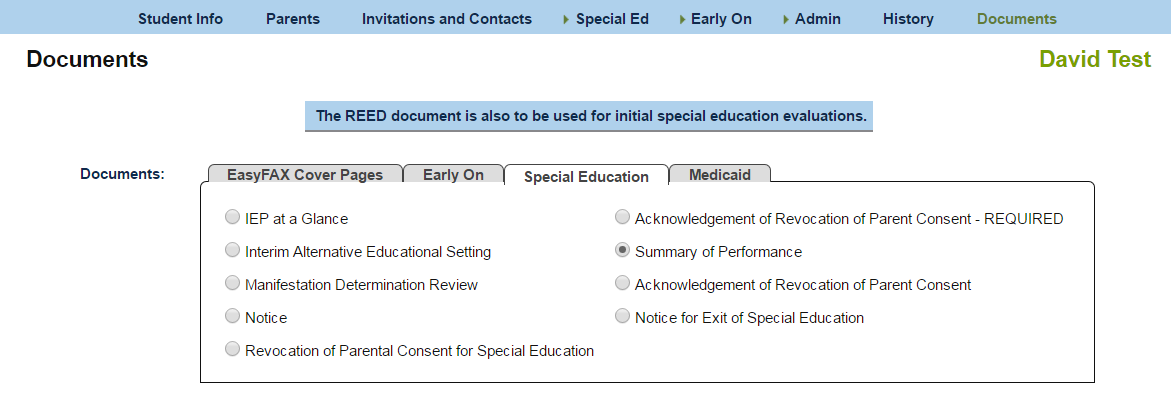
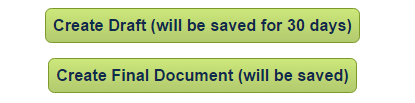
1. Log into EdPlan
2. Select Student
3. Documents Tab
4. A. Special Education tab, B. Select Summary of Performance
5. Create Draft

