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2011

# STISETSWeb MS

User Manual

The logo consists of the letters 'STI' in a bold, dark red, sans-serif font. The 'S' is significantly larger than the 'T' and 'I', which are of equal size and positioned to its right.

Information in this document is subject to change without notice. Student and school data used herein are fictitious unless otherwise noted.

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This document was last modified on May 27, 2011. Any subsequent changes made to the STI applications described herein will be discussed in the release notes that accompany each product's update.

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# Getting Started

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## Introduction

STISETSWeb is a browser-based Special Education data tracking system that provides the Special Education professional with a comprehensive system for achieving and maintaining compliance with the Special Education process for students. Many state-specific forms are contained in this software. Since this software is fully integrated with the information from the local school STIOffice program, Special Education personnel may view Student and Guardian Demographics, Entries/Withdrawals, Attendance, Discipline, Schedules, and Grades.

The basics of getting started with STISETSWeb should follow this order:

- Employees
- Users (Assign User Names, Passwords, and Security Groups)
- Create Folders (Assign Case Managers to Students)
- Change Case Manager (Only if a mistake was made in assigning Case Managers)
- Caseload Assignment (Assigning OT, PT, Speech Therapist, etc., access to student records)

STISETSWeb features pre-loaded reports that will track due dates for IEPs, as well as Re-Evaluation reports to determine continued eligibility. Additionally, an STISETS *Query tool* is included. The Query tool allows the user to build custom reports filtered by Student, Folder and Form information. Reporting includes both school- and district-wide listings.

The security model is robust enough to secure access not only to different schools and their respective menu options, but access can be locked down to the form level. Because this program houses a district-wide database, teachers, service providers, etc. may be given access to students in multiple schools. Therefore, when an employee logs in to the program his/her entire caseload displays, regardless of the employee's relationship to the student.

Since this document is intended to assist board office personnel as well as local school personnel in implementation of STISETsWeb, certain sections may pertain to specific employee duty assignments. The screen below is displayed when an employee with administrative rights logs in to the program.

The opening screen is divided into three sections: the menu tree on the left of the screen, the *Selected Student* area at the top of the screen and the *User Desktop* in the center of the screen. Each of these three sections has the following icons:

- Min** – Selecting this icon minimizes the selected section of the screen.
- Max** – Selecting this icon restores the screen to the initial view.
- Max** – Selecting this icon maximizes the selected area so that it fills the entire screen. Pressing the **F11** key further maximizes the screen.

Student Number	Student Name	Relationship	LRE	Special Education Status	Exceptionality	School	DOB	Age	Sex	Race	Gr
11111111	MICHAEL AARON	CASE MANAGER	Active			MISSISSIPPI DEMO K-12 SCHOOL	06/20/1996	10 M	WV		2
22266777	ABDULA ABDONGOTTA	CASE MANAGER	Active			MISSISSIPPI DEMO MIDDLE SCHOOL	03/26/1990	15 F	WV		8
12000012	FALLON ANGEL	CASE MANAGER	Active			MISSISSIPPI DEMO MIDDLE SCHOOL	10/21/1991	14 F	WV		7
31111144	JOSE ANDRES	CASE MANAGER	Active			MISSISSIPPI DEMO MIDDLE SCHOOL	07/21/1990	16 M	WV		8
619191	15 M	B									7
419190	15 F	WV									8
319194	11 M	WV									4
619190	15 F	WV									7
11001	4 F	WV									90
191991	14 M	WV									7
119192	14 F	WV									7
619190	16 M	B									11
10001	4 M	A									90
60001	4 M	B									90
619194	11 M	WV									6
90002	4 F	B									99
111990	15 F	WV									9
719192	14 M	WV									7
06201991	15 F	WV									8
05191992	14 M	WV									6
10219191	14 M	WV									9
05191992	14 M	WV									10

## Opening Screen

The opening screen displays menu options based on an employee's level of access to the program.

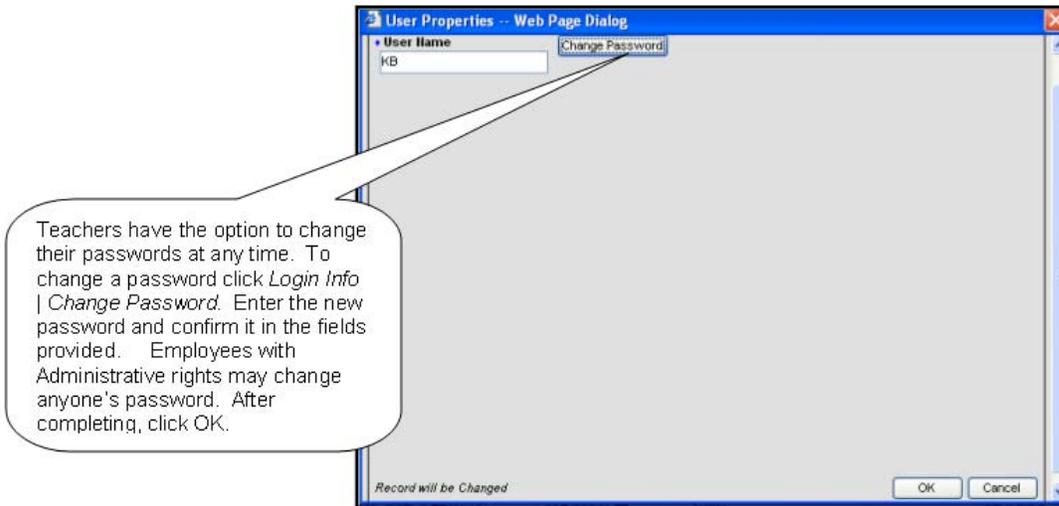
An employee's *Username* and *Password* may be secured from your System Administrator. The screen on the previous page is displayed for staff members with *Administrative* rights.

The opening screen below is a sample display for employees with *Teacher* rights:

Version Number  
Logout  
Help Menu

Student Number	Student Name	Relationship	LRE	Special Education Status	Exceptionality	School	DOB	Age	Sex	Race
11122233	MARCUS ABSENT	CASE MANAGER	Active			MISSISSIPPI DEMO MIDDLE SCHOOL	08/21/1992	14 M	WV	
55000000	MAL ADJUSTED	CASE MANAGER	Active			MISSISSIPPI DEMO K-12 SCHOOL	11/01/1994	11 M	WV	
11112222	MAL S. AFORETHOT	CASE MANAGER	Active			MISSISSIPPI DEMO MIDDLE SCHOOL	11/11/1990	15 M	WV	
11133333	TAMIAN AFINN	CASE MANAGER	Active			MISSISSIPPI DEMO MIDDLE SCHOOL	08/18/1991	15 M	WV	
11166677	ROCK AMORTIS	CASE MANAGER	Active			MISSISSIPPI DEMO MIDDLE SCHOOL	03/17/1992	14 M	WV	
31111134	MAROE ANNE	CASE MANAGER	Active			MISSISSIPPI DEMO MIDDLE SCHOOL	08/15/1993	12 M	WV	
21111126	JERRY ATRICK	CASE MANAGER	Active			MISSISSIPPI DEMO MIDDLE SCHOOL	06/11/1991	15 M	WV	
22233444	BOB BALLEW	CASE MANAGER	Active			MISSISSIPPI DEMO MIDDLE SCHOOL	08/18/1990	16 M	WV	
30303322	ESTER BASNET	CASE MANAGER	Active			MISSISSIPPI DEMO MIDDLE SCHOOL	10/01/1994	11 F	WV	
20000000	CARE BEAR	CASE MANAGER	Active			MISSISSIPPI DEMO K-12 SCHOOL	11/08/2001	4 F	B	
22222222	PAUL BEARERS	CASE MANAGER	Active			MISSISSIPPI DEMO MIDDLE SCHOOL	05/17/1991	15 F	B	
22211330	LEVDY. BEHAVIOR	CASE MANAGER	Active			MISSISSIPPI DEMO MIDDLE SCHOOL	05/22/1993	13 M	WV	
21111131	MORILL HOBME	CASE MANAGER	Active			MISSISSIPPI DEMO MIDDLE SCHOOL	09/20/1994	11 M	WV	

- **Login Info:** Selecting this menu option allows the user's password to be changed.



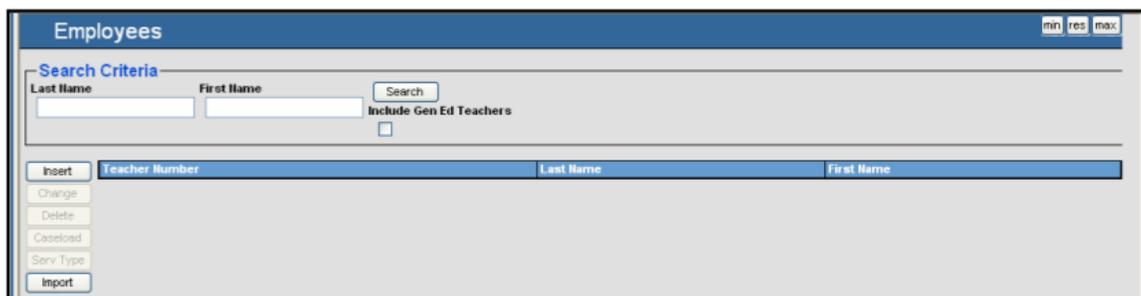
## Utilities Desktop

Clicking the plus sign by the *Utilities Desktop* from the menu tree on the left displays all the sub-menus contained in the *Utilities Desktop*. Since all management options are housed in the *Utilities Desktop*, only persons with Administrative or Manager rights have access to the *Utilities Desktop*.

### Employees

To access this menu option, expand the *Utilities Desktop*.

- Click this menu option from the menu tree at left to add staff members to the employee file. The *Search* button allows locating previously entered employees. There are two ways to enter employees. The following steps demonstrate how to enter employees and set up security.



- Clicking **Insert** allows entry of employees who are not included in the local school STIOffice program. For example, the user may wish to add psychometrists. Enter the appropriate information and

click **OK**. Note: This option allows entry of the employee's demographic information, *Username*, *Password* and *Security Group*.

- o Clicking **Import** allows the user to import staff information from the teacher file in the local school STIOffice program. This option provides a quick way to draw in staff demographic information. After clicking **Import**, the user may search by School, Number, Last Name or First Name. Enter the first few letters of the staff member's last name; then click **Search**. Highlight the desired employee's name and click **OK**. After editing information on the screen, click **OK**. Note: This option does NOT allow entry of a *Username*, *Password* or *Security*. This information must be entered from the *Users* menu.

## Code Desktop

The *Code Desktop* houses all codes used in the software. To access this menu option, click the plus sign next to *Code Desktop*.

- **District/State Codes**: Currently these codes are the same. Codes should be added to *State Codes* first, and then to *District Codes*. This allows the user to link District Codes to State Codes. The only editable codes in this menu are *Areas*, *Staff Student Relationship* and *Staff Type*.

