HOW TO DEVELOP AN INFINITE CAMPUS IEP

BEFORE YOU BEGIN: Link the case manager and IEP team members to the student before opening the IEP document.
Go to Special Ed > Special Ed Team Members, add/verify the case manager and required team members, and confirm each role. This allows names to appear in the IEP dropdown menus.

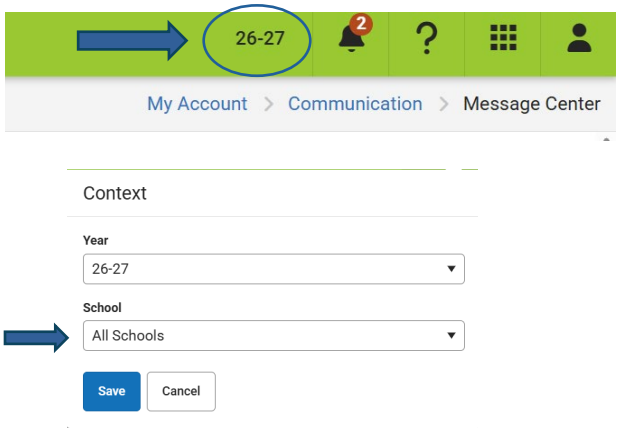
Log into Infinite Campus

Infinite Campus

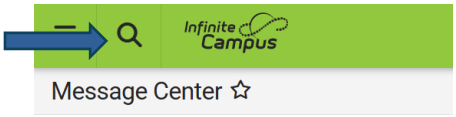
Use your district's Staff Sign In / SSO button rather than entering separate Infinite Campus credentials.

District Staff Sign In

Ensure you are in the correct year and school (Do if you have multiple assignments)

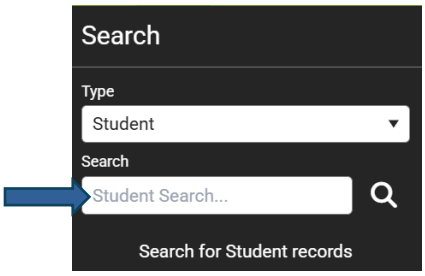


To search for student – click magnifying glass



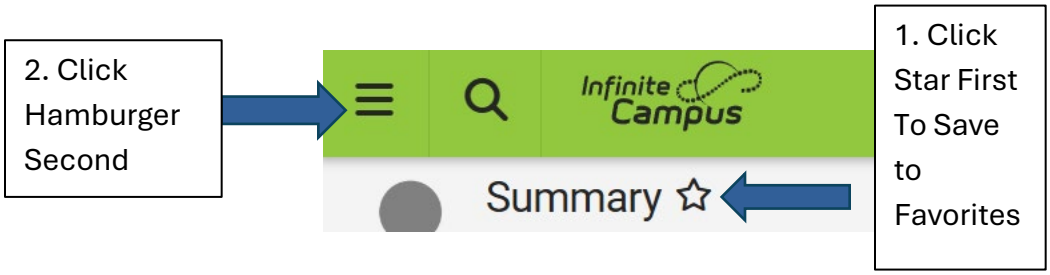
Ensure Type is Student

Search: last name, first name - enter

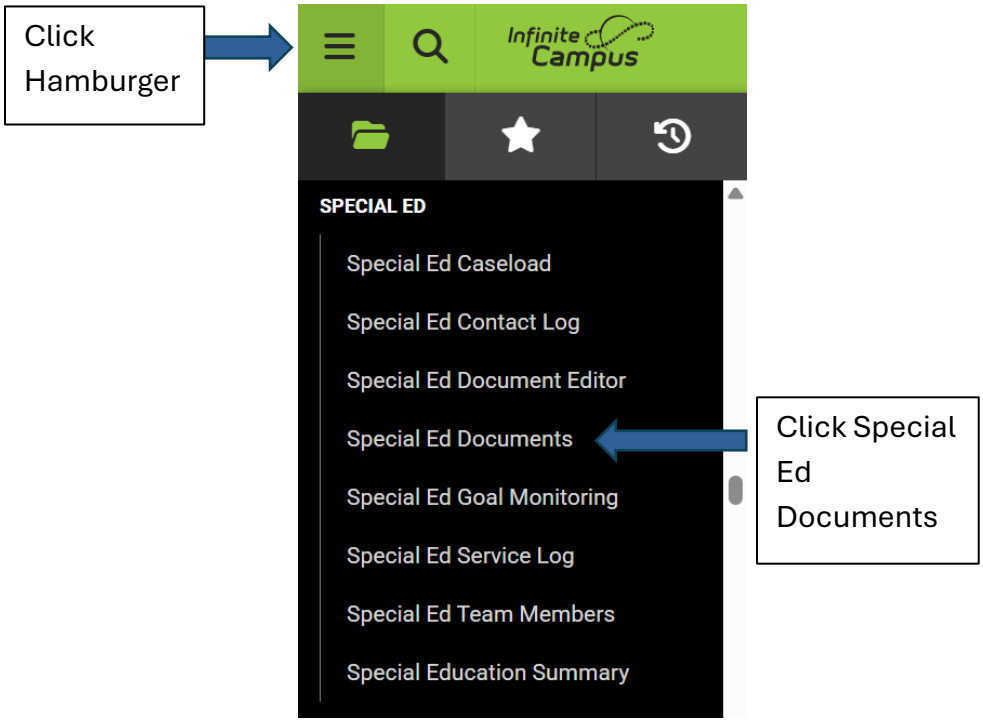


Student Summary will come onto the screen

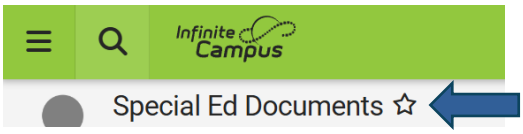
1. Click STAR next to Summary to save this page to your Favorites.
2. Click Hamburger second to get the drop down menu.



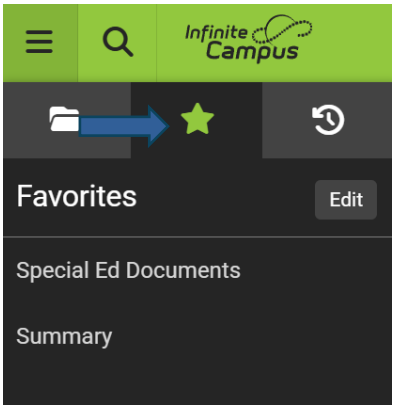
1st TIME - Use Hamburger (top left corner) - click on Student Information – get to Special Education then click on Special Education Documents (star it for easier access the next time)



Star Special Ed Documents to save to your Favorites

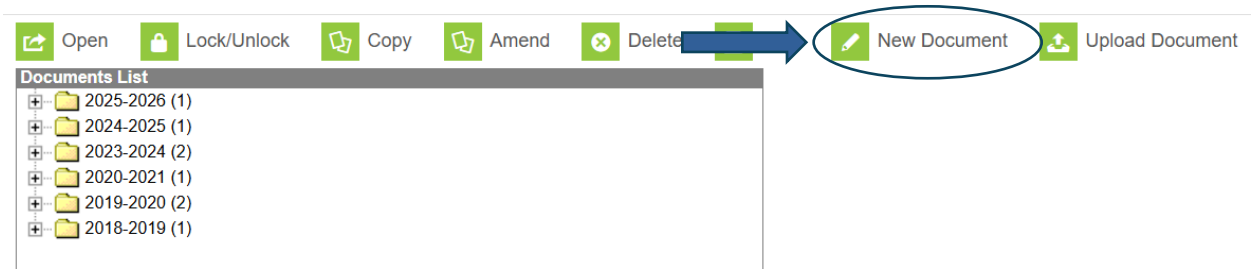


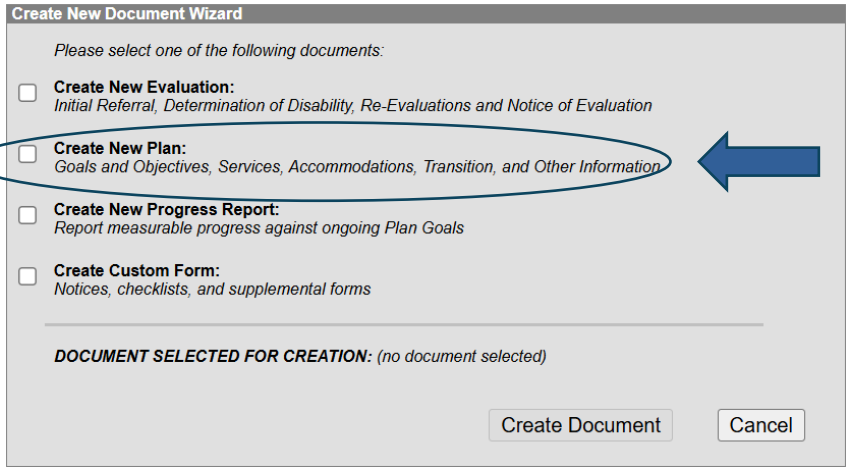
After Star – Go to search and click on your Star – Special Education Documents will be under the Star