# 3



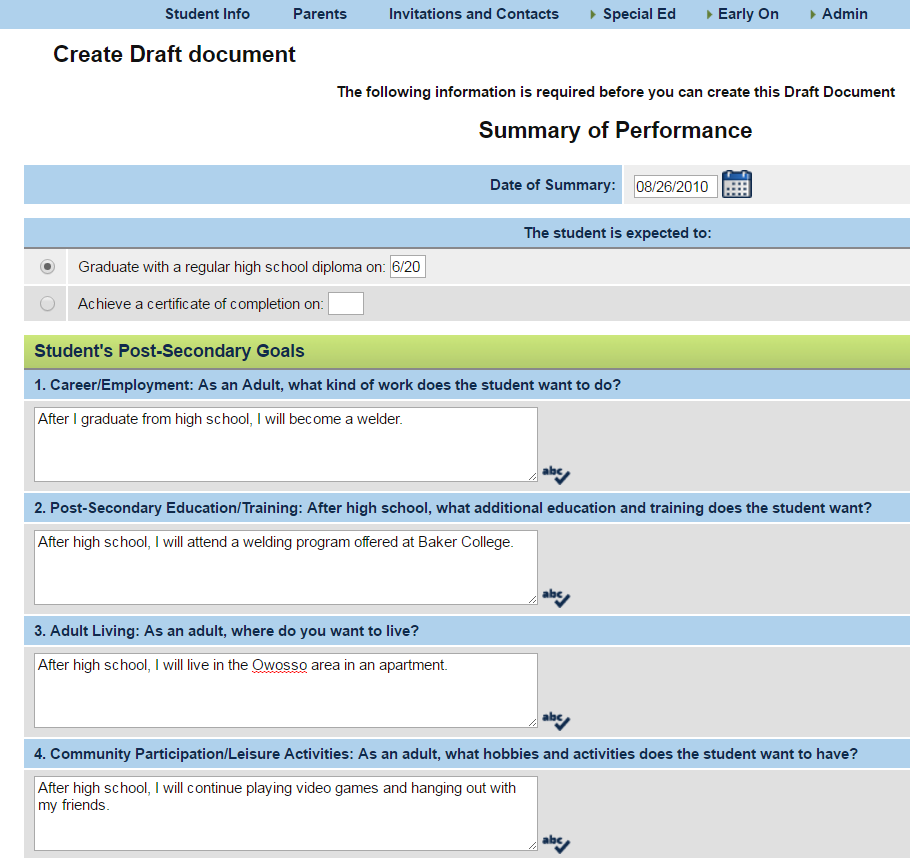
# 4B

# 4A



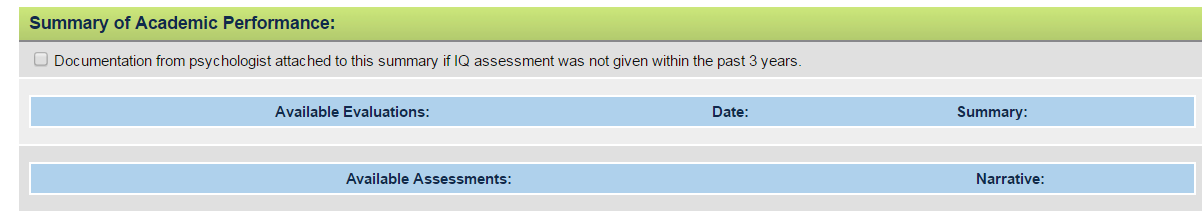
#5

1. Complete information



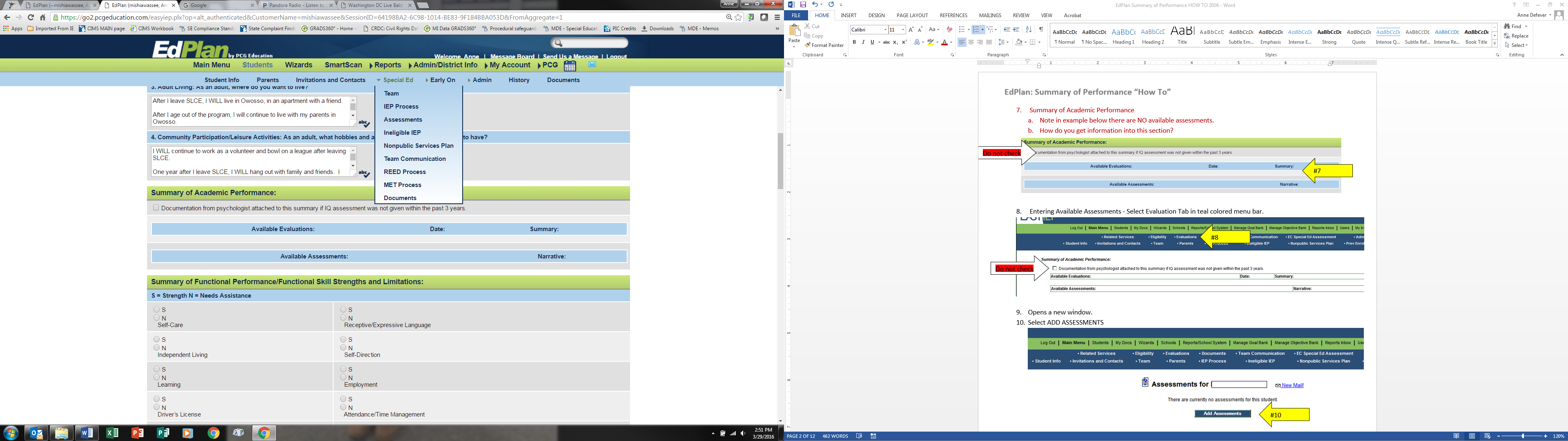
#6

1. Summary of Academic Performance ( Do NOT check Documentation from psychologist.)
2. Note in example below there are NO available assessments.
3. How do you get information into this section?