State Codes		State Codes for Selected Category																																																																								
<table border="1"> <thead> <tr> <th>Name</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>Areas</td><td>Areas</td></tr> <tr><td>EvaluationTypes</td><td>EvaluationTypes</td></tr> <tr><td>Exceptionality</td><td>Exceptionality</td></tr> <tr><td>ExitReason</td><td>ExitReason</td></tr> <tr><td>Gender</td><td>Gender</td></tr> <tr><td>Languages</td><td>Languages</td></tr> <tr><td>LeastRestEnv</td><td>LeastRestEnv</td></tr> <tr><td>Race</td><td>Race</td></tr> <tr><td>RecordOfAccess</td><td>RecordOfAccess</td></tr> <tr><td>SpEdStatus</td><td>SpEdStatus</td></tr> <tr><td>StaffStudentRelationship</td><td>Staff / Student Relationship</td></tr> <tr><td>StaffType</td><td>StaffType</td></tr> <tr><td>YesNo</td><td>YesNo</td></tr> </tbody> </table>		Name	Description	Areas	Areas	EvaluationTypes	EvaluationTypes	Exceptionality	Exceptionality	ExitReason	ExitReason	Gender	Gender	Languages	Languages	LeastRestEnv	LeastRestEnv	Race	Race	RecordOfAccess	RecordOfAccess	SpEdStatus	SpEdStatus	StaffStudentRelationship	Staff / Student Relationship	StaffType	StaffType	YesNo	YesNo	<table border="1"> <thead> <tr> <th>Code</th> <th>Name</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>AU</td><td>Audism</td><td>Audism</td></tr> <tr><td>DB</td><td>Deaf-Blind</td><td>Deaf-Blind</td></tr> <tr><td>DD</td><td>Developmental Delay</td><td>Developmental Delay</td></tr> <tr><td>EMD</td><td>Emotional Disability</td><td>Emotional Disability</td></tr> <tr><td>HI</td><td>Hearing Impaired</td><td>Hearing Impaired</td></tr> <tr><td>LS</td><td>Language/Speech Impaired</td><td>Language/Speech Impaired</td></tr> <tr><td>MD</td><td>Multiple Disabilities</td><td>Multiple Disabilities</td></tr> <tr><td>MR</td><td>Mental Retardation</td><td>Mental Retardation</td></tr> <tr><td>OHI</td><td>Other Health Impairment</td><td>Other Health Impairment</td></tr> <tr><td>OI</td><td>Orthopedic Impairment</td><td>Orthopedic Impairment</td></tr> <tr><td>SLD</td><td>Specific Learning Disability</td><td>Specific Learning Disability</td></tr> <tr><td>TBI</td><td>Traumatic Brain Injury</td><td>Traumatic Brain Injury</td></tr> <tr><td>VI</td><td>Visually Impaired</td><td>Visually Impaired</td></tr> </tbody> </table>			Code	Name	Description	AU	Audism	Audism	DB	Deaf-Blind	Deaf-Blind	DD	Developmental Delay	Developmental Delay	EMD	Emotional Disability	Emotional Disability	HI	Hearing Impaired	Hearing Impaired	LS	Language/Speech Impaired	Language/Speech Impaired	MD	Multiple Disabilities	Multiple Disabilities	MR	Mental Retardation	Mental Retardation	OHI	Other Health Impairment	Other Health Impairment	OI	Orthopedic Impairment	Orthopedic Impairment	SLD	Specific Learning Disability	Specific Learning Disability	TBI	Traumatic Brain Injury	Traumatic Brain Injury	VI	Visually Impaired	Visually Impaired
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- **Locations**: This editable code file is used in conjunction with *Student Services* to specify where the service will be provided. All codes in the *Code Desktop* are created/edited in the same manner. *Locations* are used in the *IEP W-2 Supplementary Aids and Services*, *Personnel Supports in Regular Education* form and the *IEP W-5 SCD Related Services and Special Factors* form.
  - o To add a new code click **Insert**. After entering a *Name*, *Description* and *Expiration Date*, click **OK** to save.
  - o To change an existing code, highlight the desired code and click **Change**. After making changes, click **OK** to save the changes.
  - o To delete an existing code, highlight the code and click **Delete**. Note: Any code that has already been assigned to students cannot be deleted.
- **Service Types**: Administrators may select this option to view the various service types available in STISETWeb. *Service Types* are used in the *IEP W-2* form.

- **Service Frequency Types:** Administrators may select this option to view the various service frequency types available in STISETWeb. These codes are used in the *IEP W-2* form.
- **Service Type Cross Ref:** Administrators may select this option to cross reference *Service Categories* with *Service Types*.
- **Goal Bank Set Up:** Administrators may select this option to set up Goal Bank information. This information is used in the *IEP W-3a* and *3b* forms.

The screenshot displays the 'Goal Bank Setup' interface, which is divided into two main sections: 'Goal Bank Type Information' and 'Goal Type Information'.

**Goal Bank Type Information:** This section contains a table with columns for 'Code', 'Description', and 'Strand'. The table lists various goal bank types such as ART I, ART II, ART III, ART IV, ART V, ART VI, BEGINNER BAND, Checklist Assessment, CLASSICAL BALLET, Communication/Interaction Curriculum, Compensatory Mathematics, Comprehensive Health, DANCE I, DANCE II, DANCE III, DANCE IV, DRAMATIC CRITICISM AND PERFORMANCE, Early Intervention Curriculum Based Assessment, and Extended Curriculum. Buttons for 'Insert', 'Change', and 'Delete' are visible on the left side of the table.

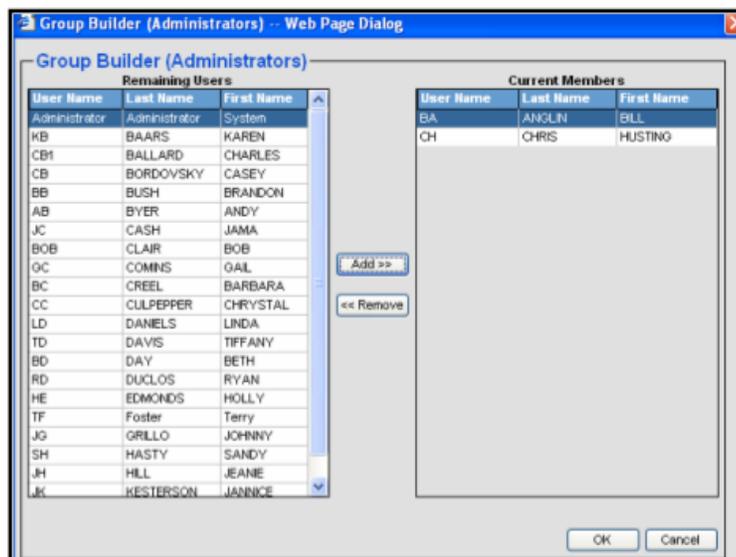
**Goal Type Information:** This section contains a table with columns for 'Grade Level', 'Description', and 'Strand'. It lists various goal types such as 'Analyze common characteristics of artworks through time and among cultural/ethnic groups to generate parallels', 'Compare and contrast works of art in terms of history, aesthetics, and culture', 'Compare the materials, technologies, media, and processes of the visual arts with those of other art disciplines', 'Create multiple solutions to specific visual art problems', 'Determine how artworks are created and how they relate their meaning to the historical and cultural contexts in which they were created', 'Determine how specific images and ideas originated and explain why they are important in works of art', 'Explore a variety of interpretations to understand and evaluate works of art', 'Explore various media, techniques, and processes to develop proficient skill, confidence, and sensitivity, and create works of art that communicate ideas that relate to the media, techniques, and processes used', 'Explore vocational and evocational potentials of the visual arts', 'Make connections between visual arts and other disciplines in the curriculum', 'Observe how artworks differ visually and functionally, and describe how these differences relate to history and culture', 'Practice safety and conservation in the use of tools, materials, and equipment in the classroom', 'Produce a work of art using cooperative learning', 'Review and utilize the organizational elements and principles to solve specific visual art problems', 'Use appropriate art vocabulary as works of art are discussed and created', 'Use organizational elements and principles to evaluate the effectiveness of a work of art. (C)', and 'Using subjects, symbols, and ideas, create works of art and compare the process to daily problem solving skills and processes'. Buttons for 'Insert', 'Change', and 'Delete' are visible on the left side of the table. A 'Benchmarks' button is also present at the bottom left of this section.

- To add a new *Goal Bank Type* code, click **Insert** on the left of the screen. After entering a *Code* and *Description*, click **OK** to save.
- To change an existing code, highlight the desired code and click **Change**. After making changes, click **OK** to save the modified information.
- To delete an existing code, highlight the code and click **Delete**. Note: The user cannot delete codes that have already been assigned to students.
- To add *Goal Type Information* codes, highlight the *Goal Bank Type* in the left column and then click **Insert** from the right column. After entering *Grade Level*, *Description* and *Strand*, click **OK** to save.
- *Goal Type Information* codes may be changed by clicking the **Change** button.
- *Goal Type Information* codes may be deleted by clicking the **Delete** button.
- Click the **Benchmarks** button to add Benchmark information to the selected *Goal Type*. The **Insert**, **Change** and **Delete** buttons operate the same on this screen as on previous screens.

## Security Desktop

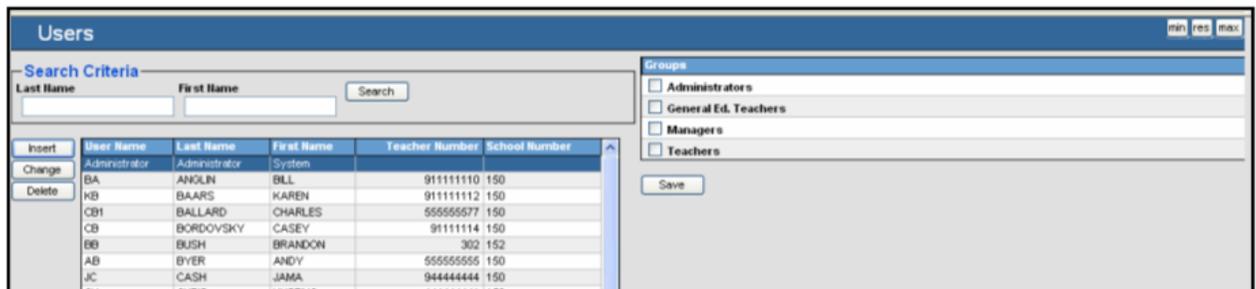
All user security rights are based on user *groups*, NOT individuals.

- **Groups:** To access this menu option from the menu tree click the plus sign beside *Security Desktop*; then click **Groups**. This menu option has a two-fold purpose.



- To create a new group, click **Insert**. After entering a name and description, click **OK**. For example, a group called *Counselors* may be created and then given access only to the referral form; or a group called *Psychometrists* could be given access only to the eligibility form. Users may be added to this group by highlighting the group name in the left box and clicking **Members**. At the next screen highlight any desired name(s), click **Add** and then click **OK**. Multiple names may be selected by holding down the *Ctrl* key while clicking on each name.
- Another purpose of the *Groups* menu is to add users to existing groups. To do this, highlight the name of the group in the left box; then click **Members**. Users may be added or removed by highlighting the desired name and clicking the appropriate option, either **Add** or **Remove**. Then click **OK** to save the changes.
- Four security groups come pre-installed with the software. It is recommended that these groups not be changed. Additional groups may be created to accommodate other security needs.
  - **Administrators:** Have full access to the software in all schools in the district.

- **General Ed Teacher:** Use of this group is optional. To activate this group, select **Utilities Desktop | System Files**. Checking *Create Gen Ed Caseload* automatically creates caseload assignments for Gen Ed teachers right after the Scheduled Student Update runs. This means that any General Ed teacher who teachers a Special Ed student will have view-only rights to the student's Special Ed record.
- **Managers** – Have full access to all menu items for their individual school. The only menu option this group does not have access to is the *Edit Permissions* menu. In other words, Managers have full control over student records in their school, but only their school (by default).
- **Teachers** – Have full access only to students on their caseload (by default).
- **Users:** To access this menu option from the menu tree, click the plus sign to the left of *Security Desktop*; then click **Users**. Previously created users may be displayed on the screen. This option allows users to be created from the *Employee File*. If security groups have been assigned, the group(s) will display in the right box as the user name is highlighted in the left box. To display all current users, click in the *Last Name* field, press the space bar once and then press the *Enter* key. (This three-step process will display any data type, such as students, staff members, codes, etc.).

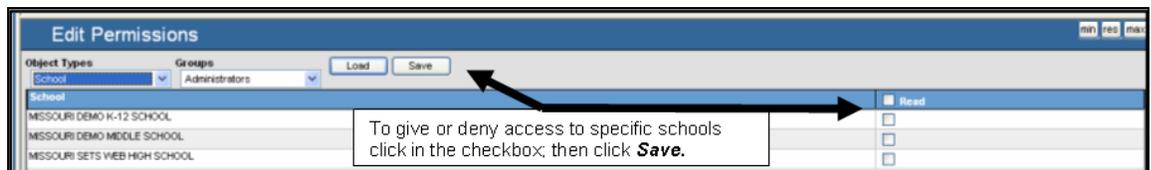


- **Insert:** Selecting this option allows creation of a new user. After clicking **Insert**, click the blue plus sign to locate a staff member from the Employee file. After highlighting the desired employee's name, click **OK**. Then enter the *User Name*, *Password*, and *Confirm Password*. Click **OK**, check the appropriate Group(s) in the box at right and then click **Save**.
- **Change:** Selecting this option allows a password to be changed.
- **Delete:** Selecting this option allows deletion of a user.
- **Effective Permissions:** To access this menu option from the menu tree, click the plus sign next to *Security Desktop*. The purpose of this menu option is to view permissions of a specific user. No changes are allowed on this screen.
  - **Object Types:** Click the down arrow to select an Object Type (*School*, *Form Type* or *Menu Item*).
  - **Groups:** Click the down arrow to select the desired Group.

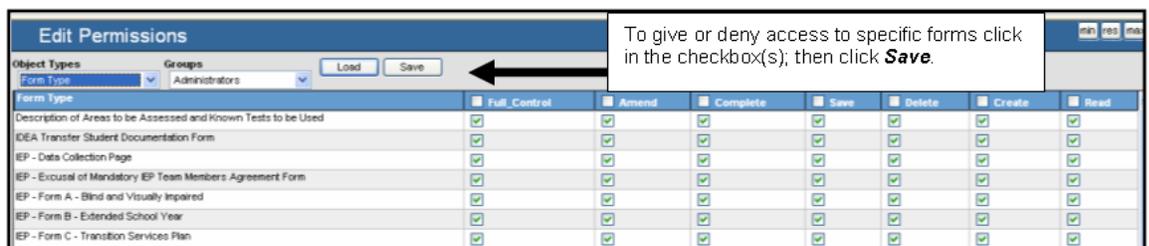
- **Load:** Click **Load** after the desired Group is selected to display that group's Effective Permissions.
- **Edit Permissions:** To access this menu option, from the menu tree click the plus sign next to *Security Desktop*. Only employees with Administrative rights may access this menu option. This option allows editing of rights/permissions for previously created Groups.



