

# Student List

When you first log on, you will find yourself on the Student List page.

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## BUTTONS



There are eight buttons across the top of the Student List page.

- *Quit*- Use this button when you are ready to leave the program. Logging off when you are not using it is imperative to:
  - Help maintain confidentiality of records.
  - Ensure speed of connectivity for other users.
- ***This section is new*** - *State Handbook*- This link will connect you directly to a current online handbook available to assist you with questions you may have regarding IEP content.
- *Find Student*- Simply click on the button and enter the student number to locate a special education student within the district and their primary teacher.
- ***This section is new*** - *Notes*- This is a place to store your personal notes. It is tied to your account. You will be able to see the same information from every screen of the program, regardless of which student's record you are on. This is a handy place to store text you frequently use that is not already in the program.
- *Preview*- This button allows you to see how the screen will print. Many of the pages print on state forms that look quite different from the screens on which you enter information.
- *Print*- Use this button to print the page you are on. You will also be given the option to print the whole ESER or whole IEP if you are within that part of the program.
- *Spell Check*- Pages within this program that contain text entry boxes have an additional button for spell check.
- ***This section is new*** - *New Student*- If you used the IEP program prior to the 2006-2007 school year, there was a button to start a record for new students on this bar. This will no longer be the method for entering new students into the program. The new method is described in the *Identity Pages and Assigning Students* section of this training.

## ACCOUNT STATUS BOX

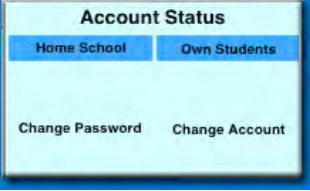
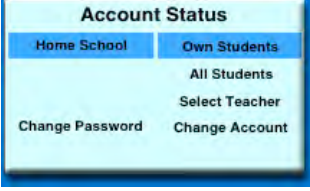
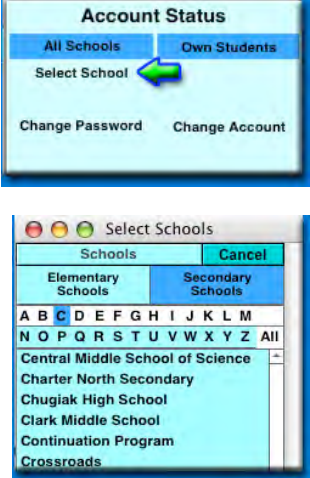
*- All information in this section is new -*

This box appears in the upper right of the screen.

All users are able to change their passwords from the "Change Password" option. They may also select "Change Account" to access a different caseload without having to close the whole program. This feature may be useful when more than one teacher uses the same computer.

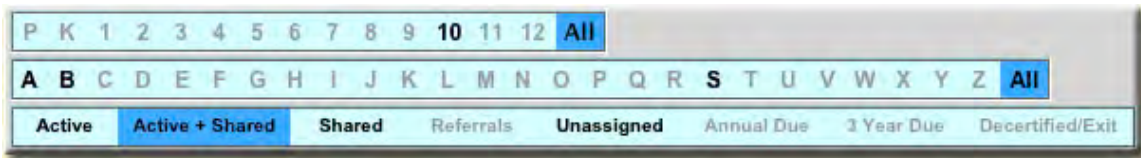
## SCHOOL AND STUDENT ACCESS

These options vary depending upon the requirements of your job.

<p><b>TEACHERS</b></p> <ul style="list-style-type: none"> <li>• See the screen shown in the example to the right.</li> <li>• Can view their own students in their building.</li> </ul>	
<p><b>DEPARTMENT CHAIRS</b></p> <ul style="list-style-type: none"> <li>• May select "Home School" and "Own Students".</li> <li>• May view "Home School" and "All Students".</li> <li>• May choose a specific caseload with "Home School" and "Select Teacher".</li> </ul>	
<p><b>IEP CLERICALS</b></p> <ul style="list-style-type: none"> <li>• Will be trained upon hire, as access is based upon assignment.</li> </ul>	
<p><b>ITINERANT STAFF</b></p> <ul style="list-style-type: none"> <li>• Student List shows all students for whom you are primary provider.</li> <li>• Click on "Select School" to see your students in just one school.</li> <li>• The "Select School" option opens the second window shown to your right.</li> <li>• Click on the first letter of the school name.</li> <li>• Find and select the school from the list that appears.</li> <li>• If no school is selected, the "Cancel" button must be used to close this screen. Although the red, yellow, and green buttons appear, they do not function with this screen.</li> </ul>	

## SEARCH BARS

The search bars will find specific groups of records. Please note that when you use this feature, the student records still stay on your primary student list as well as appearing in the refined lists you create.



The areas on the bars appear in black font when the user has student records in that area. Clicking on one of the black letters will refine the search. You can bring up all students in one grade level or all students with last names beginning with the same letter. The area you clicked on will appear in blue. To choose all grades or all letters, click on the word "All".

In this example, all of the students:

- *In the top bar*- are in the tenth grade
- *In the middle bar*- have last names beginning with "A", "B", or "S"

*The bottom bar* divides student records into sub-groups:

- Active
  - Special Education Teachers will find all students currently active on their caseload that do not have related services.
  - Speech Language Pathologists will find the records for their students with "Speech Only" services.
  - Adapted Physical Education service providers will find the records for students with APE as their primary service.
- ***This section is new*** - Active and Shared
  - All providers will be able to see all of their students from this view, regardless of whether there are or are not additional services.
- Shared
  - Providers who work with students who have a different primary provider will find records in this folder. For example, a Speech/Language Pathologist will find all of their records in this folder for students who also qualify for services from a Special Education Teacher (who would be the primary provider).
- Referrals
  - Records for students currently in the midst of a referral process can be found here.
- Unassigned
  - When a student is new to special education services in a school, the record will be located in this file until a primary service provider adds the student to his/her caseload.

- Annual Due
  - Student records will appear in this folder when they are within 45 days of their annual review date.
- Three Year Due
  - Student records will appear in this folder when they are within 60 days of their triennial review date.
- Decertified/Exit
  - Records leave your caseload when a student leaves special education services and the record is archived.

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## SORTING COLUMNS

Name	Grade	School	Teacher	IEP Date	3 Year Date	Eligibility Category
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Clicking on one of the buttons in the dark green row will sort the records by column (alphabetically by last name, numerically by grade level, etc.)

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## LIST OF STUDENT NAMES

Cherry, David	4	Abbott Loop Elementary	Johnson, Cheryl	4/12/05	4/5/03	Does not qualify
Grasse, Tonya	2	Abbott Loop Elementary	Johnson, Cheryl	9/15/05	5/3/04	Specific Learning Disability
Hornbeck, Nancy	S K	Abbott Loop Elementary	Johnson, Cheryl	5/5/05	5/5/05	Specific Learning Disability

The table at the bottom of this page in the IEP program contains the students on your caseload. If all of the students are not showing, be certain to check your "sort" and "find" features (described above) to be sure you have them all selected.

Students with Annual Reviews (within 45 days) or Three-Year Reviews due (within 60 days) will have a flag next to their names. Clicking on this will denote the status of the IEP.

***- The information below is new -***

If a surrogate parent has been assigned to a student, the letter "S" will appear in the grade level column.

The list of student names is printable.