



# IEP Eligibility and Status Review Toolkit

Version 1.0

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## Version History

- June 14, 2023, version 1.0



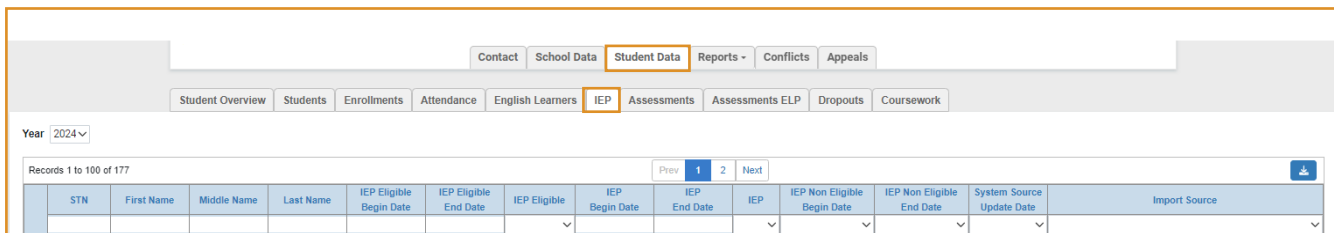
## Introduction

The demographic data in Accountability Reporting are used to determine priority student grouping for the Improvement Towards Expectations portion of the Academic Achievement indicator and ESEA student groups for purposes of school designations and other reporting found on Oklaschools.com. Starting with SY 2023 - 2024, the Students with Disabilities group will be determined by the IEP eligibility column.

The Accountability Reporting Application receives a nightly file from EdPlan, the state's IEP management system to identify students who are currently eligible for and on an IEP. There is a new tab in the Accountability Reporting Application called 'IEP' that allows districts to view the most recent IEP program participation dates received from EdPlan.

To access IEP data in Accountability Reporting, follow these steps:

1. Log into the Accountability Reporting Application
2. Select Student Data
3. Select the IEP tab



The screenshot shows the Accountability Reporting Application interface. At the top, there are navigation tabs: Contact, School Data, Student Data (highlighted), Reports, Conflicts, and Appeals. Below these are sub-tabs: Student Overview, Students, Enrollments, Attendance, English Learners, IEP (highlighted), Assessments, Assessments ELP, Dropouts, and Coursework. A 'Year' dropdown menu is set to 2024. Below the navigation is a table with columns: STN, First Name, Middle Name, Last Name, IEP Eligible Begin Date, IEP Eligible End Date, IEP Eligible, IEP Begin Date, IEP End Date, IEP, IEP Non Eligible Begin Date, IEP Non Eligible End Date, System Source Update Date, and Import Source. The table shows records 1 to 100 of 177.

On the IEP tab you can view information for students being sent to us in the nightly file from EdPlan which includes:

- STN
- Student Name
- IEP eligibility status
- IEP eligibility begin and end dates
- Current IEP status
- Current IEP begin and end dates
- IEP non eligibility begin and end dates

## Reviewing IEP Data

All districts should review the data on the IEP tab to ensure the data being sent by the IEP vendor for each student correctly reflects what is in EdPlan. If corrections need to be made directly in EdPlan, those will be reflected on the IEP tab the next day. **All corrections to IEP eligibility and statuses must be made directly in EdPlan by 4:30 PM on July 12<sup>th</sup>, 2024, to ensure it will be carried over into Accountability Reporting.**

To begin, go to your site's IEP tab using the steps above.

### 1. Review IEP Eligibility status and dates

For accountability purposes, the Students with Disabilities group is determined by IEP eligibility. Therefore, whatever IEP eligibility status a student has on the last day of the school year is how they will be reported. It is important to ensure that the IEP Eligible column is accurate for that reason.

