

Indiana IEP Parent Connect

A Guide for Using the Parent Connect Portal

March 2020



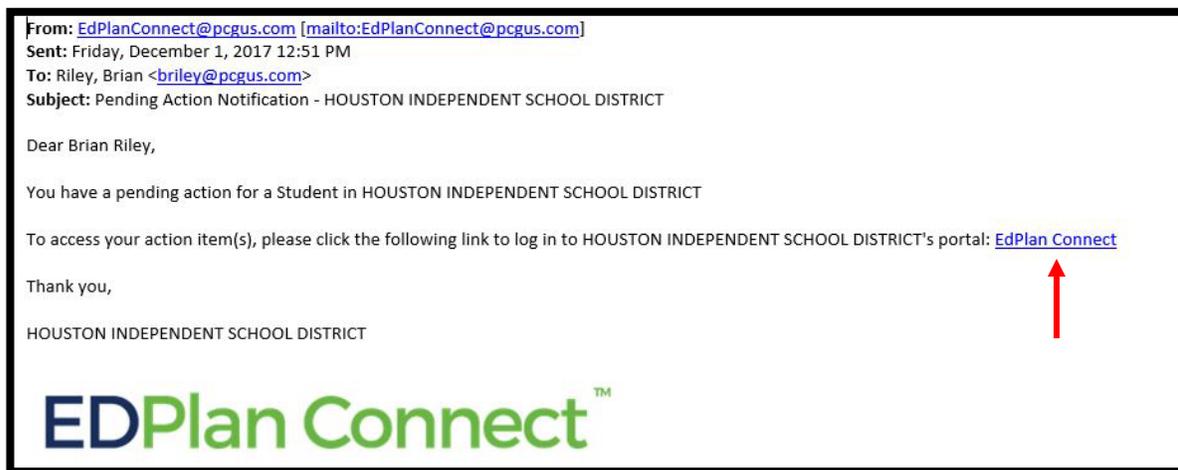
PUBLIC
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The Parent Connect feature will allow you, as the parent or guardian, to virtually access your child's IEP/SP document, apply your response, and electronically sign the document(s). This guide provides an overview of Parent Connect, including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

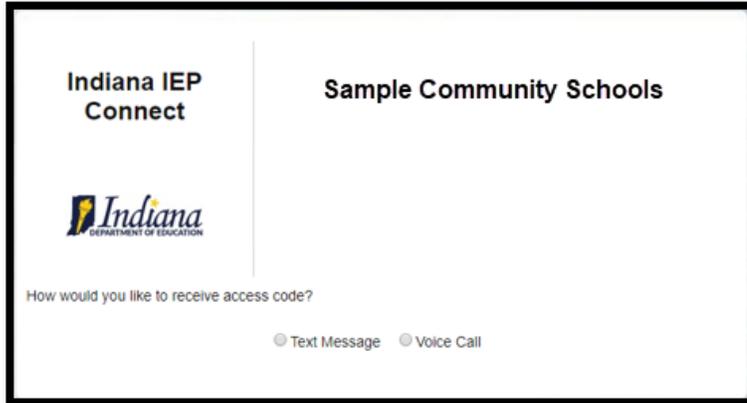
How to Access the Parent Portal

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. This notification will be sent to the email address the school has on file. The email will look similar to the picture below and will be sent to the parent/guardian the same night that the either the IEP/SP is created as "Proposed," or after another document requiring a signature or parent review is generated.

