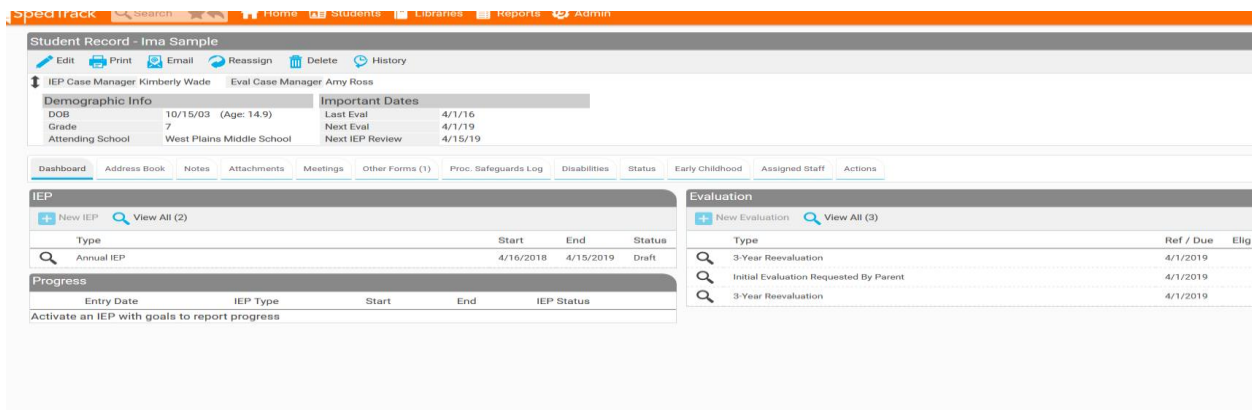
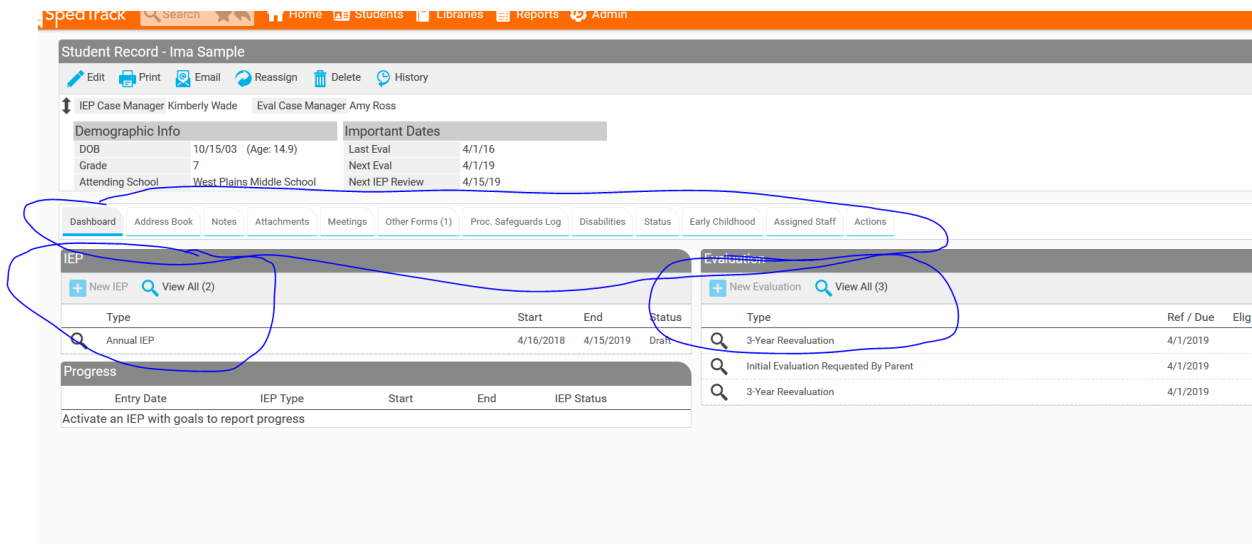


# SpedTrack Cheat Sheet

1. Log-In
2. Hover over STUDENTS and select MY STUDENTS
3. Select the student you want
4. This screen will open up



5. The dashboard will have multiple tabs. You can select from those options or you can create and IEP or ER depending on what you need.



