

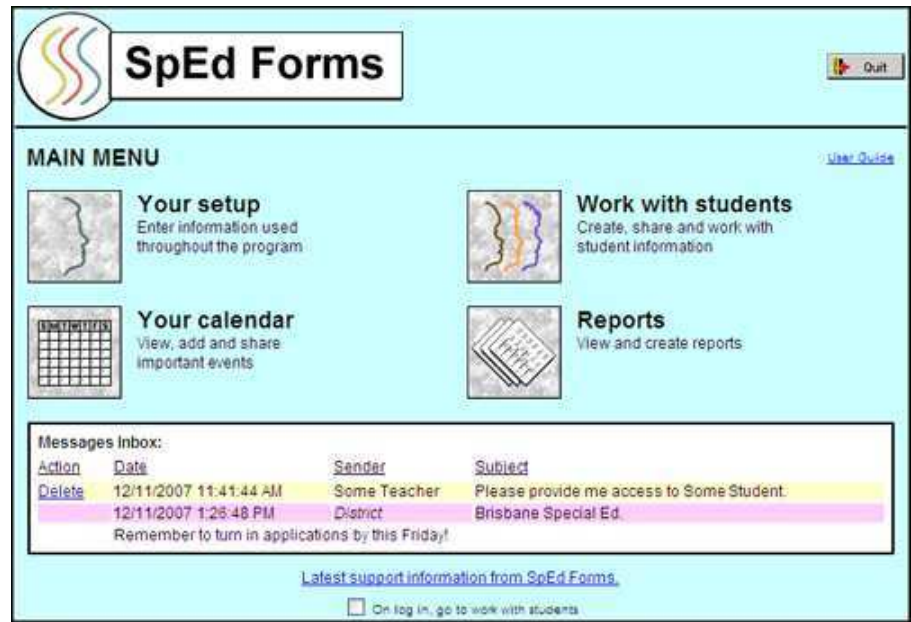
[Educator guide](#) >> [Getting started](#)

How do I access SpEd Forms?

You will receive the server address, and a username and password from your SpEd Forms administrator. Keep this information safe. You will need it each time you log on to SpEd Forms.

To access SpEd Forms:

1. Type the server address into the "Address" box of your internet browser.
HINT: You may want to "Bookmark" the login page so that you do not have to enter it each time you access SpEd Forms.
2. You will be taken to a log in screen. Enter your username and password.
3. Click "Enter" and the SpEd Forms main menu will appear.
4. Take note of any new messages you may have. If a teacher has requested access to a particular student (see How do I request access to a student for more information), you can take care of this task and then delete their request by clicking on the "Delete" link next to the entry.



The screenshot shows the SpEd Forms main menu. At the top left is the SpEd Forms logo. To the right is a "Quit" button. Below the logo is the "MAIN MENU" section with a "User Guide" link. The menu contains four items: "Your setup" (Enter information used throughout the program), "Work with students" (Create, share and work with student information), "Your calendar" (View, add and share important events), and "Reports" (View and create reports). Below the menu is a "Messages inbox" table with columns for Action, Date, Sender, and Subject. The table contains two entries: one from "Some Teacher" with subject "Please provide me access to Some Student." and another from "District" with subject "Brisbane Special Ed. Remember to turn in applications by this Friday!". At the bottom, there is a link for "Latest support information from SpEd Forms" and a checkbox labeled "On log in, go to work with students".

Action	Date	Sender	Subject
Delete	12/11/2007 11:41:44 AM	Some Teacher	Please provide me access to Some Student.
	12/11/2007 1:26:48 PM	District	Brisbane Special Ed. Remember to turn in applications by this Friday!

[Educator guide](#) >> [Getting started](#)

How do I change my password?

