999

Student Key:

ZZZZZZZZZZ

Grade/Grad Yr:

99990000

Case Manager:

☒ Select All

Case Managers

IEP Manager:

☒ Select All

IEP Managers

Student Status:

☐ Active☐ Inactive☒ Both

Student SE Status:

☒ Active☐ Inactive☐ Both

Report Type:

Detail

☐ Include WIP Evaluations

☐ Include WIP IEPs

Printing Options: Sort

☐ Break on first sort sequence

Asterisk (*) denotes a required field

Training Agenda

Student Management - Special Education

[“IEP Review Date Report” Ranges](#)

[Back to Special Education Reports](#)

[Back to “IEP Review Date” Report](#)

Template Settings

* Template Description:

☐ Share this template with other users in entity 000

IEP Review Date Report Ranges

Low

High

Default Entity:

000

9999

District Code:

ZZZZZZZ

* IEP Review Date:

01/01/1900

12/31/2999

Student Key:

ZZZZZZZZZZ

Grade/Grad Yr:

9999

0000

Case Manager:

☒ Select All

Case Managers

IEP Manager:

☒ Select All

IEP Managers

Student Status:

☐ Active

☐ Inactive

☒ Both

Student SE Status:

☒ Active

☐ Inactive

☐ Both

Report Type:

Detail

☐ Include WIP Evaluations

☐ Include WIP IEPs

Printing Options:

Sort

☐ Break on first sort sequence

Training Agenda

Student Management - Special Education

“Three Year Evaluations Due Report” Ranges

[Back to Special Education Reports](#)

[Back to “Three Year Evaluations Due” Report](#)

Template Settings

* Template Description:

☐ Share this template with other users in entity 000

Three Year Evaluations Due Report Ranges

Low

High

Default Entity:

000

9999

District Code:

ZZZZZZZ

* Evaluations Due Date:

01/01/1900

12/31/2999

Student Key:

ZZZZZZZZZZ

Grade/Grad Yr:

9999

0000

Case Manager:

☒ Select All

Case Managers

IEP Manager:

☒ Select All

IEP Managers

Student Status:

☐ Active

☐ Inactive

☒ Both

Student SE Status:

☒ Active

☐ Inactive

☐ Both

Report Type:

Detail

☐ Include WIP Evaluations

☐ Include WIP IEPs

Printing Options: Sort

☐ Break on first sort sequence

Training Agenda

Student Management - Special Education

[“Case Manager List Report” Ranges](#)

[Back to Special Education Reports](#)

[Back to “Case Manager List” Report](#)

Template Settings

* Template Description: Jamie's Case List

☐ Share this template with other users in entity 000

Case Manager List Report Ranges

Low

High

Default Entity: 000

9999

District Code:

ZZZZZZZ

* Eval Start Date: 01/01/1900

12/31/2999

Case Manager: ☐ Select All

Case Managers

Eval Status Types: ☒ Select All

Status Types

Eval Type: All

☒ Include WIP Evaluations

☒ Include WIP IEPs

Student Status: ☐ Active ☐ Inactive ☒ Both

Student SE Status: ☒ Active ☐ Inactive ☐ Both

Training Agenda

Student Management - Special Education

[“Class List Report” Ranges](#)

[Back to Special Education Reports](#)

[Back to “Class List” Report](#)

This is the screen for the Range selection. The Individual Teacher screen appears before this screen to allow you to print for an individual or multiple selections. Under the Eval Info to Print field you can select to print using the most current evaluation or select the information connected to an IEP/placement. The Class List Reports can be generated in two ways, “On or Before Effective Date” and “As of Effective Date”. The “Effective Date” is the key component in generation class lists. Running the class lists using the “On or Before Effective Date” method allows you to see the students that were placed (for the current school year) in the program/related service on or before the date you have entered as the effective date. This allows you to see students with IEP’s that have expired, students that have been dismissed, as well as students with current placements. Keep in mind what running the class lists using “On or Before Effective Date” will show ALL students placed on or before the effective date you are using. Running the class lists using the “As of Effective Date” method will give you a list of currently placed students (those with current IEP’s) as of the date you selected for the effective date. Along with the Effective Date option you also have the option to run the Class Lists either in a Brief or Expanded format. The Brief Class List is useful for a quick reference guide and the Expanded Class List allows for a detailed report categorized by each student and the information connected to that student. If applicable, the IEP and/or Evaluation status is reported along with a field to designate whether the report was connected to the IEP/Placement. The reports are used to provide you with the class lists that you will find useful for reference or reporting purposes.