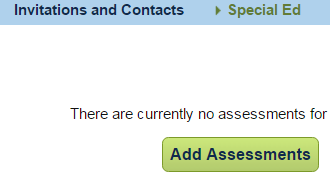
#7

1. To enter Assessment information - Select Assessments from drop down menu under Special Ed.



#8

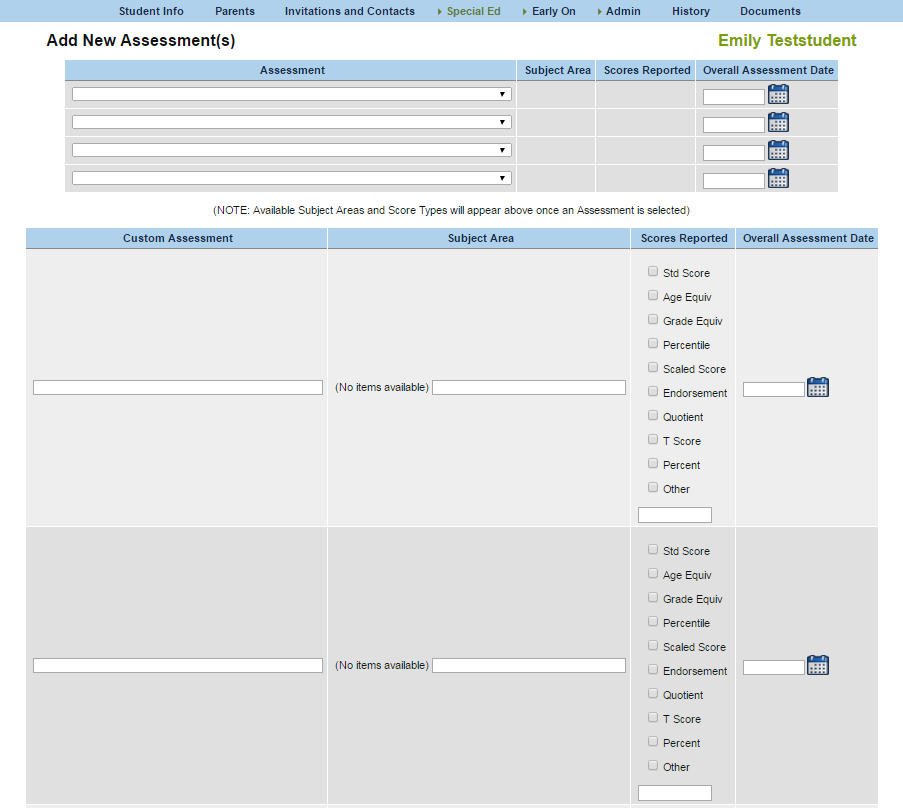
1. Opens a new window. Select Add Assessments.



#9

­

1. Add assessments – Complete information in correct area. **Add ONE ASSESSMENT, THEN UPDATE THE DATABASE Before Adding another Assessment.**
   1. List of Assessments
   2. Customized Assessment
   3. Update the database