- **Object Types:** The three *Object Types* refer to different types of access options.
  - **School:** Displays all schools in your district, with the option to add or remove school(s) access for the selected *Group*.



- **Form Type:** Displays all forms with the option to add or remove access to any or all forms. Selecting the checkboxes at the top of each column controls the access options vertically. For example, clicking in the *Full Control* checkbox at the top of the first column grants full control over ALL forms. You may remove full access to a specific form by removing any of the individual checkboxes in the *Full Control* column. For example, if a group needs access only to the Referral Form, place a checkmark by that form in the *Full Control* column.



- **Menu Item:** Displays all the menu items that are listed in the menu tree on the left side of the screen, with the option to add or remove access to any menu option for the selected group.

**Edit Permissions**

Object Types: Menu Item | Groups: Counselors | Load | Save

To give or deny access to specific Menu Items click in the checkbox(s) by the desired item; then click **Save**.

Menu Item	Fullcontrol	Write	Read
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Caseload Assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Change Case Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child Count Desktop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Code Desktop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create Student Folder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete a Student	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
District Codes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit Permissions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effective Permissions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Process Desktop

- To access this menu option, click the plus sign next to the *Utilities Desktop*; then select *Process Desktop*. This menu provides a view of all processes contained in the software. No changes are allowed. As a particular process is highlighted in the left box, the right box displays all the forms contained in that process.

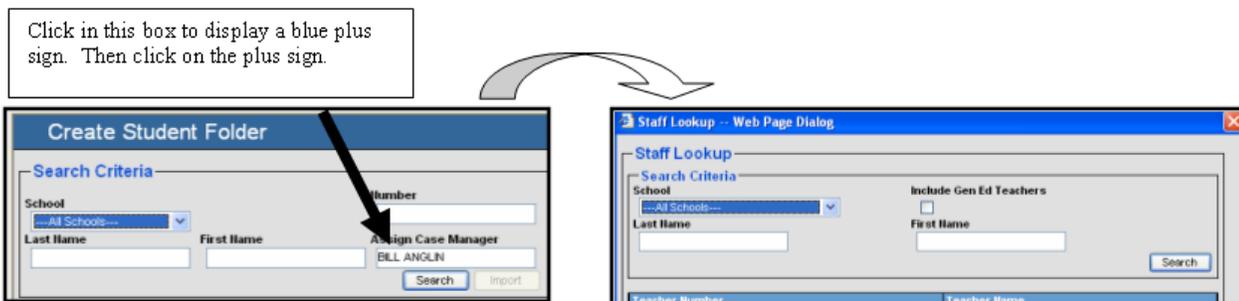
**Process Desktop** min res max

Processes			
Name	Pub	Description	Days
Behavior	<input checked="" type="checkbox"/>	Behavior	0
EP	<input checked="" type="checkbox"/>	EP	0
EP/Annual Review	<input checked="" type="checkbox"/>	EP/Annual Review	0
Initial Eligibility	<input checked="" type="checkbox"/>	Initial Eligibility	0
Initial IEP	<input checked="" type="checkbox"/>	Initial IEP	0
MEEDT	<input checked="" type="checkbox"/>	MEEDT	0
Out of State	<input checked="" type="checkbox"/>	Out of State	0
Reevaluation	<input checked="" type="checkbox"/>	Reevaluation	0

Forms in Selected Process				
Description	Min	Max	Sequence	Days
Manifestation Determination Review	0		1	
Notice of Suspension			2	
Meeting Attendees	0		3	

## Create Student Folder

- To access this menu option, click the plus sign next to the *Utilities Desktop*; then select **Create Student Folder**. A folder should be created to track all students who enter any phase of the Special Education process. The student folder houses dates to be monitored for compliance. These fields will auto-populate from forms that are completed in the program. Perform the following steps to create a student folder:
  - After selecting *Create Student Folder* from the menu tree on the left, the screen below will be displayed. The person logged into the program is by default automatically listed as the Case Manager. To change this default to the appropriate Case Manager click in the *Assign Case Manager* field to display the blue plus sign. Click on the plus sign to look up the desired staff member. Enter the last name of the staff member and click **Search**. Highlight the staff member's name and click **OK**.



- Enter the last name of the student in the *Last Name* field. Then click **Search**.

First Name	Last Name	Student Number	DOB	Grade	Gender	Race	ENI	VID	SGStatus
GREENE	AKERS	437710391	12/23/1982	11	M	B	09/02/1997		ACTIVE
PHIL	ARRUPP	423273472	02/08/1985	10	M	vW	09/02/1997		ACTIVE
MADISON	AVENUE	633243390	02/15/1986	9	F	vW	08/14/2000		ACTIVE
SHUN N.	AVOYDE	418150117	12/10/1982	12	F	B	09/02/1997		ACTIVE
GEORGIA	AVNMAMIND	420319193	03/11/1986	9	F	vW	09/02/1997		ACTIVE

**Import** Import

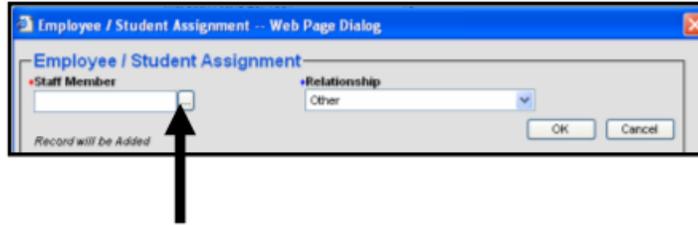
- After highlighting the name of the desired student, click **Import**.
- The student folder will be displayed. Now when the case manager of this student logs into the program, he/she will have full access to this student's record.

## Caseload Assignment

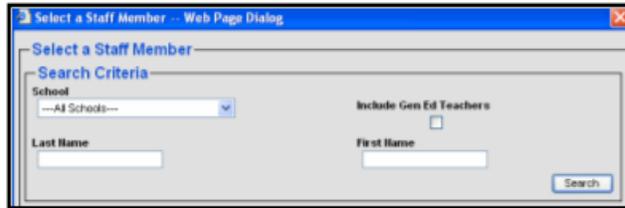
- To access this menu option, click the plus sign by *Utilities Desktop* and then select **Caseload Assignment**. The purpose of the *Caseload Assignment* section is to create the relationship(s) different staff members have to a particular student. The student listed at the top of the screen is the student you will be working with. A staff member may be associated with a student in multiple ways. For example, a Special Education teacher may also provide a related service for a child. All assignments are accomplished here except assignment of a Case Manager. This assignment is done in the folder.

Caseload Assignment <span style="float: right;">min res max</span>			
	Last Name	First Name	Relationship
Insert	DEAL	DUNNE	Psychometrist
Change	DRAWERS	CHESTER	Related Service Provider
Delete	Duck	Daffy	Speech Therapist

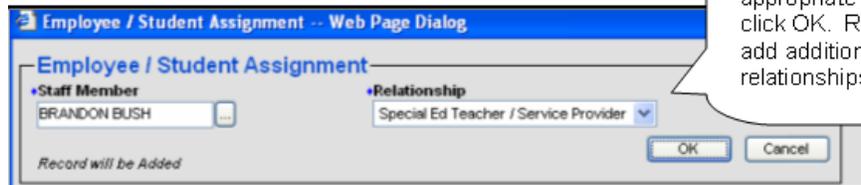
- Click **Insert** to add a staff member to the selected student's record.



- Click the ellipsis button to locate the desired staff member.



- Enter the last name of the staff member and select **Search**. Highlight the name of the desired staff member and click **OK**.



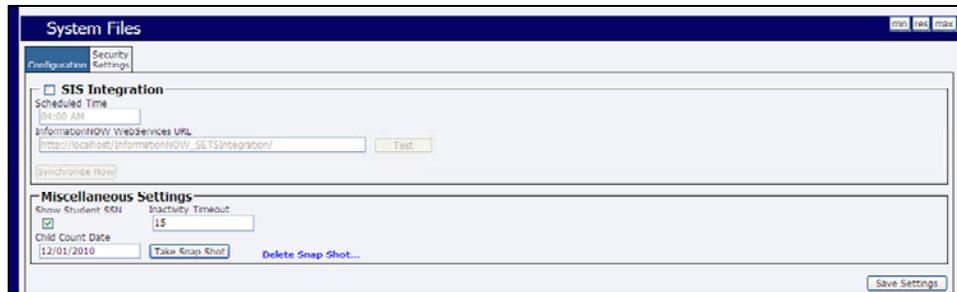
Click the down arrow to select the appropriate **Relationship**, then click OK. Repeat steps 1-3 to add additional employee relationships.

Caseload Assignment				min	res	max
	Last Name	First Name	Relationship			
Insert	DEAL	DUNNE	Psychometrist			
Change	DUNNE	CHESTER	Related Service Provider			
Delete	DUFFY	Daffy	Speech Therapist			

- **Change**: Selecting this option allows the user to change a staff member's relationship to the selected student.
- **Delete**: Selecting this option allows the user to delete a staff member from the selected student's Caseload Assignment.

## System Files

The *System Files* menu houses several options that enhance the operation of the software. To access this menu click the plus sign to the left of *Utilities Desktop*; then select *System Files*.

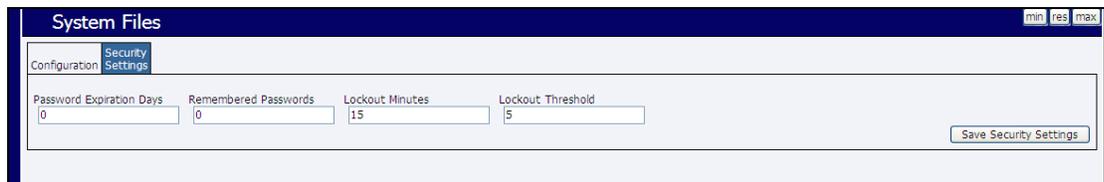


### Daily Student Update

- **Schedule Student Update:** Checking this option allows STISETSWeb student demographic data to be updated on a regular basis from the STIDistrict database.
- **Scheduled Time:** The user should enter the time as *HH:MM* [*a.m.* or *p.m.*]. For example: If 2:30 A.M. is entered, this would indicate that every morning at 2:30 a.m., the system will refresh the Special Education student information with the latest changes that occur in STIOffice (in correspondence with STIDistrict). The time entered here should always be AFTER the nightly STIOffice upload.
- **InformationNOW WebServices URL**
- **Synchronize Now:** Click this button to manually update the *InformationNOW* demographic data in STISETS.

### Miscellaneous Setting

- **Show Student SSN:** This allows for students' Social Security Numbers to be hidden (unchecked) or displayed (checked) within the STISETS.
- **Inactivity Timeout:** Inactivity Logout time may be set here, for up to 15 minutes. If no activity takes place in the software after the specified number of minutes, the software automatically logs the user out.
- **Child Count Date:** Enter the appropriate Child Count date in the Child Count Date field. Select the *Save Tab* feature to save the date in the program.
- **Take Snap Shot:** Selecting this icon creates a Snapshot of the Child Count Data.
- **Delete Snap Shot:** Click to delete a snap shot. The user will then be able to select the Child Count Snapshot to be deleted.



## Security Policy Settings

- If desired, an administrator may set restrictions on passwords.
  - **Password Expiration Days:** This allows for a password to expire in a given number of days. For increased system security, users may wish to set the system to require password modification every 30 to 90 days.
  - **Remembered Passwords:** This is a setting that allows several previously used passwords to be remembered. Users cannot use the same password once their password expires.
  - **Lockout Minutes:** This indicates the number of minutes for which a user may attempt to sign on. If a user tries unsuccessfully to log in for this amount of time, the system will lock that user's account. The user will then need to go to the administrator to have his/her account unlocked.
  - **Lockout Threshold:** This is the number of times a user may attempt to log in with an incorrect password. If a user tries unsuccessfully to log in for this number of times, the system will lock the user's account. The user will then need to go to the administrator to have his/her account unlocked.

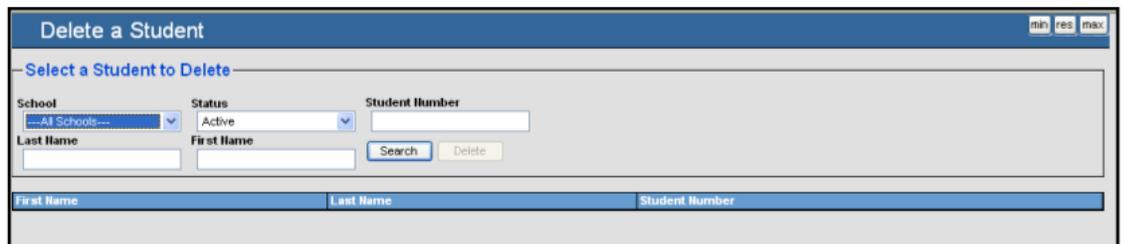
## Delete a Student

Occasionally it becomes necessary to delete a student. For example, a Special Education Folder may have been created by mistake for a student. Deleting a student from the STISETSWeb database does not delete the student from the STIDistrict database; the only record deleted is the student's Special Education Folder record.

