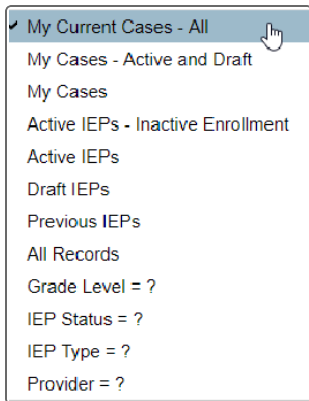


### Enroll a student in Special Education

1. Click the **IEP** tab.
2. Select **Options > Enroll in Special Education**. The Special Education Enrollment wizard appears.
3. Follow the steps of the wizard, and click **Finish**. Aspen enrolls the student in the program with these statuses: (See *Special Education Cycle* on page 2.)
  - Student's special education status = *Initial Referral*
  - IEP status = *Draft*
4. Select the IEP for the student you enrolled, click the **Workflows** side-tab, and select the appropriate workflow.

### View the list of IEPs

On the **IEP** tab, use the **Filter** menu to filter the IEPs listed and to help find the student's IEP you need to work with.



Based on the filter selected, the page displays a list of the corresponding IEPs.

### Complete Special Education workflows

Workflows are checklists that guide you through a process, such as completing an Initial Referral.

1. Click the **IEP** tab.
2. Select the IEP, and click the **Workflows** side-tab.
3. Select the workflow, and click **Checklist**. The next step you need to complete is highlighted.

### Complete Special Education workflows (continued)

**Note:** Although you complete most steps in order, some can be completed inconsecutively. Any step with text in blue can be completed, even if it is not highlighted.

4. When you complete a step, do one of the following:
  - For steps with multiple outcomes, select the outcome. For example, if you click **Receive assessment decision**, click either **Consent received** or **Consent denied**.
  - Enter the information, and click **OK**.
  - Complete the form. Then you can **Edit** or **Print** the form.

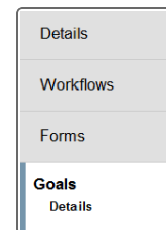
**Note:** If you make a mistake on a phase, select the checkmark next to the phase name. Click **Uncheck** below the step, and re-enter the information.

### Enter information in an IEP

1. Click the **IEP** tab, and select the IEP you want to modify.
2. Click the **Details** side-tab. IEPs have several pages. You can access the pages of the IEP in two ways:
  - Click the sub-tab at the top of the IEP's detail page. For example, click the **Goals** sub-tab:



- Click the corresponding side-tab. To add a new goal, accommodation, etc., select **Options > Add**. To edit one, click into its details.



### Special Education Cycle

Although the special education process and requirements are different from state to state, and sometimes even from district to district, most users complete the following tasks in Aspen:

- Enroll the student into the Special Education view.
- Complete and implement the IEP.
- Renew an IEP.
- Amend an IEP.




Not all steps apply to all users in every state and district.



The names of the student special education statuses, IEP statuses, IEP types, and workflows can be customized to your district. Your statuses may be different from the status names listed here.

### Print blank copy or multiple copies of a form

1. Select **IEP > select an IEP > Forms**.

The Forms Manager appears.

Forms Manager		Print Selected	
SPEP-REN	Special Education IEP Renewal	<input type="checkbox"/>	
SPEP-REN-MA	Special Education IEP Renewal MA <a href="#">New</a>	<input type="checkbox"/>	
IEP	Individualized Education Program	<input type="checkbox"/>	Blank   
IEP-PARENT	Parent Options/Responses <a href="#">New</a>	<input type="checkbox"/>	

2. **To print a blank form:** Click  next to Blank for the form you want to print.
3. **To print multiple copies:** Click  next to the form to be printed or select the checkboxes next to all forms to be printed, and click **Print Selected**.

### Amend an IEP

To update an active IEP, follow the IEP amendment workflow. Aspen copies the active IEP to a draft IEP (both IEPs remain).

**To amend an IEP:**

1. Click the **IEP** tab.
2. Select **Options > Amend IEP**.
3. Select the student. Click **OK**. Aspen copies the IEP into a Draft Amendment IEP.
4. Click the **Workflows** to complete the amendment.

When you complete the workflow, the draft IEP becomes active, and the original IEP becomes amended. Work with the new active IEP.


### Enter IEP Progress Report

1. Click the **IEP** tab.
2. Select the IEP for the student you want to write a progress report for.
3. Click the **Progress** side-tab.
4. Select **Options > Add**.
5. Choose the IEP goal you want to write the progress report for.
6. Enter the progress information.
7. Click **Save**.

### Renew a student's Special Education enrollment

1. Click the **IEP** tab.
2. Select **Options > Renew IEP**. The IEP Renewal wizard appears.
3. Follow the wizard. If needed, copy the student's current IEP into a new draft IEP, and make changes.
4. Click the **Workflows** side-tab to complete the renewal workflow you generated.

### Print IEP Progress Reports

1. Click the **IEP** tab.
2. Select the IEP you want to print progress reports for.
3. Click the **Progress** side-tab.
4. Select **Reports > IEP Progress Reports**.
5. Select the report period.
6. Type or click  to select the start and end dates.
7. Select the report format.
8. Click **Run**.