

# Special Education Module

SpedTrack's Special Education module provides your district the ability to streamline the Evaluation and IEP processes mandated by IDEA.

SpedTrack facilitates the Evaluation process from referral to eligibility determination, allowing your staff to enter all applicable Evaluation data. End users are provided an easy interface to create student IEPs from scratch, district templates, or by copying from an existing IEP. The system generates all required forms for Evaluations and IEPs as PDF documents.

## Key Benefits

- Checklists on each IEP and Evaluation guide staff through mandated timelines.
- Users can easily access a dashboard of their upcoming meetings and due dates.
- Personalized weekly emails to each user with their upcoming meetings and due dates.
- Automatic entry of student data into all forms, saving time and eliminating mistakes.
- Fully featured rich text editing providing phonetic symbols, fonts, tables, bullets, etc.
- Revisions to IEP can be created by simply making a copy and editing the existing IEP.
- Template and Library functionality provide easy access to standardized text and goals.
- Documents are generated and permanently archived in PDF format.
- System validation functionality helps ensure key fields are completed.
- Automatic archival of all previously completed IEPs and Evaluations.

## SpedTrack generated forms include:

### Evaluation

- Referral
- Consent Forms
- Review of Existing Data
- Evaluation Report
- Notice of Conference/Meeting
- Notice of Decision/Action
- Other State specific forms

### IEP

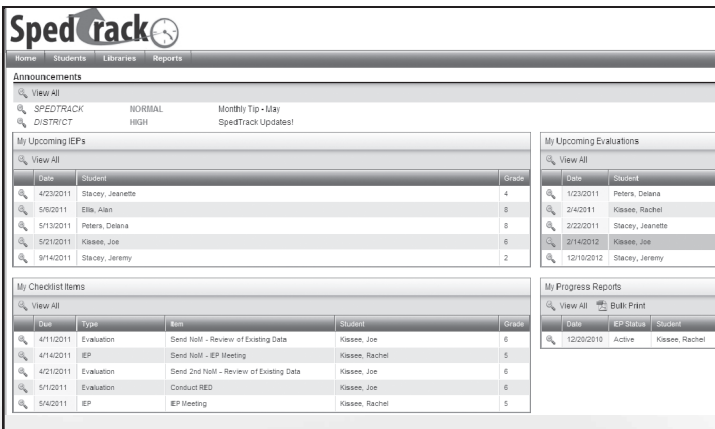
- Cover Page
- Present Levels
- Special Factors
- Goals
- Modifications/Accommodations
- Optional Forms (ESY, Transition, etc.)
- Other State specific forms

In addition to the system generated forms, each district can load their own forms/documents into a document library that can be easily accessed by their staff.

“The SpedTrack Program continues to meet the Special Education paperwork needs of our District. SpedTrack provides the opportunity for our special education staff to collaboratively develop the DESE required paperwork through a web based program which can be accessed at school and home. The staff at SpedTrack is very accommodating. Necessary compliance changes in the program are made as soon as possible, often the same day.” – *Lisa Christiansen., Director, Clever Schools*



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**SpedTrack**

Home Students Libraries Reports

**Announcements**

View All  
 SPEDTRACK DISTRICT NORMAL HIGH Monthly Tip - May SpedTrack Updates!

**My Upcoming IEPs**

Date	Student	Grade
4/23/2011	Stacey, Jeanette	4
5/6/2011	Ellis, Alan	8
5/13/2011	Peters, Deana	8
5/21/2011	Klasee, Joe	6
9/14/2011	Stacey, Jeremy	2

**My Upcoming Evaluations**

Date	Student
1/23/2011	Peters, Deana
2/4/2011	Klasee, Rachel
2/22/2011	Stacey, Jeanette
2/14/2012	Klasee, Joe
12/10/2012	Stacey, Jeremy

**My Checklist Items**

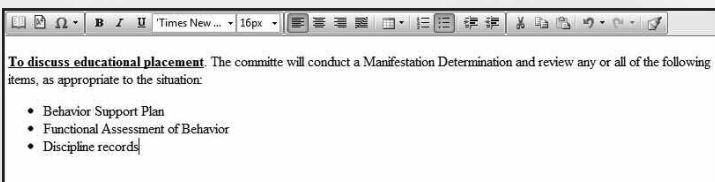
Date	Type	Item	Student	Grade
4/11/2011	Evaluation	Send Notif - Review of Existing Data	Klasee, Joe	6
4/14/2011	EP	Send Notif - EP Meeting	Klasee, Rachel	5
4/21/2011	Evaluation	Send 2nd Notif - Review of Existing Data	Klasee, Joe	6
5/1/2011	Evaluation	Conduct RED	Klasee, Joe	6
5/4/2011	EP	EP Meeting	Klasee, Rachel	5