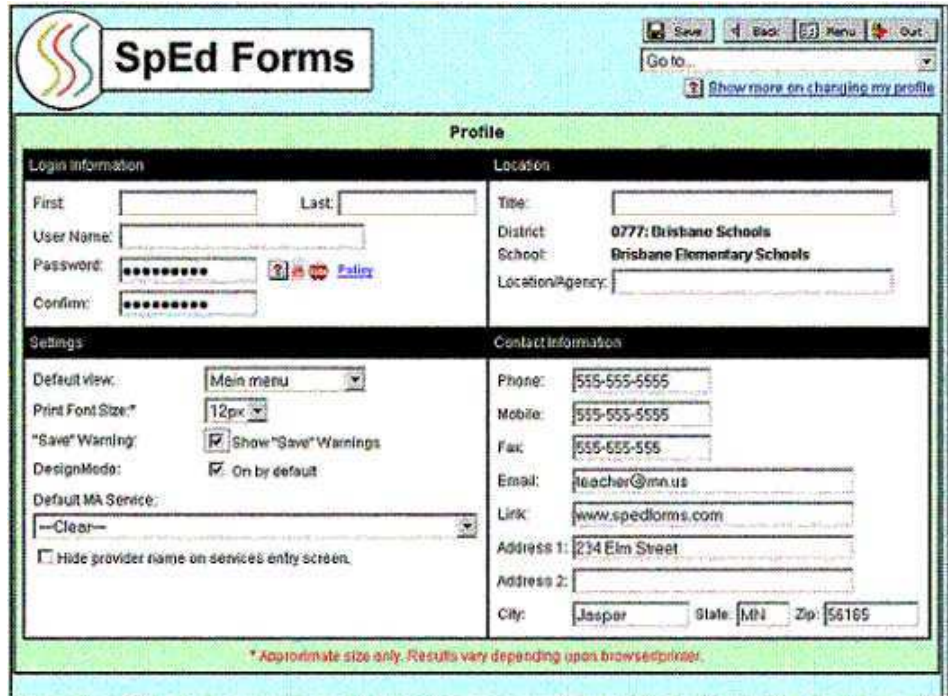
Your password can be changed on your profile page.

To navigate to your profile:

1. Navigate to the "Main Menu".
2. Click the "Your setup" button.
3. On the "Your Setup" menu, click on "Profile".
4. Find the "Login Information" section.
5. Enter your new password into the "Password" field.
6. Re-enter the new password into the "Confirm" field.
7. Click the "Save" button when you are finished making changes.
8. Quit SpEd Forms and login again.

The SpEd Forms password policy is:

1. Passwords must be at least 6 characters.
2. Preferably with letters and numbers
3. Can not contain the following:
 - o First name
 - o Last name
 - o User name
 - o District ID
 - o School ID
 - o District name
 - o School name



The screenshot shows the SpEd Forms Profile page. At the top, there is a navigation bar with 'Save', 'Back', 'Menu', and 'Out' buttons, and a search bar. The main content area is titled 'Profile' and is divided into four sections: Login Information, Location, Settings, and Contact Information.

Login Information		Location	
First: <input type="text"/>	Last: <input type="text"/>	Title: <input type="text"/>	
User Name: <input type="text"/>		District: 0777: Brisbane Schools	
Password: <input type="password"/>		School: Brisbane Elementary Schools	
Confirm: <input type="password"/>		Location/Agency: <input type="text"/>	
Settings		Contact Information	
Default view: <input type="text" value="Main menu"/>		Phone: <input type="text" value="555-555-5555"/>	
Print Font Size: <input type="text" value="12px"/>		Mobile: <input type="text" value="555-555-5555"/>	
"Save" Warning: <input checked="" type="checkbox"/> Show "Save" Warnings		Fac: <input type="text" value="555-555-555"/>	
DesignMode: <input checked="" type="checkbox"/> On by default		Email: <input type="text" value="teacher@mn.us"/>	
Default MA Service: <input type="text" value="--Clear--"/>		Link: <input type="text" value="www.spedforms.com"/>	
<input type="checkbox"/> Hide provider name on services entry screen.		Address 1: <input type="text" value="234 Elm Street"/>	
		Address 2: <input type="text"/>	
		City: <input type="text" value="Jasper"/> State: <input type="text" value="MN"/> Zip: <input type="text" value="56165"/>	

* Approximate size only. Results vary depending upon browser/printers.