Template Settings

* Template Description:

2011 Class Rosters

☒ Share this template with other users in entity 000

Class List Report Ranges:

Report Type:

Class List

List Type:

Brief

☐ Print IEP Dates

☐ Print Guardian Information

Staff Member:

☒ Select All

Staff Members

School Year:

2011

Low

High

District Code:

ZZZZZZZ

Service ID:

ZZZ

Program Number:

ZZZZ

Sequence Number:

0

999

Building Code:

ZZZZZ

Location Key:

ZZZZZZZZZZZZ

Local School:

ZZZZZZ

* Effective Date:

09/01/2010

* IEP Date:

01/27/2011

SE Evaluation:

Most Current Eval

SE Placement:

As of Effective Date

☐ Current IEP Only

☐ Print Dismissed Placements

Sort Options:

Additional Ranges:

Student Status:

Both

Student SE Status:

Active

Case Manager:

☒ Select All

Case Managers

IEP Manager:

☒ Select All

IEP Managers

Print Options:

☒ Include WIP Evaluations

☒ Include WIP IEPs

☐ Print Educational Environment

☐ Print Only Local School When Multiple Buildings

Training Agenda

Student Management - Special Education

[“Contact Report” Ranges](#)

[Back to Special Education Reports](#)

[Back to “Contact” Report](#)

Template Settings

* Template Description:

☐ Share this template with other users in entity 000

Contact Report Ranges

Low

High

Default Entity:

000

9999

Student Key:

ZZZZZZZZZZ

* Date of Contact:

01/01/1900

12/31/2999

Contact Person Key:

ZZZZZZZZZZ

Student Status:

☐ Active

☐ Inactive

☒ Both

☐ Display Comments For Each Contact Date

[“Cost Factor Report” Ranges](#)

[Back to Special Education Reports](#)

[Back to “Cost Factor” Report](#)

Cost Factor Report Ranges

Template Settings

* Template Description:

Cost Factor Report

☐ Share with other users in entity 0091

☐ Print Greenbar

Cost Factor Report Ranges

Report Type:

☒ By Range

☐ By Individual

Ranges

Low

High

Cost Factor:

0

9999

Total Rating:

0

99

Special Ed Status:

Active

Print:

☒ Current Cost Factor Record

☐ All Cost Factor Records

Asterisk (*) denotes a required field

28 of 37

Training Agenda

Student Management - Special Education

[“Eval - Re-Eval Count Report” Ranges](#)

[Back to Special Education Reports](#)

[Back to “Eval - Re-Eval Count” Report](#)

Template Settings

* Template Description:

☐ Share this template with other users in entity 000

Evals/Re-Evals Report Ranges

Low

High

Case Mgr. Key:

ZZZZZZZZZZ

Resident District Code:

ZZZZZZZ

* Eval Start Date:

01/01/1900

12/31/2999

* Student Status:

☐ Active

☐ Inactive

☒ Both

☐ Include WIP Evaluations

Printing Options

☐ Print Student Names

☐ Break Report by Case Manager

[“Evaluation Summary” Ranges](#)

[Back to Special Education Reports](#)

[Back to “Evaluation Summary” Report](#)

Template Settings

* Template Description:

☐ Share this template with other users in entity 000

Evaluation Summary Report Ranges

Low

High

Default Entity:

000

9999

Student Key:

ZZZZZZZZZZ

Grade/Grad Yr:

9999

0000

* Special Ed Exit Date:

01/01/1900

12/31/9999

* Next Evaluation Date:

01/01/1900

12/31/9999

* IEP End Date:

01/01/1900

12/31/9999

* IEP Date:

01/27/2011

Primary Disabilities:

☒ Select All

Pri Disabilities

Case Manager:

☒ Select All

Case Managers

IEP Manager:

☒ Select All

IEP Managers

Student Status:

☐ Active

☐ Inactive

☒ Both

Student SE Status:

☒ Active

☐ Inactive

☐ Both

Report Options:

☐ Print Student Placements

☐ Include WIP Evaluations

☐ Include WIP IEPs

Printing Options:

Sort

Training Agenda

Student Management - Special Education

“Exit Count” Report Ranges

[Back to Special Education Reports](#)

[Back to “Exit Count” Report](#)

Template Settings

* Template Description:

☐ Share this template with other users in entity 000

Exit Count Report Ranges

Low

High

Entity:

000

9999

District Code:

ZZZZZZZ

Grade/Grad Yr:

9999

0000

* Exit Date:

01/01/1900

12/31/2999

* Date of Birth:

01/01/1900

12/31/2999

* Exit Reasons:

☒ Select All

Exit Reasons

Student Status:

☐ Active

☐ Inactive

☒ Both

Student SE Status:

☐ Active

☐ Inactive

☒ Both

Medicaid Eligibility Status:

☐ Yes

☐ No

☒ Both

☐ Print Student Detail

Printing Options: Sort

☐ Print Primary Disability

“Form Status” Ranges

[Back to Special Education Reports](#)

[Back to “Form Status” Report](#)

Form Status Report Ranges

Template Settings

* Template Description:

Form Status

☐ Share with other users in entity 0091

☐ Print Greenbar

Form Status Report Ranges

Low

High

Default Entity:

0000

0000

District Code:

ZZZZZZZ

Evaluation Start Date:

01/01/1900

12/31/2999

Report Type:

Summary

Evaluation Type:

All

Evaluation Status:

☒ Select All

Eval Status

Case Manager:

☒ Select All

Case Managers

IEP Manager:

☒ Select All

IEP Managers

Student Status:

☒ Active

☐ Inactive

☐ Both

Student SE Status:

☒ Active

☐ Inactive

☐ Both

☐ Include WIP Evaluations

☐ Include WIP IEPs

Asterisk (*) denotes a required field

Training Agenda

Student Management - Special Education

[“IEP Gap Report” Ranges](#)

[Back to Special Education Reports](#)

[Back to “IEP Gap” Report](#)

Template Settings

* Template Description:

☐ Share this template with other users in entity 000

IEP Gap Report Ranges

Low

High

Entity: 0009999

* IEP Ending: 01/01/190012/31/2999

Grade/Grad Yr: 99990000

Case Manager: ☒ Select AllCase Managers

IEP Manager: ☒ Select AllIEP Managers

Student Status: ☐ Active☐ Inactive☒ Both

Student SE Status: ☒ Active☐ Inactive☐ Both

☐ Print Exited Students

☐ Sort by IEP Manager

[“IEP Managers List Report” Ranges](#)

[Back to Special Education Reports](#)

[Back to “IEP Managers List” Report](#)

Template Settings

* Template Description:

☐ Share this template with other users in entity 000

IEP Managers List Report Ranges

Note - Report always does a page break by IEP Manager

LowHigh

Entity: 0009999

District Code: ZZZZZZZ

School Year: 2011

* Placement Effective Date: 01/01/190012/31/2999

* IEP Expiring Date: 01/27/2011

Managers List Type: Brief

Case Manager: ☒ Select AllCase Managers

IEP Manager: ☒ Select AllIEP Managers

Student Status: ☐ Active☐ Inactive☒ Both

Student SE Status: ☐ Active☐ Inactive☒ Both

Report Options: ☐ Print Exited Students

☐ Current Placement Only

Printing Options: Sort

Training Agenda

Student Management - Special Education

[“Medicaid Monthly Log” Report Ranges](#)