## Evaluations/RED

1. Click NEW EVALUATION
2. Select the type of Evaluation (Initial by parent, Initial by district, Reevaluation, etc.)

### Evaluation Create

Cancel
 Save

Template CHOOSE A TEMPLATE

Case Manager (\*) Ross, Amy ▾

Evaluation Type (\*) Initial Evaluation Requested By C

Referral Date (\*) 4/1/2019

3. Once Selected-SAVE
4. The Evaluation will Open Up
5. Use the tabs to Toggle between the various parts

### Ima Sample - Draft 3-Year Reevaluation (4/1/2019) - Case Manager: Amy Ross

Student Record
 Print
 Email
 Complete Evaluation
 Settings
 Delete
 History

Checklist
Meetings
Actions
Referral
Existing data
Tests
Evaluation Report
SLD
Other Forms
Attachments ()

Due Process Checklist

|  | Item  | Due Date  | Days Left | Completed | Outcome                   |
|--|---|-----------|-----------|-----------|---------------------------|
|  | Send Notification of Meeting for Review of Existing Data        | 1/11/2019 | 175       |           |                           |
|  | Send Second Notification of Meeting for Review of Existing Data | 1/21/2019 | 185       |           |                           |
|  | Conduct Review of Existing Data                                 | 1/31/2019 | 195       |           |                           |
|  | Reevaluation Due Date   | 4/1/2019  |           | 4/1/2019  | Reevaluation due date set |

Key Dates

Save
 Clear Form
 History

Information Last Saved (Friday 07/20/18 9:48 AM) by Amy Ross

Some of these dates may autofill from the Student Record or the Checklist above.

|                             |  |
|-----------------------------|--|
| Referral Date               |  |
| Procedural Safeguards Date  |  |
| Date Eligibility Determined |  |
| Date of Review Meeting      |  |
| Date of Consent             |  |

6. Complete the Tabs-For example RED-Select the EXISTING DATA tab. A screen will open with the required areas. Remember to click SAVE periodically.

Ima Sample - Draft 3-Year Reevaluation (4/1/2019) - Case Manager: Amy Ross

Student Record Print Email Complete Evaluation Settings Delete

Checklist Meetings Actions Referral **Existing data** Tests Evaluation Report SLD Other F

### Existing Data

Save Spell Check

Procedural timeline exceeded?  No  Yes, describe using exact dates and reasons:

IEP team members  met  conferred

### Evaluation Areas

Get Referral entry for ALL areas

Area: Health

Description of Data Reviewed and Summary of Information Gained

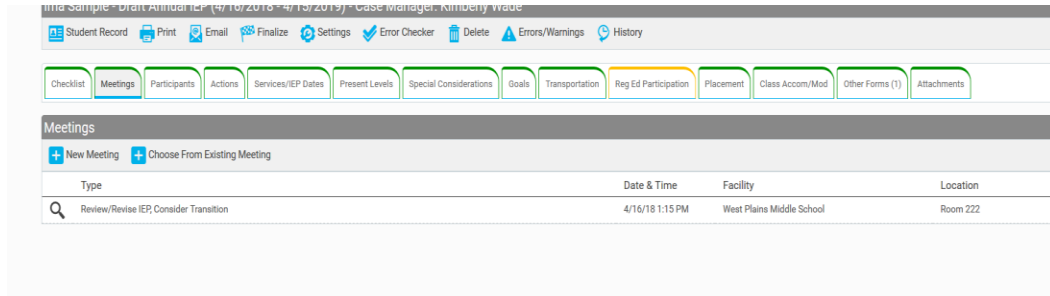
Get Referral entry for Health area only

16px

Additional Assessment Information Needed and Assessment Instruments

# IEP

1. Click New IEP under the IEP tab
2. A window will open with multiple tabs
- 3.






4. NOM-Click New Meeting or Choose From Existing Meeting to Edit One you already created. When you do a screen will open. Fill it out and Save

