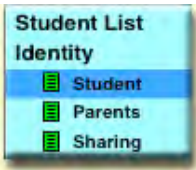
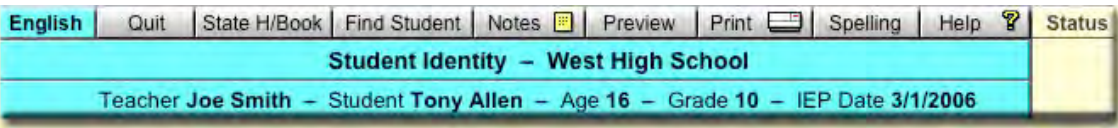


Identity Pages and Assigning Students

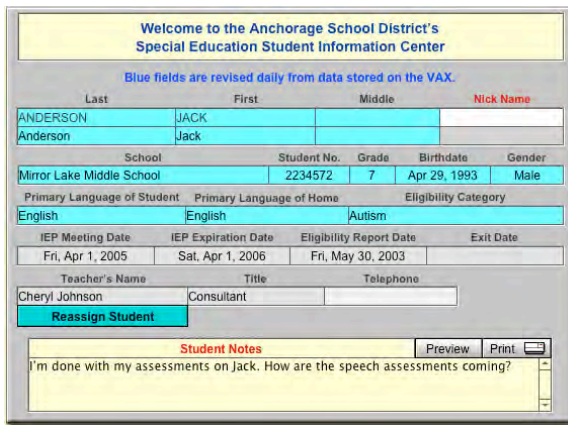
 <p>Student List Identity</p> <ul style="list-style-type: none">StudentParentsSharing	<h3>STUDENT IDENTITY PAGE</h3> <p>You access the Student Identity Page by clicking on a name in the Student List.</p>
--	---

 <p>English Quit State H/Book Find Student Notes Preview Print Spelling Help Status</p> <p>Student Identity - West High School</p> <p>Teacher Joe Smith - Student Tony Allen - Age 16 - Grade 10 - IEP Date 3/1/2006</p>	<ul style="list-style-type: none">• Top blue bar: denotes the student you have selected.• Status Box: (on the right) notes an upcoming annual review or three year reevaluation.
---	---

- This section is new -

Top yellow box: states, "Welcome to the Anchorage..." in example below.

- Lists updates and important notices about the IEP program.
- Information shown here will be information relevant to the whole program.
- Information about specific parts of the program will appear on "splash pages" at the start of the relevant section.



Welcome to the Anchorage School District's Special Education Student Information Center

Blue fields are revised daily from data stored on the VAX.

Last	First	Middle	Nick Name
ANDERSON	JACK		
Anderson	Jack		

School	Student No.	Grade	Birthdate	Gender
Mirror Lake Middle School	2234572	7	Apr 29, 1993	Male

Primary Language of Student	Primary Language of Home	Eligibility Category
English	English	Autism

IEP Meeting Date	IEP Expiration Date	Eligibility Report Date	Exit Date
Fri, Apr 1, 2005	Sat, Apr 1, 2006	Fri, May 30, 2003	

Teacher's Name	Title	Telephone
Cheryl Johnson	Consultant	

Reassign Student

Student Notes Preview Print

I'm done with my assessments on Jack. How are the speech assessments coming?

Blue fields: these are automatically updated through the ASD data system.

- If the information is not correct, contact your school registrar (secondary) or attendance secretary (elementary).

Meeting dates: dates will feed from the IEP forms and update on this page as new IEPs are archived.

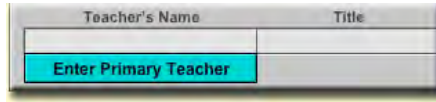
- This section is new -

Notes section: this provides a place for you to record and read miscellaneous information about a student's program.

- Anyone with access to that IEP can read, add to, or delete what has been written on the note.
- It provides a good place to communicate with others working with a given student about goals or meetings, as email is not confidential.
- Expands and can be printed.

Assigning a Different Primary Teacher (Case Manager):

1. Select the green "Reassign Student" button to remove your name and information.
2. The student record will move from your student list to the "Unassigned" folder for your building.
3. The new primary teacher can now go into the school student list and click on the name.



4. When the identity screen appears, the green button will say "Enter Primary Teacher".
5. The new teacher clicks on this button and the student is reassigned.