- If a student's IEP eligibility status shows 'N' when you expect it to show 'Y', first check directly in EdPlan to ensure that Accountability is receiving the correct dates for their most recent eligibility determination and that the student's eligibility end date has not passed, or the student does not have a NonEligibility date reported.
  - If the end date has passed, a new eligibility determination must be submitted to EdPlan.
  - If a NonEligibility date was submitted by mistake, please follow Special Education Services recommended procedure for correcting EdPlan. If the student really is Not Eligible, then 'N' is the correct value.
  - If the eligibility dates displayed on the IEP tab are not the most recent eligibility dates in EdPlan, you will need to [submit a Student School IEP Supplement DVR](#) to correct the IEP eligibility begin and end dates.
- Conversely, if a student's IEP eligibility status shows 'Y' when you expect it to show 'N', first check in EdPlan to ensure that Accountability is receiving the correct dates and that the student's eligibility has not been renewed.
  - If the student's eligibility has been renewed and the eligibility dates displayed on the IEP tab are consistent with the most recent eligibility determination in EdPlan, no further action is needed.
  - If the student's eligibility has not been renewed and they are in fact no longer eligible, but there is no NonEligibility event in EdPlan, please follow Special Education Services recommended procedure for correcting EdPlan.
  - If the student is identified as Not Eligible in EdPlan, you will need to [submit a Student School IEP Supplement DVR](#) to input IEP non eligibility dates.

## 2. Review IEP status and dates

- If a student's IEP status shows 'N' when you expect it to show 'Y', first check in EdPlan to ensure that Accountability is receiving the correct dates for their most recent IEP and that the student's IEP end date has not passed.
  - If the end date has passed, please make any necessary adjustments in EdPlan.
  - If the IEP dates displayed on the IEP tab do not reflect the dates of the student's most recent IEP in EdPlan, you will need to [submit a Student School IEP Supplement DVR](#) to correct the IEP begin and end dates.
- Conversely, if a student's IEP status shows 'Y' when you expect it to show 'N', first check in EdPlan to ensure that Accountability is receiving the correct dates and that the student has not been written a new IEP.
  - If the student has been written a new IEP and the dates displayed on the IEP tab are consistent with the most recent IEP in EdPlan, no further action is needed.
  - If the student has not had a new IEP written, you will need to [submit a Student School IEP Supplement DVR](#) to correct the IEP dates.

**Please note:** The students on the IEP tab are only those students that are included the nightly file from EdPlan. If you have a student you would expect to see on this tab because they have an active IEP and/or are currently eligible yet they are not on the IEP tab, please email us at [accountability@sde.ok.gov](mailto:accountability@sde.ok.gov).

If you have a student on your IEP tab that is no longer enrolled at your site, their record on the IEP tab should reflect what they were on the last day they were enrolled at your site.

## Submitting a Student School IEP Supplement DVR

To submit a Student School IEP Supplement DVR, click **+ DVR** to begin creating a request for a specific student's IEP record you determined is not consistent with what is in EdPlan.

A new window will open showing the student's IEP record which the request is being created for:

Insert Status	STN	Full Code	School Year	IEP Eligible Begin Date	IEP Eligible End Date	IEP Begin Date	IEP End Date	IEP Non Eligible Begin Date	IEP Non Eligible End Date
Student IEP Record			2024	5/9/2022	5/9/2025	11/2/2023	4/30/2024		
Incomplete				5/9/2024	5/9/2025	5/9/2024	4/24/2025		

Use this screen to input the correct IEP eligibility dates, current IEP dates, or non eligibility dates.

- If requesting an update for **IEP eligibility** from 'N' to 'Y', you will need to input corresponding eligibility begin and end dates as found in EdPlan.
- If requesting an update for **IEP eligibility** from 'Y' to 'N', you will need to input corresponding non eligibility begin date as found in EdPlan.
- If requesting an update for **IEP status**, you will need to input corresponding IEP begin and end dates as well as eligibility begin and end dates. **Please note:** the student's IEP dates must fall within their eligibility dates. Therefore, if updating IEP dates, the student must also have valid eligibility dates.

After inputting the student's IEP information, type a message in the dialogue box briefly explaining the reason for the request. Don't forget to hit the **send** button!

Next, you will need to upload documentation from EdPlan. Click the Documents tab on the message box and then upload the documentation from your computer.