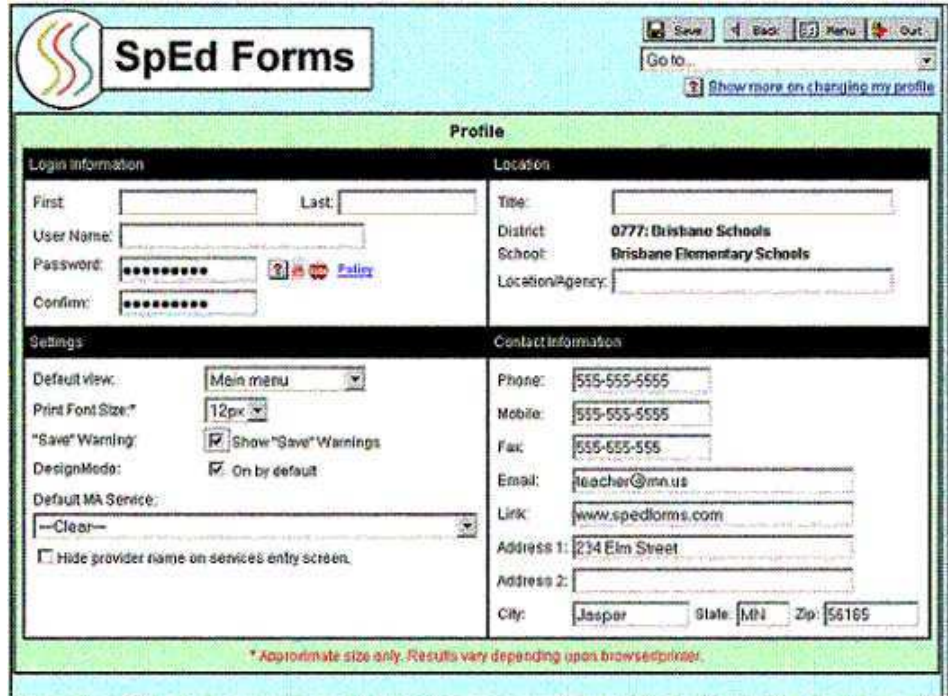
[Educator guide](#) >> [Getting started](#)

How do I change things in my profile?

Your user profile is initially set-up by the SpEd Forms administrator for your district. You can change some of this profile information or add information that the administrator did not enter.

To Navigate to your user profile:

1. Navigate to the "Main Menu".
2. Click on the "Your setup" button.
3. On the "Your Setup" menu, click on "Profile".
4. Make the necessary changes and/or type in any new information.
5. Click the "Save" button when you are finished making changes.



The screenshot shows the SpEd Forms Profile page. At the top, there is a navigation bar with the SpEd Forms logo and a 'Save' button. Below the navigation bar, the page is titled 'Profile'. The form is divided into several sections:

- Login information:** Includes fields for First name, Last name, User Name, Password, and Confirm.
- Location:** Includes fields for Title, District (0777: Brisbane Schools), School (Brisbane Elementary Schools), and Location/Agency.
- Settings:** Includes a dropdown for Default view (Main menu), Print Font Size (12px), a checkbox for Show "Save" Warnings (checked), a checkbox for On by default (checked), and a Default MA Service dropdown (Clear).
- Contact information:** Includes fields for Phone (555-555-5555), Mobile (555-555-5555), Fax (555-555-555), Email (teacher@mn.us), Link (www.spedforms.com), Address 1 (234 Elm Street), Address 2, City (Jasper), State (MI), and Zip (56165).

At the bottom of the form, there is a note: "* Approximate size only. Results vary depending upon browser/printer."

[Educator guide](#) >> [Getting started](#)

How do I manage my custom materials and procedures list?