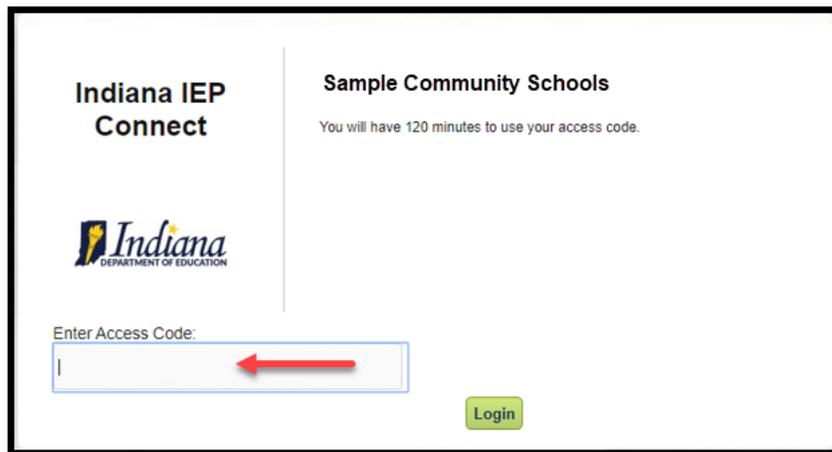


2. After clicking on the link, you will be taken to the Parent Connect portal to authenticate your identity per Family Educational Rights and Privacy Act (FERPA) requirements by requesting an access code. You can choose to receive your code either by text message or voice call. The Login page will look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

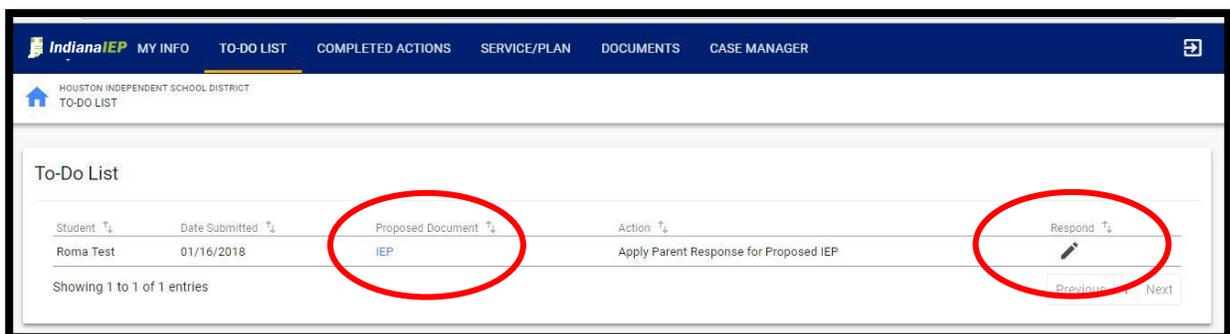


Once you select how you want to receive your access code, please click “Request Access Code” button (seen in green in the screen shot above) and allow for 1-2 minutes to receive the access code via the method you chose (for example, you will get a text if you selected “Text Message” above).

3. Once you receive the code, enter it in the field seen in the picture below and select “Login”



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



5. After taking the action outlined in Step #4, you will be taken to a confirmation page that allows you to indicate your response - as seen below. This page also allows you type in any specific notes you would like to make and to apply your signature.

The screenshot shows a web form titled "Apply Parent Response for Proposed IEP". The form contains the following fields and options:

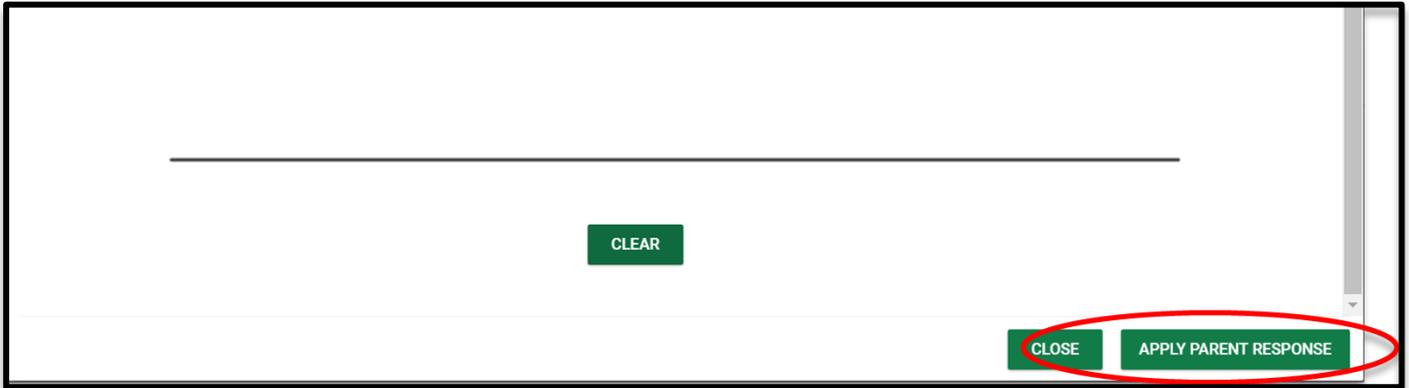
- Event Type:** Proposed IEP
- Parent Signing:** Kristin Hunter
- Date:** 03/31/2020
- Response:** A section with four radio button options:
 - Accepted (This option is circled in red in the original image)
 - Ten instructional days have passed since the IEP has been provid
 - Rejected Initial - Student remains in general education
 - Rejected - Parent enrolls child in non-public school
- Notes:** A text input area at the bottom of the form.

6. You can sign using your computer mouse or with a stylus or finger if you are using a tablet or iPad. You will sign in the area seen below.

This screenshot shows a close-up of the signature area of the form. It includes:

- A "Notes" field at the top.
- A "Signature" label above a horizontal line.
- A large red oval highlighting the space between the "Signature" label and the horizontal line, indicating where the user should sign.
- A green "CLEAR" button centered below the signature line.
- At the bottom right, two green buttons: "CLOSE" and "APPLY PARENT RESPONSE".

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

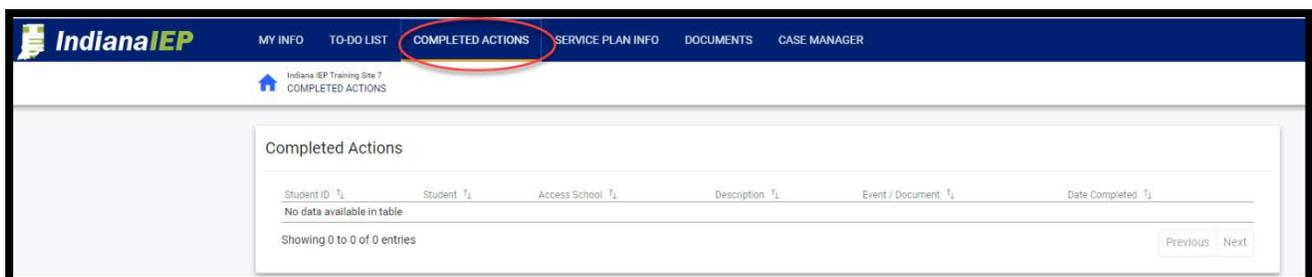


Parent Connect General Navigation

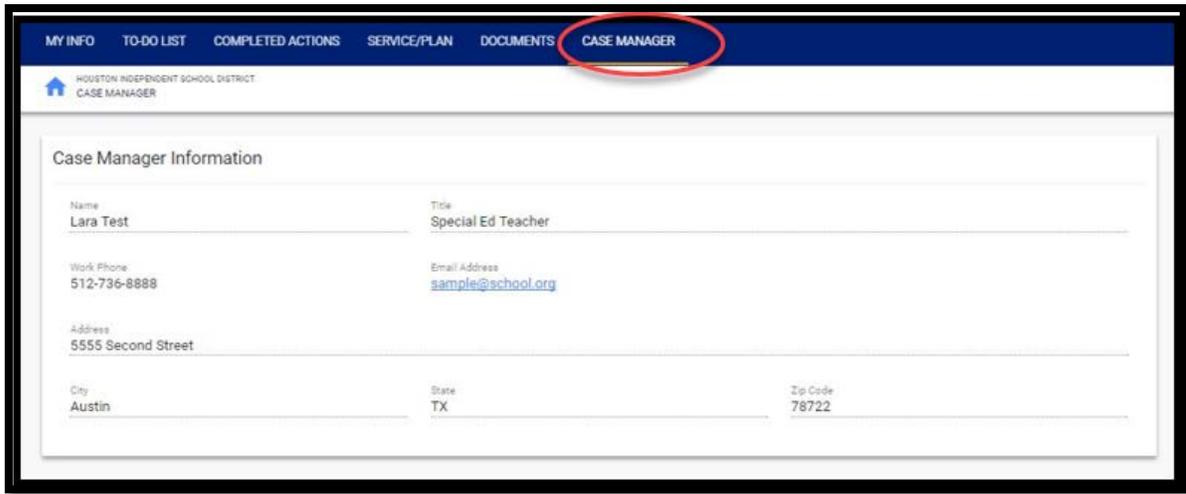
- **To Do List:** When you login to Parent Connect, your landing page will be your To-Do List. When you have documents that need to be reviewed or signed, they will display in this list – as seen below.