Documentation should show the dates of the student's most recent IEP if appealing the student's IEP status, or their most recent eligibility determination if appealing their eligibility. Including this documentation from EdPlan helps us ensure the correct IEP data is available for the student.

Insert Status	STN	Full Code	School Year	IEP Eligible Begin Date	IEP Eligible End Date	IEP Begin Date	IEP End Date	IEP Non Eligible Begin Date	IEP Non Eligible End Date
Student IEP Record			2024	5/9/2022	5/9/2025	11/2/2023	4/30/2024		
Incomplete				5/9/2024	5/9/2025	5/9/2024	4/24/2025		

After documentation is uploaded and your message has been sent, you must click the **Submit** button to complete the DVR submission process. The Submit button will turn blue when all criteria have been met to submit the DVR properly.

## Tracking Submitted Appeals

When a DVR has been successfully submitted for a student, an orange gavel will be in the **Create DVR** column of the IEP tab next to the corresponding IEP record. Hovering over the gavel will prompt a message box to appear with the status of the appeal.

You can also locate your site's submitted appeals through the Appeals tab where they are organized by appeal type:

Records 1 to 3 of 3								
	DVR TypeID	Name	Open	Info Required	Closed-Pending Manual	Closed-Pending Update	Closed	Total
1	1	Student Assessment	1	0	0	0	0	1
2	29	Student Enrollment Graduation	2	0	0	0	0	2
3	39	Student School Accommodation	2	0	0	0	0	2

All DVRs are reviewed and researched by a member of the Accountability team. While reviewing, a member of the team may reach out with a time-sensitive request if additional information is needed. This exchange is facilitated through the submitted appeal. If attention is needed, the submitter of the DVR will receive an email notification that further information is required.

**Important Note: Any dates submitted in a DVR must match the dates in the EdPlan system exactly. DVRs are only for when the event dates in AR do not match EdPlan.**

## Accountability IEP Data FAQs

**What should I expect if my student's IEP or IEP eligibility was set to expire, but they moved to a different school beforehand?**

A student's IEP eligibility, IEP status flag, and corresponding dates should reflect what they were on the last day the student was enrolled at your site. If you have a student on your IEP tab whose record does not reflect what they were on the last day they were enrolled at your site, then you will need to [submit a Student School IEP Supplement DVR](#).

**What do I do if I have a student with IEP eligibility for school year 2024 but they are not on the IEP tab?**

The students listed on the IEP tab are the students that are included in the file Accountability receives nightly from EdPlan. If you have a student that is missing from the IEP tab but have confirmed in EdPlan they are IEP eligible (or on an active IEP) that is not passed due, it means that student is not being included in the nightly file from EdPlan. While this is unlikely, there is a possibility for this to occur. If you find a student that is not being included in the nightly file, please email us at [accountability@sde.ok.gov](mailto:accountability@sde.ok.gov) so we can ensure the student gets properly reported.

**How do I interpret the IEP Eligible and IEP Flags on the IEP tab?**

Both the IEP Eligible and IEP status flags, as well as the corresponding begin and dates, on the IEP tab reflect what is being sent to us from EdPlan. Accountability Reporting will use the IEP eligible flag to determine priority and student group status for the report card. These flags should correspond with the begin and end dates (e.g., if the student IEP eligibility begin date was before today, and the end date is in the future or there is no IEP Not Eligible Begin Date, then IEP Eligibility should be 'Y'. Therefore, it is important to verify that the dates we are receiving from

EdPlan reflect the student's most recent eligibility and/or IEP event in EdPlan and that the corresponding flag is correct based on those dates. If a DVR is submitted and approved, IEP eligibility and/or IEP status will be calculated based on those approved dates.

If you have any questions about IEP eligibility or status in EdPlan please reach out to the Special Education Office by calling (405) 521-3351.

If you have any questions regarding the DVR process or Accountability Reporting, please reach out to the Office of Accountability at [accountability@sde.ok.gov](mailto:accountability@sde.ok.gov) or call 405-522- 5169.

