

Indiana IEP Parent Connect

A Guide for Using the Parent Connect Portal

July 2020



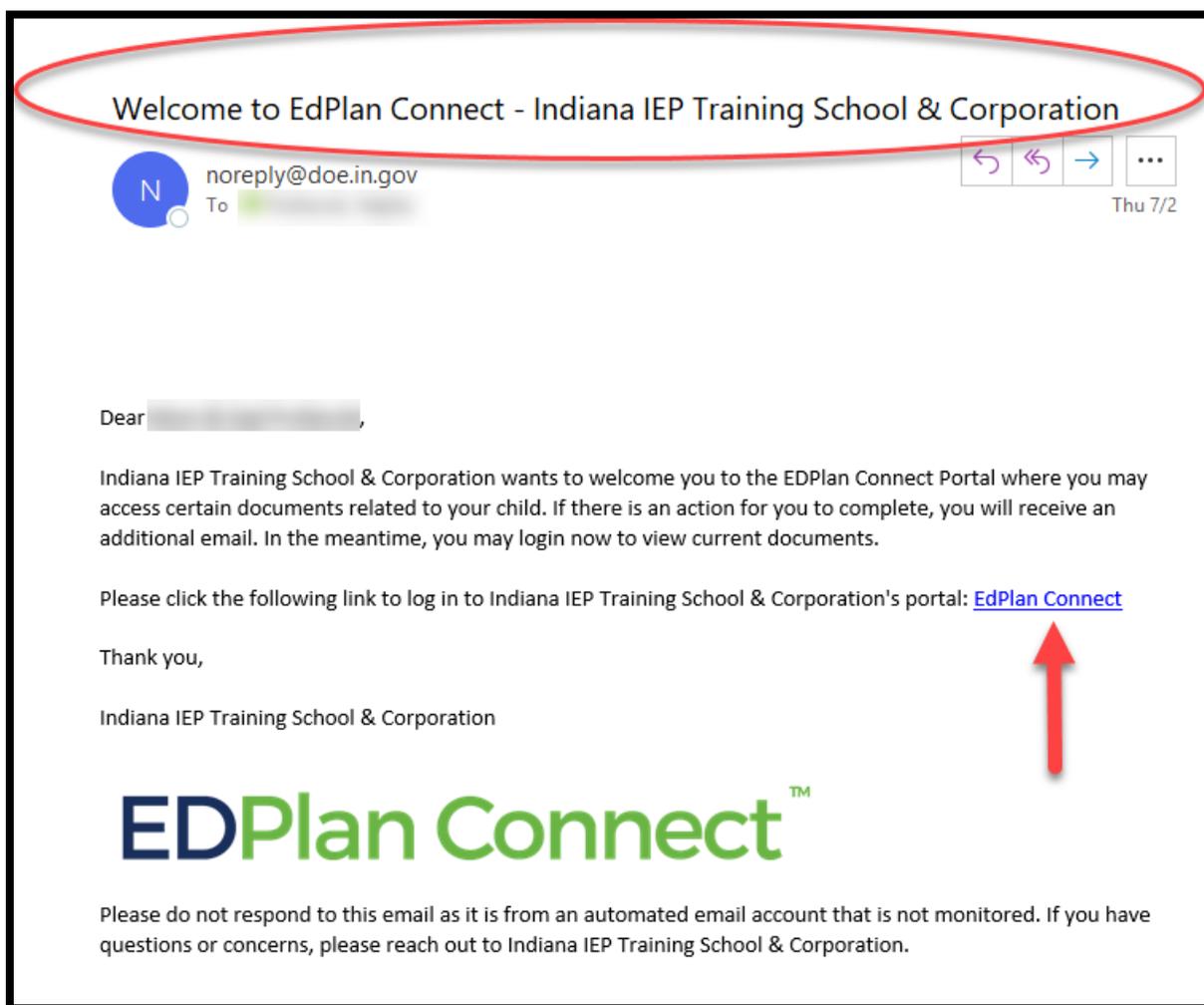
PUBLIC
CONSULTING GROUP

The Parent Connect feature will allow you, as the parent or guardian, to virtually access your child's IEP/SP document, apply your response, and electronically sign the document(s). This guide provides an overview of Parent Connect, including information on how to review all documents and sign documents that are available for signature in Connect.

