Skyward IEP Directions

1. Login to Skyward
2. Click on the tab at the top of the screen for “Student Management”

3. A new screen will appear. Select “Student Services”, “Special Education”, and Case Manager or Team Manager. Note: the case manager will only see the students that they are assigned to as the case manager. Only one person at a time can be assigned as the case manager. Everyone else that needs to access and edit the IEP will be assigned as the “Team Manager”
   a. Case Manager- Use this option when you are the primary person in charge of the IEP
   b. Team Manager- Use this option when you are one of the secondary editors of the IEP

   NOTE: Both the “Case Manager” and “Team Manager” have the same editing rights while working on an IEP.
4. After selecting Case Manager or Team Manager you will see the option to display “My Students”.

5. After selecting “My Students” a new window will appear and you will see a list of the students currently assigned to you (depending on your “Preferences” you may see a filter option appear, see 2nd Image below). If you are considered a secondary editor your students will be listed the same way under “Team Manager”. It is possible to have students under both Case Manager and Team Manager depending on your role with each student. Note the color code and numbers for status information (use Status Ledge button for info). Case Manager will receive an email about expiration of an IEPs 45, 30, 10 and 5 days before the due date.

Filter Image, Choose which students assigned to you will display. Also choose the number of students to display per page.
6. To View or Edit IEP information about a student, click on the plus sign to the left of the student name. At the top of each subsection there are links to complete the necessary function (see image below).
   a. Under Evaluation are the following option links: Edit, History, Evaluation Forms, Print all Forms. Note: these links are for the current evaluation.
   b. Under IEP Information are the following option links: Add IEP, Edit, History, IEP Forms. Note: verify that you are under the correct IEP by viewing the IEP dates.
      i. At the bottom on the IEP section is Programs, Related Services, Disability, Contact, and Team Members.
Evaluation Information

Note: Teachers should not need to edit or add to evaluations
(Adding New and Editing Current)

7. To add a new evaluation select the link to “Add Evaluation”

8. A new window will appear, enter Evaluation Type, Evaluation Start Date (other fields will auto fill based on this date), Status of Evaluation and Case Manager then select the “Save” button in the upper right corner.
IEP Information
(Adding New and Editing Current)

The IEP information screen is where all of the state report information is generated from. This first section of this screen will need to be started (start and end dates of IEP) prior to starting the IEP forms. After the IEP forms are completed each teacher will need to return to this area and complete the remaining fields and then mark this section as “Waiting for Approval”.

IEPs appear as a subset of an Evaluation. Any information already entered into Skyward will automatically populate the forms. In the Image below you can see than an IEP is already entered for the 9/29/2010-9/28/2011.

9. To enter an IEP to start after the current one has ended select the “Add IEP” link and enter the necessary information on the screen that appears.
   a. Enter “Start IEP”, and “End IEP” (should auto fill one day less than a year)
   b. Mark the check box “Work in Progress”
   c. Select the “Save” button

Note: After completing the forms you will need to return to the “IEP information” section to complete the remaining fields.
10. Once the general IEP information is entered the IEP forms can be filled out by selecting the “IEP Forms link. Make sure you select the proper link next to the date range of the IEP that you are working on.

11. After selecting the “IEP Forms” link a new screen will appear with all of the forms available. Note: you will NOT use all forms available.

   a. To use a form select it by clicking on the name of the form and select the “Add” button on the right margin. Note: Some buttons are grayed out based on your access rights.

   b. If a form needs to be used instead of the embedded Skyward form select the form and then choose the “Attach” button. (use this option to attach an old IEP in PDF or Word format).

   c. If a document needs to be added to this IEP that is not an available form, use the “Add Attachment” button.

   d. If you select the plus sign on the left margin you will see the revision history and staff access history. Each time the form is edited a new version is saved. You can view these previous versions by selecting “view” (not shown below). The Spec Ed Dept. has the ability to restore a previous version to the current version.

Note: If you return to a form that you previously added you need to use the “Edit” button instead of “Add” button to continue to work on the form. The “View” button will display the same view as the Edit button, but all fields will be locked so no fields are changed by accident.
12. After selection the Add or Edit button the form will open to be filled out. Any information that is already in the Skyward database will populate the fields in the form. Any field that is yellow can be typed in.

13. To edit a filed click in the field and type the necessary information. After selecting certain larger fields you can choose to display the editing toolbar by clicking on the arrow in the upper right corner of the field. You can also make the field larger by grabbing the bottom left hand corner. ⚠️ IMPORTANT NOTE: When printing forms all of the text will print, even if there is more than what appears in the field box on screen.
14. In certain parts of the form you will need to add more rows. For instance, you may require more than three goals. In the upper left hand corner you will see the option for Table and Insert. Place your cursor in the necessary field and select the option under “Table” to “Clone Row”.

15. To enter a form or new section inside the current form place your cursor where you want the form and select the “Insert” option and select “Template”.

16. A new screen will appear choose the template form to embed select the “Page Break” option for “before and after form” and select the “Insert” button. This can be used to add additional Goal Pages as needed.