---

Note: You may not delete any student who has completed Special Education forms. To access this menu, click the plus sign next to *Utilities Desktop*; then select **Delete a Student**.

---



The screenshot shows a web application window titled "Delete a Student". The window has a blue header bar with the title and window control buttons (min, res, max). Below the header, there is a section titled "Select a Student to Delete". This section contains several input fields and buttons:

- School:** A dropdown menu with "All Schools" selected.
- Status:** A dropdown menu with "Active" selected.
- Student Number:** A text input field.
- Last Name:** A text input field.
- First Name:** A text input field.
- Search:** A button.
- Delete:** A button.

Below the input fields, there is a table with three columns: "First Name", "Last Name", and "Student Number". The table is currently empty.

- Students may be searched by School, Status, Student Number, Last Name, or First Name.
- After the desired criteria have been entered, click **Search**.
- Highlight the name of the student to be deleted and click the **Delete** button on the lower right.
- After deletion, the program takes you back to the User Desktop.
- Remember, you have deleted the Folder record only, not the entire student record.

## Mass Assign

This utility is used to change relationships from one staff member to another. Typically it is used at the start of school or end of year when students are moving from schools or grades. This process is not looking at Active or Inactive Special Ed students; it looks at all Special Ed students. Two steps are used to complete this process. The user must first decide which students are to be moved from their current teachers. Secondly, the user should decide which teacher will receive these students. To mass-move a caseload or relationship, the following steps are necessary:

The screenshot shows the 'Mass Caseload Assignment' interface. It is divided into three main sections:

- Find Students:** This section contains search criteria. It includes a 'School' dropdown menu (set to '---All Schools---'), a 'Grade' dropdown menu, a checkbox for 'Exceptionality', a dropdown for 'Having', and a checkbox for 'LRE'. There are also input fields for 'Staff' and 'Relationship' under the 'Having' section. A 'Search' button and an 'Un-Assign' button are located at the bottom right of this section.
- Assign To:** This section contains a 'Staff' dropdown menu and a 'Relationship' dropdown menu (set to 'Please select...'). An 'Assign' button is located at the bottom right of this section.
- Hide Processed:** This section contains a checkbox and a table with the following columns: Student Number, Student Name, Grade, LRE, Exceptionality, Case Manager, and Processed.

- In *Find Students*, you may search: School, Grade, LRE and/or Exceptionality for the students to be moved.
- An advanced search option is available on the right side of the screen called *Having*. This is an ideal tool for instances when a teacher's entire caseload is to be moved to another teacher. In the *Having* search, you may search for the staff member currently servicing the student and what relationship that staff member has to the student.
- Once you have fulfilled the search criteria, click the **Search** button.
- Notice there is one more search option called *Assign To*. Use this feature to define the staff member to whom the selected students are to be assigned. The relationship must be defined as well. **DO NOT** click **Assign** at this point.
- Select the student(s) from the search box at the bottom of the screen. When the box(es) beside the appropriate student(s) have been checked, click **Assign**.
- Continue this process until all students have been moved to the appropriate staff member.

## Archive Students

This feature is provided to allow users to file away students who are no longer receiving services in a district. Since school districts are required to retain student files for several years after the students leave, the archive feature eliminates the need to perform daily routines on these student records. The Archival process is typically an End of Year procedure. The basic action performed during this process is the selection of students followed by the mass-exiting of the selected students.

---

Note: To select multiple students, hold down the *Shift* key on the keyboard and click each one. Also note that Archiving automatically changes the Exit Reason. Archiving does NOT change the status of the student folder.

---

- First search the students as done previously.
- Check the *non-STIOffice* checkbox to select students who are not in STIOffice Program.
- Click **Search** to continue.
- Continue to the *Archive Students* box. Select the *Exit Reason*. The *Exit Date* displays the current date.
- Check the box next to each applicable student's name.
- After all students have been selected, click **OK**.

### ***Un-Archive Students***

This utility is used to bring students back from Archived status. It is recommended that this procedure only be used as the Special Education director has outlined within your district.

- First locate the students to Un-Archive.
  - Select the appropriate school and grade.
  - Enter several letters of the student's last name and/or first name to search.
- Click in the checkbox to un-archive a student or click in the checkbox to the right of Un-Archive to select all students. To select multiple checkboxes, hold down the *Shift* key on the keyboard as you check each box.
- After all boxes have been selected, click the **Un-Archive** button to the right of the search results field.

## Critical Student Information

This tool should only be used by a System Administrator. Since this tool allows the user to change STISETSWeb information to match the same information in STIOffice, the person making the changes must verify the information in STIOffice before making any changes in STISETSWeb. **WARNING:**

- Before changing student information, please make sure you are authorized to do so.
- Make sure the data is correct in STIOffice.
- Any changes made may get changed back on nightly update.
- If you are unsure of the consequences and/or the use of this form, please contact STI Support.

**Critical Student Information** min res max

**WARNING:**  
1. When changing Student Information please make sure you are authorized to do so.  
2. Make sure the data is correct in STI-Office.  
3. Any changes made may get changed back on Nightly Update.  
4. If you are unsure of the consequences and/or the use of this Form, please contact STI Support.

**Student**  
MARCUS ABSENT

**Current Student Number**  
111-333333

**Current School**  
ARIZONA K-12 DEMO SCHOOL

**Current First Name**  
MARCUS

**Current Last Name**  
ABSENT

**Current Social Security Number**  
111-33-3333

**Current Phone Number**  
844-0884

**Current Date of Birth**  
11/04/2001 12:00:00 AM

**Current Gender**  
M

**Current Ethnicity**  
1

**New Student Number**  
111333333

**New School**  
ARIZONA K-12 DEMO SCHOOL

**New First Name**  
MARCUS

**New Last Name**  
ABSENT

**New Social Security Number**  
111-33-3333

**New Phone Number**  
844-0884

**New Date of Birth**  
11/04/2001

**New Gender**  
Male

**New Ethnicity**  
CODE UNAVAILABLE (1)

OK

## Change Case Manager

To access this menu, click the plus sign to the left of *Student Desktop*. This option allows the user to change a student's Case Manager. Only users with *Administrative* or *Manager* rights will have this option.

- To change a Case Manager, begin by selecting a student.
- Select **Student Desktop | Change Case Manager**. After selecting this menu option, the user may search by *School*, *Last Name* or *First Name*. Enter the desired criteria and click **Search**.
- Once the desired employee name is highlighted, click **Select**.

**Change Case Manager** min res max

Select the new Case Manager

**School** Last Name First Name Search Select

---All Schools--- a

Teacher Number	First Name	Last Name
	System	Administrator
*****1110	BEL	ANGLIN
*****1116	AVANT	ANNA

After highlighting the desired employee, click **Select**.

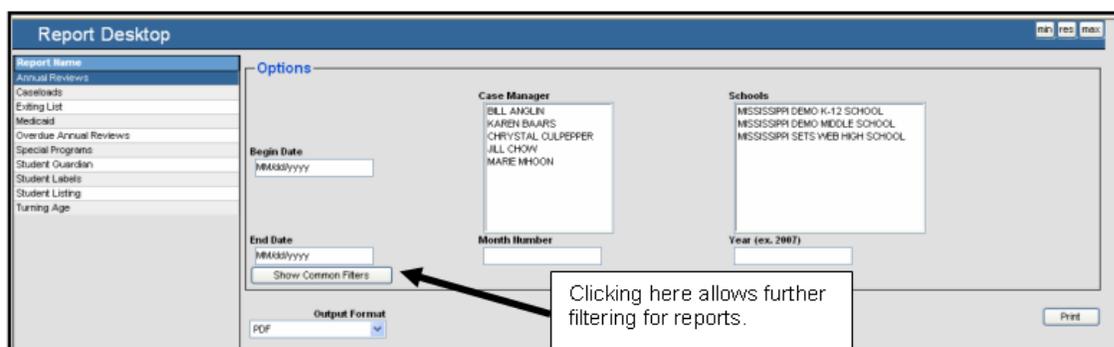
---

## Report Desktop

A variety of reports are pre-loaded in the program. Adobe Acrobat Reader (a free download) is required for report generation. Only users with *Manager* or *Administrative* rights will have access to this menu. The difference in this menu and the one with the same name under Student Desktop is this Reports menu allows listing of all students in an entire school or district, whereas the Reports menu under Student Desktop only allows reporting for students on a particular teacher's caseload.

### Reports

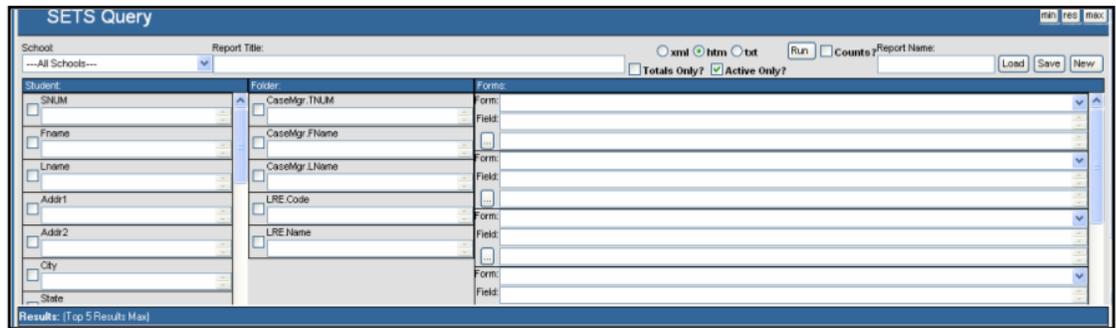
To access this menu option click the plus sign by *Reports Desktop* from the menu tree at left; then select *Reports*.



- Highlight the desired report on the left side of the screen.
- If appropriate, select filter *Options*.
- Click the down arrow to select the *Output Format*.
  - **PDF** brings up Acrobat Reader.
  - **RTF** brings up Microsoft Word.
  - **XLS** brings up Excel Spreadsheet.
- Click **Print** to preview the report before printing.

### Sets Query

This is the area designed to allow Administrators and Managers to build reports based on school-wide or district-wide listings. There is also a *SETS Query (Caseload)* that allows teachers to build the same custom reports for students on their caseloads. While the query is being built, a display of the report organization will appear at the bottom of the STISETS Query screen. This allows users to see how the report will be laid out. All reports generated from *Sets Query* are live reports, meaning you may click on any student's name on the print preview screen and that student's folder will display. The following information will guide users through creating a report. Our example report will list all students whose IEP specifies that they will take the Biology Assessment. The report will also include Last Name, First Name, Grade, Gender, Age and Race.

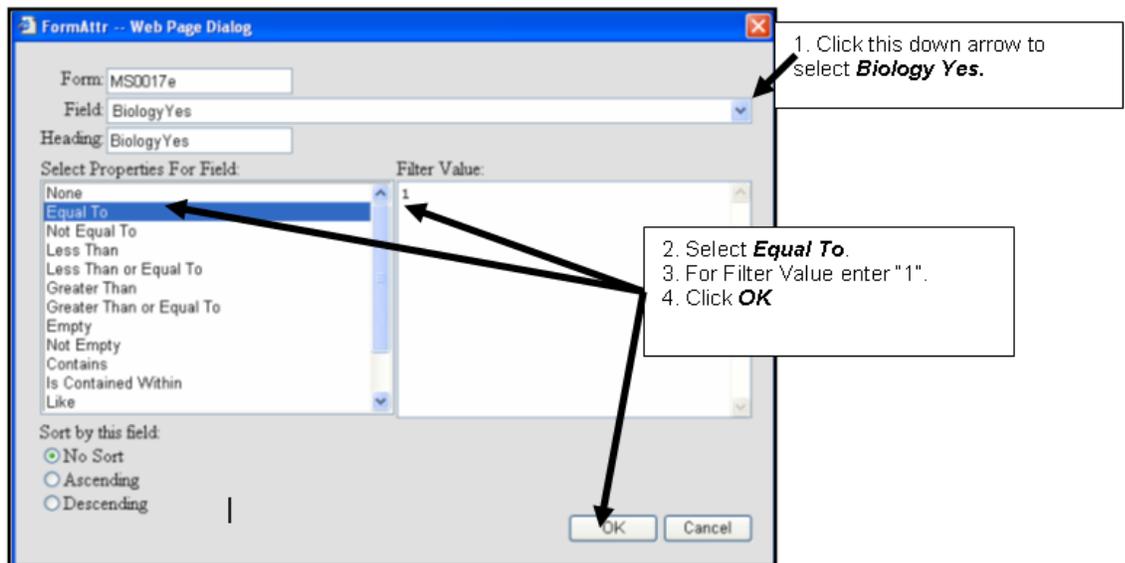
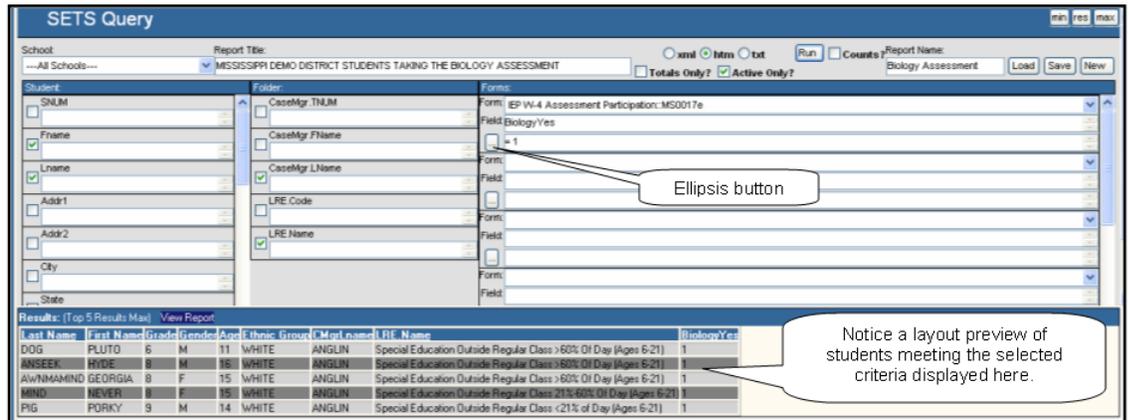