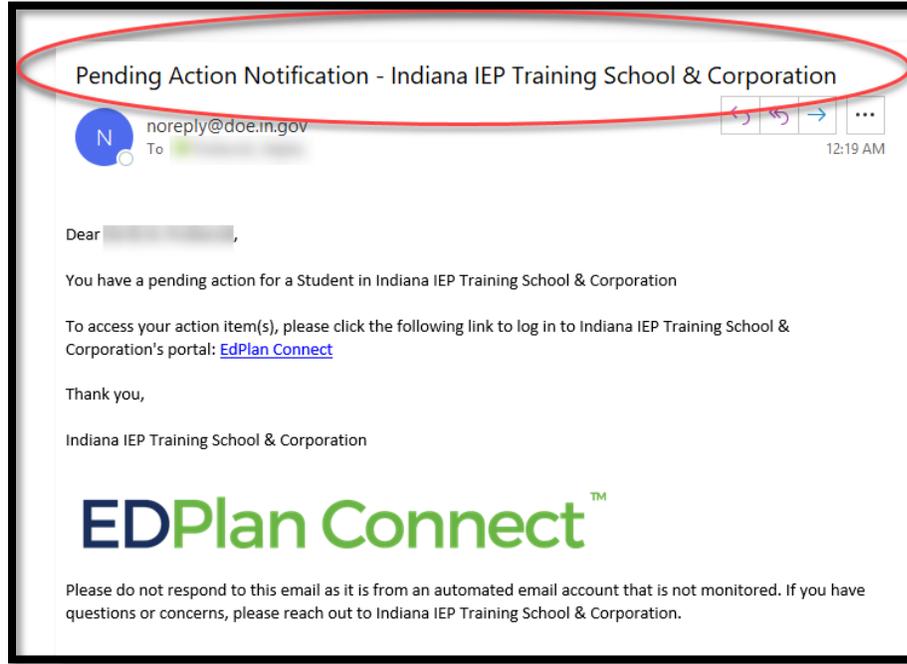
How to Access the Parent Portal

Once a Proposed IEP/SP or other documents requiring review or consent have been created for your child, you will be sent an email notification with a link that allows you to access the Parent Connect Portal. You can use the Parent Connect Portal anytime, and it is commonly used if you are unable to attend the CCC meeting and/or do not sign the proposed IEP/SP during the meeting. You can access the Parent Connect Portal by following the steps below:

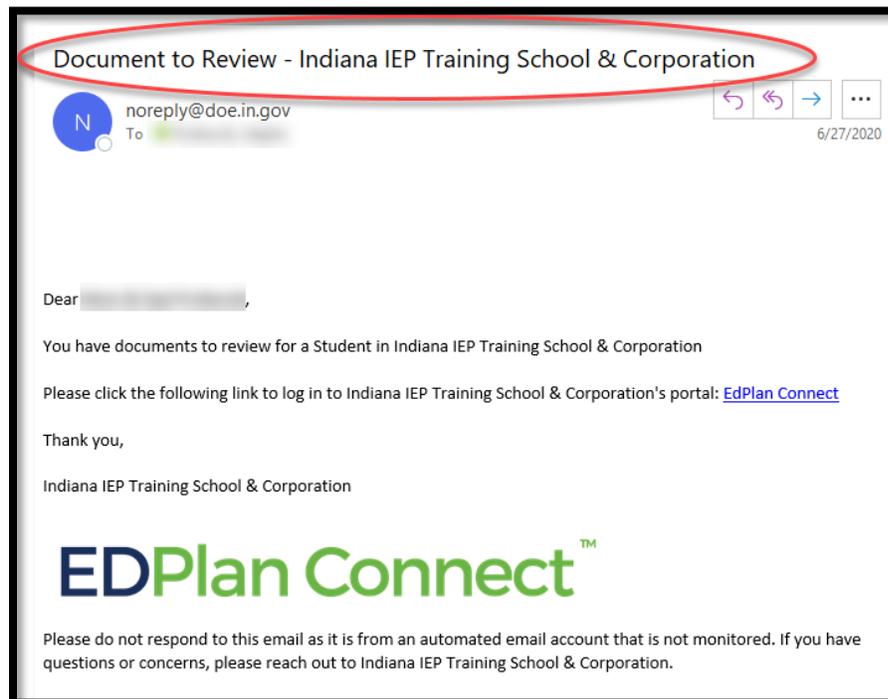
1. Locate the email notification in your email. The notification shown here is an introductory email that allows parents to access the portal at any time by clicking the blue link indicated in this picture by the red arrow.