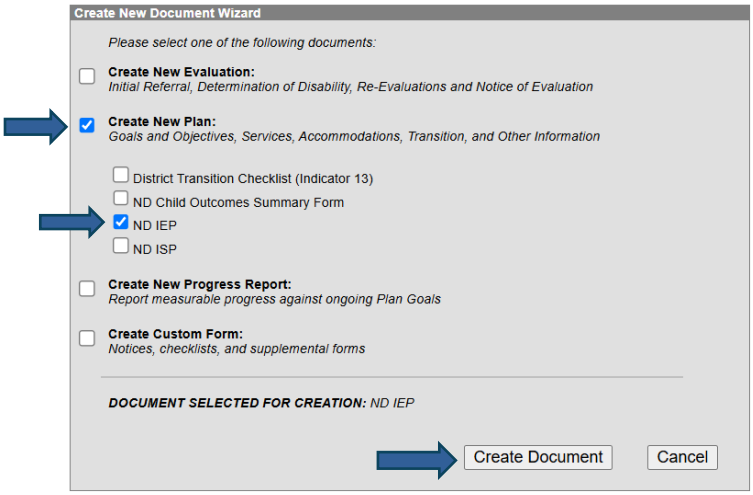
Special Education Documents

Click on NEW DOCUMENT (at top)





Click ND IEP



The Special Ed Document Editor is where the IEP process will be completed

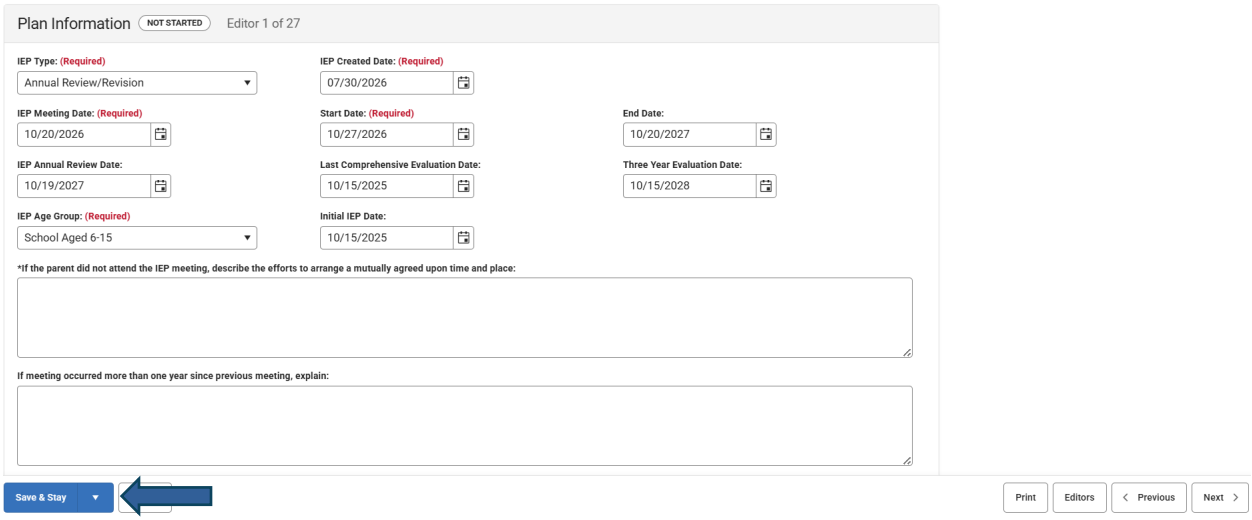
Editor Home - ND IEP

NAME	STATUS	MODIFIED BY	COMPLETED BY
Plan Information	NOT STARTED		
Student Information	NOT STARTED		
Parent/Guardian Information	NOT STARTED		
Enrollment Information	NOT STARTED		
Notice of Meeting	NOT STARTED		
Meeting Attendance	NOT STARTED		
Present Levels of Academic and Functional Performance	NOT STARTED		
Transition Present Levels of Academic and Functional Performance	NOT STARTED		
Consideration of Special Factors	NOT STARTED		
Annual Goals and Objectives	NOT STARTED		
Measurable Postsecondary Goals	NOT STARTED		
Graduation Information	NOT STARTED		
Course of Study	NOT STARTED		
Transfer of Rights	NOT STARTED		
Accommodations, Modifications and Supplementary Aids and Services	NOT STARTED		
Participation in Statewide Academic Assessments	NOT STARTED		
Participation in District-wide Assessments	NOT STARTED		
Description of Activities with Students Without Disabilities	NOT STARTED		
Educational Environment	NOT STARTED		
Special Education Services	NOT STARTED		
Related Services	NOT STARTED		
Supports for Parents/Guardians and School Personnel	NOT STARTED		
Adaptation of Educational Services	NOT STARTED		
Extended School Year	NOT STARTED		
Extended School Year Services	NOT STARTED		
Additional Documentation	NOT STARTED		
Prior Written Notice of Special Education Action	NOT STARTED		

Start with Plan Information

Click Plan Information

Plan Information (Editor 1 of 27)



IEP Type: Select Type (Initial or Annual Review/Revision)

IEP Created Date: Date IEP Document was opened (this does not print on physical document)

IEP Meeting Date: Select Date the Meeting Takes Place

Start Date: This date must match the Start Date one the PWN as well as the start date on the services page

End Date: Exactly 365 days from the IEP Meeting Date

IEP Annual Review Date: Exactly 364 days from the IEP Meeting Date

Last Comprehensive Evaluation Date: Date of last comprehensive evaluation

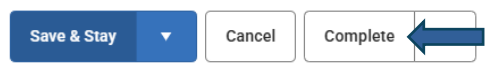
Three Year Evaluation Date: Exactly three years from the date of last comprehensive evaluation

IEP Age Group: Select (Preschool, School Aged 6-15, Secondary Transition)

Initial IEP Date: Date of initial IEP (Optional)

***CLICK SAVE & STAY**

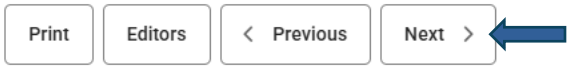
Once Save & Stay is selected Complete will pop up



Click Complete

One Complete is clicked, you can click In Progress to edit the page again

Once Complete, Click NEXT



Clicking Next will take you to the next section of the Editor

You can continue to Edit this section or click Cancel to go back to the editor list

Student Information (Editor 2 of 27)