17. When the form is fully completed use the drop down at the top of the edit form screen to mark it as Waiting for Approval (WFA).
COMPLETE THE REMAINING FIELDS in IEP INFORMATION AFTER COMPLETING THE IEPS FORMS

(SEE IMAGE on next page)

18. IEP Type- Initial, Annual, Revaluation, Transfer
19. IEP Manager- Leave Blank (we use “Case Manager” not “IEP manage”)
20. Educational Environment

01 APS Non-Res
02 APS – Res
04 Full Time
05 Public Fac- Res
06 Other Priv Res
09 Hosp/Homebound
12 Public Fac – NR
14 Out of State
15 In Home
16 Other Priv NR
18 Correctional
19 Itinerant (Inside reg. ed class 80% or more)
20 Supplemental (Inside reg. ed class 40-79%)
21 Life Skills (inside reg. ed class less than 40%)

21. % in Reg Ed- Enter the Percentage from the IEP
23. Level of Intervention- Leave Blank
24. PSSA/PASA- Select from the check box
25. Amount of Spec Ed Service (note: disregard 02 and 03 codes)
   i. 01 Itinerant
   ii. 04 Full Time
   iii. 05 Gifted
   iv. 06 Supplemental
26. Type of Support:
   i. 01 Learning
   ii. 02 Life Skills
   iii. 03 Multi-Disability
   iv. 04 Emotional
   v. 06 Deaf or Hearing Impaired
   vi. 07 Speech and Language
   vii. 08 Physical
   viii. 10 Blind and Visually Impaired
   ix. 11 Gifted
   x. 26 Autistic
27. Set IEP Approval Status to: Waiting for Approval
28. Uncheck the “Work in Progress” check box when all fields are entered (upper left)
29. Click “Save”
Printing the Forms

30. Enter the IEP forms section

31. Select the forms to print by checking the Print box. If you select the top print box it will print any form that has been started. Notice the status of WFA=Waiting for Approval or WIP=Work in Progress. If this form is ready to print it should be WFA status.
Adding Programs and Related Services

Every student needs to have a program and or related service attached to their IEP. This is basically what is being provided to them and by whom. Most of the time the “Program” is the student attending class as a Learning Support student with the assigned special education teacher. The Programs and Related Services are a subset of the IEP and appear off of the main student information page (see image below and on last page).

The following is the list of Programs and Related Services available:

<table>
<thead>
<tr>
<th>Programs</th>
<th>Related Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT Autistic Support</td>
<td>APE Adapted Physical Education</td>
</tr>
<tr>
<td>BVI Blind and Visual Impaired Support</td>
<td>ATD Assistive Technology Device an</td>
</tr>
<tr>
<td>DHI Deaf Hearing Impaired Support</td>
<td>AUD Audio logical Services</td>
</tr>
<tr>
<td>ED Emotional Support</td>
<td>BIP Behavior Intervention Program</td>
</tr>
<tr>
<td>LS Learning Support</td>
<td>COU Counseling Services</td>
</tr>
<tr>
<td>LSS Life Skills Support</td>
<td>INT Interpreter</td>
</tr>
<tr>
<td>MDS Multi Disability Support</td>
<td>MTI Mental Health Services provide</td>
</tr>
<tr>
<td>PHS Physical Support</td>
<td>OM Orientation and Mobility</td>
</tr>
<tr>
<td>SL Speech and Language Support</td>
<td>OT Occupational Therapy</td>
</tr>
<tr>
<td>SLO Speech &amp; Language Only</td>
<td>PCT Parent Counseling Training</td>
</tr>
<tr>
<td></td>
<td>PSY Psychological Services</td>
</tr>
<tr>
<td></td>
<td>PT Physical Therapy</td>
</tr>
<tr>
<td></td>
<td>RHC Rehabilitation Counseling</td>
</tr>
<tr>
<td></td>
<td>SHS School Health Services</td>
</tr>
<tr>
<td></td>
<td>SLP Speech Language Pathology/Ther</td>
</tr>
<tr>
<td></td>
<td>SWS Social Work Services</td>
</tr>
<tr>
<td></td>
<td>TRN Transportation</td>
</tr>
</tbody>
</table>

32. Select the link to “Add Program” or “Add Related Service”

33. A new screen will appear with the available Program or Related Service. This list is maintained by the Special Ed Dept. Note: You need to select the correct Program with the correct Primary Teacher.

34. After selecting the Program or Related Service you will be taken to the edit screen. Enter important information and select the “Save” button.
Disability
(see image at bottom of page)
The disability will be added by the special education department staff when the evaluation is completes. The disability is a subsection of the IEP and can be viewed by selecting the plus sign next to disability. Teachers and Team members can only view the disability. If the disability is incorrect you will need to contact the Special ed. department.

Contact
(see image below and at bottom of page)
Under each IEP there is a subsection labeled contacts. This section can be used to store contact regarding this case. An auto contact is also created when a form is added. The following are the type of contacts available: Email, IEP Form, Invitation, Letter, Notice Other, Parent/Teacher Conference, and Phone.

Team Members
(see image at bottom of page)
Team Members shows all of the people who have participated in the generating the IEP. Any employee of the district who is listed as a Team Member will also have the ability to edit and view the IEP.