

## Viewing Archived Records

- All information on this page is new -

<ul style="list-style-type: none"> <li>Student List</li> <li>Identity</li> <li style="background-color: #0070c0; color: white;">Archived Records</li> <li>Progress Report</li> <li>Referral</li> <li>Eligibility</li> <li>IEP</li> <li>Amendment</li> <li>Other Forms</li> <li>Manifestation Determination</li> <li>Functional Behavior Assessment</li> <li>Behavior Plan</li> </ul>	<p>To view a student's archived IEPs, select <i>Archived Records</i> from the sidebar menu.</p>
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A new, smaller window will open with a different color scheme to help you to distinguish the live from the archived data. The window will always open to the most recently archived IEP. Other features include:

- The buttons on the top bar now only allow you to preview the form or print.
- You cannot navigate to other student records from this view.
- You can locate all paperwork by type and date from the upper left-hand field.
- The sidebar menu is more concise (amendments are located under the IEP link).
- The teacher's name field displays the teacher at the time the IEP was written.

English	<b>Student Identity – Romig Middle School</b>	Preview Print												
Teacher <b>Joe Smith</b> – Student <b>Jack Anderson</b> – Age <b>12</b> – Grade <b>7</b> – IEP Date <b>Monday, September 12, 2005</b>														
<b>IEP Meeting Date</b>	<b>Special Education Student Information Center Student Records Archive</b>													
<ul style="list-style-type: none"> <li style="background-color: #e0f0ff;">9/12/2005 – Annual Review</li> <li>9/12/2004 – Amendment</li> <li>9/12/2003 – Initial IEP</li> </ul>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Last</th> <th style="width: 25%;">First</th> <th style="width: 25%;">Middle</th> <th style="width: 25%;">Nick Name</th> </tr> </thead> <tbody> <tr> <td>ANDERSON</td> <td>JACK</td> <td>A</td> <td></td> </tr> <tr> <td>Anderson</td> <td>Jack</td> <td>A</td> <td></td> </tr> </tbody> </table>		Last	First	Middle	Nick Name	ANDERSON	JACK	A		Anderson	Jack	A	
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<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Student</li> <li><input checked="" type="checkbox"/> Parents</li> <li><input checked="" type="checkbox"/> Sharing</li> </ul>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Primary Language of Student</th> <th style="width: 30%;">Primary Language of Home</th> <th style="width: 40%;">Eligibility Category</th> </tr> </thead> <tbody> <tr> <td>English</td> <td>English</td> <td>Specific Learning Disability</td> </tr> </tbody> </table>		Primary Language of Student	Primary Language of Home	Eligibility Category	English	English	Specific Learning Disability						
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**To view a particular section of the archived IEP:**

1. Click on the meeting date in the upper left box
2. Select the type of form in the lower left box.

English	Individual Education Program - Page 1 – Romig Middle School				Preview	Print
Teacher Victor Bailey – Student Jack Anderson – Age 12 – Grade 7 – IEP Date 9/12/2005						
IEP Meeting Date		Primary Language of Student	Grade	Student Number	Gender	IEP Type
9/12/2006 – Annual Review		English	7	0000000	Male	Annual Review
9/12/2005 – Amendment		IEP Meeting Date		Expiration Date	Amendment Date	Eligibility Report Date
9/12/2004 – Initial IEP		Tue, Sep 12, 2006		Wed, Sep 12, 2007		
		<input type="checkbox"/> Transfer of Rights Letter has been sent <small>(At least one year before turning 18, student must be informed of his/her rights).</small>			Eligibility Category	
					Specific Learning Disability	
<b>Identity</b> <b>Progress Report</b> <b>Referral</b> <b>Eligibility</b> <b>IEP</b> <input type="checkbox"/> Meeting Attendance <input type="checkbox"/> Invitation <input type="checkbox"/> Initial Placement Consent <input checked="" type="checkbox"/> Page 1 – Strengths, Needs <input type="checkbox"/> Page 2 – Transition <input type="checkbox"/> Page 3 – " <input type="checkbox"/> Page 4 – " <input type="checkbox"/> Page 5 – Special Factors <input type="checkbox"/> Page 6 – Goals <input type="checkbox"/> Page 7 – Assessment <input type="checkbox"/> Page 8 – Modifications <input type="checkbox"/> Page 9 – Services <input type="checkbox"/> Page 10 – Placement <input type="checkbox"/> Prior Written Notice <b>Other Forms</b> <b>Manifestation Determination</b> <b>Functional Behavior Assessment</b> <b>Behavior Plan</b>		<p align="center"><b>Student's Strengths:</b></p> <p>Jack's reading skills are quite strong. He is able to read and comprehend his texts and assignments at grade level.</p> <p>He is a hard worker with a positive attitude and treats others with respect.</p> <p>Jack is a member of the track team and his coach notes the same drive and attitude reported by his teachers.</p>				
		<p align="center"><b>Student and Parent Comments, Needs or Concerns:</b></p> <p>Jack has verbalized concerns about his writing skills and how difficult it is for him to express himself through it. Her prefers answering questions orally to writing them as he believes others can more clearly understand what he means that way.</p> <p>Ms. Anderson has noted how long it takes Jack to complete his homework due to the amount of writing involved and hopes it won't cause Jack's positive attitude toward school to change.</p>				
		<p align="center"><b>Other Agency Comments:</b></p> <p>Jack is not currently involved with any outside agencies.]</p>				

**Once you see the form, you have four options:**

- Read through the forms in this view.
- Copy portions of the archived IEP. To do this:
  - drag your mouse across portions you wish to copy,
  - go to edit > copy,
  - then click once in the current IEP,
  - go to edit > paste.
- View the archived forms using the preview button at the top of the screen.
- Print the form using the print button at the top of the screen.