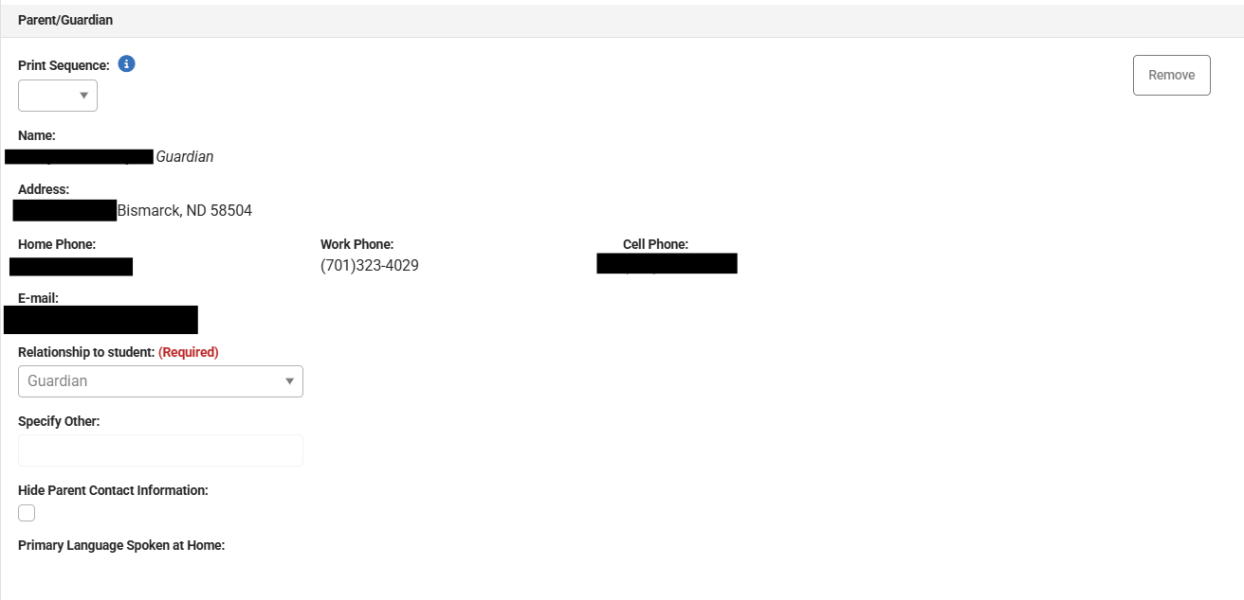
Select Primary Disability Category (Secondary if applicable). If Tertiary disability is identified note it in the Present Level Cognitive Section.

Ensure Case Manager Information is accurate.

Click Save & Stay
Click Complete
Click Next

Parent/Guardian Information (Editor 3 of 27)

Select Relationship to Student (Parents are listed as guardians in this section)
*(Use Table 3 if needed)
*If foster parent is listed on IEP you may need to click “Hide Parent Contact Information” box.



Click Save & Stay

Click Complete

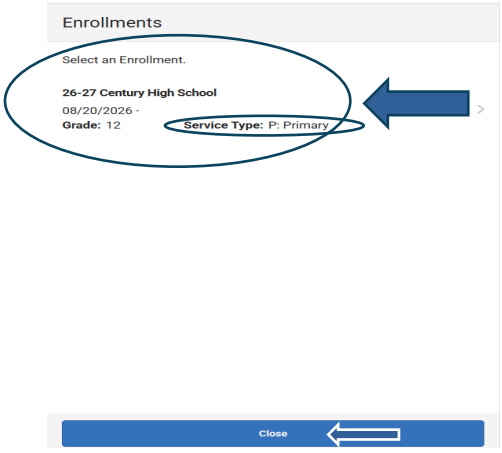
Click Next

Enrollment Information (Editor 4 of 27)

Click Refresh

If more than one enrollment, always select the enrollment listed as primary

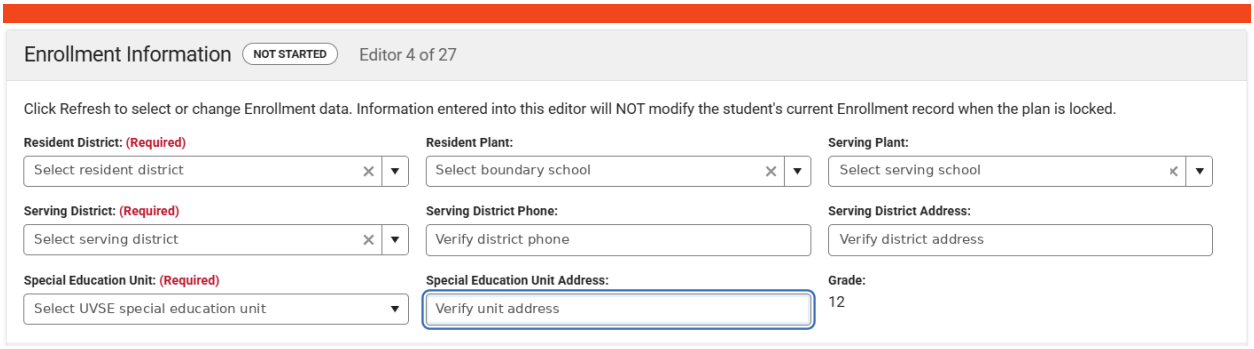
Click Primary Enrollment Entry



Resident District (District the student's parents live in), Serving Plant (School the student is attending) and Serving District (District the student is attending) will auto populate.

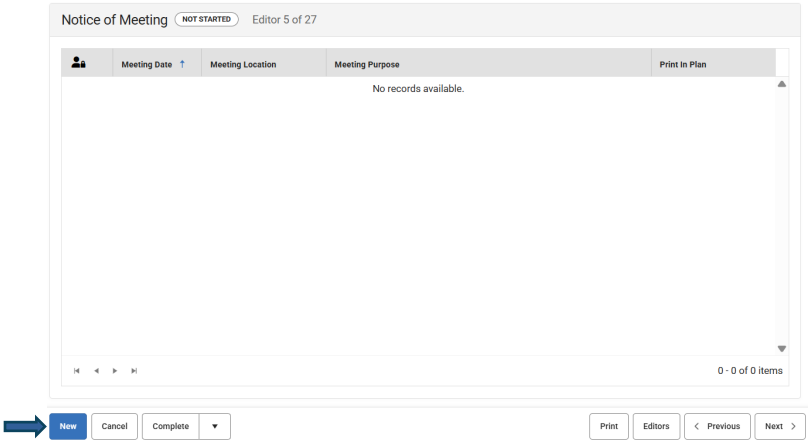
You must fill in:

Resident Plant (the student's boundary school according to the parents' address)
Serving District Phone: Enter or verify the serving district's phone number
Serving District Address: Enter or verify the serving district's address
Special Education Unit: Select the UVSE special education unit listed in Infinite Campus
Special Education Unit Address: Verify the unit address that is listed/populates



Click Save & Stay
Click Complete
Click Next

Notice of Meeting (Editor 5 of 27)



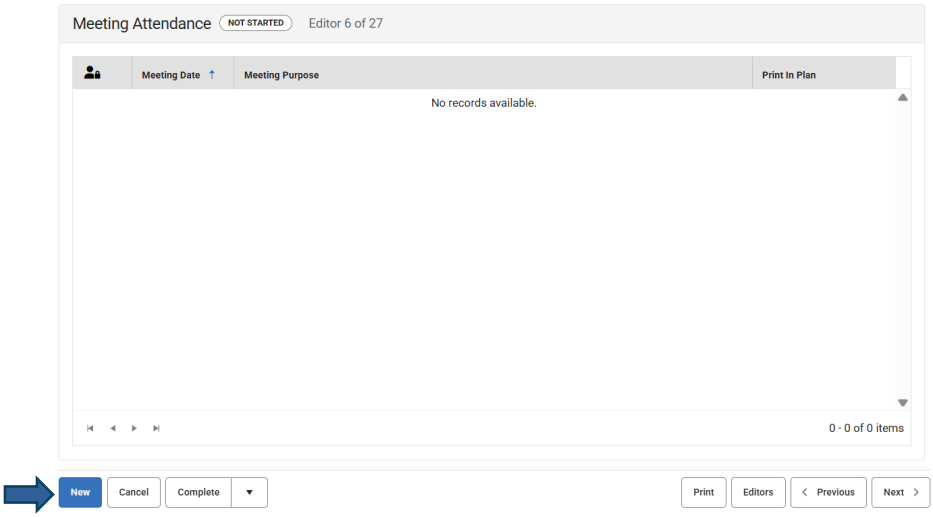
Check New (a Notice of Meeting will generate)
Check Print in Plan

Check Print Separate Guardian Letters is **optional**
Fill in the pertinent boxes with the meeting information

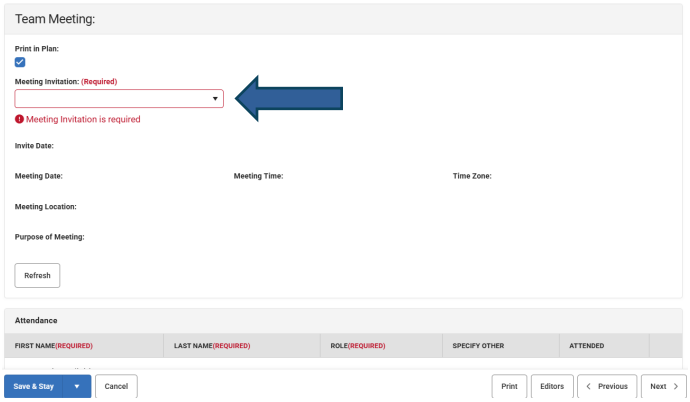
Check Add to record attempts to invite (Optional)

Meeting Invitees Section:
The team members auto generate from the assigned “Special Ed Team Members”
Add any team members not on the list
Remove any team members not invited to the meeting
Assign each team member their corresponding “role”
Click Save & Stay
Click Cancel
Click Complete
Click Next

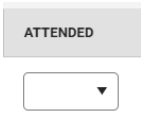
Meeting Attendance (Editor 6 of 27)



Click New



Select the Notice of Meeting associated with this Meeting Attendance Log
Ensure the correct members are listed. Add/remove any team members as needed.
Check if attendance for each member



Click Save & Stay
Click Cancel
Click Complete
Click Next

Present Levels of Academic and Functional Performance (Editor 7 of 27)

Things to note:

- There is a character limit in each text box
- Tables/images are not able to be pasted over unless created in a word doc.
- If there are error messages, delete everything in the box and copy into to word doc. Paste back into Infinite Campus.

