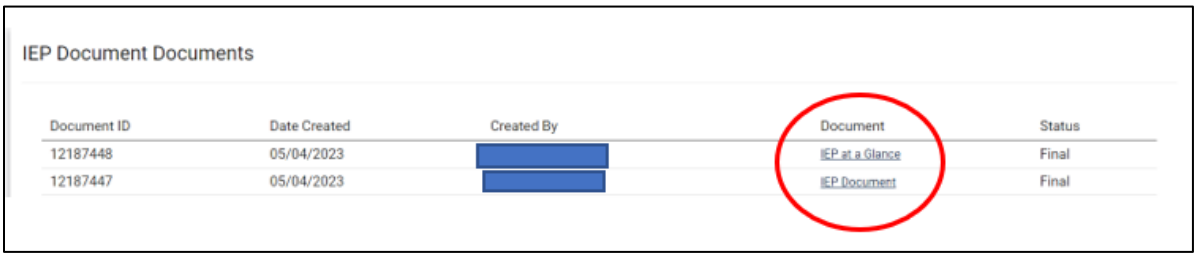
IEP-at-a-Glance Document Tip Sheet

The purpose of the IEP-at-a-Glance Document is to provide users with a simplified version of information in the currently valid finalized IEP. The document includes the following:

- The begin and end dates of the IEP
- Special Education and Related and/or Other Services
- Supplemental Aids/Services/Accommodations/Modifications for Classroom Activities, District Tests and State Tests
- Statements for the Case Manager and General Education Teacher(s) to review and acknowledge
- Signature and date lines for the Case Manager and General Education Teacher(s)

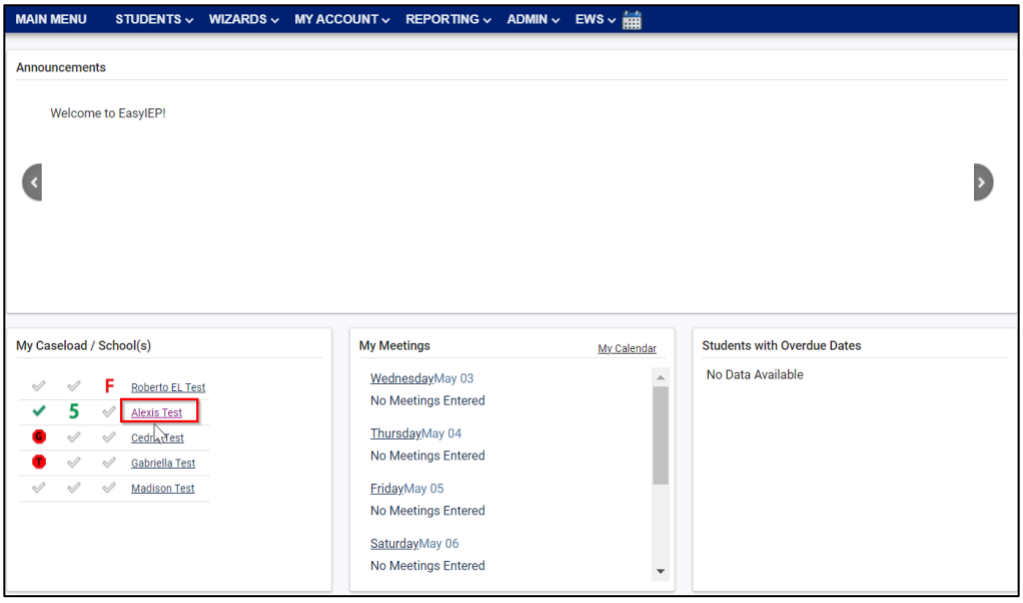
The IEP-at-a-Glance document will automatically be created when an IEP is finalized regardless of meeting purpose. It can be viewed on the Documents tab.



