



JOY HOFMEISTER

STATE SUPERINTENDENT OF PUBLIC INSTRUCTION  
OKLAHOMA STATE DEPARTMENT OF EDUCATION

**SPECIAL EDUCATION SERVICES**

**TO:** Superintendents, Special Education Directors, and Interested Parties

**FROM:** Special Education Services

**DATE:** January 21, 2016

**RE:** Requirement of OK EdPlan™ System

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The purpose of this memorandum is to provide clarification to district administrators, regarding the requirement of OK EdPlan System for data reporting purposes for special education services. As of July 1, 2015, Oklahoma data and reporting for IEP (Individualized Education Program), eligibility, and Section 504 entered through OK EdPlan will generate reports needed for End of Year through the same system. Districts will no longer use “Single Sign On: Child Count” to report required information for special education services.

The OK EdPlan URL is unique to each district. Special education personnel access the OK EdPlan site on a regular basis, but Principals, Superintendents, and District Testing Coordinators may also need access to OK EdPlan to generate special education reporting information for their district. Please contact your OK EdPlan administrator assigned for a username and password.

We strongly encourage administrators to reach out to their special education staff to confirm that information is being entered in OK Edplan through a finalized event. All information is not required to be entered into OK EdPlan today, but it will be entered into OK EdPlan as the IEP or eligibility event comes due. As of June 30, 2015 all IEP and eligibility information should be entered into the OK EdPlan system. If your district has personnel struggling to enter information into OK Edplan we encourage you to reach out to the Oklahoma State Department Special Education Services department for assistance. The division number is 405-521-3351.

If additional assistance is needed accessing the EdPlan system please contact:

Angela Kwok, Project Director, (405) 522-5036

Shawna Keene, Behavior Specialist, (405) 522-3255

## Directions to confirm finalized events have occurred in OK EdPlan

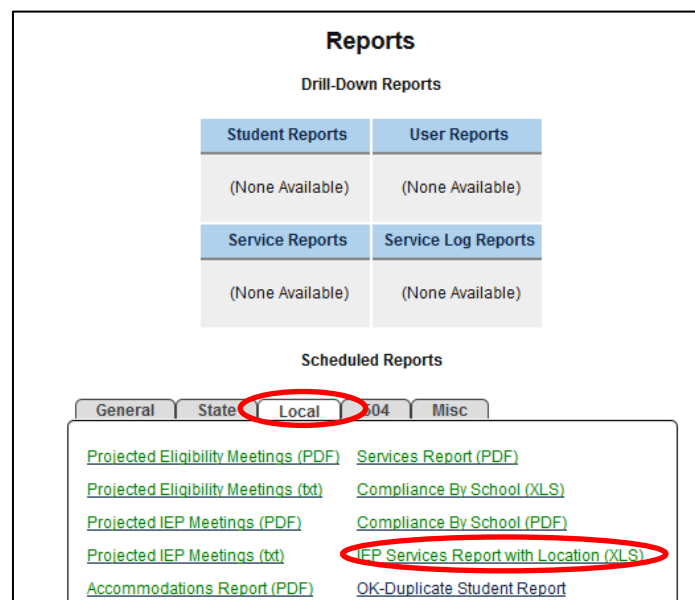
### Option 1 (By district):

District Reporting: Service Delivery Report

1. Login to OK EdPlan
2. Select “Administrator” and “School System”
3. Choose “Reports”



4. Choose “Local”
5. Select “IEP Services Report with Location (XLS)”



6. Scroll down to the bottom of the screen. A selection can be made for specific criteria or it will automatically default to run all. Choose “Generate Report”

Math Problem Solving

Check All Check None

Related Services to include in report:

Audiology Psychological Services

Counseling Services Recreation Services

Early Identification & Assessment Services Rehabilitation Counseling Services

Interpreting Services School Health Services

Medical Services School Nurse Services

Occupational Therapy Services Social Work Services

Orientation and Mobility Services Speech-Language Pathology Services

Parent Counseling and Training Services Transportation Services

Physical Therapy Services

Include Custom Services? -Select-

Generate Report

- Wait a few moments for the report to generate and then open “My Reports.” Click on the name to open the hyperlinked file in Excel.

Report	Date Created	Created By	Report Level		
			System	School	User
<a href="#">IEP Services Report with Location (XLS)</a>	01/14/2016	Angela Kwok	Yes		
<a href="#">IEP Services Report with Location (XLS)</a>	01/13/2016	Angela Kwok	Yes		

### Option 2 (By student):

- Select: “Students.” Enter the student’s last name. Select “View Students”

**Criteria for Selecting Students to View**

Grade Level:

School:

Student Last Name:  ☐ Exact Match

Student First Name:  ☐ Exact Match

Student Middle Name:  ☐ Exact Match

Student ID:  ☐ Exact Match

STN:  ☐ Exact Match

Status: ☐ General Ed ☐ Eligibility ☐ IEP  
☐ Child Study ☐ Special Ed ☐ Discontinued  
☐ Referral

Sort List By:

[View Students](#)

- Select the name of the student

<input type="checkbox"/>	<input checked="" type="checkbox"/>	11/03/2015	10/29/2015	SS	08	<a href="#">Angela Test</a>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	07/07/2015		SS	04	<a href="#">Avery Test</a>

- View the student’s eligibility date and disability area within the “Consolidated Student Profile”

**EdPlan Consolidated Student Profile** Angela Test

Special Education | Section 504 | Personal Information

**Special Education**

<b>Eligible</b>	Yes	<b>Disabilities</b>	Specific Learning Disability
<b>Eligibility Date</b>	11/03/2015	<b>Current IEP Date</b>	10/29/2015

### Option 3 (By teacher):

Determination of whether a finalized event has occurred in OK EdPlan drilled down to the student level (1 example below on navigation to a finalized event)

Homepage:



Click on the pie chart of a specific site.