Click Save & Stay
Click Complete
Click Next

Transition Present Levels of Academic and Functional Performance (Editor 8 of 27) (For Transition IEP's Only)

Things to note:

- There is a character limit in each text box

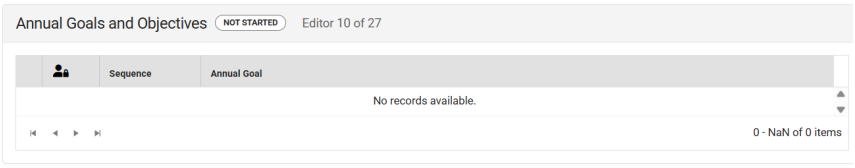
- Tables/images are not able to be pasted over unless created in a word doc.
- If there are error messages, delete everything in the box and copy into to word doc. Paste back into Infinite Campus.

Click Save & Stay
Click Complete
Click Next

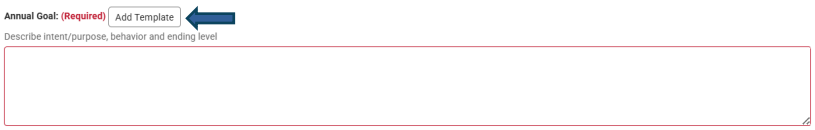
Consideration of Special Factors (Editor 9 of 27)

Fill in each question
Click Save & Stay
Click Complete
Click Next

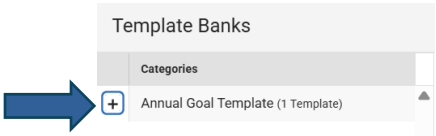
Annual Goals and Objectives (Editor 10 of 27)

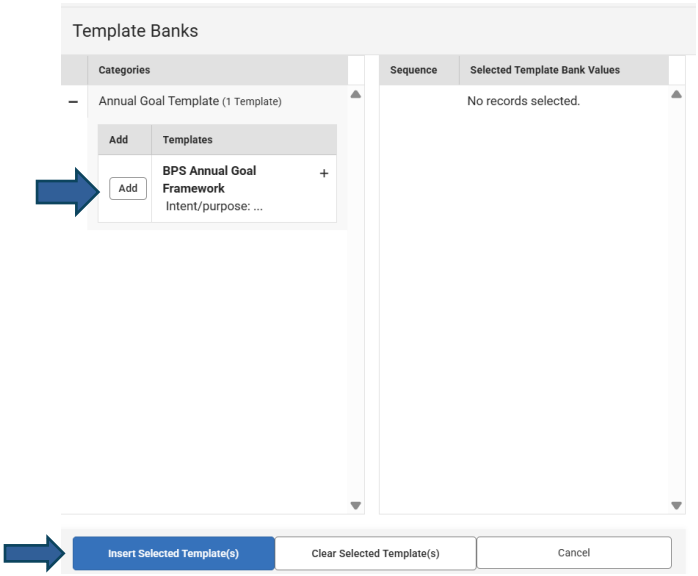


Check New
Select a standard
Choose the sequence (order) of the goals
Check ESY and/or Secondary Transition Goal if needed
Click Add Template



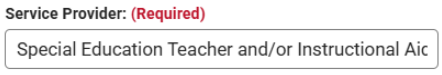
Click Plus Sign





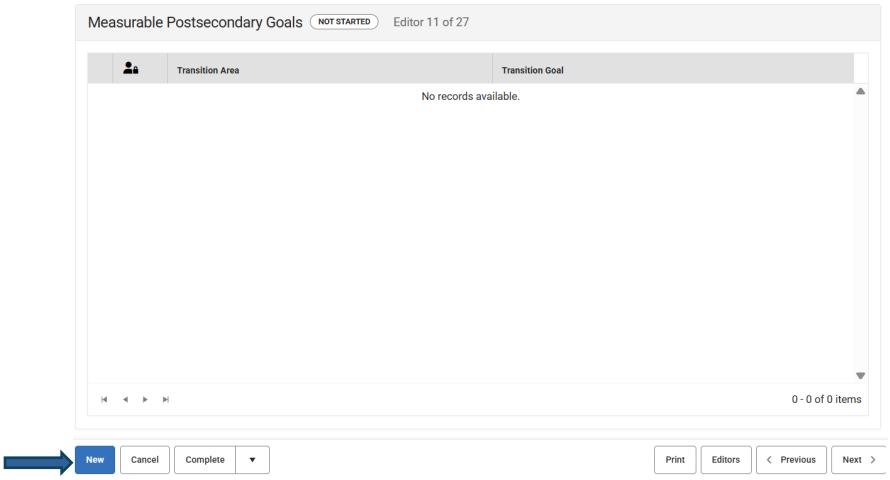
Click Add and Insert Selected Template

Service Provider: Special Education Teacher and/or Instructional Aide Under Direction of the Special Education Teacher. This must match the provider listed on the service editor pages (Editor 21: Special Education Services, Editor 22: Related Services). Ensure to list any related services providers in this section as well.



Click Save & Stay
Click Cancel
Add additional goals if needed
When finished entering goals click Complete
Click Next

Measurable Postsecondary Goals (Editor 11 of 27) (Transition IEP's Only)



Click New

Select Transition Area:

Activities/Services is the same as T-3 Activities

Fill in required boxes

Click Save & Stay

Click Cancel

Click New

Continue process for each required area (Education/Training, Employment)

Independent Living (If applicable)

Click Save & Stay

Click Cancel

Click Complete

Click Next

Graduation Information (Editor 12 of 27) (Transition IEP's Only)

Fill in required sections

Note:

Credits to be Earned: The total amount of credits LEFT for the student to graduate

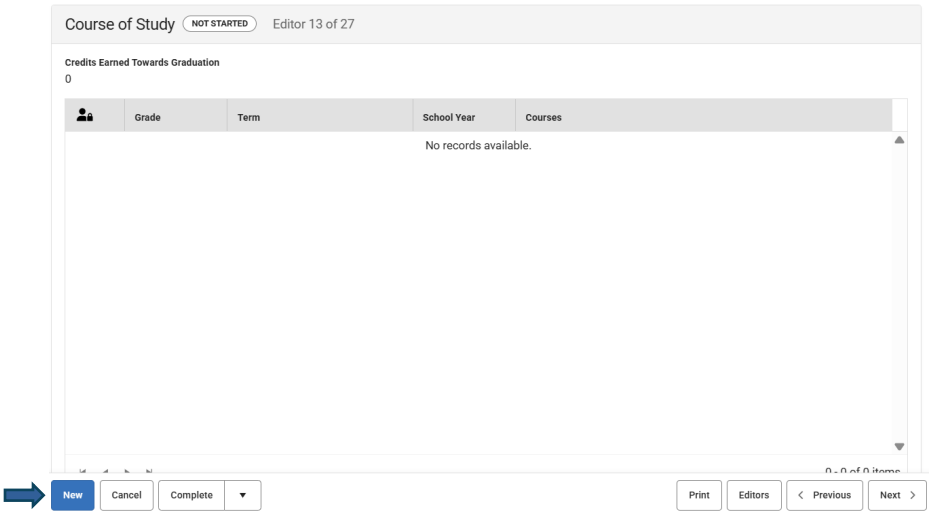
Total Number of Credits Required by this District for Graduation: Enter the total required by the student's district.