- **School:** The user may select from the drop-down list the particular school for which one is attempting to build a report. The user may also select the *All Schools* option to build a report.
- **Report Title:** A report title may be entered in the appropriate text field. Our example title will be *Mississippi Demo District Students Taking the Biology Assessment*.
- **Xml, Htm, Txt:** Choose the format in which the report will be generated by clicking the desired bullet box next to the *Xml* (used for trouble-shooting); *Htm* (Web page format); or *Txt* (text format) headings. Our example will be in *Htm* format.
- **Totals Only:** Selecting this checkbox will yield a report generating totals only.
- **Active Only:** Selecting this checkbox will yield a report including active students only.
- **Counts:** Selecting this checkbox will display counts at the bottom of the screen based on the criteria selected.
- **Report Name:** Use this text box to name the file and load or save it.
- **Run:** Click this button when you are ready to run the report.
- **Load:** Selecting this option allows the user to load a previously saved report.
- **Save:** Selecting this option saves the report
- **New:** Selecting this option clears all fields, preparing the screen for a new report.

There are three headings which contain a myriad of text fields and drop-down boxes the user may apply to the report.

- **Student Fields:** Enter data in the desired text fields to include information pertaining to the *Student Fields* in the report. Select the check box to include the information in the report. Our example query will include Last Name, First name, Grade, Gender, Age, and Race.
- **Folder Fields:** Enter data in the desired text fields to include information pertaining to the *Special Ed. Fields* in the report. Select the checkbox to include the information in the report. Our sample report will include Case Manager Last Name and LRE Name.

- **Form Fields:** Enter data in the desired text fields to include information pertaining to the *Form Fields* in the report. Select the check box to include the information in the report.
  - **Form:** Click the down arrow to select a specific form. For our example, select **IEP W- 4 Assessment Participation**.
  - **Field:** Click the Ellipsis button to display the dialog box for selecting form criteria. For our example, select:



- **Run:** Click this icon to run the report. The resulting report is shown below. Selecting *Group Break* allows grouping by grade, teacher, school, etc.

SETS Query

School: ---All Schools--- Report Title: MISSISSIPPI DEMO DISTRICT STUDENTS TAKING THE BIOLOGY ASSESSMENT

Form: EP W-4 Assessment Participation: MS0017a

Field: Biology/Yes

Form: = 1

Field:

Form:

Field:

Form:

Field:

Form:

Field:

Form:

Field:

Results: (Top 5 Results Max) View Report

Last Name	First Name	Grade	Gender	Age	Ethnic Group	CMgr LName	LRE Name	BiologyYes
DOG	PLUTO	6	M	11	WHITE	ANGLIN	Special Education Outside Regular Class >60% Of Day (Ages 6-21)	1
ANSEEK	HYDE	8	M	16	WHITE	ANGLIN	Special Education Outside Regular Class >60% Of Day (Ages 6-21)	1
AWNAMAMIND	GEORGIA	8	F	15	WHITE	ANGLIN	Special Education Outside Regular Class >60% Of Day (Ages 6-21)	1
MIND	NEVER	8	F	15	WHITE	ANGLIN	Special Education Outside Regular Class 21%-60% Of Day (Ages 6-21)	1
PIG	PORKY	9	M	14	WHITE	ANGLIN	Special Education Outside Regular Class <21% of Day (Ages 6-21)	1

**MISSISSIPPI DEMO DISTRICT STUDENTS TAKING THE BIOLOGY ASSESSMENT**

Last Name	First Name	Grade	Gender	Age	Ethnic Group	CMgr LName	LRE Name	BiologyYes
DOG	PLUTO	6	M	11	WHITE	ANGLIN	Special Education Outside Regular Class >60% Of Day (Ages 6-21)	1
ANSEEK	HYDE	8	M	16	WHITE	ANGLIN	Special Education Outside Regular Class >60% Of Day (Ages 6-21)	1
AWNAMAMIND	GEORGIA	8	F	15	WHITE	ANGLIN	Special Education Outside Regular Class >60% Of Day (Ages 6-21)	1
MIND	NEVER	8	F	15	WHITE	ANGLIN	Special Education Outside Regular Class 21%-60% Of Day (Ages 6-21)	1
PIG	PORKY	9	M	14	WHITE	ANGLIN	Special Education Outside Regular Class <21% of Day (Ages 6-21)	1
SAM	YOSEMITE	10	M	14	WHITE	ANGLIN	Special Education Outside Regular Class <21% of Day (Ages 6-21)	1
BUNKER	EDITH	11	M	16	BLACK	ANGLIN	Special Education Outside Regular Class 21%-60% Of Day (Ages 6-21)	1
FAYETTE	BOY	12	M	18	WHITE	MHOON	Special Education Outside Regular Class 21%-60% Of Day (Ages 6-21)	1
GENEVA	BOY	12	M	17	WHITE	MHOON	Special Education Outside Regular Class <21% of Day (Ages 6-21)	1

Total: 9

## Sets Query (Caseload)

Unlike the previous Sets Query, this query is designed to build user-defined reports based ONLY on an employee's caseload. An employee who has been assigned a security role of *Teacher* will use this report option after login.

Since the functionality of *Sets Query (Caseload.)* is the same as *Sets Query*, the user may refer to the *SETS Query* section of this guide.

## Saving and Loading Queried Reports

- After a report has been created using SETS Query, the report may be saved and loaded for use again. The following steps demonstrate how to save and load the report.
- After running the report and closing the print preview screen, select **Save**.

SETS Query

School: ---All Schools--- Report Title: MISSISSIPPI DEMO DISTRICT STUDENTS TAKING THE BIOLOGY ASSESSMENT

xml | htm | txt Run Counts? Report Name: Biology Assessment Load Save New

Totals Only? Active Only?

Student	Folder	Forms
SNUM	CaseMgr.TNUM	Form: EP W-4 Assessment Participation: MS0017e
Frame	CaseMgr.FName	Field: Biology/Yes
Lname	CaseMgr.LName	Form: = 1
Addr1	LRE Code	Field:
Addr2	LRE Name	Form:
City		Field:
State		Form:

Results: (Top 5 Results Max) View Report

Last Name	First Name	Grade	Gender	Age	Ethnic Group	AMail Name	RF Name	Biology/Yes
DOG	PLUTO	6	M	11	WHITE	ANGLIN	Special Education Outside Regular Class >60% Of Day (Ages 6-21)	1
ANSEEL	HYDE	8	M	16	WHITE	ANGLIN	Special Education Outside Regular Class >60% Of Day (Ages 6-21)	1
AWNMAMIND	GEORGIA	8	F	15	WHITE	ANGLIN	Special Education Outside Regular Class >60% Of Day (Ages 6-21)	1
MIND	NEVER	8	F	15	WHITE	ANGLIN	Special Education Outside Regular Class >15-60% Of Day (Ages 6-21)	1
PIG	PORKY	9	M	14	WHITE	ANGLIN	Special Education Outside Regular Class <21% of Day (Ages 6-21)	1

- Select whether this report will be *Public* (meaning other employees may access this report) or *Private* (meaning only the person who created this report has access).

SaveQuery -- Web Page Dialog

Public  
 Private

Query Name: Biology Assessment

Description: List of Mississippi Demo District students taking

OK Cancel

Enter a **Query Name** and *Description* (optional); then click OK.

- The report has been saved for future use. To load this saved query, click **Load**. After loading, this report is ready for previewing/printing.

SETS Query

School: ---All Schools--- Report Title: MISSISSIPPI DEMO DISTRICT STUDENTS TAKING THE BIOLOGY ASSESSMENT

xml | htm | txt Run Counts? Report Name: Biology Assessment Load Save New

Totals Only? Active Only?

Student	Folder	Forms
SNUM	CaseMgr.TNUM	Form: EP W-4 Assessment Participation: MS0017e
Frame	CaseMgr.FName	Field: Biology/Yes
Lname	CaseMgr.LName	Form: = 1
Addr1	LRE Code	Field:
Addr2	LRE Name	Form:
City		Field:
State		Form:

Results: (Top 5 Results Max) View Report

Last Name	First Name	Grade	Gender	Age	Ethnic Group	AMail Name	RF Name	Biology/Yes
DOG	PLUTO	6	M	11	WHITE	ANGLIN	Special Education Outside Regular Class >60% Of Day (Ages 6-21)	1
ANSEEL	HYDE	8	M	16	WHITE	ANGLIN	Special Education Outside Regular Class >60% Of Day (Ages 6-21)	1
AWNMAMIND	GEORGIA	8	F	15	WHITE	ANGLIN	Special Education Outside Regular Class >60% Of Day (Ages 6-21)	1
MIND	NEVER	8	F	15	WHITE	ANGLIN	Special Education Outside Regular Class >15-60% Of Day (Ages 6-21)	1
PIG	PORKY	9	M	14	WHITE	ANGLIN	Special Education Outside Regular Class <21% of Day (Ages 6-21)	1

# User Desktop

In the STISETSWeb *User Desktop* users will see their caseloads populating the *Student Number, Last Name, First Name, Relationship, LRE, Special Education Status, Exceptionality, School, DOB, Age, Gender, Race* and *Grade* fields. When an employee with teacher rights logs in to the program, the opening screen displays the *User Desktop*. A user's caseload consists of students who are associated by way of case management, Special Education service and/or related service.

When the user opens the program, the student demographic section of the screen will not be populated with data until a student is selected. After a student is selected, not only is that student's information displayed at the top of the screen, but all Special Education processes that have been assigned to the student will be displayed. The screen has been prepared for working with the student's forms, like a canvas ready for painting.

The screenshot displays the 'User Desktop' interface for a selected student, Aaron, Michael E. The top section shows demographic details for the selected student, including Student ID (11111111), School Name (MISSISSIPPI DEMO K-12 SCHOOL (123)), and various status fields. Below this is a 'Record of Access' table listing caseloads with columns for Student Number, Student Name, Relationship, LRE, Special Education Status, Exceptionality, School, DOB, Age, Sex, Race, and Grade. A 'Process' button is visible at the bottom right of the interface.