Entering a New Student

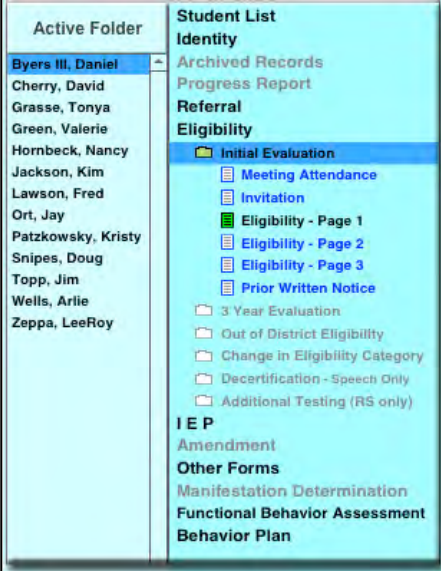
If you have a new student, you should first check for previous in-district IEPs by selecting the "Find Student" button at the top of the screen.

If no ASD IEP can be located, use the following procedure:

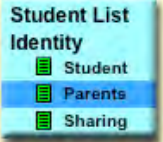
For:	Contact:
New Referrals - speech only IEPs	Sandy at 742-6056
New Referrals - all other IEPs	Your school psychologist
Out-of-district IEPs - Early Childhood	Marilyn at 742-6073
Out-of-district IEPs - Elementary	Dana at 742-6082
Out-of-district IEPs - Secondary	Linda at 742-6086
Out-of-district IEPs - Related Services	Sandy at 742-6056

SIDE NAVIGATION BARS

- All information in this section is new -

<p>Light Blue List:</p> <p>Provides access to all students in the folder you selected (active, shared, etc.).</p> <p>Appears throughout the program, regardless of the page you are on.</p> <p>Takes you to their "Student Identity" page when clicked.</p>		<p>Medium Blue List:</p> <p>The menu sidebar provides ease of navigation throughout the program.</p> <p>Think of this as your filing cabinet for IEP forms. When you click on the activity you wish to perform, that cabinet drawer opens displaying the folders and forms you'll need.</p> <ul style="list-style-type: none"> • Gray font: folders or pages not applicable for that student. • Green icon with black font: some information has been entered in folder or page. • Blue font: no information has been entered. <p>From the sidebar in the "Identity" section, click on the correct option to access the parent identification and sharing pages (<i>shown below</i>).</p>
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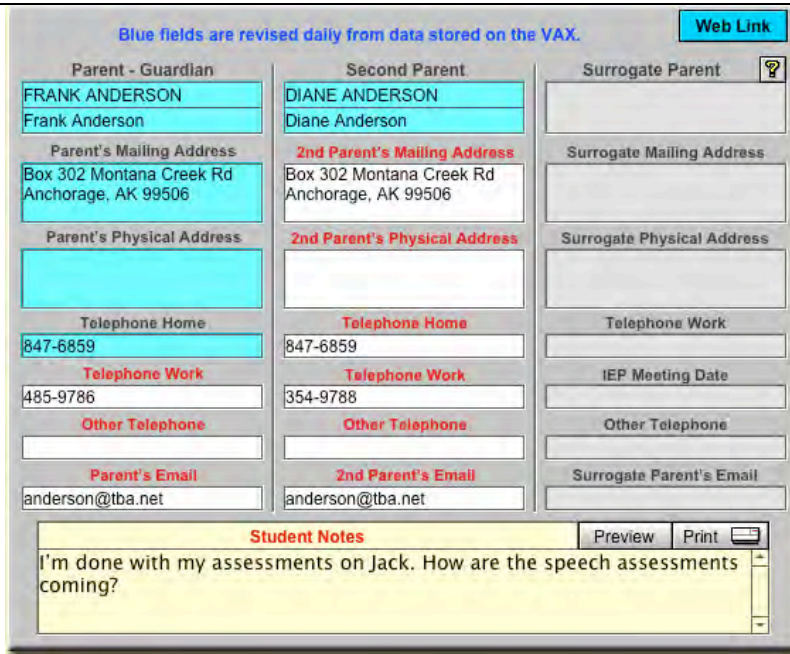
PARENT IDENTITY PAGE

	You access the Parent Identity Page by selecting it in the side menu, once you have chosen a student.
---	---

- **Blue Fields:** Parent information is automatically entered from the District's data management system and updated daily. Contact your registrar or attendance secretary if corrections need to be made.
- **White Fields:** You may type additional information into these.

- The information below is new -

- **Gray Fields:** Surrogate information (if applicable) will be added for you.
 - **? Button:** If you have questions regarding surrogates, click on the question mark.
 - **Web Link Button:** select this for information regarding surrogates and how to request one (*see also: Fig. B*).