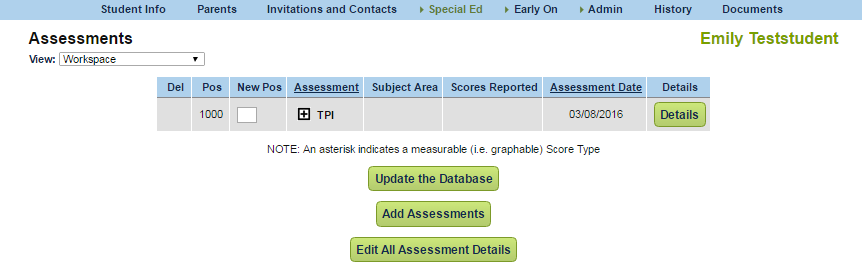
#10b Customize

#10a List



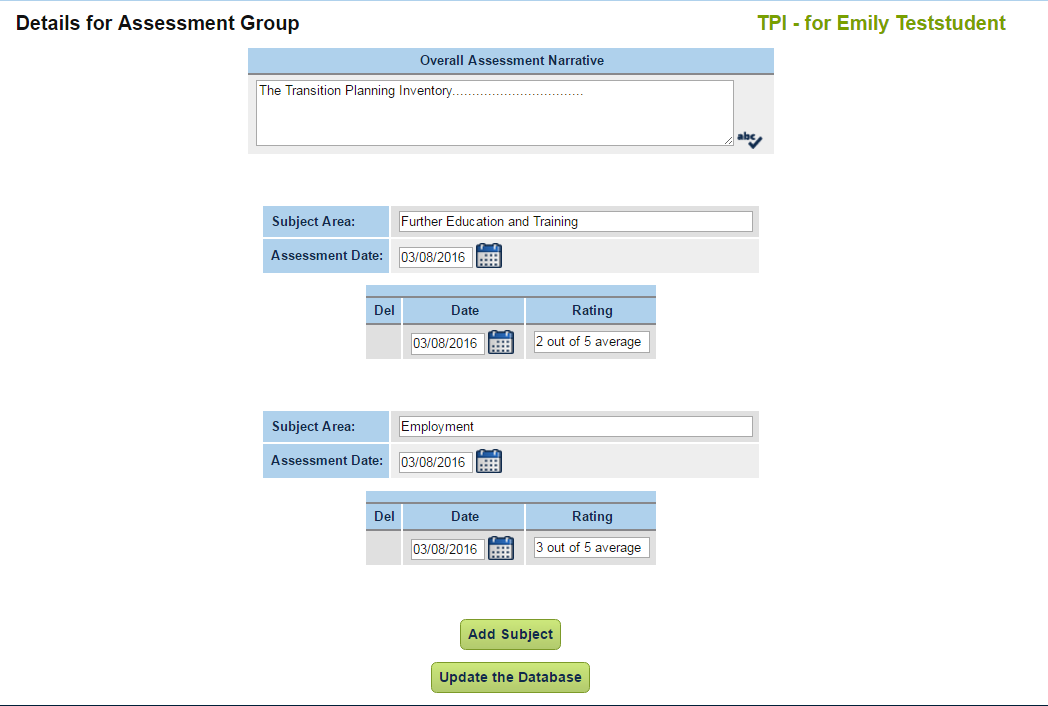
#10c Update

1. After UPDATE the Database, the assessment appears in a table; click on DETAILS to add scores for the assessment.

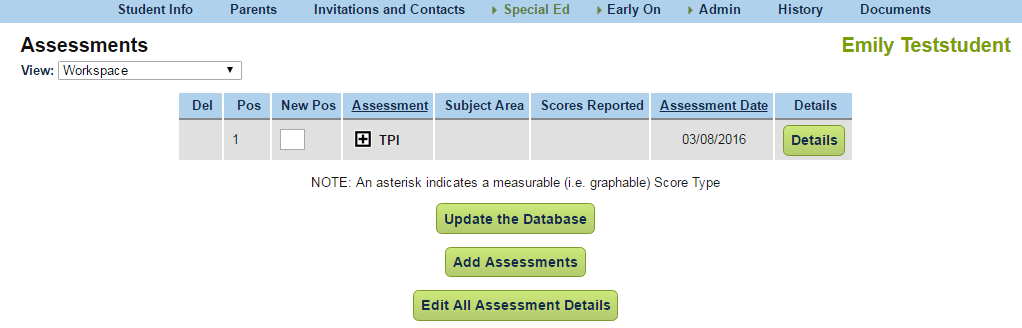


#11

1. New window opens. Add Overall Assessment Narrative and input dates and scores. If you forgot to include a subject area, this page provides an opportunity to add another subtest. Update the Database.

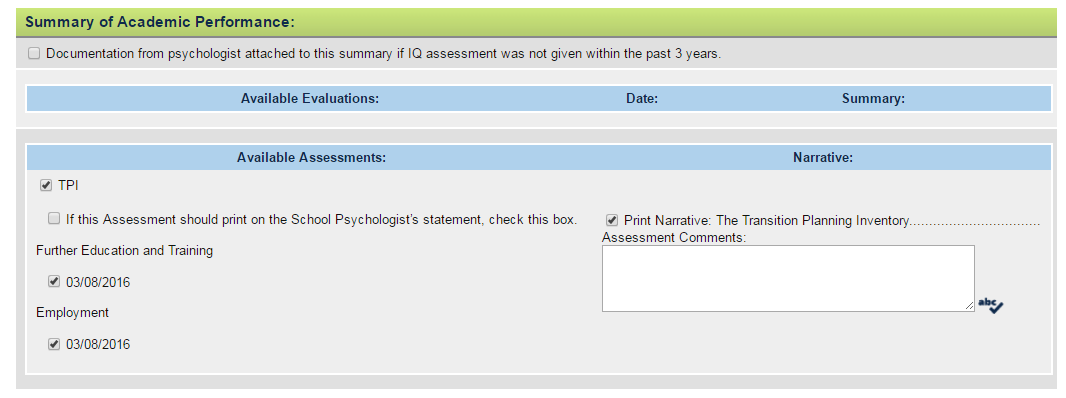


1. To add more assessments, select Add Assessments. Follow the above process.
2. To EDIT assessments, select EDIT All ASSESSMENT DETAILS. Make changes and Update the Database.