**My Progress Reports**

Date	EP Status	Student
12/29/2010	Active	Klasee, Rachel

## SpedTrack Dashboard

When your staff logs into SpedTrack they are presented with a dashboard displaying key information such as announcements, overdue tasks, upcoming tasks, upcoming IEPs, and upcoming Evaluations. Each of these areas is hyperlinked and provides access for your staff to quickly get right to their current workload.



**To discuss educational placement.** The committee will conduct a Manifestation Determination and review any or all of the following items, as appropriate to the situation:

- Behavior Support Plan
- Functional Assessment of Behavior
- Discipline records

## Rich Text Editing

Your staff has the ability to utilize rich text editing when entering content into SpedTrack. This provides them with the ability to **bold**, underline, *italicize*, insert tables, etc. In addition to basic editing tools, Speech Therapists are able to insert phonetic symbols directly into system-generated forms. Your district can also create libraries of commonly used rich content that can be inserted into forms as needed.

**Process Checklist**

Item	Due Date	Days Left	Completed	Outcome
Send Notification of Meeting for Review of Existing Data	1/11/2011		1/11/2011	Notification Sent
Send Second Notification of Meeting for Review of Existing Data	1/21/2011		1/21/2011	Second Notification Not Necessary
Conduct Review of Existing Data	1/31/2011		1/31/2011	Additional data needed with Parental Consent
Obtain Consent using Notice of Action	2/10/2011		1/31/2011	Consent Received
Send Notification of Meeting for Eligibility Determination	3/12/2011	Overdue		
Send Second Notification of Meeting for Eligibility Determination	3/22/2011	Overdue		
Hold Eligibility Determination	4/1/2011	Overdue		
Reevaluation Due Date	4/1/2011		4/1/2011	Reevaluation due date set

## Process Management

SpedTrack makes it easy to stay in compliance with mandated process timelines. A current list of tasks that need to be completed is automatically generated by the system. Weekly digest emails provide your staff with a summary list of upcoming due dates.

**IEPs - Bobby Brady**

Type	Start	End	Status
Annual IEP	5/15/2011	5/14/2012	Draft
Annual IEP	5/15/2010	5/14/2011	Active
Annual IEP	5/15/2009	5/14/2010	Inactive
Annual IEP	5/15/2008	5/14/2009	Inactive
Initial IEP	5/15/2007	5/14/2008	Inactive

5 items in 1 pages

## Archives

SpedTrack automatically archives all IEPs, Evaluations and associated forms for each student. This provides your staff with a complete record of all interactions and services for each student they manage. The system provides a simple interface for accessing this historical archive from the student record.

**Goal Library**

Goal Type: Articulation

Description
[STUDENT] will demonstrate increased intelligibility by producing ____ target sounds/phonemes/process in conversational speech with 90% accuracy for 3 recording sessions.
[STUDENT] will demonstrate increased intelligibility by producing ____ target sounds/phonemes/process in phrases/sentences with 90% accuracy for 3 recording sessions.
[STUDENT] will demonstrate increased intelligibility by producing ____ target sounds/phonemes/process in words with 90% accuracy for 3 recording sessions.
[STUDENT] will increase speech intelligibility by eliminating the phonological processing errors of stidency, deletion, and stopping. [STUDENT]'s conversational speech will contain less than 5% of these phonological processing errors.
[STUDENT] will increase strength and range of motion of tongue, lips, cheeks by correctly performing oral motor exercises, with a model ____ out of ____ trials over 3 consecutive recording sessions.
[STUDENT] will successfully complete targeted exercises with 90% accuracy to increase oral motor skills and thereby improve speech intelligibility during spontaneous language productions.

6 items in 1 pages

## Goal Library

SpedTrack's goal library allows districts to store goals in an online storage bank. SpedTrack also includes a text library allowing your staff to utilize standardized text throughout the system.