Click Save & Stay

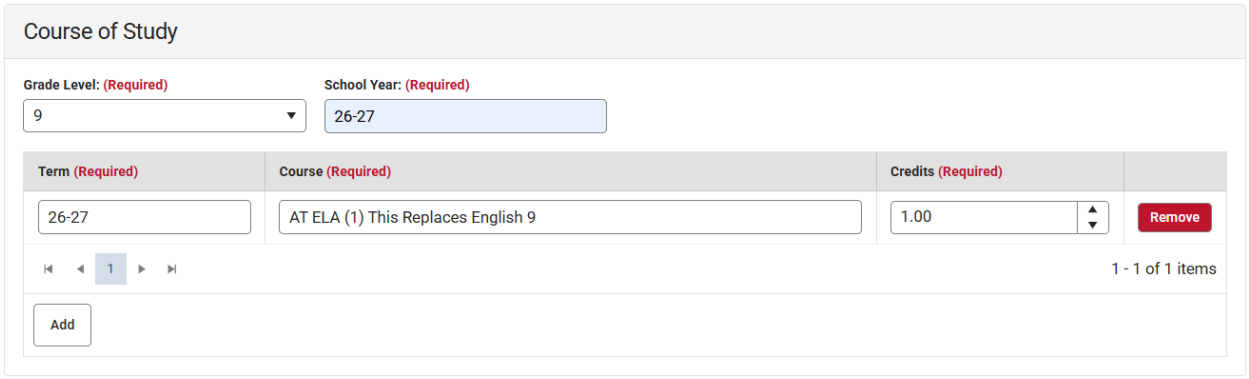
Click Complete

Click Next

Course of Study (Editor 13 of 27) (Transition IEP's Only)

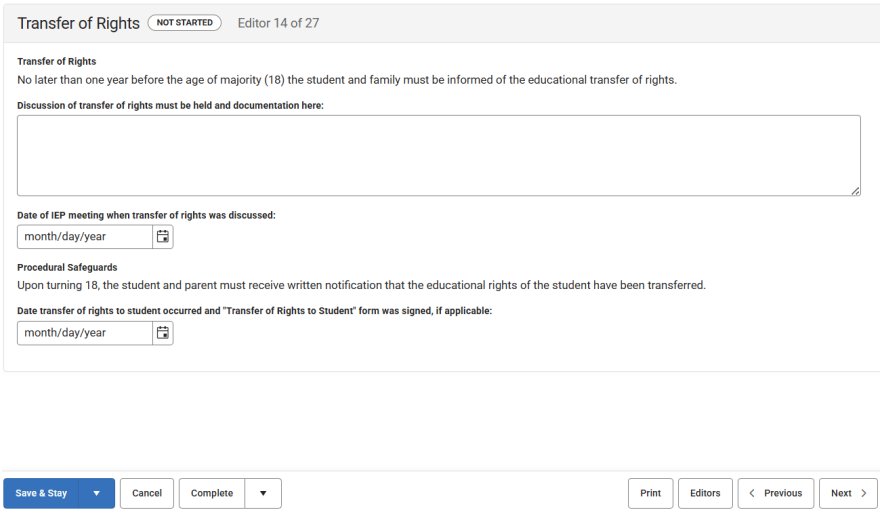


Check New
Select Grade Level & enter School Year
Click Add
Term: School year (26-27)
Course: Enter title of course and must note course worth (1 credit). If the course is replacing or counting towards a different required course it must be noted.



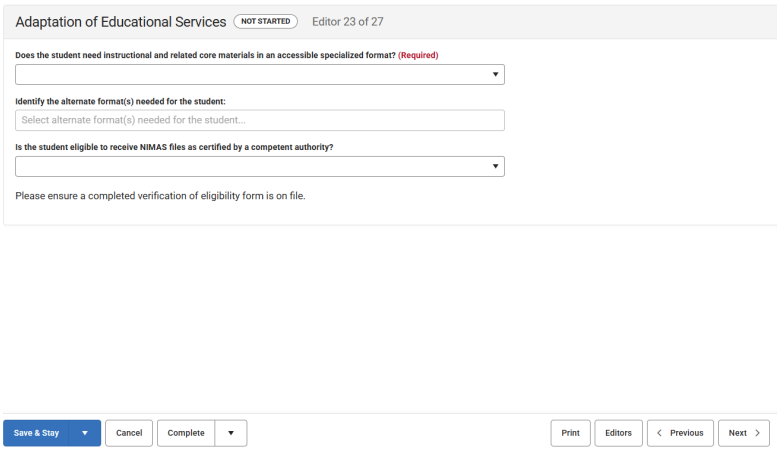
Click Add to add your next course
Click Save & Stay
Click Cancel
Click Complete
Click Next

Transfer of Rights (Editor 14 of 27) (Transition IEP's Only)



Fill in each areas
Click Save & Stay
Click Complete
Click Next

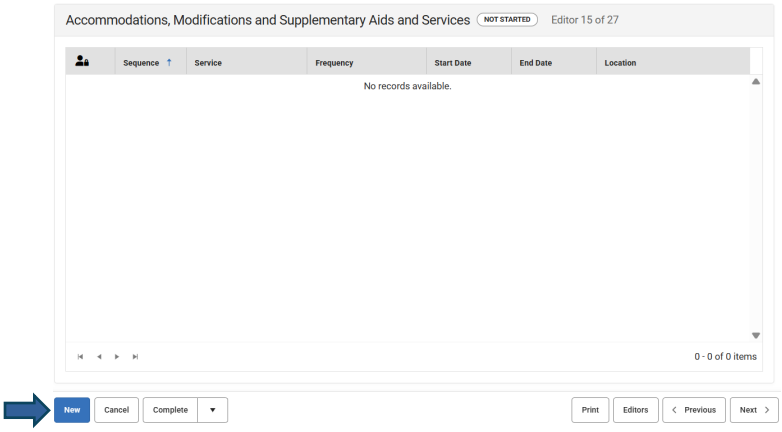
Adaptation of Educational Services (Editor 15 of 27)



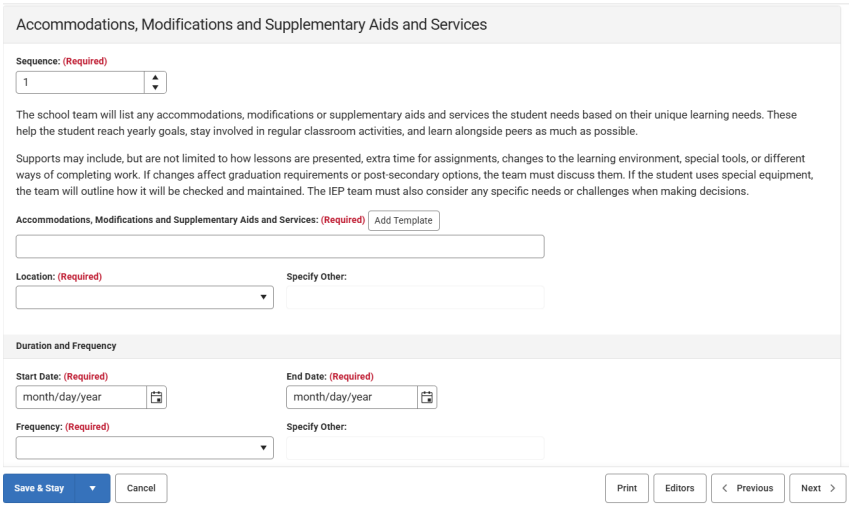
Fill in each areas
Click Save & Stay
Click Complete
Click Next

*If eligible for NIMAS, complete the form and contact your coordinator.

Accommodations, Modifications, and Supplementary Aids and Services (Editor 16 of 27)



Click New



-Fill in the accommodations needed for the student to meet FAPE that other children are not receiving.

-For Frequency, you'll need to choose daily (graphic organizers for writing, 1.5 extended time on assignments), weekly (planner/organization checks, locker checks), monthly (behavior support consultation, sensory/fidget item replacement), quarterly (assistive technology consult, occupational therapy consult), yearly (hearing equipment check, transportation plan review), and other.

-The start and end date of each accommodation must be determined by the IEP team.

