

Visit the iPlan web site by clicking in the link on the NKSD web page.
Or type: <http://iplan.ri.net> and press return.

Enter your SchoolMax login information to gain access to the program.

QuickTime™ and a
TIFF (LZW) decompressor
are needed to see this picture.

The district number is 3023
Your user id and password have been
provided by the technology department.
Send a message to the support line if you
have lost it.

READ THIS LIST OF IMPORTANT FACTS.
The directions for using iPlan begin after this list.

-----IMPORTANT INFORMATION-----

- Be very careful when you login. You are allowed only 9 errors. After 9 failed attempts to login, you will be denied access. You will have to contact the systems administrator in North Kingstown to clear your login.
- SAVE or UPDATE each page as you work. If you switch to a new page, without saving, the information will be lost.
- All student personal information has been entered at the district level. Any changes must be made by the district. Notify your school clerk of any incorrect information.
- Keep the IEP in Draft form until after the IEP is signed. When you make it Active, you will no longer be able to edit the information.
- **The standards and goals banks are not available. As you create goals you may save them to a goals bank.
- **Print using the print icon located on each page. You must print page by page and you may need to change the page orientation under File... Page Setup

- ****Most of the pages print in the correct size. But- not all. Some pages need to be increased or decreased in the Page Setup in order for them to print appropriately.**
 - ****The boxes for objectives are small. You may need to continue goals to additional boxes. We have asked for a program change to increase that space.**
 - Do not double click. Click once and wait until the process is complete
 - Navigation – use the menu bar to the left (in purple) not the back button on the browser
 - YOU are important! Any problems you find with the program will help the School Max developers perfect it.
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DIRECTIONS FOR USING iPLAN

I-Plan users – categories

Users = case managers with access to own plans

Managers = supervisors with access to any district plans

My Plans – will show you all plans you have created or have access to. A plan can be in *draft* form (when you are creating it) *active* (when it has been agreed upon and signed) and *historic* (when a change is needed and the current plan is revised)

To create a plan:

Click on **My Plans**. Search for a student name by entering the last 3 letters of the student's last name

From the list which appears choose the student for whom you want to create a plan. Student information will be pulled from SchoolMax census data into your plan.

Student information page: review the information carefully. If there are any changes take down the information and give it to your school clerk to update records. If you need the information immediately enter it, but be sure to have the clerk enter it into SchoolMax. If you enter it, it WILL NOT be carried into SchoolMax. You may choose to include the student on the team by checking the appropriate place on this page. Either go back to plan or create a new plan.

***Plan Type:** be certain to choose Rhode Island IEP from the drop down menu. Enter the anticipated start date for the IEP. Assign the case manager. The default will be the person who is logged in, but you may assign the case to another i-Plan user. You are now ready to create a plan.

Manage

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Click on the title Manage to display the contents.

Plan status – This is where you change the status of the plan from *Draft* to *Active*,. Keep the plan in **DRAFT** form until you have a signed, completed IEP. The *Active* plan may be copied and updated by making it *Historic* .

Enter the Annual Plan date here. This date will show up with the list of names on the My Plans page. Use the drop down menu to add the service providers and give them access to enter information. Click update. The IEP may be transferred to a new Case manager at the bottom of the page.

Case manager – Enter information about the Case manager . This form may be saved and used as a *default* for all new plans. so you will not need to enter it each time you create an IEP.

Student – Make changes in student and family information. When entered here it does not change the info stored in SchoolMax census module. Be sure to give to school clerk the information on any changes. Enter an IEP Date: This becomes the Effective From date on the first page of the IEP. **IF YOU DO NOT ENTER THIS DATE HERE, THERE WILL BE NO START DATE ON THE FORM WHEN PRINTED.**

Team – enter IEP team contact information. You may save this information to your personal team list. If you are an i-Plan manager you may save the information to the district team list.

District defined forms – NK forms are not yet loaded into the system.

You must save each page. You must print each page individually. Use the print icon at the bottom of the page. Change the Page Setup as necessary.

IEP

Click on the title IEP to reveal the pages

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are needed to see this picture.

Page 1 – Student / family demographic info; team member signatures; student's strengths and needs are listed. Note – you may click to refresh demographic info (get the most recent info recorded in SchoolMax)

Page 2 – Transition services – must be completed by all students who are 14 years old. It may be completed by younger students as well.

Page 3 – Present level of performance, annual goals and short term objectives are entered on this page. Additional pages may be added. At the bottom of the page there are descriptors for many of the categories on this page.

Page 4 – Supplementary aides and services needed by the student are listed here. At the bottom of the page there are descriptors for many of the categories on this page.

Page 5 – Information about how goals are to be achieved – who will provide service, where it will be provided, frequency of the service etc.

Page 6 – Information about accommodations required by this student for district and / or state assessments. Date for reevaluation is entered here.

Page 7 – Consideration of Special Factors – on this page you review the IEP and check off the factors that have been considered, discussed etc. Transportation and physical education provisions are noted here as well. Parents, school district representative and the student (17+ years old) sign the IEP here.

You must save each page. If you want to print you must print each page individually. Use the print icon at the bottom of the page. Change the alignment with Page Setup. Reduce or increase the % as needed.