#14

1. When all assessment information is entered, return to **Documents**, Select Special Education tab and A. Summary of Performance B. Draft. As previously stated in step #5 above.
2. The Assessments will appear in the Summary of Performance draft. Check the assessment boxes to print on the final document. DO NOT Check Documentation from psychologist.

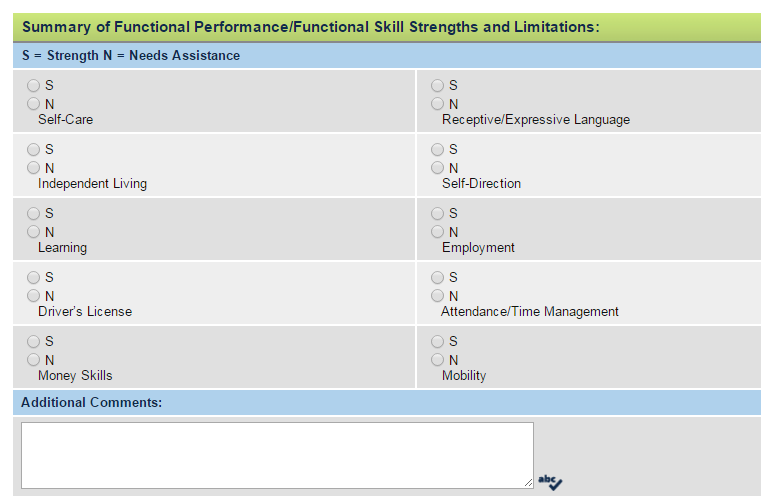


CHECK

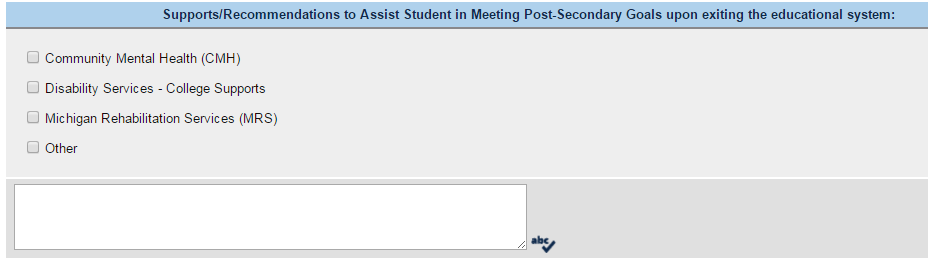
CHECK

CHECK

1. NOTE!!!! In the draft version Modifications/Accommodations Needed for Success in General Curriculum, DOES NOT APPEAR. The SOP will extract this information from the IEP.
2. Summary of Functional Performance. Complete S for Strength or N for Need. Information should be based on the Transition Planning Inventory and student interview.



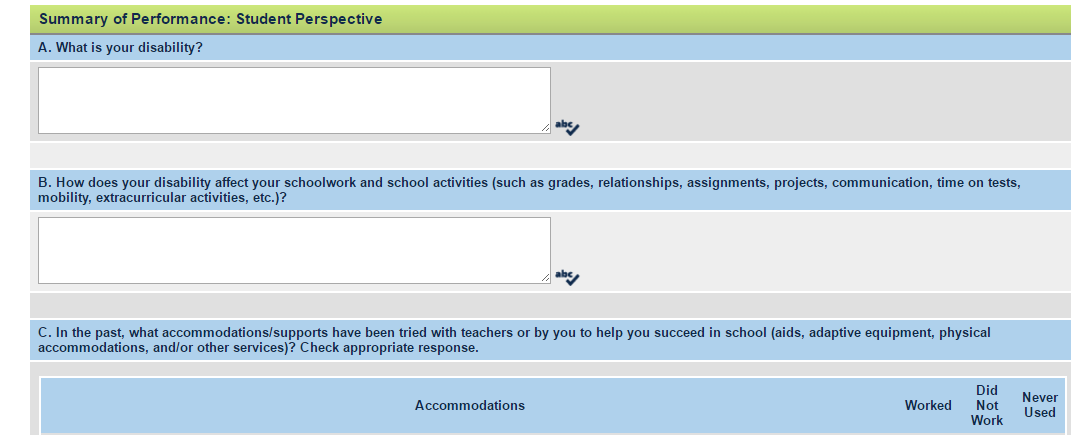
1. A. Check boxes per student need. B. Check OTHER and Add **Transition Life Links** and **Parent and Student Support Organizations**.