Once form is complete:

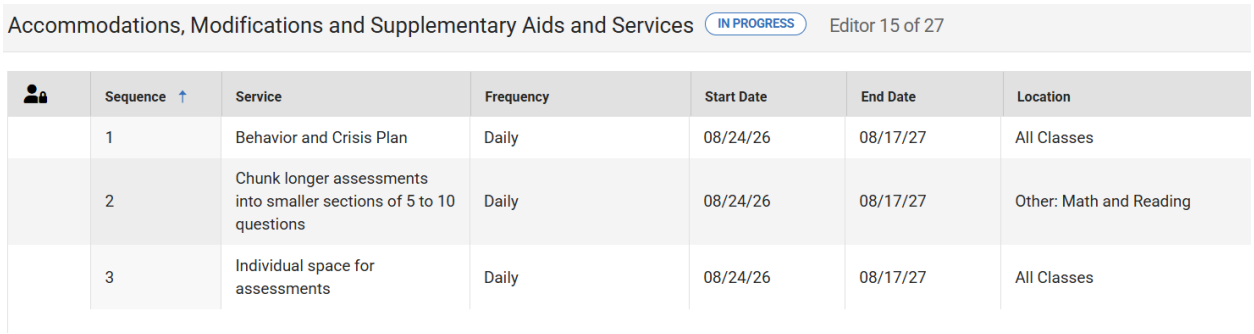
Click Save & Stay

Click Cancel

Click New to add additional Accommodations/modifications.

Each accommodation needs it's own line.

Once all accommodations are filled in:

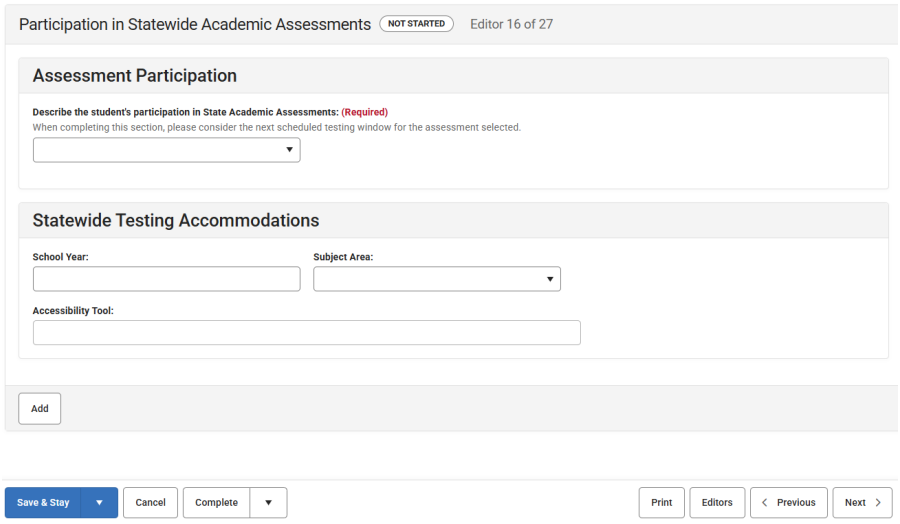


Sequence	Service	Frequency	Start Date	End Date	Location
1	Behavior and Crisis Plan	Daily	08/24/26	08/17/27	All Classes
2	Chunk longer assessments into smaller sections of 5 to 10 questions	Daily	08/24/26	08/17/27	Other: Math and Reading
3	Individual space for assessments	Daily	08/24/26	08/17/27	All Classes

Click Complete

Click Next

Participation in Statewide Academic Assessments (Editor 17 of 27)



Fill in the appropriate NDA+ accommodations

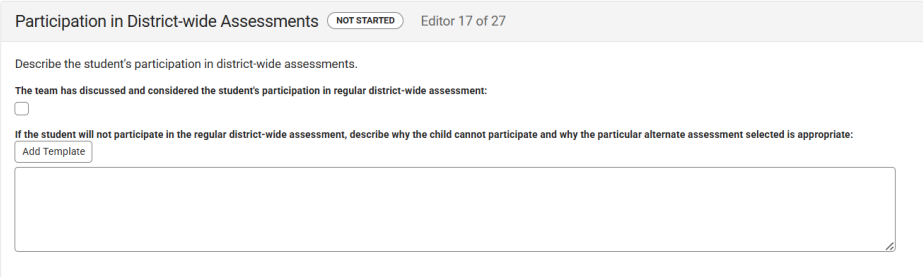
A separate line for each subject area needs to be completed.

Click Save & Stay

Click Complete

Click Next

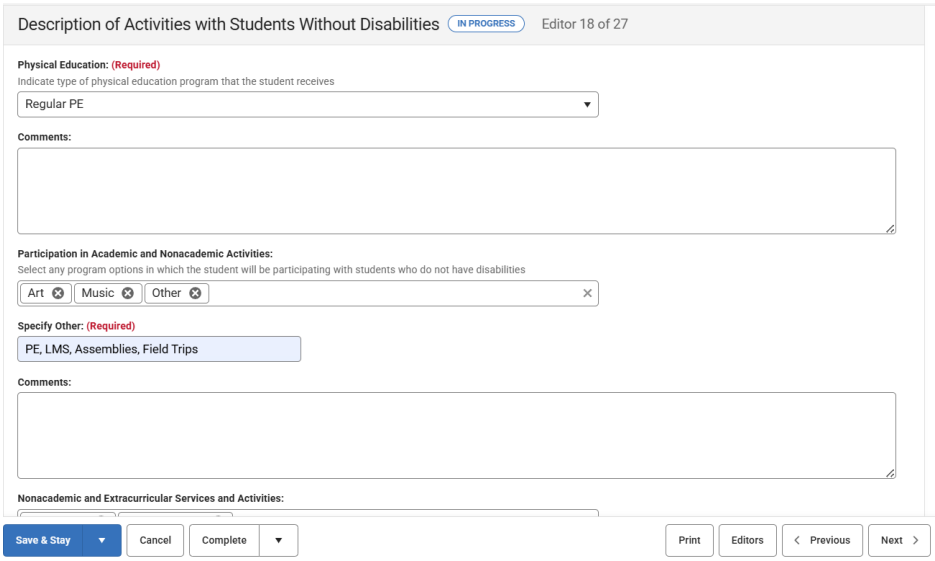
Participation in District-wide Assessments (Editor 18 of 27) (K-12 IEP's Only)



Fill in the appropriate accommodations needed for district wide assessments (grading, MAP, Aim's Web, STARRS).

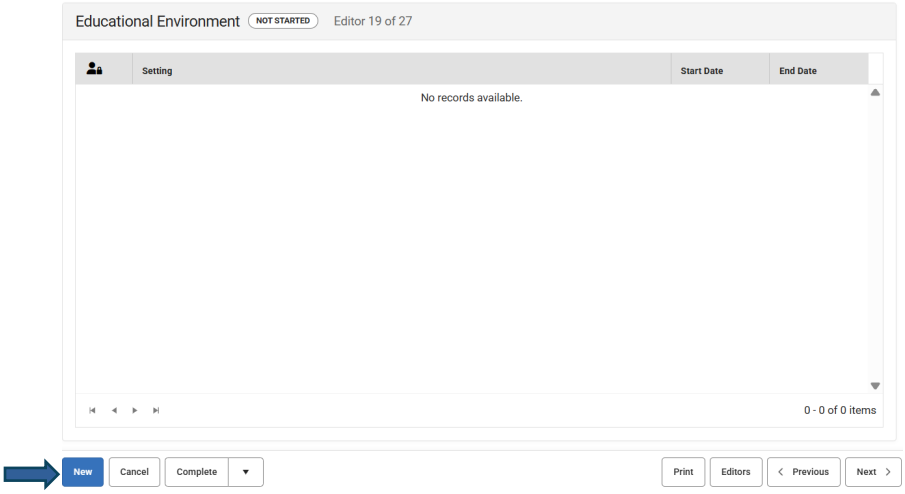
Click Save & Stay
Click Complete
Click Next

Description of Activities with Students Without Disabilities (Editor 19 of 27)



Fill in each of the required boxes.
Click Save & Stay
Click Complete
Click Next

Educational Environment (Editor 20 of 27)