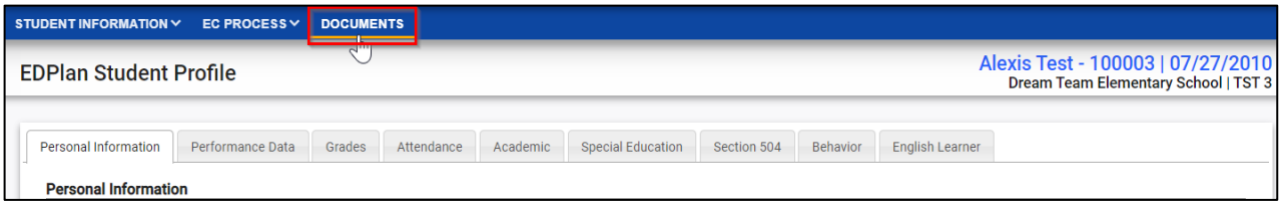
The IEP-at-a-Glance document can also be created using the Documents tab for an IEP completed prior to this update to ECATS. NOTE: the IEP-at-a-Glance document is not available for creation through Wizards.

To access the document the user must:

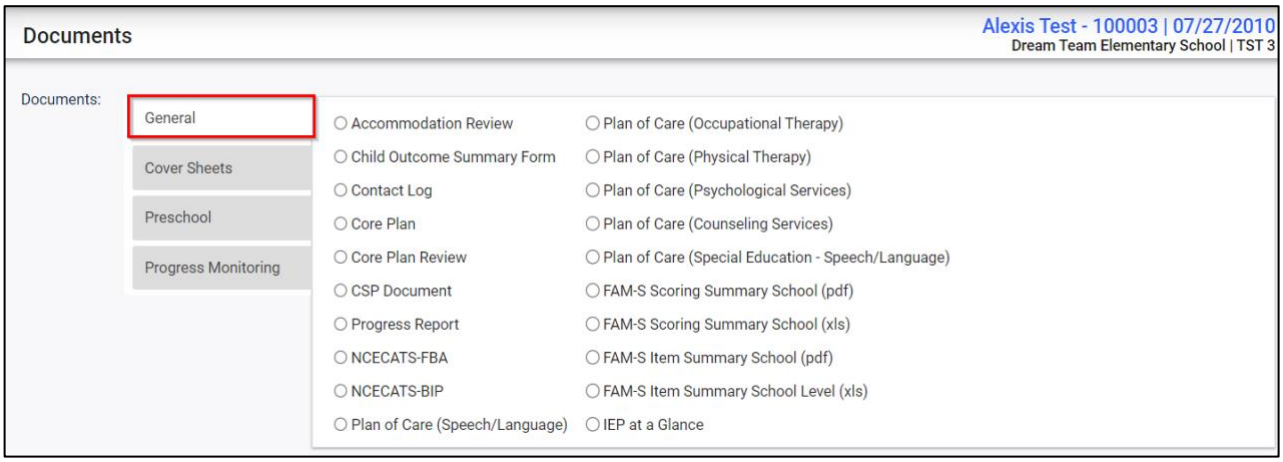
- Log into ECATS.
- Click on a student's name to enter the student's record.



- Click on DOCUMENTS.

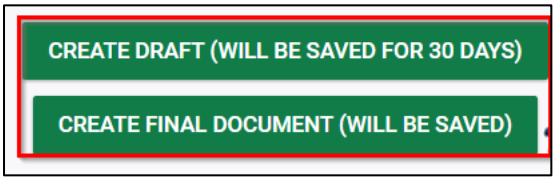


- Select the General tab.