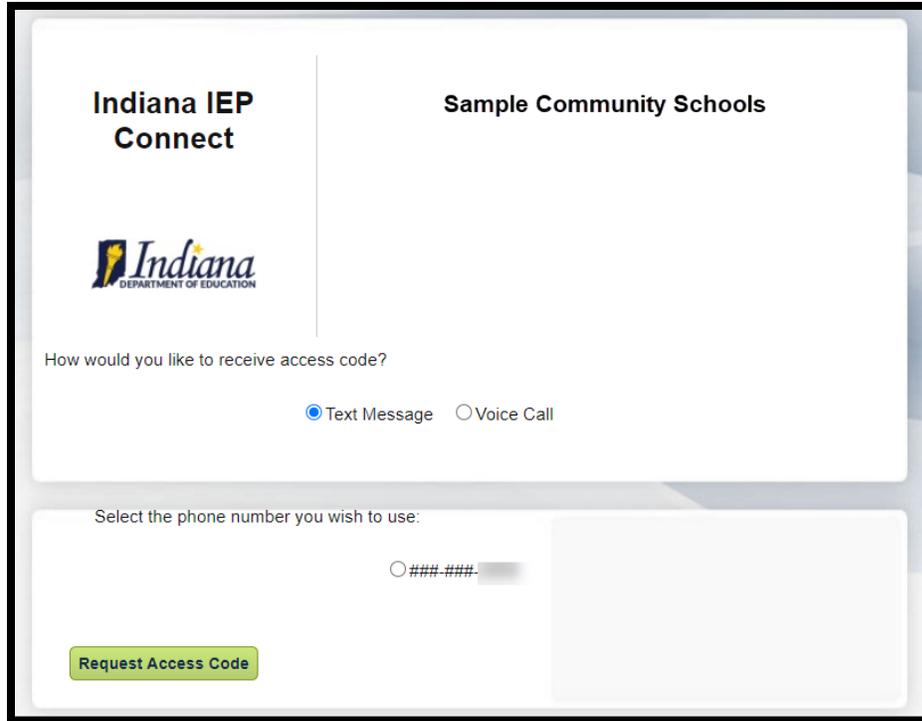
2. The notification shown here will be sent to the parent/guardian the same night that either the IEP/SP is created as "Proposed," or after another document requiring a signature is generated. Additionally, if a parent/guardian has not taken the intended action, then a reminder email will be sent every 7 days.



3. The email notification shown here will be sent to the parent/guardian the same night that a document has been generated for a parent/guardian to review and will not require a signature.



4. After clicking on the link, you will be taken to the Connect parent portal to authenticate your identity per Family Educational Rights and Privacy Act (FERPA) requirements by requesting an access code. You can choose to receive your code either by text message or voice call. The login page will look similar to the picture below.



The screenshot shows a web form for "Indiana IEP Connect" and "Sample Community Schools". The form is divided into two columns. The left column contains the "Indiana IEP Connect" logo and the text "How would you like to receive access code?". Below this text are two radio buttons: "Text Message" (which is selected) and "Voice Call". The right column contains the text "Sample Community Schools". Below the radio buttons, there is a section titled "Select the phone number you wish to use:" with a radio button and a partially obscured phone number field. At the bottom left of the form is a green button labeled "Request Access Code".

