

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

SKYWARD LEARNING SUPPORT IEP CLONING FROM LESLIE FROM SKYWARD

Purpose

The Clone functionality allows you to copy IEP data elements and forms from one IEP record to the next. It's important that we're doing this in Skyward so the data records necessary for state reporting match the forms on file for the student. This option would be used when having to process an amendment to an IEP or when creating a new annual IEP for the student as some examples.

Procedure

Here are two ways IEP records/forms can be cloned:

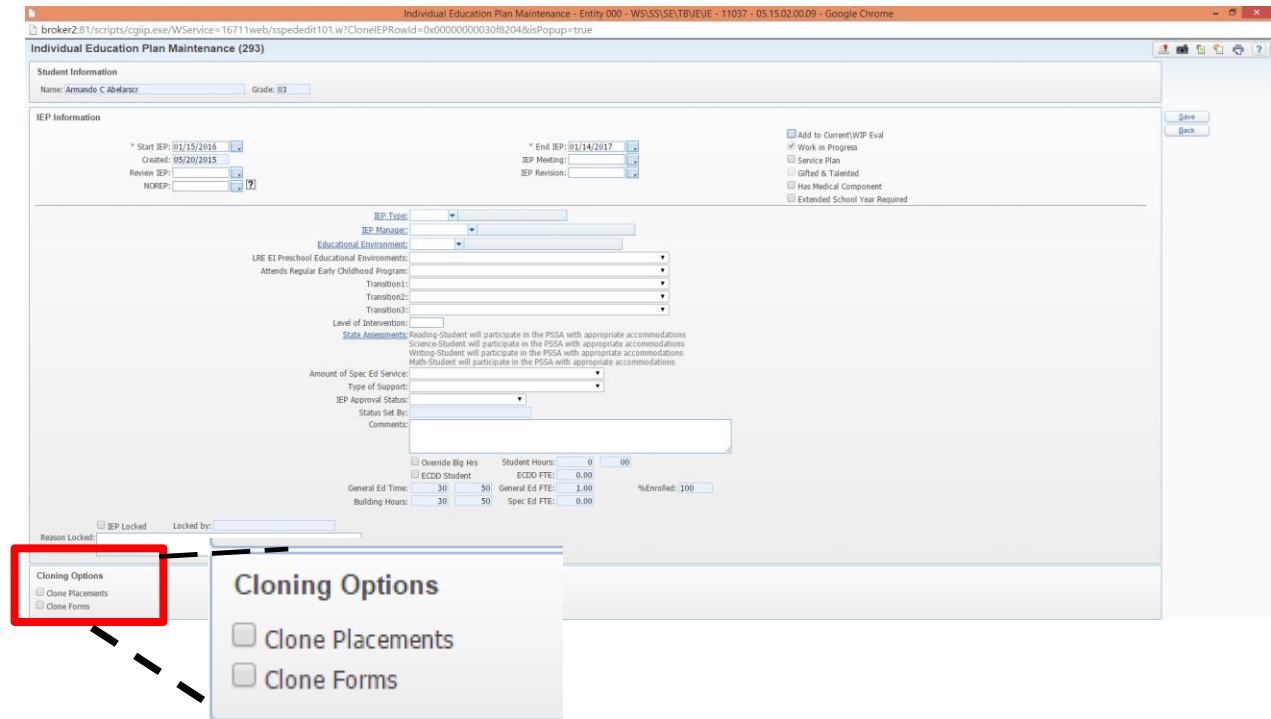
Clone via Student Profile

1. Select the student and navigate to the IEP Information tab.
2. Select the IEP record you want to Clone from
3. Click on the Clone button on the right

The screenshot shows the Skyward IEP Information Tab for a student named Armando C. Abelscr. The interface includes a navigation menu on the left with options like 'IEP Information', 'IEP Forms', and 'Disabilities'. The main content area displays student information, a table of IEP records, and an 'IEP Information' section with various fields and checkboxes. A 'Clone' button is highlighted in red in the right-hand sidebar.

Evaluation Start	Date Created	T of E	T	Response Date	Status	Compl.
* 01/15/2015	01/15/2015	E	INI		IP	

4. At the bottom of the screen you will see options to Clone Placements and Clone Forms



These options allow you to bring forward those pieces of the previous IEP that will continue in the new IEP. This saves time having to re-key that information.

Once the forms are cloned in this process, you can edit the forms and change what is necessary based on the amendments or new annual IEP information.

Clone via Entry by Student

1. Select the student and navigate to the IEP Information area under Special Education Details.
2. Select the IEP record you want to Clone from
3. Click on the Clone button to the left of the IEP dates

Entry by Student - Entity 000 - WS\SS\SE\ST - 11033 - 05.

broker2:81/scripts/cgiip.exe/WService=16711web/sspedbrws100.w

Entity (000) (000)

Home Students Families Staff Student Services Food Service Office Administration Educator Access Plus Advanced Features Federal/State Reporting Custom Reports

Entry by Student (8447)

Views: General Information Filters: *All Special Education Students

Last Name	First	Middle	Eval Status	IEP Status	Eval Appr Status	IEP Appr Status	Age Status	S	GT	Gr	GY	DE	Schl	Birthdate	Age
Special Education School: 103 - School (103)															
Non-Compliance Reason:															
Evaluation Approval Status: Status Set By:															
▼ IEP Information Add IEP															
▼ 01/15/2015 - 01/14/2016 Edit Clone Delete Lock History Transfer IEP IEP Forms															
Gifted & Talented: No Medical Component: No WIP: No Created: 01/15/2015 Original End: 01/14/2016 IEP Type: ESY Services: No IEP Meeting: IEP Review: IEP Revision: NOREP: IEP Manager:															
▼ IEP Information Add IEP															
▼ 01/15/2015 - 01/14/2016 Edit Clone Delete Lock History Transfer IEP IEP Forms															

4. At the bc

Individual Education Plan Maintenance - Entity 000 - WS\SS\SE\ST\BUE\IE - 11037 - 05.15.02.00.09 - Google Chrome

broker2:81/scripts/cgiip.exe/WService=16711web/sspededit101.w?CloneIEPRowId=0x0000000030f82046&isPopup=true

Individual Education Plan Maintenance (293)

Student Information
Name: Armando C Abianca Grade: 93

IEP Information

* Start IEP: 01/15/2015 * End IEP: 01/14/2017
 Created: 05/20/2015 IEP Meeting: IEP Revision:
 Review IEP: NOREP: ?

Add to Current/WIP Eval
 Work in Progress
 Service Plan
 Gifted & Talented
 Has Medical Component
 Extended School Year Required

IEP Type: IEP Manager: Educational Environment:
 LRE EI Preschool Educational Environments: Attends Regular Early Childhood Program:
 Transition1: Transition2: Transition3:
 Level of Intervention:
 State Assessments: Reading-Student will participate in the PSSA with appropriate accommodations
 Science-Student will participate in the PSSA with appropriate accommodations
 Writing-Student will participate in the PSSA with appropriate accommodations
 Math-Student will participate in the PSSA with appropriate accommodations
 Amount of Spec. Ed Service: Type of Support:
 IEP Approval Status: Status Set By: Comments:
 Override Big Hrs Student Hours: 0 00
 ECDD Student ECDD FTE: 0.90
 General Ed Time: 30 50 General Ed FTE: 1.90 %Enrolled: 100

Reason Locked: IEP Locked Locked by:

Cloning Options
 Clone Placements
 Clone Forms

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