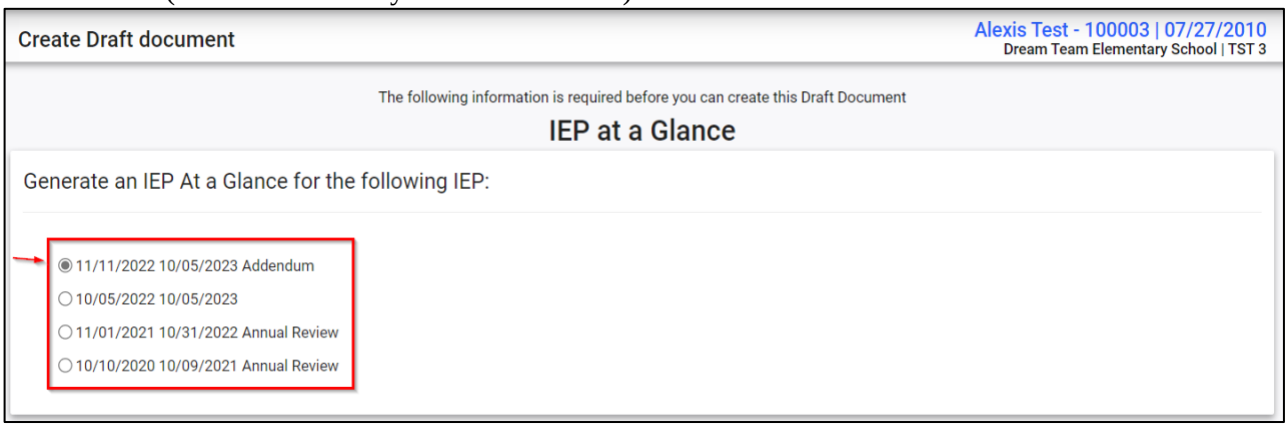


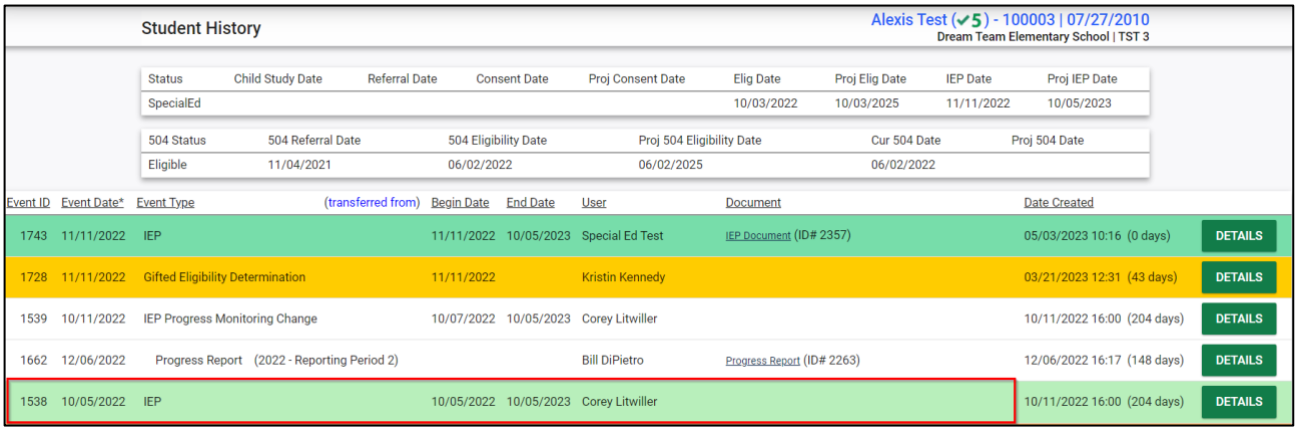
- Click the circle beside “IEP at a Glance.”

- Click “CREATE DRAFT” or “CREATE FINAL DOCUMENT”.

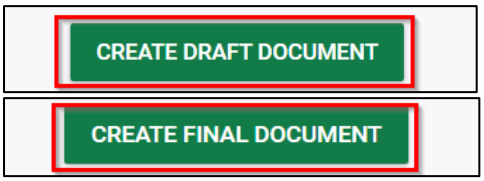


- Select the IEP Event for which you would like to create the IEP-at-a-Glance document.
  - Note – if you do not see Annual Review or Addendum beside the dates of an event, it could mean dates have been imported or entered manually, and there is no finalized IEP for those dates (see Student History screen shot below).