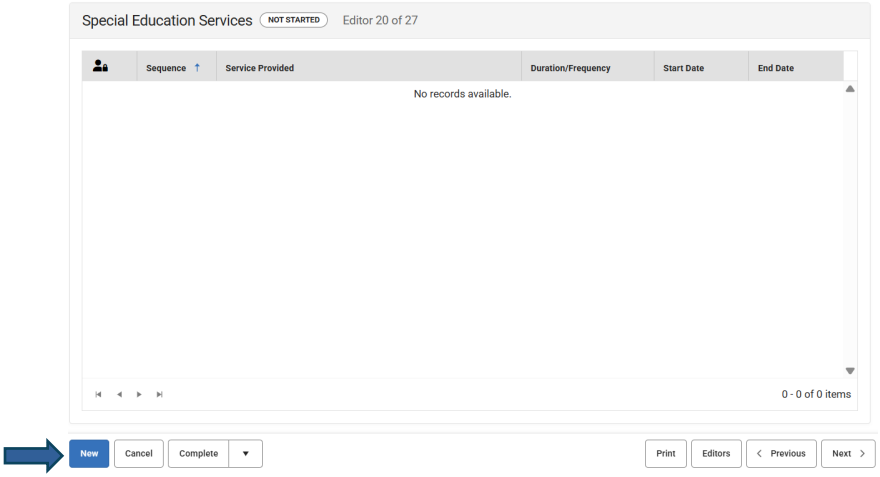
School Age IEP's
Click New
Insert the justification
Start and end date should match what is on the cover page of the IEP.
Complete the rest of the form.
Click Save & Stay
Click Cancel
Click Complete
Click Next

Preschool
Click New
Insert the justification
Select the Setting in the drop-down menu for Preschool
Start date should match the start date on the cover page. The end date should be the day before school age school starts.
Complete the rest of the form.
Click Save & Stay
Click Cancel
Click New
Insert the justification
Select the Setting in the drop-down menu for School Age Setting
Start date should be the first day of school.
End date should match the end date on the cover page.
Complete the rest of the form.
Click Save & Stay
Click Cancel

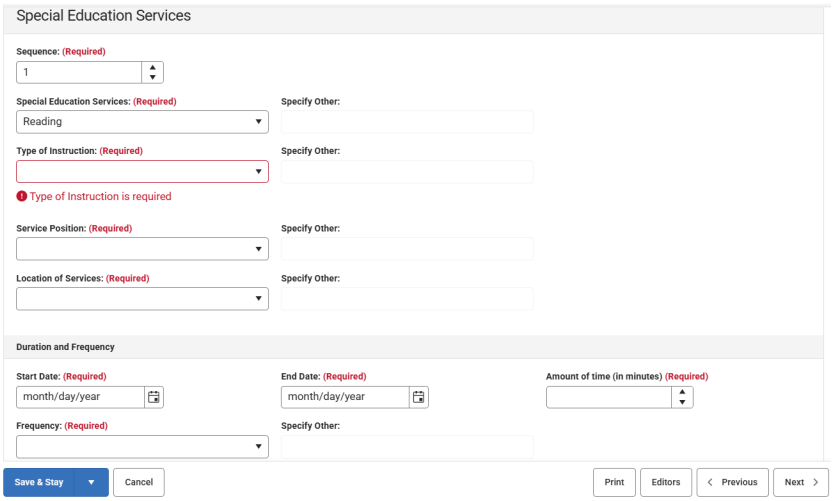
Click Complete

Click Next

Special Education Services (Editor 21 of 27)



Click New



Fill in each field

Sequence: the order in which it will appear on the services page

Special Education Services: Choose the service

Type of Instruction: Choose from drop down. Choose 1:1 if it will only be 1:1 with the student (bill back). Other can be used for a typed out response.

Service Position: Choose from drop down. Other can be used for a typed out response.

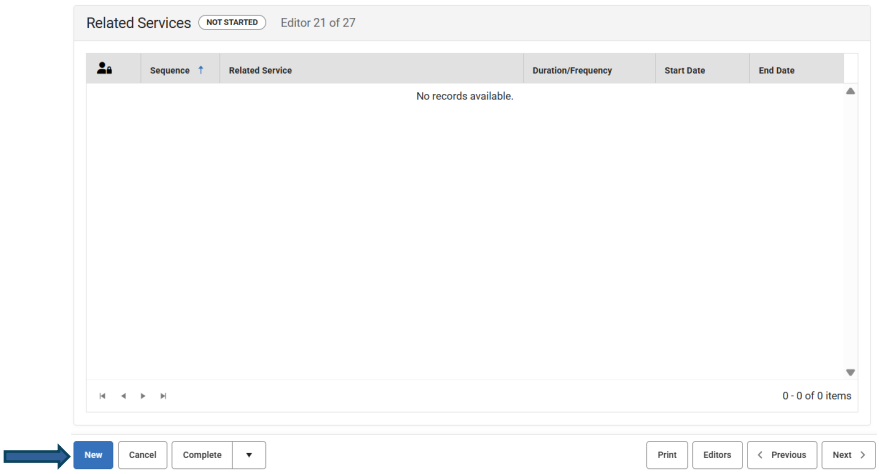
Location of Services: If one location – use drop down. If multiple locations, use other and type out each location.

Duration and Frequency

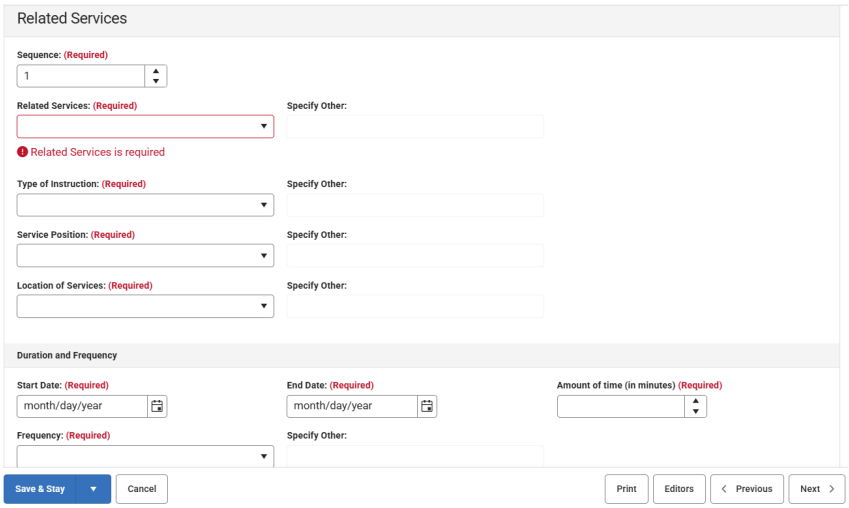
Start Date and end date will be determined by the IEP team (Should match start/end date on cover page).

Click Save & Stay
Click Cancel
To add new services continue that process until all services are added.
Once all services are added
Click Save & Stay
Click Cancel
Click Complete
Click Next

Related Services (Editor 22 of 27)



Click New



Fill in each field
Sequence: the order in which it will appear on the related services page
Related Services: Choose the related service. (If adding a line for instructional aide

support, choose other. List the specific service needed (Dietary, freshening, etc.).
Type of Instruction: Choose from drop down. Choose 1:1 if it will only be 1:1 with the student (bill back). Other can be used for a typed out response.
Service Position: Choose from drop down. Other can be used for a typed out response.
Location of Services: If one location – use drop down. If multiple locations, use other and type out each location.