[Back to Special Education Reports](#)

[Back to “Medicaid Monthly Log” Report](#)

Medicaid Monthly Log Report

Template Settings

* Template Description: Medicaid Monthly Log

☐ Share with other users in entity 0091

☐ Print Greenbar

Report Options

☒ Range

☐ Individual

Ranges

Medicaid Monthly Log Ranges

School Year: 2018

2018

Month: 01

12

Service Code:

ZZZ

Signature:

ZZZZZZZZZZ

District Office Received: Both

☐ Only print detail lines containing data

Asterisk (*) denotes a required field

[“Medicaid Student List Report” Ranges](#)

[Back to Special Education Reports](#)

[Back to “Medicaid Student List” Report](#)

Template Settings

* Template Description:

☐ Share this template with other users in entity 000

Medicaid Student List Report Ranges

Low

High

Default Entity: 000

9999

Student Key:

ZZZZZZZZZZ

Grade/Grad Yr: 9999

0000

☒ Print only active Special Ed Students

Student Status: ☐ Active

☐ Inactive

☒ Both

Training Agenda

Student Management - Special Education

[“Recheck Ranges Report” Ranges](#)

[Back to Special Education Reports](#)

[Back to “Recheck Ranges” Report](#)

Template Settings

* Template Description:

☐ Share this template with other users in entity 000

Recheck Ranges Report Ranges

LowHigh

Entity:0009999

Student Key:ZZZZZZZZZZ

* Re-Check Date:01/01/190012/31/2999

Case Manager:☒ Select AllCase Managers

IEP Manager:☒ Select AllIEP Managers

Student Status:☐ Active☐ Inactive☒ Both

Student SE Status:☐ Active☐ Inactive☒ Both

Printing Options: Sort

☐ Break on first sort sequence

☐ Include WIP Evaluations

[“Specific Disability Report” Ranges](#)

[Back to Special Education Reports](#)

[Back to “Specific Disability” Report](#)

Specific Disability Report Ranges

Template Settings

* Template Description:

Specific Disability

☐ Share with other users in entity 0091

☐ Print Greenbar

Specific Disability Report Ranges

LowHigh

Case Manager:ZZZZZZZZZZ

* Evaluation Start Date:01/01/190012/31/2999

* Next Evaluation Date:01/01/190012/31/2999

* Student Status:☒ Active☐ Inactive☐ Both

☐ Include WIP Evaluations

Disabilities:☒ Select AllDisabilities

☐ Only include students with selected disabilities as primary

Asterisk (*) denotes a required field

Training Agenda

Student Management - Special Education

[“Student Alpha Key List” Ranges](#)

[Back to Special Education Reports](#)

[Back to “Student Alpha Key List” Report](#)

Template Settings

* Template Description:

☐ Share this template with other users in entity 000

Student Alphakey List Report Ranges

Low

Default Entity: 000

Student Key:

Grade/Grad Yr: ▾ 9999

Primary Disabilities: ☒ Select All

Case Manager: ☒ Select All

IEP Manager: ☒ Select All

Student Status: ☐ Active ☐ Inactive ☒ Both

Student SE Status: ☒ Active ☐ Inactive ☐ Both

Eval Info to Print: ☒ Most Current Eval ☐ Connected to IEP/Placement

Name Order: ☒ Last/First ☐ First/Last

Printing Options: Sort

☐ Break on first sort sequence

☐ Include WIP Evaluations

☐ Include WIP IEPs

High

9999

ZZZZZZZZZZ

▾ 0000

Disabilities

Case Managers

IEP Managers

Training Agenda

Student Management - Special Education

Template Settings

* Template Description:

Speech/Language

☐ Share this template with other users in entity 000

Student Services List Report Ranges

Low

High

Default Entity:

000

9999

Student Key:

ZZZZZZZZZZ

District Code:

ZZZZZZZ

School Year:

0000

9999

Service ID:

sl

slz

Program Number:

ZZZZ

Sequence Nbr:

0

999

Building:

ZZZZZ

Location Key:

ZZZZZZZZZZ

Case Manager:

☒ Select All

Case Managers

IEP Manager:

☒ Select All

IEP Managers

Student Status:

☐ Active

☐ Inactive

☒ Both

Student SE Status:

☒ Active

☐ Inactive

☐ Both

Name Order:

☒ Last/First

☐ First/Last

Report Options:

☒ Include WIP IEPs

☐ Sort by Primary Handicap

☐ Page Break by Primary Handicap

Training Agenda

Student Management - Special Education

[“Students Attending Other Districts Report” Ranges](#) [Back to Special Education Reports](#)

[Back to “Students Attending Other Districts” Report](#)

Students Attending Other District Report Ranges

Template Settings

* Template Description:

Students Attending Other Distr

☐

Share with other users in entity 0091

☐

Print Greenbar

Students Attending Other District Report Ranges

(Resident District)

* District:

Low

Student Key:

High

ZZZZZZZZZZ

Primary Disability:

ZZZZZ

Grade/Grad Yr:

9999

0000

Name Order:

☒ Last/First

☐ First/Last

Student Status:

☐ Active

☐ Inactive

☒ Both

Student SE Status:

☒ Active

☐ Inactive

☐ Both

☐

Include WIP Evaluations

☐

Include WIP IEPs

Printing Options:

Sort

☐

Break on first sort sequence

Asterisk (*) denotes a required field

[“Students From Other Districts Report” Ranges](#) [Back to Special Education Reports](#)

[Back to “Students From Other Districts” Report](#)

Students From Other District Report Ranges

Template Settings

* Template Description:

Students From Other Districts

☐

Share with other users in entity 0091

☐

Print Greenbar

Students From Other District Report Ranges

(District Providing Service)

* District:

Low

Student Key:

High

ZZZZZZZZZZ

Primary Disability:

ZZZZZ

Grade/Grad Yr:

9999

0000

Name Order:

☒ Last/First

☐ First/Last

Student Status:

☐ Active

☐ Inactive

☒ Both

Student SE Status:

☒ Active

☐ Inactive

☐ Both

☐

Include WIP Evaluations

☐

Include WIP IEPs

Printing Options:

Sort

☐

Break on first sort sequence

Asterisk (*) denotes a required field

Training Agenda

Student Management - Special Education

[“Total Minutes Report” Ranges](#)

[Back to Special Education Reports](#)

[Back to “Total Minutes” Report](#)

Total Minutes Report Ranges

Template Settings

* Template Description: Total Minutes Report

☐ Share with other users in entity 0091

☐ Print Greenbar

Total Minutes Report Ranges

Report Type: ☒ By Range ☐ By Individual

Ranges

Report Format: ☒ Summary ☐ Detail

Primary Exceptionality: ☒ Show All ☐ Show with None ☐ Select Exceptionalities

Exceptionalities

Primary Program: ☒ Show All ☐ Show with None ☐ Select Programs

Programs

Non Primary Programs: ☒ Show All ☐ Show with None ☐ Select Programs

Programs

Service Type: Both

☐ Print all programs if one or more programs meet range criteria

☒ Only print last year of services

Cost Factor: ☒ Show All ☐ Show with None ☐ Enter Cost Factor

Special Ed Status: ☒ Active ☐ Inactive ☐ Both

Asterisk (*) denotes a required field

[“Work In Progress Report” Ranges](#)

[Back to Special Education Reports](#)

[Back to “Work In Progress” Report](#)

Template Settings

* Template Description:

☐ Share this template with other users in entity 000

Work In Progress Report Ranges

Low

High

Default Entity: 000

9999

Student Key:

ZZZZZZZZZZ

Grade/Grad Yr:

9999

0000

Case Manager: ☒ Select All

Case Managers

IEP Manager: ☒ Select All

IEP Managers

Student Status: ☐ Active ☐ Inactive ☒ Both

Student SE Status: ☒ Active ☐ Inactive ☐ Both

WIP Type: ☒ Both ☐ Evaluations ☐ IEPs