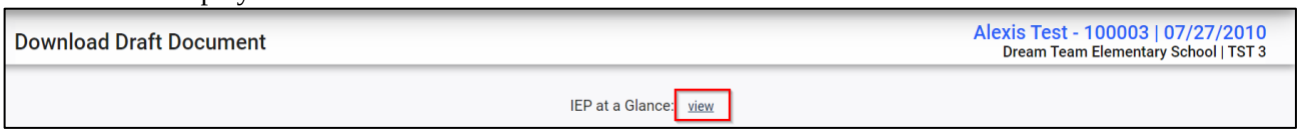




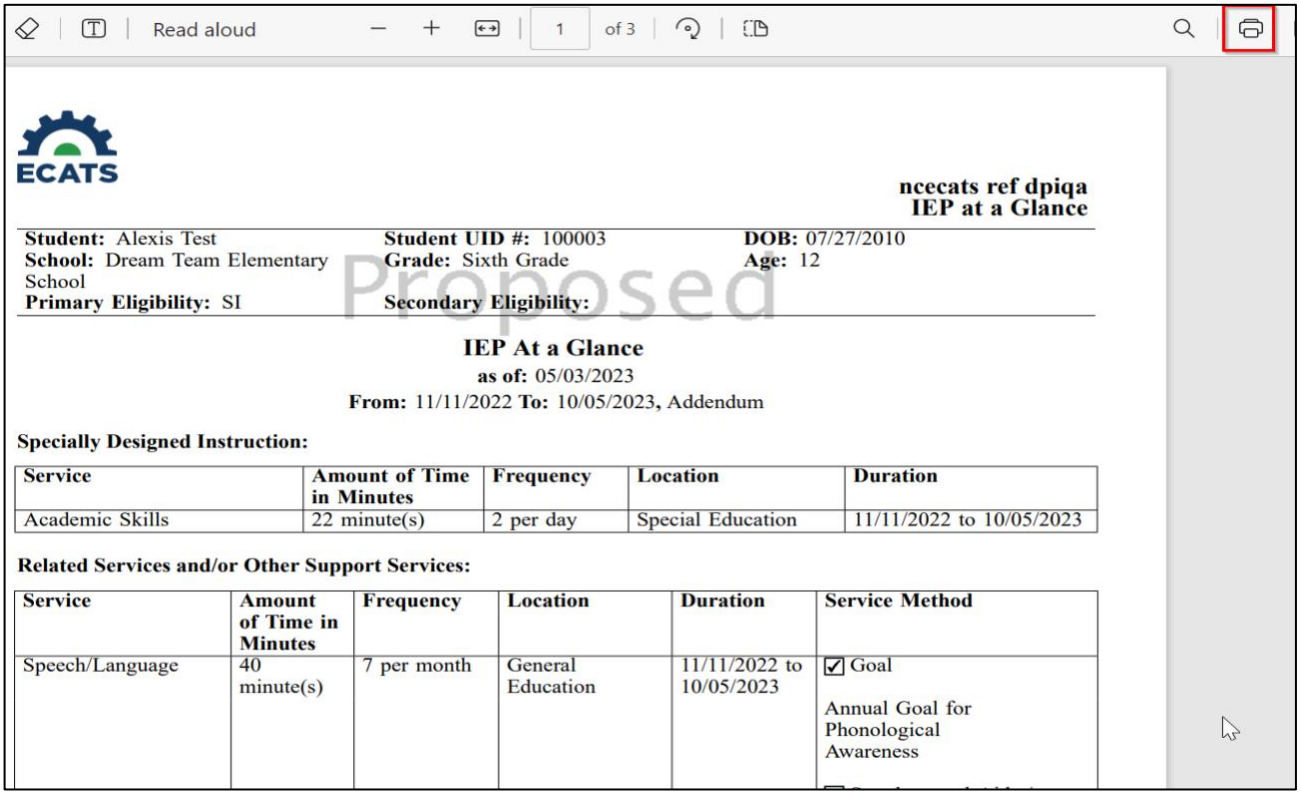
- Click "CREATE DRAFT" or "CREATE FINAL DOCUMENT".



