

# Accessing Student IEP records

- From the summary screen, click on the **Students** menu and select **Available** to search for a student.

The screenshot shows the 'Student Services' interface. On the left, a 'Message Center' sidebar has a 'Students' menu with three 'Available' options. An arrow points to the first 'Available' option. The main content area displays an 'Organization Message' about RSP Tracking classes and a 'SPEECH AND LANGUAGE SUMMER COMPENSATORY PROGRAM ALERT!'. On the right, a table lists messages from 'MARK CHRISTENSEN'.

- Now enter the student's Last name and first name, choose the correct Location and click on **Search**.

The screenshot shows the 'Student Search - Record Viewer 1' form. The 'Last Name' field contains 'canal' and the 'First Name' field contains 'daniel'. The 'Location' dropdown is set to 'ACADEMIA AVANCE (CHARTER)'. A red box highlights the search criteria fields, and an arrow points to the 'Search' button.

- When the screen refreshes, click directly on the student's name to access their records.

The screenshot shows the search results table. The first row contains the student's name 'Canal, Daniel', which is highlighted by an arrow. The table also shows the student's DOB, ID, phone number, and location.

Student	DOB	ID	Phone	Location
Canal, Daniel	15-Nov-1994	111594M044	323-222-3371	Academia Avance (Charter)

- In the Record Navigator, click on **IEP Event Listing**.

Message Center: Student: DANIEL CANAL, School/Student ID: Academia Avance (Charter), Date of Birth: 15-Nov-1994, Home Phone: 323-222-3371

Record Navigator:

- Alerts(0)
- Assessments/Screenings(3)
- Consents(0)
- IEP Event Listing(10)** (highlighted with arrow)
- Student Services
  - Adapted PE (0)
  - Language/Speech (0)
  - Occupational Therapy (0)
  - Occupational Therapy - Clinical (0)
  - Physical Therapy (0)
  - Pupil Counseling (2)
  - RSP (8)

No Alerts Were Found  
No active alerts were found for this Student. To add an alert, Click the "New" button at the top of this page.

- Select the IEP you would like to access (most current IEP will be at the top).

Message Center: Student: DANIEL CANAL, School/Student ID: Academia Avance (Charter)/111594M044, Date of Birth: 15-Nov-1994, Home Phone: 323-222-3371

Type of Action	Administrator	Date Initiated	Meeting Date	Signature Date	Status	
Amendment	GUILLERMO GUTIERREZ	13-Nov-2007		27-Nov-2007	Active	
Review - Three Year Evaluation	RICARDO MIRELES	08-May-2007		03-Aug-2007	Active	
Review - Three Year Evaluation	RICARDO MIRELES	08-May-2007			Cancelled	
Amendment	JOE BENNETT	15-Jan-2007		20-Feb-2007	Inactive	
Amendment	JOE BENNETT	15-Jan-2007			Cancelled	
Review - Annual	RAFAEL DELGADO	02-May-2006		02-May-2006	Inactive	
Amendment	RAFAEL DELGADO	03-Feb-2006		03-Feb-2006	Inactive	
Amendment		14-Jun-2005		14-Jun-2005	Inactive	
Review - Annual		04-May-2005		04-May-2005	Inactive	
Initial		09-Mar-2004		12-May-2004	12-May-2004	Inactive

- Click on **IEP Documents** to view all pages of the IEP.

Message Center: Student: DANIEL CANAL, Date of Birth: 15-Nov-1994

IEP Details

IEP Navigator:

- IEP Management
- Participants
- Assessment
- IEP Meeting
- IEP Documents** (highlighted with arrow)
- IEP Amendments
- Student Info.

IEP Management:

Type of IEP: Review  
IEP Status: Active  
Administrator: MIRELES, RICARDO  
IEP Case Manager: MYRICK, NICOLE  
Other IEP Access(2)

Notifications, Messages and Attachments

Item	Total	Description
Notifications/Referrals	1	Notifications and Referrals
Messages	2	Internal messages, remote encounter
Attached Documents	0	Electronic files attached
Testing	0	Tests related to this encounter
Translation Requests	0	Requests for Translation

- Select the page you would like to view/edit or click on Print to print entire document.

Student: DANIEL CANAL School/Student ID: Academia Avance (Charter)/111594M044  
 Date of Birth: 15-Nov-1994 Home Phone: 323-222-3371

IEP Details **Reports** **Notify Participants** **Save** **Close**

IEP Navigator **IEP Documents** **Print IEP (English)** **Print IEP (Spanish)** **Refresh**

Document	CheckIn/Out	Status	Create By	Date Modified	Modified By	Errors
IEP, Sect A-B: Meeting and Student Information - Pg.1	Available	Completed	Nicole Myrick	18-Jun-2007	Nicole Myrick	No
IEP, Sect C-D: Language Acquisition, Goal Achievement - Pg.2	Available	Completed	Nicole Myrick	20-Jul-2007	Ricardo Mireles	No
IEP, Sect E: Present Level of Performance - Pg.3 (Health/Math)	Available	Completed	Nicole Myrick	20-Jul-2007	Ricardo Mireles	No
IEP, Sect E: Present Level of Performance - Pg.3 (Writing/Pre-Vocational) A	Available	Completed	Nicole Myrick	19-Jun-2007	Nicole Myrick	No
IEP, Sect E: Present Level of Performance - Pg.3 (Counseling/Psycho-Educational) B	Available	Completed	Nicole Myrick	18-Jun-2007	Nicole Myrick	No
IEP, Sect E: Present Level of Performance - Pg.3 (Socio-Emotional/continued) C	Available	Completed	Nicole Myrick	18-Jun-2007	Nicole Myrick	No
IEP, Sect. F: Eligibility - Pg.4	Available	Completed	Nicole Myrick	20-Jul-2007	Ricardo Mireles	No
IEP, Sect. G: Annual Goals and Objectives - Pg.5 (RSP-Math)	Available	Completed	Nicole Myrick	19-Feb-2008	Mark Christensen	No
IEP, Sect. G: Annual Goals and Objectives - Pg.5 (RSP-Writing) A	Available	Completed	Nicole Myrick	19-Feb-2008	Mark Christensen	No
IEP, Sect. G: Annual Goals and Objectives - Pg.5 (RSP-Other) B	Available	Completed	Nicole Myrick	19-Feb-2008	Mark Christensen	No
IEP, Sect. G: Annual Goals and Objectives - Pg.5 (Behavioral Support) D	Available	Completed	Nicole Myrick	19-Feb-2008	Mark Christensen	No
IEP, Sect. H-J: 3YR. Rev. Prep., Gen. Ed., Promo. - Pg.6	Available	Completed	Nicole Myrick	20-Jul-2007	Ricardo Mireles	No
IEP, Sect. K-L: Assessment Rec., Grad. Req. - Pg.7	Available	Completed	Nicole Myrick	18-Jun-2007	Nicole Myrick	No
IEP, Sect. M: Team Recommendations - Pg.8	Available	Completed	Nicole Myrick	20-Jul-2007	Ricardo Mireles	No

\*Once IEP has been locked, only Annual Goal and Objectives can be modified for progress marking purposes.