Once you select how you want to receive your access code, please click the "Request Access Code" button (seen in green in the screenshot above) and allow for 1-2 minutes to receive the access code via the method you chose (for example, you will get a text if you selected "Text Message" above).

5. Once you receive the code, enter it into the field seen in the picture below and select "Login"



The screenshot shows the same web form as above, but now it is in the login step. The text "Sample Community Schools" is followed by "You will have 120 minutes to use your access code." Below this, there is a text input field labeled "Enter Access Code:" with a red arrow pointing to it. At the bottom right of the form is a green button labeled "Login".

6. Once you log into the site, you will be taken to your To-Do List where any document pending a response from you or ready for review will be displayed. Click on the document name to review the document and click on the pencil under "Respond" to sign the document.

The screenshot shows the 'edplan' web application interface. The top navigation bar includes 'MY INFO', 'TO-DO LIST' (highlighted), 'COMPLETED ACTIONS', 'SERVICE/PLAN', 'DOCUMENTS', and 'CASE MANAGER'. Below the navigation bar, the user is identified as 'HOUSTON INDEPENDENT SCHOOL DISTRICT' and the page title is 'TO-DO LIST'. The main content area is titled 'To-Do List' and contains a table with the following data:

Student	Date Submitted	Proposed Document	Action	Respond
Roma Test	01/16/2018	IEP	Apply Parent Response for Proposed IEP	

Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom right of the table area, there are 'Previous', '1', and 'Next' navigation buttons.

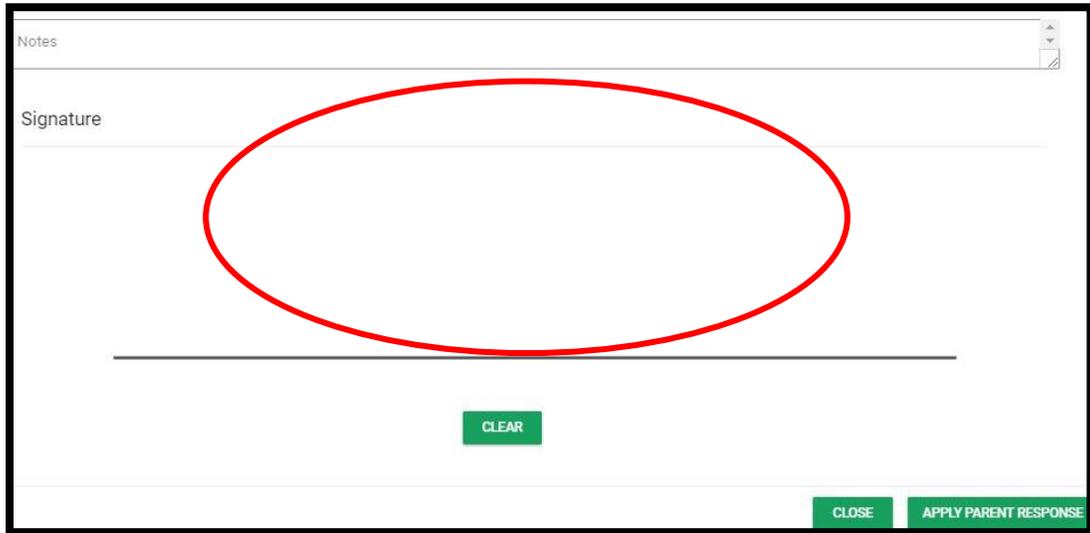
7. After taking the action for signing/accepting/rejecting a document as outlined in Step #4, you will be taken to a confirmation page that allows you to indicate your response - as seen below

The screenshot shows a confirmation page titled 'Apply Parent Response for Proposed IEP'. The page contains the following information:

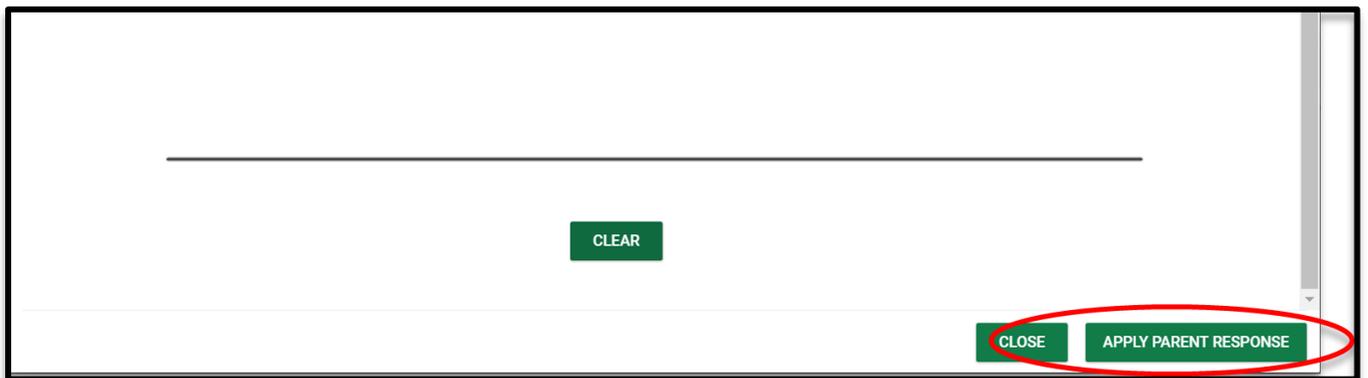
- Event Type: Proposed IEP
- Parent Signing:
- Date: 07/06/2020
- Response options:
 - Accepted
 - Ten instructional days passed since the IEP has been provided
 - Rejected Initial - Student remains in general education
 - Rejected - Parent enrolls child in non-public school
- Signature: _____

At the bottom right, there are two buttons: 'CLOSE' and 'APPLY PARENT RESPONSE'.

8. From a computer you can sign using your computer mouse. From a tablet or iPad you can sign using a stylus or finger. You will sign in the area seen below.



9. After you have signed, you will then select "Apply Parent Response" (bottom right corner after the signature line). This action applies your response and completes the action required.



Parent Connect General Navigation

- **To Do List:** When you login to Parent Connect, your landing page will be your To-Do List. When you have documents that need to be reviewed or signed, they will display in this list – as seen below.

Indiana IEP Training Site 7
TO-DO LIST

To-Do List

Student	Date Submitted	Proposed Document	Action	Respond
Ed Plan Connect	10/17/2019	Notice of Case Conference (Evaluation)	Review Final Notice of Case Conference (Evaluation)	Review

Showing 1 to 1 of 1 entries

Previous 1 Next

- **Completed Actions:** You can also click on the Completed Actions link in the blue bar to review any previous actions you have completed – as seen below.

Indiana IEP Training Site 7
COMPLETED ACTIONS

Completed Actions

Student ID	Student	Access School	Description	Event / Document	Date Completed
No data available in table					

Showing 0 to 0 of 0 entries

Previous Next

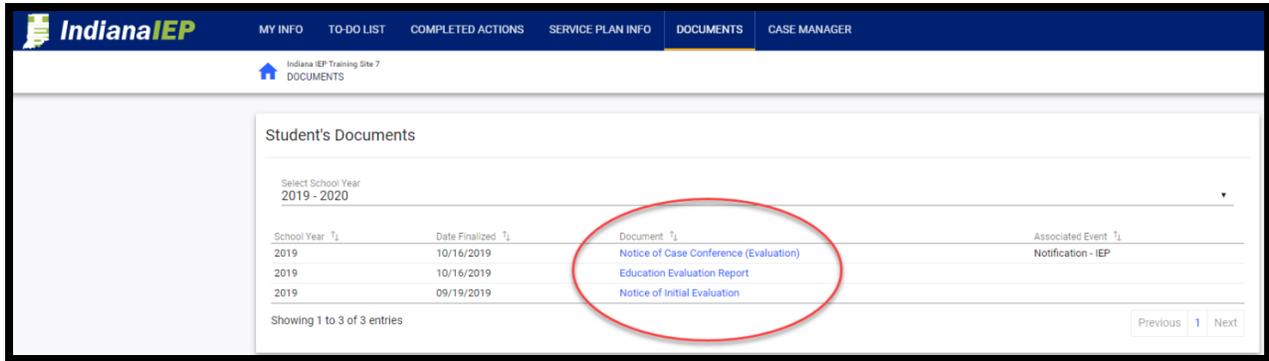
- **Case Manager:** You can review the district contact listed for your student under the Case Manager link – as seen below.