**Demographic Section for Selected Student**

**Record of Access**

**Process Folder**

Student Number	Student Name	Relationship	LRE	Special Education Status	Exceptionality	School	DOB	Age	Sex	Race	Gr
11111111	MICHAEL AARON	CASE MANAGER	Special Education Outside Regular Class <21% of Day (Ages 6-21)	Active		MISSISSIPPI DEMO K-12 SCHOOL	05/01/99	10 M	W		2
22286777	ABDULLA ABDONDOTTA	CASE MANAGER	Special Education Outside Regular Class <21% of Day (Ages 6-21)	Active	OIE	MISSISSIPPI DEMO MIDDLE SCHOOL	03/28/99	16 F	W		6
12002012	FALLON ANSEL	CASE MANAGER	Special Education Outside Regular Class 21% of Day (Ages 6-21)	Active	SLD	MISSISSIPPI DEMO MIDDLE SCHOOL	10/21/99	14 F	W		7
21111144	RYDE ANSEBY	CASE MANAGER	Special Education Outside Regular Class <40% of Day (Ages 6-21)	Active	LS	MISSISSIPPI DEMO MIDDLE SCHOOL	07/11/99	16 M	W		6
22222229	BLAIR OUT ANSHERS	CASE MANAGER	Special Education Outside Regular Class 21% of Day (Ages 6-21)	Active	SLD	MISSISSIPPI DEMO MIDDLE SCHOOL	06/06/99	15 M	B		7
21111123	GEORGIA AMMMAMIND	CASE MANAGER	Special Education Outside Regular Class <40% of Day (Ages 6-21)	Active	EMD	MISSISSIPPI DEMO MIDDLE SCHOOL	10/04/99	15 F	W		8
55400000	JOHANN BACH	CASE MANAGER	Special Education Outside Regular Class <40% of Day (Ages 6-21)	Active		MISSISSIPPI DEMO K-12 SCHOOL	11/23/99	11 M	W		4
30000007	MARCY BEAUCCOU	CASE MANAGER	Special Education Outside Regular Class 21% of Day (Ages 6-21)	Active		MISSISSIPPI DEMO MIDDLE SCHOOL	08/28/99	15 F	W		7
10000000	SPONGE BOB	CASE MANAGER	Special Education Outside Regular Class <40% of Day (Ages 6-21)	Active		MISSISSIPPI DEMO K-12 SCHOOL	12/11/00	4 F	W		99
22288899	ALTA BOY	CASE MANAGER	Special Education Outside Regular Class <40% of Day (Ages 6-21)	Active		MISSISSIPPI DEMO MIDDLE SCHOOL	11/18/99	14 M	W		7
22444455	FLORA BUNDA	CASE MANAGER	Special Education Outside Regular Class <40% of Day (Ages 6-21)	Active		MISSISSIPPI DEMO MIDDLE SCHOOL	08/11/99	14 F	W		7
55999999	EDITH BUNNER	CASE MANAGER	Special Education Outside Regular Class <21% 60% of Day (Ages 6-21)	Active	OI	MISSISSIPPI DEMO K-12 SCHOOL	08/15/99	16 M	B		11
11122444	BUGG BUNNY	CASE MANAGER	Special Education Outside Regular Class <40% of Day (Ages 6-21)	Active		MISSISSIPPI DEMO K-12 SCHOOL	12/06/00	4 M	A		99
34000000	BIGD CLOWN	CASE MANAGER	Special Education Outside Regular Class <40% of Day (Ages 6-21)	Active		MISSISSIPPI DEMO K-12 SCHOOL	11/06/00	4 M	B		99
12000014	PLUTO DOG	CASE MANAGER	Special Education Outside Regular Class <40% of Day (Ages 6-21)	Active	EMD	MISSISSIPPI DEMO MIDDLE SCHOOL	10/16/99	11 M	W		6
99999999	DANEY DUOK	CASE MANAGER	Special Education Outside Regular Class <40% of Day (Ages 6-21)	Active		MISSISSIPPI DEMO K-12 SCHOOL	04/09/00	4 F	B		99
21111132	DIS GRACE	CASE MANAGER	Special Education Outside Regular Class <40% of Day (Ages 6-21)	Active		MISSISSIPPI DEMO MIDDLE SCHOOL	10/04/99	15 F	W		9
22222222	ARNKOF HAMMAR	CASE MANAGER	Special Education Outside Regular Class 21% 60% of Day (Ages 6-21)	Active		MISSISSIPPI DEMO MIDDLE SCHOOL	04/17/99	14 M	W		7
30000009	NEVER MIND	CASE MANAGER	Special Education Outside Regular Class <40% of Day (Ages 6-21)	Active	SLD	MISSISSIPPI DEMO MIDDLE SCHOOL	06/21/99	15 F	W		6
30422222	MOKEY MOUSE	CASE MANAGER	Special Education Outside Regular Class <21% of Day (Ages 6-21)	Active		MISSISSIPPI DEMO K-12 SCHOOL	05/15/99	14 M	W		6
20100000	PORKY PIG	CASE MANAGER	Special Education Outside Regular Class <21% of Day (Ages 6-21)	Active	SLD	MISSISSIPPI DEMO K-12 SCHOOL	10/23/99	14 M	W		9
48888888	YOSEMITE SAM	CASE MANAGER	Special Education Outside Regular Class <21% of Day (Ages 6-21)	Active	EMD	MISSISSIPPI DEMO K-12 SCHOOL	05/18/99	14 M	W		10

- To select a student, double-click on the student's name.
- Record of Access:** This is a convenient feature that was added to track persons who access a student's record. When anyone other than the *Case Manager* accesses a student's record, it is automatically logged here. Clicking **Insert** allows the user to log other persons accessing the record.

Last Name	First Name	Viewer Category	Date	Signature
ANGLIN	BLL	Local Education Agency Representatives*	07/14/2006	
ANGLIN	BLL	Local Education Agency Representatives*	07/13/2006	

- **Processes:** Clicking here allows the user to access any Processes assigned to the selected student.
- **Folder:** Clicking here allows quick access to the selected student's folder.

## Student Desktop

Because the *Student Desktop* houses student records, Special Education teachers maintain those records here. This area of the software is essentially the teacher's work place. Since all processes and the forms necessary for completion in each process are housed in this area, teachers can track Special Education students as they move from referral to eligibility to IEP development.

## Student Folder

Housing the most current date information on students, this feature is accessed by clicking the plus sign to the left of *Student Desktop*; then selecting *Student Folder*. The student folder houses dates to be monitored for compliance. These fields will auto-populate from forms that are completed in the program.

### Basic tab

- **Status:** Click the down arrow to select a status of Active, Contracted, Delete, Inactive, In-State, Not Eligible, Referred, Out-of State or Referred.
  - *Active* refers to all students currently receiving Special Education services.
  - *Active/Referred* refers to all students who are currently receiving Special Education Services but are being referred for another reason.
  - *Contracted* refers to students who services are contracted.

- *Delete* refers to students whose status is *Delete*.
- *Direct* refers to all students whose services are provided directly in the Special Education classroom.
- *Inactive* refers to all students who have left the school/LEA.
- *In-Direct* refers to students whose services are provided in the general education classroom.
- *Not Assigned* refers to students who have not been assigned a status category.
- *Not Eligible* refers to all students who have been determined not eligible for Special Education services.
- *Referred* refers to students who have been referred but not yet determined eligible for Special Education services.
- **Teacher of Record:** The name of the teacher who will be responsible for maintaining this student's Special Education record will be displayed in this field.
- **Exceptionalities:** Click this link to enter the student's exceptionality(s)
- **LRE:** Click the down arrow to select the student's Least Restrictive Environment.
- **Primary Language:** Click the down arrow to select the student's Primary Language.
- **Date Enrolled in District for Special Ed Services:** Enter the most current date the student began receiving Special Ed services in your district. (Note: This date is NOT the student's attendance enrollment date.)
- **Initial Placement Date:** Enter the student's Initial Placement Date.
- **Temporary Services:** Enter the date on which the student was placed on Temporary Services if applicable.
- **Developmental History:** Enter the Developmental History date.
- **School SAT:** Enter the School SAT date.
- **DSAT:** Enter the DSAT date.
- **Referral Date:** Enter the student's Date of Referral.
- **Parent Rights:** Enter the most current date Parent Rights were explained/issued.
- **Request for Due Process:** Enter the Request for Due Process Date if applicable.
- **Date of Eligibility:** Enter the date eligibility was determined.
- **Re-Evaluation Date:** After the Date of Eligibility is entered, the software automatically calculates the Re-Evaluation Date, three years minus one day.
- **IEP Begin Date:** Enter the IEP Begin Date.
- **IEP Annual Review Date:** Enter the IEP Annual Review Date.

- **Instructional Intervention Documentation:** Enter the appropriate date.
- **Elementary/Secondary Teacher Narrative:** Enter the appropriate date.
- **Parent Invitation to LSC Meeting:** Enter the appropriate meeting date.
- **Notice of Initial Evaluation:** Enter the appropriate date.
- **Psychological Report Date:** Enter the appropriate date.
- **Psychological Report Date Expires:** After the Psychological Report Date is entered, the software automatically calculates this date as three years minus one day.
- **Date:** Enter the date on which the student enrolled in Special Education.

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This training guide does not list an explanation of appropriate information that should be entered in each field. These procedural questions should be directed to your Special Education Director.

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### **Basic Continued tab**

The following screen displays information from the *Basic Continued* tab in the folder.

The screenshot shows a software window titled "Student Folder" with a "Basic Continued Tab" selected. The interface includes several sections with checkboxes and text input fields:

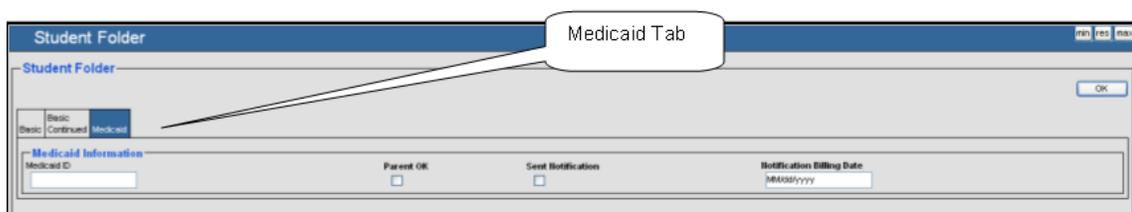
- Other Programs:** Homeless, ESY, ESL, Migrant, ESS. Includes a dropdown for "Enrollment School" and a checkbox for "Responsible Division".
- Resourced?:** Resourced, Self-Contained, Classroom Observation, Student Representative, Student Representative Relation, Consideration of Specific Learning Disability, Parent Invitation to Eligibility Determination Conference, Notice of Eligibility Decision (Not Eligible), Notice of Committee Meeting, Notice of Change in Placement, Service Plan, Notice of Response to Authority Requested by Parent, and another Service Plan field.
- User Defined Evaluation:** Type of Evaluation, Date, Days to Expire, Expires, Cell Program Description, and Cell School Date.

- **Other Programs:** Click to checkmark appropriate program.
  - Homeless
  - ESY=Extended School Year
  - ESL=English as a second language
  - Migrant
  - ESS=Extended School Services)
- **Resourced:**
  - Resourced: Click to checkmark whether the student is Resourced.

- Self-Contained: Click to checkmark whether the student is Self-Contained.
- Student Representative: Enter the name of the Student Representative.
- Student Representative Relation: Enter the relationship of the student representative.
- Enter the remainder of date field information as appropriate.
- **User Defined Evaluation:**
  - Type of Evaluation – Click the down arrow to select the Type of Evaluation.
  - Date – Enter the appropriate date of the evaluation.
  - Days to Expire – Enter the number of days the evaluation will expire.

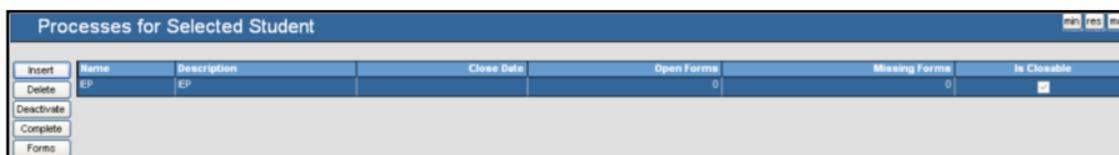
### Medicaid tab

Select appropriate information on the *Medicaid* tab.



### Process Manager

This feature allows the user to view and manage all processes assigned to a student. A process is defined as a group of forms that should be completed in a specified period of time. There are five buttons located on the left side of this screen. Working on all forms follows the same procedure. To access the *Process Manager*, click the plus sign beside *Student Desktop*, then click **Process Manager**. Generation of the IEP form will be used as an example.

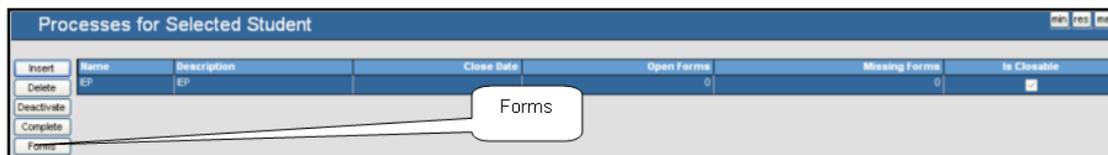


- **Insert** allows the user to attach a new process to a student.
- **Delete** allows the user to delete a process from a student's file if no forms have been completed in that process.
- **Deactivate** allows the user to delete a process. You may deactivate a process with open or completed forms, but **BE CAUTIOUS** in using this option. **THIS PROCESS IS IRREVERSIBLE!** Once a record is deactivated, it writes that a process has been deactivated to the *Record of Access*. Only users with *Manager* rights have access to deactivate a process.

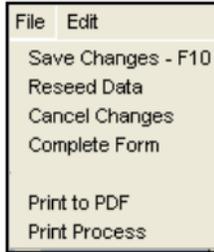
- **Complete** allows the user to finalize a process AFTER all required forms have been completed. After a process has been completed, the description of the **Complete** button changes to **Re-Open**.
- **Re-open** allows a user to return to forms or processes that have been previously completed.
- The **Forms** button will display all forms that are associated with the highlighted process. When this button is selected, the forms will appear on the left side of the screen.

### Generating an IEP

- **Selecting a Student:** From the *User Desktop*, select a student by double-clicking on the student's name.
- **Assigning a Process:** Select **Insert** from the *Process Manager* menu.
  - The next screen provides a drop-down list displaying all processes.
  - Click the drop down arrow and select **IEP**.
  - Then click **OK**.
- **Locating the Forms in the IEP Process:** After highlighting the *IEP Process*, click the **Forms** button at the lower left to display all forms contained in this process.