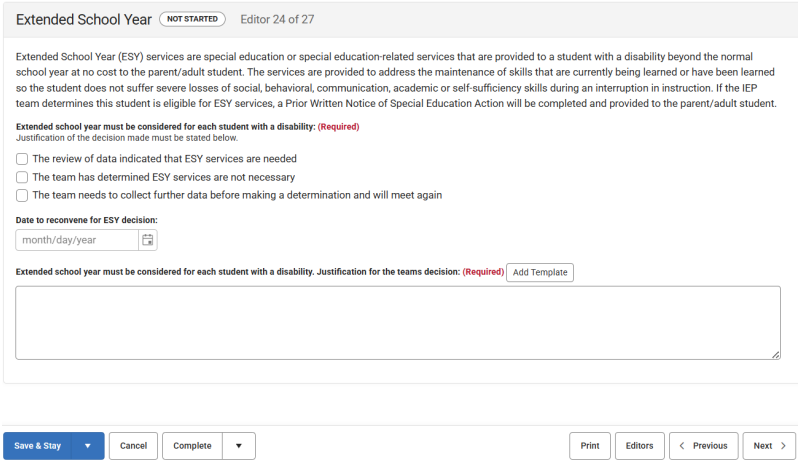
Duration and Frequency

Start Date and end date will be determined by the IEP team (Should match start/end date on cover page).
Click Save & Stay
Click Cancel
To add new services continue that process until all services are added.
Once all services are added
Click Save & Stay
Click Cancel
Click Complete
Click Next

Supports for Parents/Guardians and School Personnel (Editor 23 of 27)

This is an optional section – additional clarity and guidance will be provided at a later date.
Click Complete
Click Next

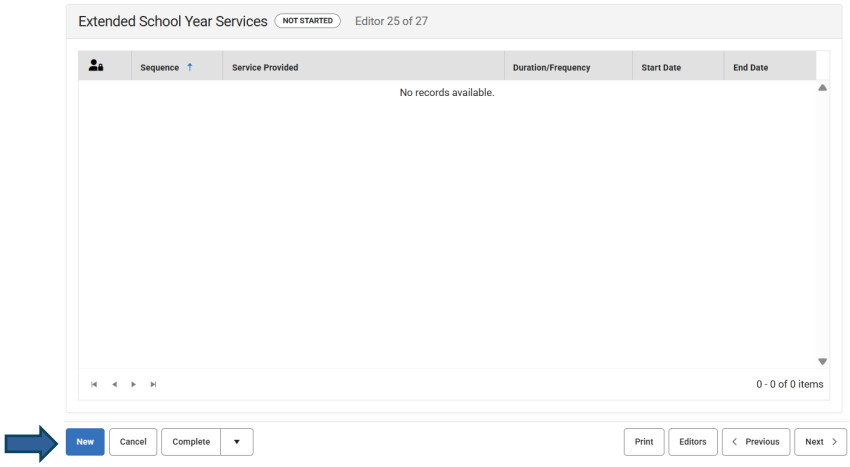
Extended School Year (Editor 24 of 27)



Fill in each of the required boxes.
Click Save & Stay

Click Complete
Click Next

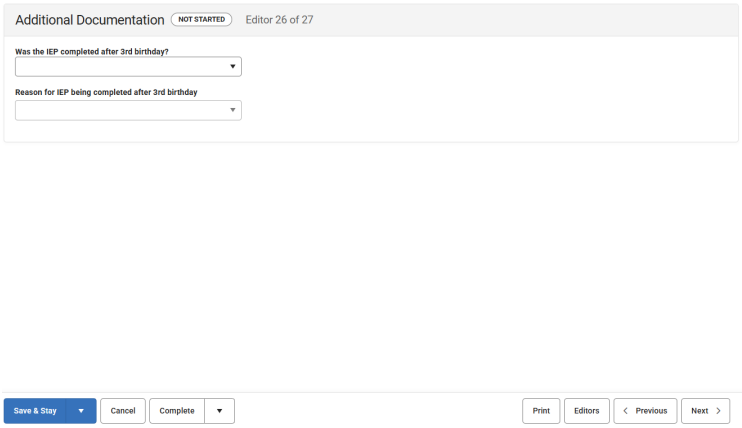
Extended School Year Services (Editor 25 of 27) (Fill in if ESY Services are needed)



Click New
Follow the drop down options for each section to complete the ESY plan.
Type of Instruction: Choose from drop down. Choose 1:1 if it will only be 1:1 with the student (bill back). Other can be used for a typed out response.
Service Position: Choose from drop down. Other can be used for a typed out response.
Location of Services: If one location – use drop down. If multiple locations, use other and type out each location.
Start/end Date: Start Date and end date will be determined by the IEP team (Should match start/end date on cover page).
Amount of time (in minutes): IEP Team determines how many minutes.
Frequency: Over the summer months

Click Save & Stay
Click Cancel
Click New to add another ESY Service (if applicable)
Once all service entries are complete
Click Complete on Extended School Year Services Editor page

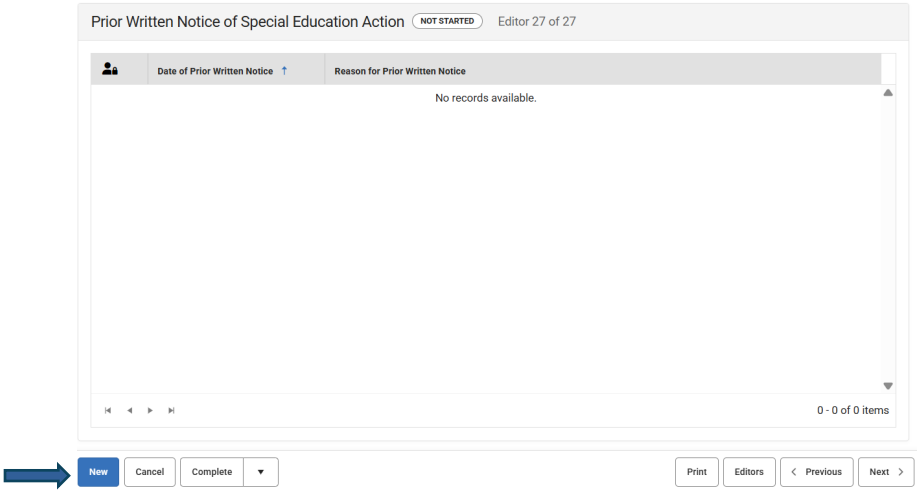
Additional Documentation (Editor 26 of 27) (For Preschool IEP's Only)



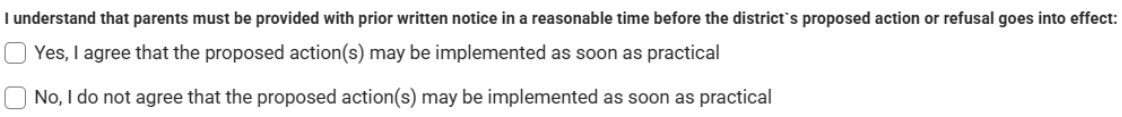
Fill in using drop down selection for each question
Click Save & Stay
Click Complete
Click Next

*If not School Age IEP complete this form without filling in the fields

Prior Written Notice of Special Education Action (Editor 27 of 27)



Fill in PWN fields



This section does not need to be filled out. Leave it blank. It will print with signature lines. Parents do NOT need to sign this section. If parents waive the 5 day wait period, note it in the last box of the PWN.

Click Save & Stay

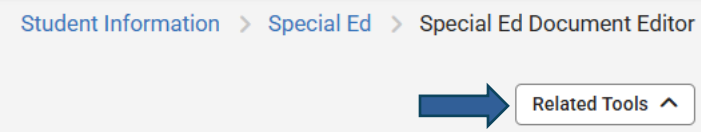
Click Cancel

Click Complete

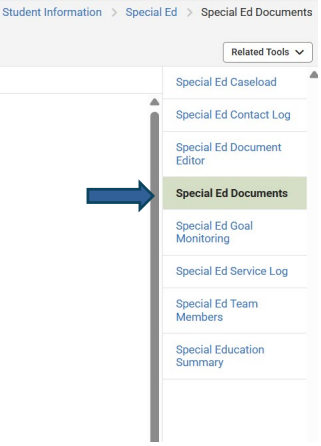
Click Next

Upon Completing all required Editors (some may show as “not started”).

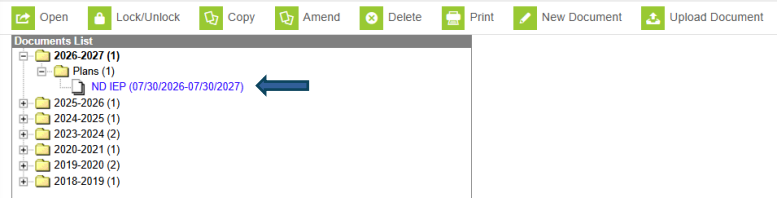
Click Related Tools Bar in the upper right hand corner of the screen to collapse the menu



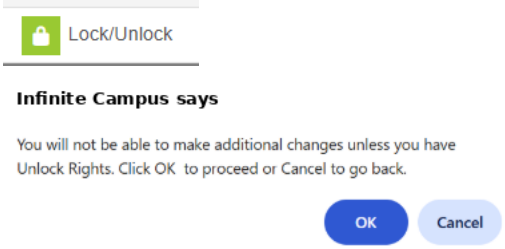
Click Special Ed Documents



Click ND IEP **ONCE**



Click Lock/Unlock to lock the document



Click OK