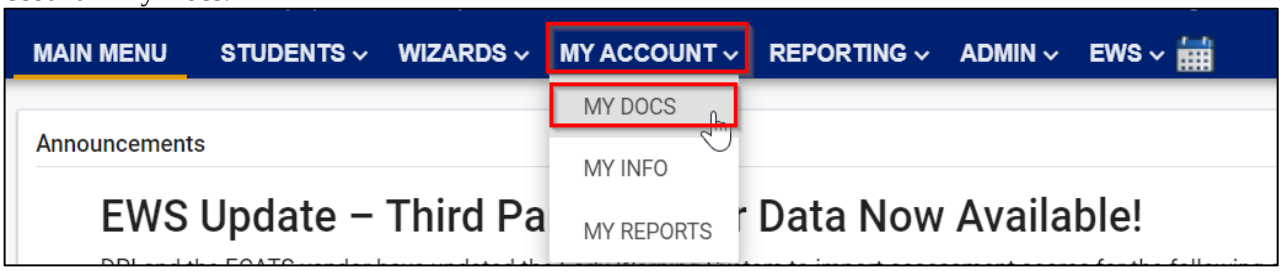
- Click view to display the document.



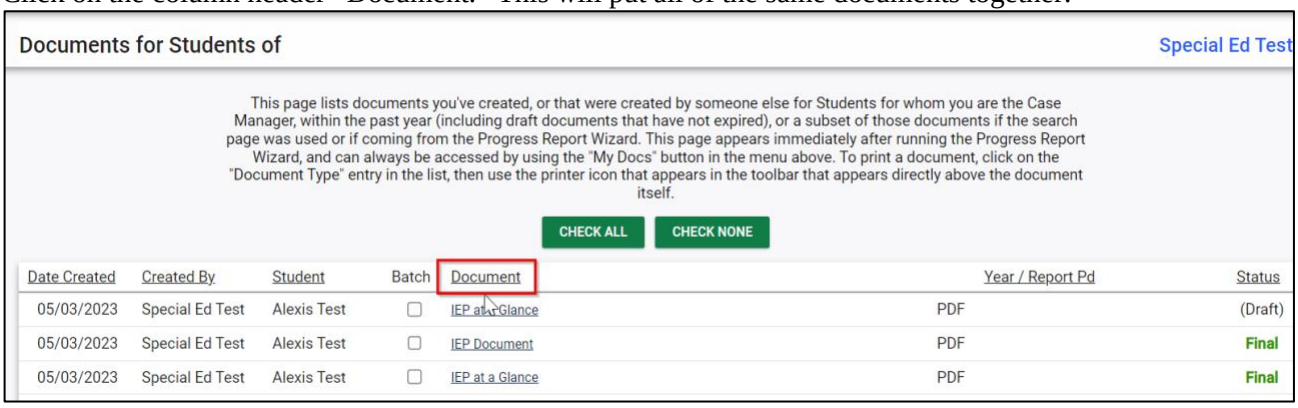
- Click the printer icon to print the document for this student. Remember – draft documents will have the word "*Proposed"* as a watermark.