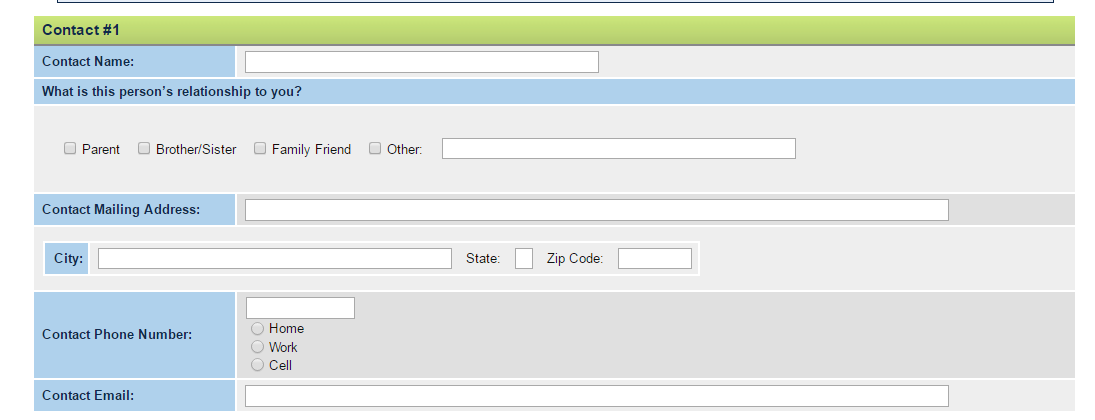
#19B

#19A

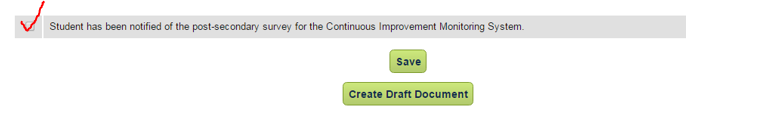
1. Student Perspective: Interview student. The language should be based on the student’s response.



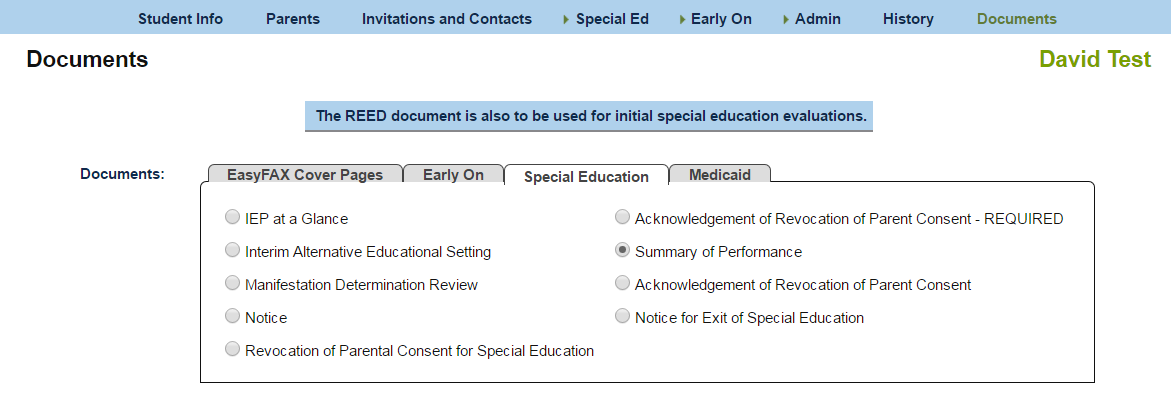
1. Complete the additional 2 contacts. (Use for the SPP 14 Survey after high school). Check bottom box.

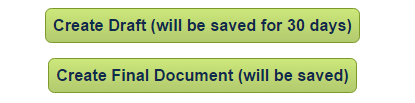


1. Check bottom box. Select Save or Create Draft Document.



1. To create FINAL Summary of Performance. Follow Step #5 above. Instead of choosing DRAFT, choose FINAL. The Final SOP will appear in the Documents folder.





FINAL

1. When final has been produced, get signatures at the bottom of each page.

#22