Blue fields are revised daily from data stored on the VAX. Web Link

Parent - Guardian	Second Parent	Surrogate Parent
FRANK ANDERSON Frank Anderson	DIANE ANDERSON Diane Anderson	
Parent's Mailing Address Box 302 Montana Creek Rd Anchorage, AK 99506	2nd Parent's Mailing Address Box 302 Montana Creek Rd Anchorage, AK 99506	Surrogate Mailing Address
Parent's Physical Address	2nd Parent's Physical Address	Surrogate Physical Address
Telephone Home 847-6859	Telephone Home 847-6859	Telephone Work
Telephone Work 485-9786	Telephone Work 354-9788	IEP Meeting Date
Other Telephone	Other Telephone	Other Telephone
Parent's Email anderson@tba.net	2nd Parent's Email anderson@tba.net	Surrogate Parent's Email

Student Notes Preview Print

I'm done with my assessments on Jack. How are the speech assessments coming?

Fig. A

Notice that the same student notes appear on this page as on the "Student Identity Page".

- The information below is new -

To request a surrogate parent or to find more information regarding them:

- Click on the blue "Web Link" button.
- Scroll down to the "Surrogate Parents" link on the handbook page that opens.
- Select the appropriate link.

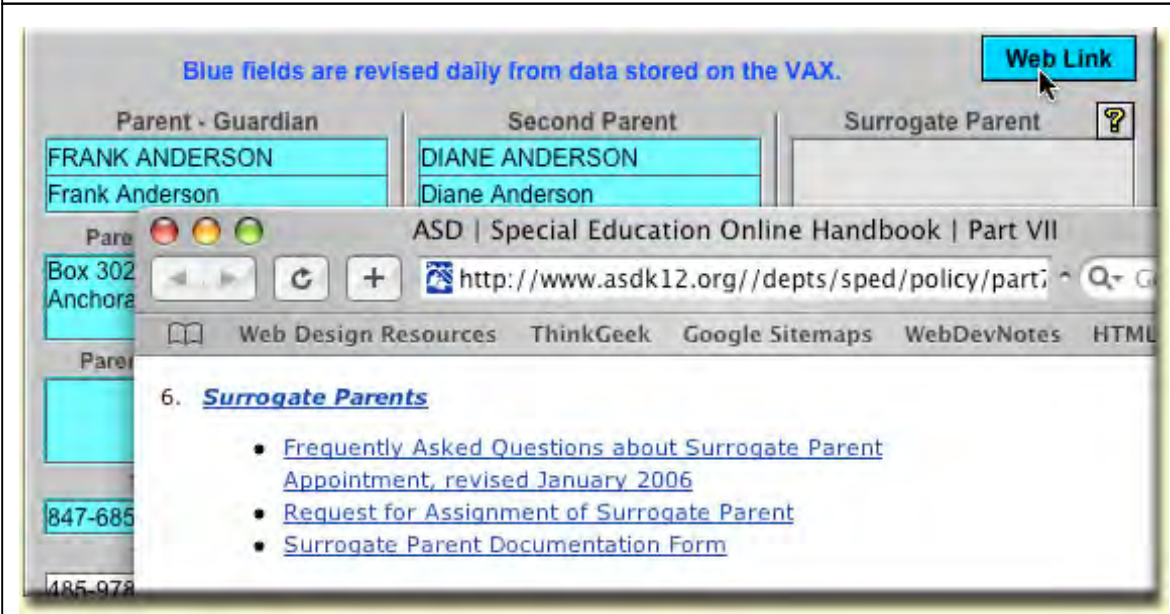
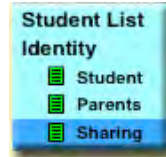


Fig. B

SHARING IDENTITY PAGE

To share a student's record with other providers, the primary teacher should:

1. Select the "Sharing" folder on the menu sidebar.



2. Select the school at which the other staff member works.

Itinerant staff are located under the letter "I".



3. Set the button at the bottom of the screen to represent the rights to be given. Some staff may need to be able to write on the IEP while others may only need to read it.
4. Click on the names of those needing access and they will move to the right hand column.

Goldenview Middle School		Mary's IEP is shared with:		Clear All		
Name	Title					
Eidem, Molly	SpEd Teacher	●	Leonard, Chris	Department Chair	Goldenview Mid	
Holleman, Donna	SpEd Teacher		●	Eidem, Molly	SpEd Teacher	Goldenview Mid
Leonard, Chris	Department Chair					
Morgan, Cord	SpEd Teacher					
Mozen, Howard	SpEd Teacher					
Straley, Katie	SpEd Teacher					
Worthington, Terry	SpEd Teacher					

Enter as: Read Only ○ = Read only
 Read & Write ● = Read & Write

- **Dot next to the names:** denotes their access rights.
- **If a staff member no longer needs access, simply** click on their name in the right hand column. Their name will be removed.
- ***This section is new* - Green "Name" and "Title" buttons:** alphabetizes the list.