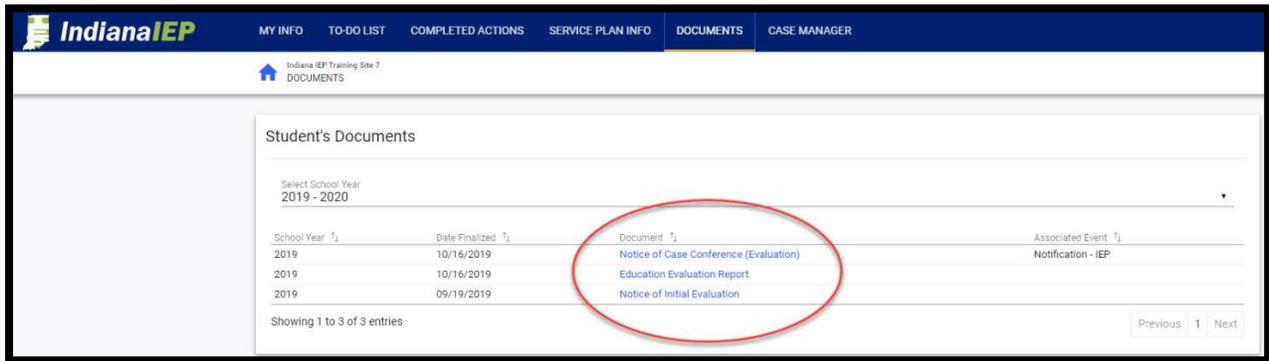
- **Completed Actions:** You can also click on the Completed Actions link in the blue bar to review any previous actions you have completed – as seen below.



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



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



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



Date of Report: 03/30/2020
Individualized Education Program
IEP Effective Date:
10/16/2019 to 10/16/2020

Student: Ed Plan Connect **STN:** 999988777

Date of Birth: 03/03/2011 **Age:** 9 **Current Grade:** **Gender:** M

Guardian Information

Relation: Both Parents	Relation: Legal Guardian
Name: Mr. & Mrs. Connect	Name: Kristin Hunter
Business Phone: 3179082858	Business Phone:
Home Phone: 3178296573	Home Phone: 7043010630
Mobile Phone:	Mobile Phone:
Address: 150 W. Market Street	Address:
Indianapolis, IN 46204	

Purposes of Case Conference

Initial Evaluation

Case Conference Meeting Scheduled

Date: 10/16/2019 **Time:** 8:00PM **Place:** Test School Conference Room

Evaluation Information and Student Data

Strengths of the student:

Sample sample sample sample. Sample sample sample sample. Sample sample sample sample. Sample sample sample sample.
Sample sample sample sample. Sample sample sample sample. Sample sample sample sample.

Progress Monitoring Data:

Sample sample sample sample. Sample sample sample sample. Sample sample sample sample. Sample sample sample sample. Sample
sample sample sample. Sample sample sample sample. Sample sample sample sample.

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