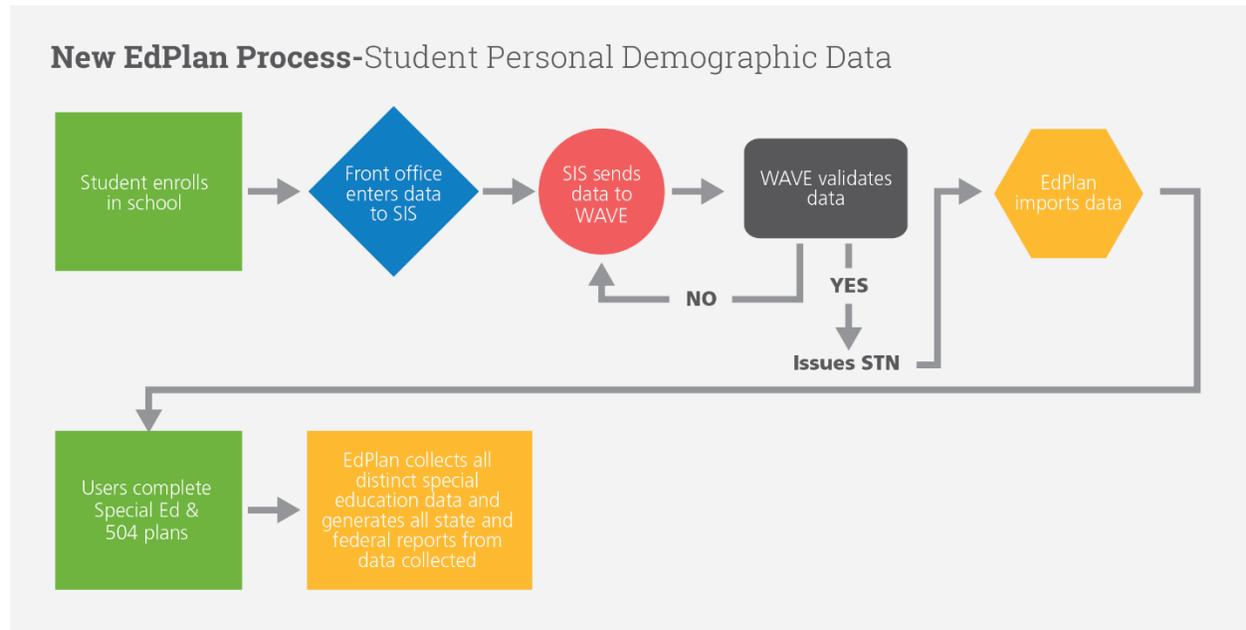


OSDE and OK EdPlan™ August Update

All communications and announcements related to the transition to the OK EdPlan™ system can be found on the OSDE Website located at: <http://www.ok.gov/sde/special-education>.

Access to students in OK EdPlan (Transfer from Student Information System (SIS) to WAVE to OK ED Plan): If you are not able to see all enrolled students in OK EdPlan, please check with the district’s local student information system (SIS). For additional assistance, please submit a Help Desk ticket to OMES at 405-521-2444.

Flow from WAVE into EdPlan:



Eligibility of Special Education students: If eligible shows “no” for a known special education student, the student is missing an eligibility and current IEP date (See below). Cause: Last year’s dates were not uploaded in the compliance dates import template.

Solution: To correct this, the student must be updated through the OK EdPlan process with the appropriate documentation. The information from the existing paper copy of the eligibility and IEP will need to be entered into OK EdPlan.

Special Education		Section 504	
Special Education			
Eligible	No	Disabilities	Intellectually Disabled
Eligibility Date		Current IEP Date	
Current IEP	No Current IEP Doc	Current IEP-at-a-Glance	No Current IEP-at-a-glance Doc

Wrong Eligibility Dates imported into OK EdPlan: Districts have the option to correct information through the OK EdPlan process. In cases of special circumstances, districts may contact OK EdPlan for additional guidance on a case by case basis.

Transfer Process: Step by step instructions for all transfer scenarios and their associated processes are available at the bottom of the Main Menu page in the documents library under the help links and is labeled OK EdPlan Transfer Processes.

Top 3 things to remember when you are requesting a transfer:

1. Receiving Districts: Contact is made to sending district to request the transfer.
2. Sending District: Files are transferred to receiving district. Exit the student through the “Inactivate” button with an appropriate exit code.
3. Receiving District submits a request to “Transfer Request” to the message board. Include all required information (Student first and last name, Student DOB, Student STN, district where student is currently enrolled “*sending district*”) in the transfer message.

If the student is transferring from **outside Oklahoma** an IEP is put in place to provide commensurate services. The system will allow users to create an IEP without a current Eligibility with the understanding that an Eligibility must be in the OK EdPlan system no later than September 30 in order to be captured on the Child Count report for 2015.

Draft vs. Final Documents: When working in OK EdPlan users create a draft version of their documents prior to creation of the final. For documents such as Eligibility and IEP’s, users conduct the meeting with the parents **using a draft version** as the team has input on the final version that is signed. The draft version saves as a PDF for 30 days, to retrieve previous data, simply click “create draft.”

Once the meeting has been held, the user will need to update the changes in OK EdPlan. To finalize user must click “Display IEP Errors” for one final check. If errors display, correct the listed errors. If no errors, **click “Create Final.”** (This could also be done electronically at the meeting). Don’t forget to complete a Written Notice in the student’s “Documents” for each event.

Preparation for Child Count

Child Count Report – Will be discussed with “OK EdPlan Trainers” at the September training.

Note: Eligibility Dates must be imported or the Eligibility Process must be complete in order for the student to show up in your child count if they are new to your districts OR they have had an initial placement after July 1, 2015.

Important Make sure all student that are eligible are eligible in OK EdPlan.

Information to capture Developmental Delay suspected category and related services will be forthcoming.

Progress Reports: This report is not currently an available feature in OK EdPlan. It is in the process of development. It will be an available feature in the “Wizards” tab and can be fully utilized only after all IEPs are entered into the OK EdPlan system. Districts are advised to enter information by hand on the student’s goals from existing IEPs until all information is available in OK EdPlan.

Classroom/Test Accommodations: Districts will have to access each student’s existing accommodation page for their allowable accommodations or access the accommodations page in OK Edplan and print it out.

State Testing Accommodations Report: At this time, information for accommodations report will not be accessible in OK EdPlan for testing. This report cannot be accessed until all students have an existing Final IEP in OK EdPlan. Once users have IEPs finalized in OK EdPlan they will be able to pull the Accommodations and Participation report.

Entering Child Find/Sooner Start/Private School Students: (not including out of state transfer students): Students not enrolled

Students that are not yet assigned a state testing number can be assigned a user created STN until a state STN is assigned to them. The ability to assign a user created STN is limited to user roles with admin edit.

Example: **CFCT2015002** (Childfind, Acronym of School Site: Cross Timbers, 2015 (Current year), 2nd child entering for 2015)

CF: Child Find

SS: SoonerStart

PS: Private School (Some districts include PS in CF)

Once the student information is entered as a new student in OK EdPlan all appropriate processes can be completed. Upon enrollment, the State Testing Number will replace the previous student’s testing number.