

## DO I ALWAYS HAVE TO CREATE ANOTHER FINAL IEP IF I ONLY WANT TO PRINT IT?

No. If you have already created a Final IEP (for instance yesterday) and today you want to review and/or print the IEP, you do **NOT** have to re-create the document.

Click on Documents. Scroll down the page and you will see a table labeled, **Documents Created for (Student Name)**. Merely click on the document name (e.g., Annual Review IEP) and the document will open in Adobe Acrobat reader. From there you can review the document or print it.

## WHAT ABOUT DRAFT IEPS?

The same goes for looking at/printing a DRAFT IEP. For instance, yesterday you created the DRAFT IEP and today you would like to print a hard copy to look at. (Here's the key to this: Today you did **NOT** make any changes to the workspace.) Click on Documents. Scroll down to the **Documents Created for (Student Name)** table. Click on the link and the document will open in Adobe Acrobat reader. From there you can review the document or print it.

## WHAT IF I MADE CHANGES TO THE DATA IN THE WORKSPACE TODAY?

Scenario: you created this DRAFT IEP yesterday and today you **UPDATED** information in the workspace. The version of the IEP currently listed in this table will **NOT** have the new information. In this case you **WILL** have to re-create the draft of the IEP in order to see the new information you entered.

The screenshot shows the EasyIEP web application interface. The browser title is "EasyIEP (micharemid, Linda Johnson) - Microsoft Internet Explorer". The address bar shows the URL: "https://mi.easyiep.com/easyiep.plx?top=alt\_authenticated&CustomerName=micharemid&SessionID=U9In3fg6TvdEC8almPaUr0". The page title is "Documents for Joe Test Student".

Under "Documents:", there are radio buttons for the following document types:

- Initial/Redetermination IEP
- Annual Review IEP
- IEP Addendum
- Non Eligible IEP
- \* Progress Report
- Evaluation Review
- Manifestation Determination Review
- Consent for Initial Special Education Evaluation
- MET Document
- IEP At a Glance

Under "Letters:", there is a radio button for "Invitation Letter".

A note states: "You can only create a draft of this document".

There are two buttons:

- Create Draft (will be saved for 30 days)
- Create Final Document (will be saved)

Below the buttons is a table titled "Documents created for Joe Test Student":

Doc ID	Date Generated	Document	Status
400	11/07/2007	<a href="#">Progress Report</a>	(Draft)
397	11/07/2007	<a href="#">Annual Review IEP</a>	(Draft)