Click on the pie chart of a specific teacher

		<a href="#">John Smith</a>	-All-	0, 0		EdPlan/EasyIEP Administrator (Admin
		<a href="#">Sample Teacher</a>	-All-	3, 3		State OK EdPlan Administrator
		<a href="#">Angela Test</a>	-All-	17, 9	Alicia's Title	EdPlan/EasyIEP Administrator (Admin
		<a href="#">Angela Test</a>	-All-	3, 1	Teacher	EdPlan/EasyIEP Administrator (Admin
		<a href="#">Angela Test</a>	-All-	3, 0	Test User	EdPlan/EasyIEP Administrator (Admin

- Clear check- no event (general education student or not entered into OK EdPlan)
- Red: Out of compliance
- Green: Finalized
- 5: Section 504

Select a Student (Caseload of Sample Teacher)										
Del	CP	Last Eliq	Last IEP	School	Grade	Name	Student ID	Date of Birth	Age	Dis
<input type="checkbox"/>	✓ ✓			SS	05	<a href="#">Ron Howard Test</a>	23422342324	07/05/2004	11 Years	
<input type="checkbox"/>	• ✓	08/25/2013		SS2	PK	<a href="#">Toby F Test</a>	TESTID123	08/15/2009	6 Years	ID,SLI
<input type="checkbox"/>	• ✓	08/03/2015		SS	PK	<a href="#">Wyndon Test</a>	111633	08/31/2012	3 Years	SLD,SLI,OI
<input type="checkbox"/>	✓ ✓	07/27/2015	10/07/2015	SSWest	01	<a href="#">Sally Que</a>	123654	12/25/2008	7 Years	ID
<input type="checkbox"/>	✓ 5	07/24/2015	07/28/2015	SS	04	<a href="#">Michael Jordan Test</a>	MJTEST	07/02/2011	4 Years	DB,MD

Select a Student (Caseload of Sample Teacher)

Del	CP	Last Elig	Last IEP	School	Grade	Name	Student ID	Date of Birth	Age	Dis
<input type="checkbox"/>	✓✓			SS	05	<a href="#">Ron Howard Test</a>	23422342324	07/05/2004	11 Years	
<input type="checkbox"/>	●✓	08/25/2013		SS2	PK	<a href="#">Toby F Test</a>	TESTID123	08/15/2009	6 Years	ID,SLI
<input type="checkbox"/>	●✓	08/03/2015		SS	PK	<a href="#">Wymond Test</a>	111633	08/31/2012	3 Years	SLD,SEI
<input type="checkbox"/>	✓✓	07/27/2015	10/07/2015	SSWest	01	<a href="#">Sally Que</a>	123654	12/25/2008	7 Years	ID
<input type="checkbox"/>	✓5	07/24/2015	07/28/2015	SS	04	<a href="#">Michael Jordan Test</a>	MJTEST	07/02/2011	4 Years	DB,MD

(5 Students)

Click on the name of a specific student

Select the "Documents" tab in the submenu bar

**EdPlan** by PCG Education

Welcome, Angela | My Calendar | Message Board | Logout

Main Menu | Students | My Calendar | My Docs | My Reports | Wizards | Administrator | My Info | **PCG**

Student Profile | Personal | Contact Log | Eligibility Process | IEP Process | 504 Process | **Documents** | Student History

**Documents** Sally Que

Documents:

- ☐ Special Education Parent Consent
- ☐ Descriptions of Evaluation Procedures
- ☐ Child Outcomes Summary Form
- ☐ Student Summary of Performance
- ☐ OK - Meeting Invitation
- ☐ Written Notice to Parents
- ☐ Comment Form
- ☐ ESY Determination
- ☐ Consent for Release of Information
- ☐ Vocational Rehab Referral Letter
- ☐ Contact Log
- ☐ Progress Report

Letters: (No Letters Available)

Create Draft (will be saved for 30 days)

Create Final Document (will be saved)

Upload External Document(s)

Documents created for Sally Que

Doc ID	Date Generated	Document	Batch	Received
<input type="checkbox"/> 1414	01/08/2016	OK IEP	PDF	<input type="checkbox"/> (Draft)
<input type="checkbox"/> 1348	12/17/2015	Progress Report	PDF	<input type="checkbox"/> (Draft)
<b>E</b> 1157	11/03/2015	OK IEP	PDF	<input type="checkbox"/>
<b>E</b> 1117	10/15/2015	Progress Report (2015-2016 - 1st 4.5 week Progress)	PDF	<input type="checkbox"/>
<b>E</b> 1085	10/05/2015	IEP Addendum	PDF	<input type="checkbox"/>

Date of eligibility or IEP will appear

**E** means the events are tied together.

"Draft" means that the document has not been finalized and is in the workspace only.