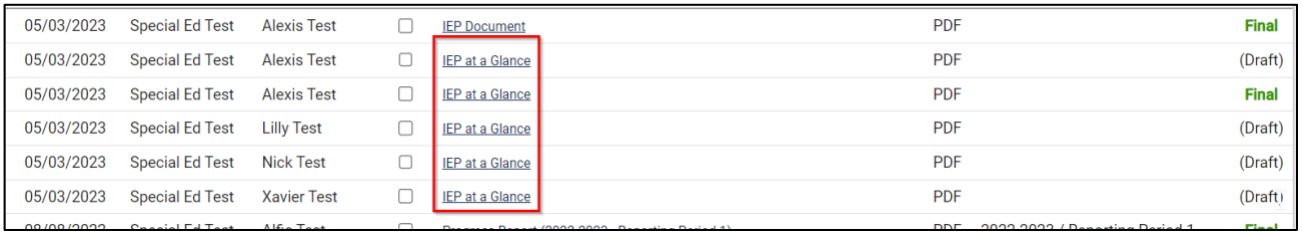


Once the IEP-at-a-Glance document is created (either automatically with a finalized IEP or through the documents tab for an earlier IEP), you can batch print the documents for all students at one time. To do this, go to My Account > My Docs.



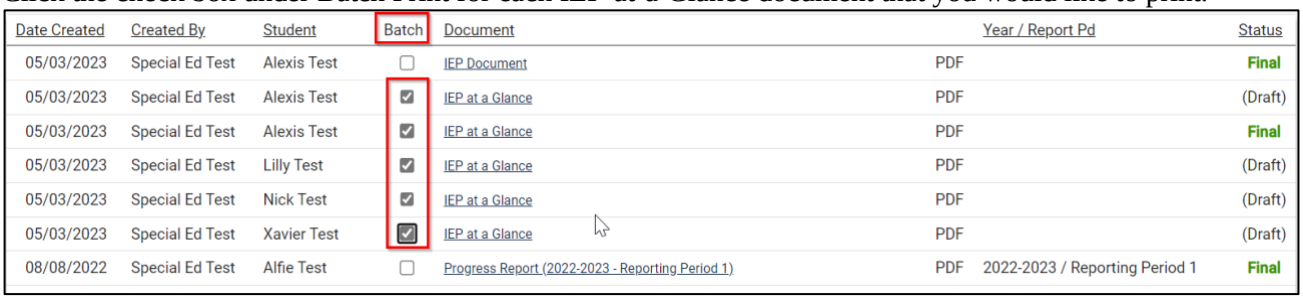
- Click on the column header "Document." This will put all of the same documents together.





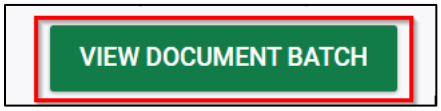
05/03/2023	Special Ed Test	Alexis Test	☐	IEP Document	PDF	Final
05/03/2023	Special Ed Test	Alexis Test	☐	IEP at a Glance	PDF	(Draft)
05/03/2023	Special Ed Test	Alexis Test	☐	IEP at a Glance	PDF	Final
05/03/2023	Special Ed Test	Lilly Test	☐	IEP at a Glance	PDF	(Draft)
05/03/2023	Special Ed Test	Nick Test	☐	IEP at a Glance	PDF	(Draft)
05/03/2023	Special Ed Test	Xavier Test	☐	IEP at a Glance	PDF	(Draft)

- Click the check box under Batch Print for each IEP-at-a-Glance document that you would like to print.