- **Working on Forms in the IEP Process:** All forms required in the IEP Process will be displayed on the screen. A colored square icon displays to the left of each form. On the opening screen all forms have a white icon beside them until the form is opened. As forms are modified, the icons will change color. Resting the mouse on any icon displays a descriptive *Tool/Tip*. Icons are color-coded as follows:
  - **Green:** Designates that s form is *Open*. The form is in draft (Open) status; changes are allowed.
  - **Red:** Designates a *Completed* form. No changes are allowed except by creating an *Amendment* (Addendum).
  - **White:** Designates *Not required for process completion*.
  - **Blue:** Designates *Open* (Amendment). This is a previously completed form with an Amendment.
- **File Menu:** Located in the upper left corner of forms, this menu is displayed after a process is opened. The following are options from the *File* menu:



- **Save Changes – F10:** Allows the user to save information on a form. You may also press F10 to save information on a form. If you try to exit a screen before saving information the following warning message will be displayed:



If you have NOT saved the information, you should select *Cancel* before exiting the screen. Clicking OK allows exiting the screen without saving the information.

- **Reseed Data:** Allows the user to update data on a form. After a saved form is re-opened, any additional information entered in the STIOffice program will automatically transfer to this form from the Special Education Folder.
- **Cancel Changes:** Allows the user to cancel changes made to a form.
- **Complete Form:** Allows the user to mark a form as *Complete*. No changes will be allowed after this option is selected except by Amendment. Required fields (those with red diamond icons) must be completed before this option is selected. Errors will prompt the user to enter required information before completing the form.
- **Print to PDF:** Allows the user to open a form in a .PDF format for printing.
- **Print Process:** Opens a screen allowing the user to print all or part of the forms in a process.
- **Edit Menu:** The following list of options are available from the *Edit* menu:



- **Check Spelling:** Select this option for spell-checking, or press *F7*.
- **Show Form Indicators:** Allows visually impaired users to see the status of each form in a process.
- **View Audit Trail:** This feature allows access to the edited versions of a form by date.
- **Exit Form:** Allows the user to exit a form.
- **Add Form:** As forms are needed throughout a process, they may be added by selecting this option. A list of the forms in the process will be displayed.
- **Remove Form:** Allows the user to delete the highlighted form if it is not a required form on the process.
- **Move Form:** Allows the user to move a *Completed* form from an incorrect process to the correct process. This option should not be used to copy last year's IEP to the current year. This is for use in a situation where a form has been completed for the wrong process.

---

Note: To move a form from one process to another, the form must be in both processes. The user must open the incorrect form and select **Edit | Move**. A screen will display all of the processes this form may be moved to. Simply click on the correct process and the form should be moved.

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- **Create Amendment:** An amendment may be created to adjust data on a completed form.
- **Annotate Process:** Allows the user to record commentary on the forms in a process.
- **IEP W-1 Summary of Performance in the Current Education Program:** Click on the text, *IEP W-1 Summary of Performance in the Current Educational Program* in the light blue area on the left of the screen. Notice that the icon changes color from white to green.
  - Scroll down the screen to enter appropriate information on this form.
  - As information is entered on this form, select the **File** menu and then click **Save Changes** (or press the *F10* key) to save the information.
  - After all required information has been completed on this form, select **File** and then click **Complete Form**. Notice the color of the icon to the left of the form changes to red, meaning this form is

locked and changes may only be made by creating an *Amendment* (Addendum).

Errors display before the form can be saved. Clicking on the error message takes the user to the error field and highlights that field in red.

- IEP W-2 Supplementary Aids and Services, Personnel Supports in Regular Education:** To access the next form in the *IEP/Annual Review Process*, click on the text in the light blue area of the screen. The link in blue text *Click Here for Services* allows entry of Supplementary Aids and Services. Entry of service information will be as follows:

Navigation from form-to-form is accomplished in this manner. Simply move down the list of forms and complete each form as desired.

Click this link to display the *Services* screen. The following steps will guide you through the process of adding Services to a child's IEP.

Bookmarks allow quick navigation to the different sections of this form. For example, to move from the *end date* section to the *location* section, click on the text labeled *location*.

- Click on the link Click Here for Services.
- The next screen will be displayed. There are three tabs for Student Services: *Related Services*, *Modifications/Accommodations*, and *Supports for Personnel*. Each of these tabs follows the same procedure.

Service Type	Description	Begin Date	End Date	Frequency	Closed	Attached to Goal	Attach/Detach
Speech-Language Pathology Services		10/10/2005	10/09/2006	Daily	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Attach/Detach

- Scroll down the screen to enter appropriate information on this form.
- As information is entered on this form, select the **File** menu and then click **Save Changes** (or press the *F10* key) to save.
- After all required information has been completed on this form, select **File** and then click **Complete Form**. Notice the color of the icon to the left of the form changes to red, meaning this form is locked and changes may only be made by creating an *Amendment* (Addendum).
- **IEP W-3a Measurable Annual Goal:** Scroll down the screen below to complete appropriate information.

**IEP W-3a Measurable Annual Goal**

Student's Name: MICHAEL E. AARON

**MEASURABLE ANNUAL GOAL(S):**  
Michael will demonstrate an understanding of the base ten number system by writing and counting four-digit whole numbers and identifying fractions. (P, M, N)

**BENCHMARKS: SHORT-TERM INSTRUCTIONAL OBJECTIVE(S)**

LA*	Method(s)	1st	2nd	3rd	4th	5th	6th
<input type="checkbox"/>	Michael will estimate quantities to the nearest multiple of ten.	MM/00/05	MM/00/05	MM/00/05	MM/00/05	MM/00/05	MM/00/05
<input type="checkbox"/>	Michael will group items by ones, tens, and hundreds.	MM/00/05	MM/00/05	MM/00/05	MM/00/05	MM/00/05	MM/00/05

**EXPLANATION OF CODING SYSTEM**

METHOD(S) OF MEASUREMENT	REPORT OF PROGRESS	PROGRESS TOWARD ANNUAL GOAL	REASON FOR NOT MEETING GOAL
1. Written Observation	1. Not applicable during this grading period	1. Anticipate meeting goal	1. More Time needed
2. Written Performances	2. No progress made	2. Do not anticipate meeting goal (note reason)	2. Excessive absences/ tardies
3. Oral Performance	3. Little progress made	3. Goal met (indicate date)	3. Assignments not completed
4. Critique-Referenced Test	4. Progress made, Objective not yet met		4. Need to review/revise IEP
5. Time Sample	5. Objective Met		5. Other (Specify)

To enter Measurable Annual Goals or Benchmarks/Short-Term Objectives:

1. Click in the blue field until a blue plus sign displays.
2. Click on the plus sign.
3. Select the Goal Bank and Grade; then click Search.
4. Highlight the appropriate goal/objective and click OK.
5. If an appropriate goal/objective cannot be located in the bank, the Goal/Objective may also be manually entered.

- **IEP W-5 SCD Related Services and Special Factors:** Time will not permit all IEP forms to be covered in this training session. We are selecting a cross-section of forms, to demonstrate the functionality of STISETWeb. Follow the same procedure to work on this form as in the previous forms. All forms are completed by scrolling down the list of forms in the light blue area of the screen.

Click this link to display the Services screen. The following steps will guide you through the process of adding Services to a child's IEP.

- Click on the link Click Here for Services.
- The next screen will be displayed. There are three tabs for Student Services: *Related Services*, *Modifications/Accommodations* and *Supports for Personnel*. Completing information on each of these three tabs follows the same procedure.

Insert

Service Type	Description	Begin Date	End Date	Frequency	Closed	Attached to Goal	Attach/Detach
	Speech-Language Pathology Services	10/10/2005	10/09/2006	Daily	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Attach/Detach

- Highlight the appropriate tab. For our example, we will highlight *Related Services*.

- o Click **Insert**.

- o After entering appropriate information, click **OK** to save. Notice there are red and/or blue diamond icons by certain fields. Red means the field is required and has **NOT** been satisfied. Blue means the field requirement **HAS** been satisfied.
- o **Insert**: Click this button to insert a new service.
- o **Change**: To change an existing service, highlight the service and click **Change**.
- o **Delete**: To delete a service, highlight the service and click **Delete**.
- o **Complete**: To complete a service, highlight the service and click **Complete**. Note: No changes are allowed after a service is completed.
- o **Tasks**: Click here to enter tasks for the highlighted service. This area is a log of all the tasks performed for the selected student. After clicking the **Tasks** button, the following screen will be displayed. You will not be able to perform a task until your Administrator or Manager gives you rights.

Date	Begin Time	End Time	Void Entry	Closed
10/12/2005	10:00 AM	10:30 AM	<input type="checkbox"/>	<input type="checkbox"/>
10/19/2005	10:00 AM	10:30 AM	<input type="checkbox"/>	<input type="checkbox"/>
10/26/2005	10:00 AM	10:30 AM	<input type="checkbox"/>	<input type="checkbox"/>

- o **Insert**: Click here to enter a new task.

- **Change:** To change an existing task, highlight the task and click **Change**.
- **Delete:** To delete an existing task, highlight the task and click **Delete**. Note: Deletion of completed tasks is not allowed.
- **Complete:** After completing appropriate information click here to complete the task. No changes are allowed after a task has been completed.
- After entering appropriate information, click **OK** to save.

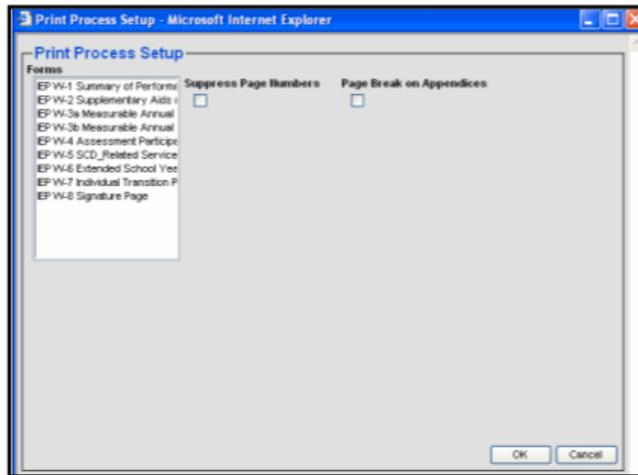
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Note: Before entering tasks, it is recommended that an Administrator set up the credentialing information for the staff member from **Utilities Desktop | Employees | Serv. Type**. This will insure that the staff member is credentialed to perform the designated service.

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- Closing out the *Tasks* screen takes you back to *IEP Section C*.
- **Creating an Amendment to the IEP:** The purpose of an *Amendment* (Addendum) is to make changes to a previously completed IEP. Creating an Amendment creates a draft copy of the original form for editing. The LED icon to the left of the form remains blue until the Amendment has been completed. The original version of the form may be viewed by selecting **View Audit Trail** from the *Edit* menu. You do not have to create a second instance of a form to modify your existing IEP. Follow these steps to create an *Amendment*:
  - Step 1: Open the completed form that needs editing.
  - Step 2: Select the *Edit* menu.
  - Step 3: Select **Create Amendment**.
  - Step 4: The form is ready for editing. Notice the icon changes color from red to blue. As long as the icon remains blue, changes are allowed.
  - Step 5: After making necessary changes, you may complete the amended form by selecting **Complete Form** from the *File* menu.

- **Printing the IEP:** There are two options for printing the IEP. Select one of the following from the *File* menu:
  - **Print to PDF:** This option allows the user to print a single selected (highlighted) form.
  - **Print Process:** Select this option to print ALL the forms in a process or multiple SELECTED forms in a process. Multiple forms may be selected by pressing the *Ctrl* key and then clicking on each desired form to highlight it. Click **OK** to continue. A preview of the form will be displayed on the screen. The process may then be printed by clicking the printer icon at the top of the screen.



Sample Goal page, form IEP W-3a.