The screenshot shows the 'IEP Meeting - Ima Sample' form. At the top, there are buttons for Cancel, Save, and Spell Check. A green banner states: 'You will be able to add contacts once the meeting is saved.' The form has several sections:

- Type (\*)**: A list of checkboxes for meeting types: Review existing data as part of an initial evaluation or reevaluation, Determine initial or continued eligibility, Develop initial IEP, Review/Revise IEP, Consider Post-secondary Transition, Conduct Manifestation Determination, Consider/Conduct Functional Behavioral Assessment, ESY Conference, and Other: \_\_\_\_\_.
- Date of Notice (\*)**: A date picker field.
- Date/Time of Meeting (\*)**: A date and time picker field.
- Facility**: A dropdown menu with '- Select -'.
- Location**: A text input field.
- Additional Notes**: A rich text editor with a toolbar showing icons for bold, italic, underline, font color, font size (16px), bullet points, numbered lists, link, unlink, and print.
- Sincerely Contact Name**: A text input field. To its right, 'Contact Name:' is followed by two buttons: 'Kimberly Wade' and 'Amy Ross'.
- Sincerely Contact Title**: A text input field.
- Sincerely Contact Phone**: A text input field.

- When you have completed the form and saved, select Return (Right beside the Save button). Work your way through the tabs or you may skip to a section by clicking on it.
- When you have completed the IEP and want to check it to ensure you have completed all the sections, Click Error/Warnings. A screen will open stating what you have mistakenly forgot.


Manager: Kimberly Wade




Error Checker  Delete  Errors/Warnings  History

Special Considerations Goals Transportation **Reg Ed Participation** Placement Class Accom/M

IEP Errors / Warnings - Ima Sample ×

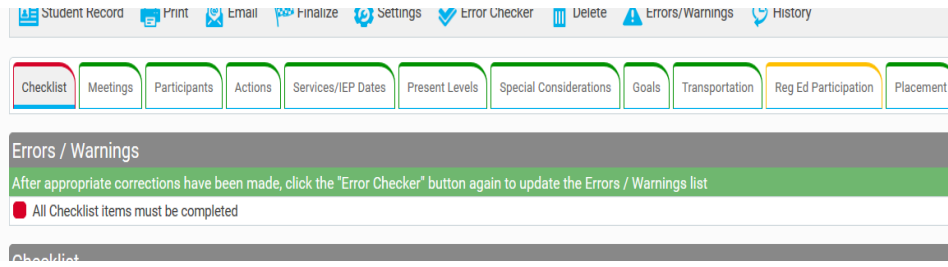
Click any item in the list below to be taken to the affected tab. [Help](#)

| Tab  | Message  |
|--|--|
|  Reg Ed Participation | Physical Education Participation has not been be completed |

-  Critical Error - must be corrected before you can activate the IEP.
-  Warning - indicates an area that is likely a problem, but will not prevent activation.
-  Informational - item to be aware of, but not typically a problem.

**IMPORTANT** - After making corrections to the IEP, you must rerun Error Checker to refresh this list. This is accomplished by clicking the "Error Checker" button on the IEP.

- Make corrections and save again. Click Error Checker as well and any tabs that need editing will turn yellow or red. Make corrections to those tabs and save.



8. After all corrections are made send it along with the Cover Sheet, Secretary's Sheet, NOM, and notes to your Process Coordinator. Remember to Create a Notice of Action if any changes to services, minutes, etc., have been made in comparison to the previous IEP.