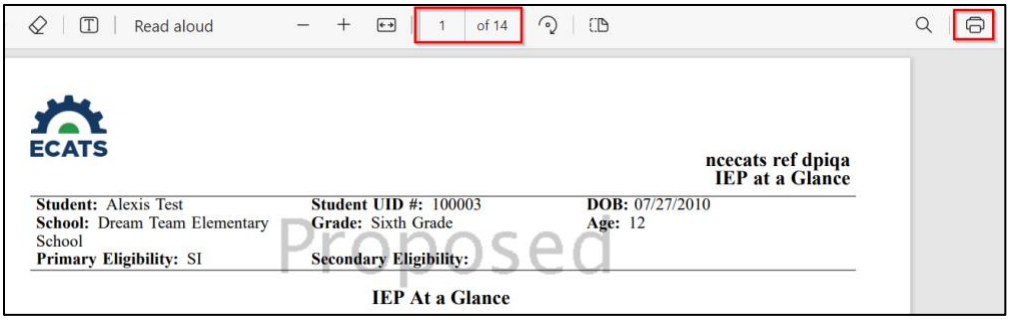


Date Created	Created By	Student	Batch	Document		Year / Report Pd	Status
05/03/2023	Special Ed Test	Alexis Test	☐	IEP Document	PDF		Final
05/03/2023	Special Ed Test	Alexis Test	☑	IEP at a Glance	PDF		(Draft)
05/03/2023	Special Ed Test	Alexis Test	☑	IEP at a Glance	PDF		Final
05/03/2023	Special Ed Test	Lilly Test	☑	IEP at a Glance	PDF		(Draft)
05/03/2023	Special Ed Test	Nick Test	☑	IEP at a Glance	PDF		(Draft)
05/03/2023	Special Ed Test	Xavier Test	☑	IEP at a Glance	PDF		(Draft)
08/08/2022	Special Ed Test	Alfie Test	☐	Progress Report (2022-2023 - Reporting Period 1)	PDF	2022-2023 / Reporting Period 1	Final

- Click VIEW DOCUMENT BATCH at the bottom of the screen.



- This will open all the IEP-at-a-Glance documents you selected. You can see the number of pages across the top and scroll to view the document for each student. Click the printer icon to print all the documents in the batch.



300.323(d) When IEPs must be in effect.
(d) Accessibility of child's IEP to teachers and others
Each public agency must ensure that—

- The child's IEP is accessible to each regular education teacher, special education teacher, related service provider, and other service provider who is responsible for its implementation; and
- Each teacher and provider described in paragraph (d)(1) of this section is informed of
  - His or her specific responsibilities related to implementing the child's IEP; and
  - The specific accommodations, modifications, and supports that must be in provided for the child in accordance with the IEP.

For this reason, the IEP-at-a-Glance provides assurance statements along with signature lines as an option for documenting the IEP was accessible to teachers and others. Because EC Teachers and Related Service Providers have regular access to students they directly work with, they are not included on the IEP-at-a-Glance document.

A PSU may determine the need for all service providers' signatures in addition to General Education Teachers, locally.

The first section is for the Case Manager of the student only:

Case Manager Section:

CASE MANAGER

☐ I have reviewed the student's IEP and scheduled the services required.

☐ I have provided a copy of the IEP-At-A-Glance to all the student's teachers.

☐ I met with all the student's teachers to review the services and supports required to participate fully in general education.

_____ _____

SIGNATURE OF CASE MANAGER **DATE**

The second section is for General Education Teachers. There are multiple lines included so that Case Managers can gather all signatures on one document once the information has been reviewed with the General Education Teacher. Once the signatures have been gathered, the signature page can be shared with those involved for their personal documentation.

General Education Teacher(s) Section:

GENERAL EDUCATION TEACHER(S)

☐ I have received a copy of the student's IEP-At-A-Glance.

☐ I understand my role and responsibilities regarding the support this student requires to participate fully in general education.

☐ I understand that I should request an IEP Team meeting if I believe the student's needs have changed and a review and revision to the IEP may be necessary.

_____ _____

SIGNATURE OF GENERAL EDUCATION TEACHER / SUBJECT **DATE**

_____ _____

SIGNATURE OF GENERAL EDUCATION TEACHER / SUBJECT **DATE**

_____ _____

SIGNATURE OF GENERAL EDUCATION TEACHER / SUBJECT **DATE**

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SIGNATURE OF GENERAL EDUCATION TEACHER / SUBJECT **DATE**

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