Mississippi Demo District      MISSISSIPPI DEMO MIDDLE SCHOOL

Mississippi Demo District      MISSISSIPPI DEMO MIDDLE SCHOOL

**IEP W-3a SPECIAL EDUCATION SERVICE GOAL**

Student's Name: **MARCY BEAUDOU**

**MEASURABLE ANNUAL GOAL(S):**  
Apply and use basic principles of number sense. (P, M, N)

BENCHMARKS/ SHORT-TERM INSTRUCTIONAL OBJECTIVE(S)	I-A*	Method(s)	Report of Progress						
			1st	2nd	3rd	4th	5th	6th	
STEOs are only required for students who are Significantly Cognitively Disabled (SCD). (Per IDEA '04)									
ADD, subtract, multiply, and divide decimals in real-life situations with and without calculators.	<input type="checkbox"/>								
ADD, subtract, multiply, and divide fractions and mixed numbers.	<input type="checkbox"/>								
Compare, order, round, and estimate decimals.	<input type="checkbox"/>								
Convert among decimals, fractions, and mixed numbers.	<input type="checkbox"/>								
Express ratios as fractions.	<input type="checkbox"/>								
Use estimation to add, subtract, multiply, and divide fractions.	<input type="checkbox"/>								
Use powers of ten to multiply and divide decimals.	<input type="checkbox"/>								
	<input type="checkbox"/>								
	<input type="checkbox"/>								

BEGINNING/ ENDING DATES OF SERVICES: **10/10/05 - 10/24/06**      FREQUENCY:      PROGRESS TOWARD ANNUAL GOAL:

LOCATION OF SERVICES: **Resource Room**      REASON(S) FOR NOT MEETING GOAL:

**EXPLANATION OF CODING SYSTEM**

METHOD(S) OF MEASUREMENT	REPORT OF PROGRESS	PROGRESS TOWARD ANNUAL GOAL	REASON FOR NOT MEETING GOAL
1. Written Observation	1. Not applicable during this grading period	1. Anticipate meeting goal	1. More Time needed
2. Written Performance	2. No progress made	2. Do not anticipate meeting goal (state reason)	2. Excessive absences/ tardies
3. Oral Performance	3. Little progress made	3. Goal not adequate (state)	3. Assignments not completed
4. Criterion-Referenced Test	4. Progress made; Objective not yet met		4. Need to review/ revise IEP
5. Time Sample	5. Objective Met		5. Other (Specify)
6. Demonstration Performance			
7. Other (Specify)			

\* Check if goal is a transition activity. (Student age 16-20)

MISSISSIPPI DEMO DISTRICT      1/05

Sample of form IEP W-5 SCD Related Services and Special Factors.

Mississippi Demo District MISSISSIPPI DEMO MIDDLE SCHOOL MISSISSIPPI DEMO MIDDLE SCHOOL Page 1 of 1

Student's Name: MARCY BEALCOU

**Significant Cognitive Disability (SCD) Determination:**  
To be classified as a student having a "significant cognitive disability", ALL of the criteria below must be true.

Yes  No The student demonstrates significant cognitive deficits and poor adaptive skill levels (as determined by that student's comprehensive assessment) that prevent participation in the standard academic curriculum or achievement of the academic content standards, even with accommodations and modifications.

Yes  No The student requires extensive direct instruction in both academic and functional skills in multiple settings to accomplish the application and transfer of those skills.

Yes  No The student's inability to complete the standard academic curriculum is neither the result of excessive or extended absences nor is primarily the result of visual, auditory, or physical disabilities, emotional-behavioral disabilities, specific learning disabilities or social, cultural, or economic differences.

**RELATED SERVICES**

SERVICE	BEGINNING/ ENDING DATE	LOCATION	AMOUNT OF TIME	FREQUENCY
Counseling	09/15/2006 to 05/21/2007	Counselor's Office		2 time(s) Weekly

**GRADUATION OPTIONS**

Explanation of graduation options have been reviewed with the parent and, as appropriate, the child.

The graduation option determined appropriate for the child is:  
 Regular High School Diploma  Occupational Diploma  Certificate of Life Skills

**\*CONSIDERATIONS OF SPECIAL FACTORS**

(Document the IEP Committee has considered the special factors for the child by placing a checkmark by all factors considered.)

Limited English Proficient  Braille Instruction  
 Assistive Technology  Behavior  
 Language/Communication Needs  
 IFSP for Students Transitioning for Part C to Part B

**METHOD OF INFORMING PARENTS/GUARDIANS OF PROGRESS**

Method(s) used to ensure that progress is sufficient to enable the student to reach the annual goals by the end of the school year:  
 progress notes  report cards  goal sheets  
 other means (specify): \_\_\_\_\_

Frequency of Notification:  
 Every 6 weeks  Every 9 weeks  Other (specify): \_\_\_\_\_

\*Indicates the specificity of the consideration of special factors is the necessary of Performance on W-5. If the services are necessary in any of the areas, the IEP committee must address the student's needs utilizing the necessary IEP components.

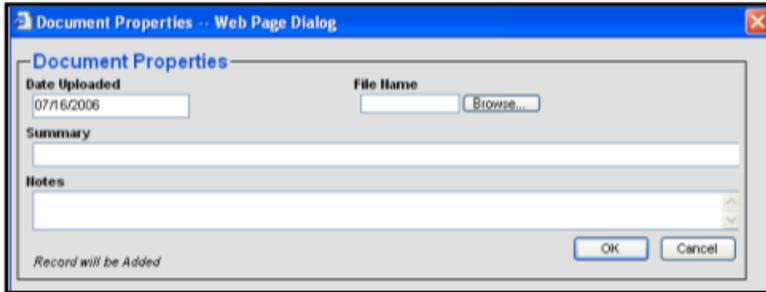
- After all required forms in the IEP Process are complete, select **Student Desktop | Process Manager**. From this screen click the **Complete** button. If all required forms have been completed, a date will be displayed in the column labeled *Close Date*.

## Documents

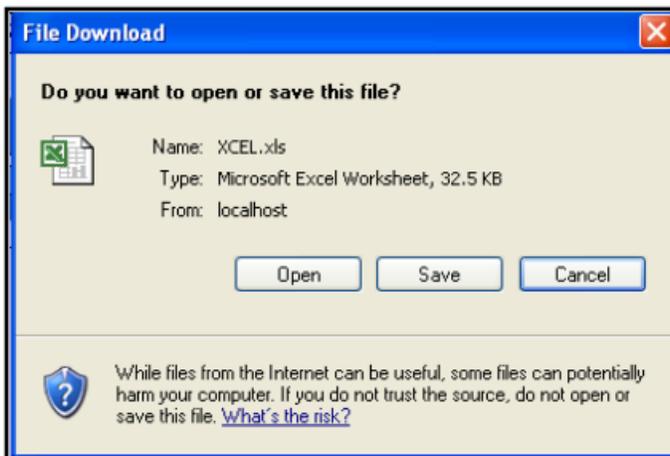
On the *Documents* screen, the user may **Insert**, **Change**, **Delete** or **Download** documents. These documents are saved in the database on the district server. Access this menu by clicking the plus sign by *Student Desktop*, then click **Documents**.

Documents			
Insert	File Name	Date Uploaded	Summary
Change	Perfect Attendance.doc	07/16/2006	Perfect Attendance Award Certificate
Delete			
Download			

- **Insert:** Click here to add a document that is not already pre-installed with STISETSWeb.
- **Change:** Highlight the document; then click here to change an existing document.
- **Delete:** Highlight the document; then click here to delete a document.
- **Download:** Highlight the document; then click here to download a previously uploaded document.
- Fill out the appropriate text fields in order to have your file added and uploaded. Then click **OK**. Notes may be entered in the *Notes* field even without uploading a document.



- The uploaded file may be downloaded by selecting the **Download** button. At the next screen, click **Open** to view the attached file.



## STIOffice Info

As stated in the overview to this guide, a variety of non-Special Education information is available in STISETWeb. This up-to-the-minute data is drawn from STIDistrict and may be viewed by clicking the menu under *STIOffice Information* on the left side of the screen under the *Student Desktop* menu. The following types of data may be selected:

Attendance			min	res	max	
Print			Click here to print Attendance.			
Daily Attendance			Period Attendance			
Date	TypeCode	Excused/Unexcused	Date	Period	TypeCode	Excused/Unexcused
09/07/2000	P	E				
09/14/2000	T	E				
09/22/2000	P	E				
09/12/2001	S	E				
09/13/2001	S	E				
09/14/2001	S	E				
09/17/2001	S	E				
09/04/2002	S	E				
09/05/2002	S	E				

Discipline							min	res	max
Print							Click here to print Discipline.		
Date / Time	Teacher Name	THROUGH CLASS	PERIOD	Infraction Description	Course Name				
2/8/2001 11:36:00 AM		B-04		CLASS CUTTING/SKIPPING					
3/6/2001 2:08:00 PM		A-11		MINOR DISRUPTIVE INFRACTIONS					
9/4/2001 8:39:00 AM	BASKET, ESTER	A-04		IMPROPERLY DRESSED	BIOLOGY 1				
9/12/2001 9:49:00 AM	SHAW, RICK	B-02	1	MINOR PHYSICAL AGGRESSION	MUSIC APPREC				
9/12/2001 9:51:00 AM		A-01		EXCESS TALKING IN CLASSROOM					
9/12/2001 10:02:00 AM	DEAL, DUNNE	A-10	3	TARDY-CLASS OR SCHOOL					
9/12/2001 10:08:00 AM		C-10		DISORDERLY CONDUCT					
9/12/2001 10:08:00 AM		C-09		HARASSMENT INCLUDING					

Entry/Withdrawal				
Print				
School	Type	Date	Reason	
HOME HIGH	E	08/13/2003	ORIGINAL ENTRY	

Click here to print Entry/Withdrawal.

Schedule				
Print				
Course #	Course Name	Period	Room	Credit
259244.01	FOUND OF ALGEBRA	1	14	1
259244.01	FOUND OF ALGEBRA	2	14	1
449054.06	PHYS ED 9	5	GYM	1
449054.06	PHYS ED 9	6	GYM	1
119114.02	ENGLISH 9	7	106	1
119114.02	ENGLISH 9	8	106	1
159404.02	WORLD HISTORY 9	3	6	1
159404.02	WORLD HISTORY 9	4	6	1

Click here to print the Schedule.

Grades				
Print				
Year	Term	Grd. Period	Grade	GPA
2006	TERM ONE			
2003		1	7	0
2003		2	7	0
2003		3	7	0
2003		4	7	0
2003		5	7	0
2003		6	7	0
2004		1	8	0
2006		1	11	0
2006		2	11	0
2006		3	11	2.06

Click here to print the Grade Info.

Guardian Info				
Print				
Name	Description	Relationship	Home Phone	Work Phone
MIKEY MOUSE	EMERGENCY CONTACT		000-639-1051	
JENNIFER ARNOLD	GUARDIAN	MOTHER	000-639-1051	543-0463

Click here to print the Guardian Info.

Bear in mind that all information drawn from STIOffice is *read-only* in STISETWeb. Any changes to this data must be made from within the STIOffice application. An upload must occur in order for student information to be updated (schedule, guardian information, grades, etc.).

## Reports (Caseload)

The report listings in this menu are designed specifically for teachers, allowing listings for students on each teacher's caseload. From a teacher login, select **Student Desktop | Reports (Caseload)**. To generate any of these reports, follow the same steps demonstrated in the section "Report Desktop" on page 17 of this guide.

Report Desktop	
<ul style="list-style-type: none"> <li>Annual Reviews</li> <li>Caseloads</li> <li>Exiting List</li> <li>Medical</li> <li>Overdue Annual Reviews</li> <li>Special Programs</li> <li>Student Guardian</li> <li>Student Labels</li> <li>Student Listing</li> <li>Turning Age</li> </ul>	<p><b>Options</b></p> <p>Case Manager</p> <ul style="list-style-type: none"> <li>BILL ANGLIN</li> <li><b>ROSE BRADY</b></li> <li>CRYSTAL CULPEPPER</li> <li>JILL CHOW</li> <li>MARE MOON</li> </ul> <p>Schools</p> <ul style="list-style-type: none"> <li>MISSISSIPPI DEMO K-12 SCHOOL</li> <li>MISSISSIPPI DEMO MIDDLE SCHOOL</li> <li>MISSISSIPPI SETS WEB HIGH SCHOOL</li> </ul> <p>Show Common Filters</p> <p>Output Format: PDF</p> <p>Print</p>

Sample Caseloads report

**Caseloads**

District Name: Mississippi Demo District

School Name: MISSISSIPPI DEMO MIDDLE SCHOOL

Case Manager: BAARS, KAREN

<u>Student Name</u>	<u>Primary Code</u>	<u>Secondary Code 1</u>	<u>Secondary Code 2</u>	<u>Age</u>	<u>Race</u>	<u>Sex</u>	<u>Status</u>
BREAK, ANITA				15	W	M	Active
BROKE, DEAD				14	W	M	Active
CAKE, PATTY				12	W	F	Active
CANE, CANDY				15	W	F	Active
CANYUSEE, JOSE				16	W	M	Active
CARCESTATE, JAH				15	W	M	Active
CARR, RHENITA				12	W	F	Active
CASE, AJSTRI				16	W	M	Active
DAHL, BARBI				14	W	F	Active
DEAL, DUNN				12	W	M	Active
DERGARTEN, KEN				16	W	M	Active
FACT, ARTIE				16	W	M	Active
GONE, TOOFAR				15	W	M	Active
HOGG, BOSS				14	W	M	Active
HOGG, IMA				11	W	F	Active

Page 1 of 1

### Student Services

To access this menu, select **Student Desktop | Student Services**. Notice that the **Insert** button is dimmed on this screen. *Student Services* are entered in the *IEP* forms W-2 and W-5. This area of the software is intended for viewing services and entering *Tasks* (Service Logs).

min res max

Special Education Services (1)	Related Services (0)	Supplementary Aides and Services (1)	Program Support for Personnel (0)	
Insert	Begin Date	End Date	Frequency	Closed
View	10/10/2005	10/09/2006	Daily	<input type="checkbox"/>
Delete				
Complete				
Tasks				



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