HOUSTON INDEPENDENT SCHOOL DISTRICT
CASE MANAGER

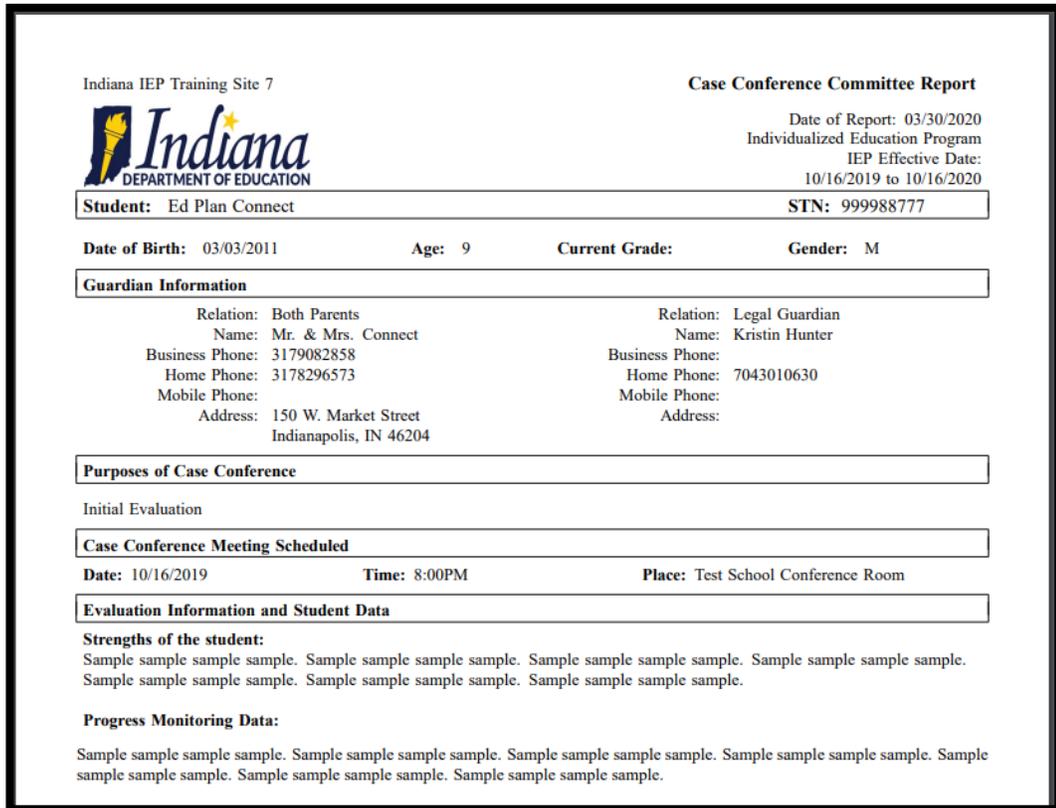
Case Manager Information

Name Lara Test	Title Special Ed Teacher	
Work Phone 512-736-8888	Email Address sample@school.org	
Address 5555 Second Street		
City Austin	State TX	Zip Code 78722

- **Documents:** While logged in, you will be able to review any documents associated with your child and your Connect parent portal account by clicking on the Documents link. You may click on the documents listed in blue to open each document as seen below.



- Below is a screen shot of what an opened IEP document looks like:



Thank you for using the Parent Connect portal. We hope you find the tool helpful and easy to use.