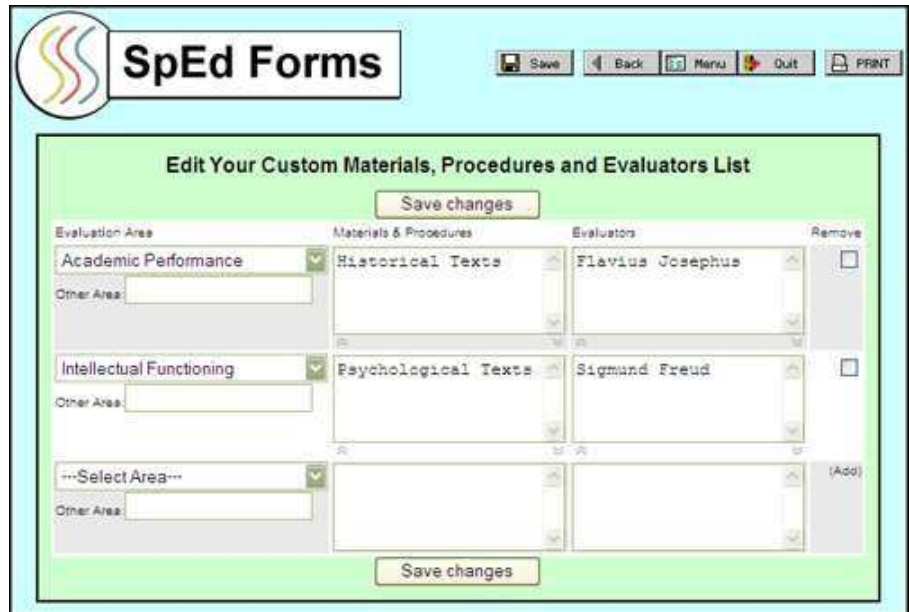
After your commonly used materials, procedures and evaluators are entered into SpEd Forms, you can attach them to any "Notice of an Educational Evaluation/Reevaluation Plan" without retyping them.

To navigate to your custom materials and procedures:

1. Navigate to the "Main Menu".
2. Click the "Your setup" button.
3. On the "Your setup" menu, click on "Commonly used Materials and Procedures".

To add new materials and procedures:

1. Enter the evaluation area, materials/procedures and evaluators in the blank spaces provided next to the word "(Add)".
HINT: If the area you need is not listed in the "Evaluation Area" list, enter it in the "Other Area" field.
2. The new custom area(s) will be added when the "Save" button is pressed.
HINT: More blank spaces will also be added when the "Save" button is clicked.



Evaluation Area	Materials & Procedures	Evaluators	Remove
Academic Performance Other Area: <input type="text"/>	Historical Texts	Flavius Josephus	<input type="checkbox"/>
Intellectual Functioning Other Area: <input type="text"/>	Psychological Texts	Sigmund Freud	<input type="checkbox"/>
--Select Area-- Other Area: <input type="text"/>			<input checked="" type="checkbox"/> (Add)

To edit existing materials and procedures:

1. Make changes to any of the existing values as needed.
2. Changes to the custom area(s) will be saved when the "Save" button is clicked.

To remove existing materials and procedures:

1. Put a check in the (Remove) checkbox next to the custom area you want to remove.
2. The custom area(s) will be removed when the "Save" button is clicked.

[Educator guide](#) >> [Getting started](#)

How do I manage my personal drop down lists?

Most of the drop down lists in SpEd Forms are managed by the super administrator. The super administrator can also choose to allow users to add items to any of these lists. When you are allowed to add to a specific drop down list, a link will be provided on the "Drop Down Lists" page. When you add entries to a specific list, the additional entries will only be available to you. No other user will be able to see your personal entries or manage them.

HINT: In the inset (at the bottom right), notice the additional choices are added to this user's drop down list, after a set of dashes, for "Course to be taken".

To Navigate to your drop down lists:

1. Navigate to the "Main Menu".
2. Click on the "Your setup" button.
3. Click on "Edit drop down lists".

To add to a specific drop down list:

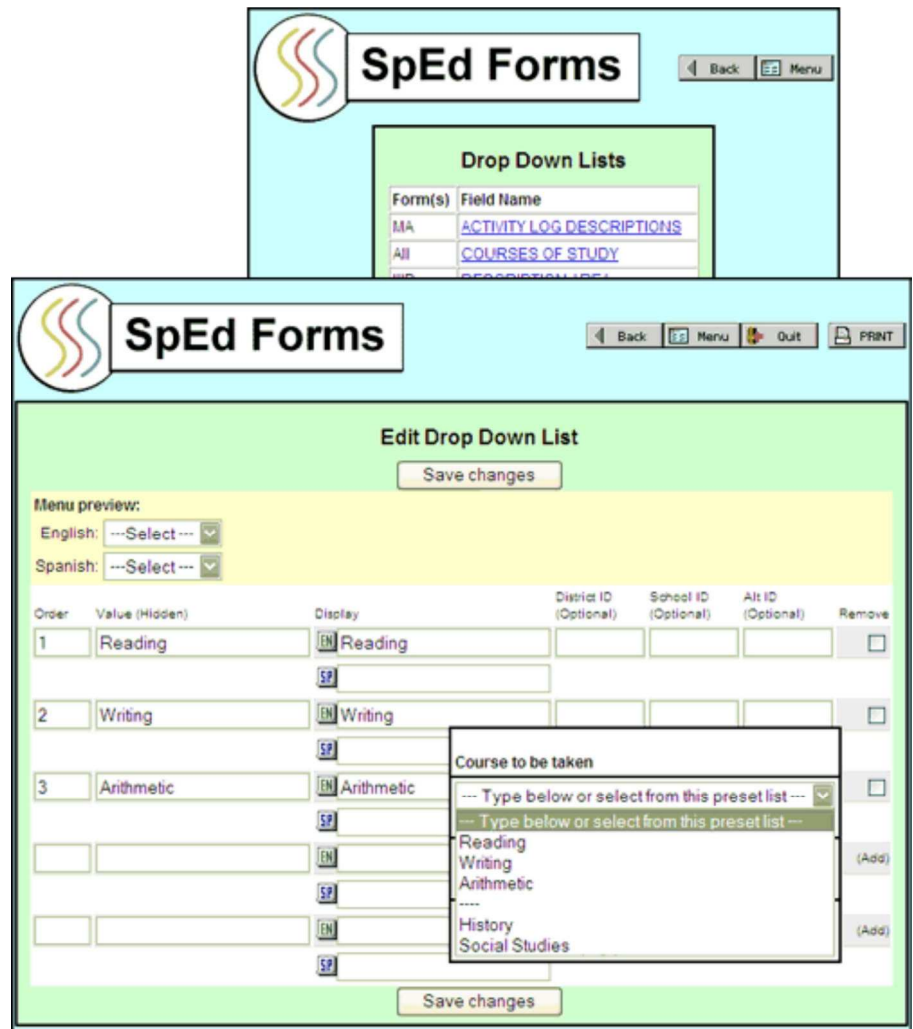
1. Enter the order, value and display text in the blank spaces provided next to the word "(Add)".
HINT: The "Value" is what is saved into the SpEd Forms database. Sometimes the value needs to conform to a specific format (a number, no more than two characters, must match what is in Display, for example). Please contact your SpEd Forms administrator if you need additional assistance determining the value setting.
2. The new drop down list entries will be added when the "Save" button is clicked. More blank spaces will also be added when the "Save" button is clicked.

To edit existing drop down lists:

1. Make changes to any of the existing values as needed.
2. Changes to the drop down lists will be saved when the "Save" button is clicked.

To remove existing drop down list entries:

1. Put a check in the (Remove) checkbox next to the drop down list entry(s) you wish to remove.
2. The drop down list entry(s) will be removed when the "Save" button is clicked.



The image shows two screenshots of the SpEd Forms software interface. The top screenshot displays the 'Drop Down Lists' page, which includes a table with columns for 'Form(s)' and 'Field Name'. The table lists 'MA' for 'ACTIVITY LOG DESCRIPTIONS' and 'All' for 'COURSES OF STUDY'. The bottom screenshot shows the 'Edit Drop Down List' page. It features a 'Menu preview' section with 'English' and 'Spanish' dropdown menus. Below this is a table with columns for 'Order', 'Value (Hidden)', 'Display', 'District ID (Optional)', 'School ID (Optional)', 'Alt ID (Optional)', and 'Remove'. The table contains three rows: '1 Reading', '2 Writing', and '3 Arithmetic'. A dropdown menu is open over the 'Arithmetic' row, showing a list of options: '--- Type below or select from this preset list ---', 'Reading', 'Writing', 'Arithmetic', '----', 'History', and 'Social Studies'. There are 'Save changes' buttons at the bottom of the page.

[Educator guide](#) >> [Getting started](#)

How do I manage my calendar

Your calendar page will automatically show you important dates for any student that is shared with you and special events that are scheduled by administrators. Important dates shown for each student include their IEP date, IEP meeting date, IEP due date and evaluation due date. You can also add events to your calendar to remind you and other team members of important dates.

To navigate to your calendar:

1. Navigate to the "Main Menu".
2. Click the "Calendar" button.
3. You can click on the arrows next to the month / year to go forward or back to a particular month.

To add events to your calendar:

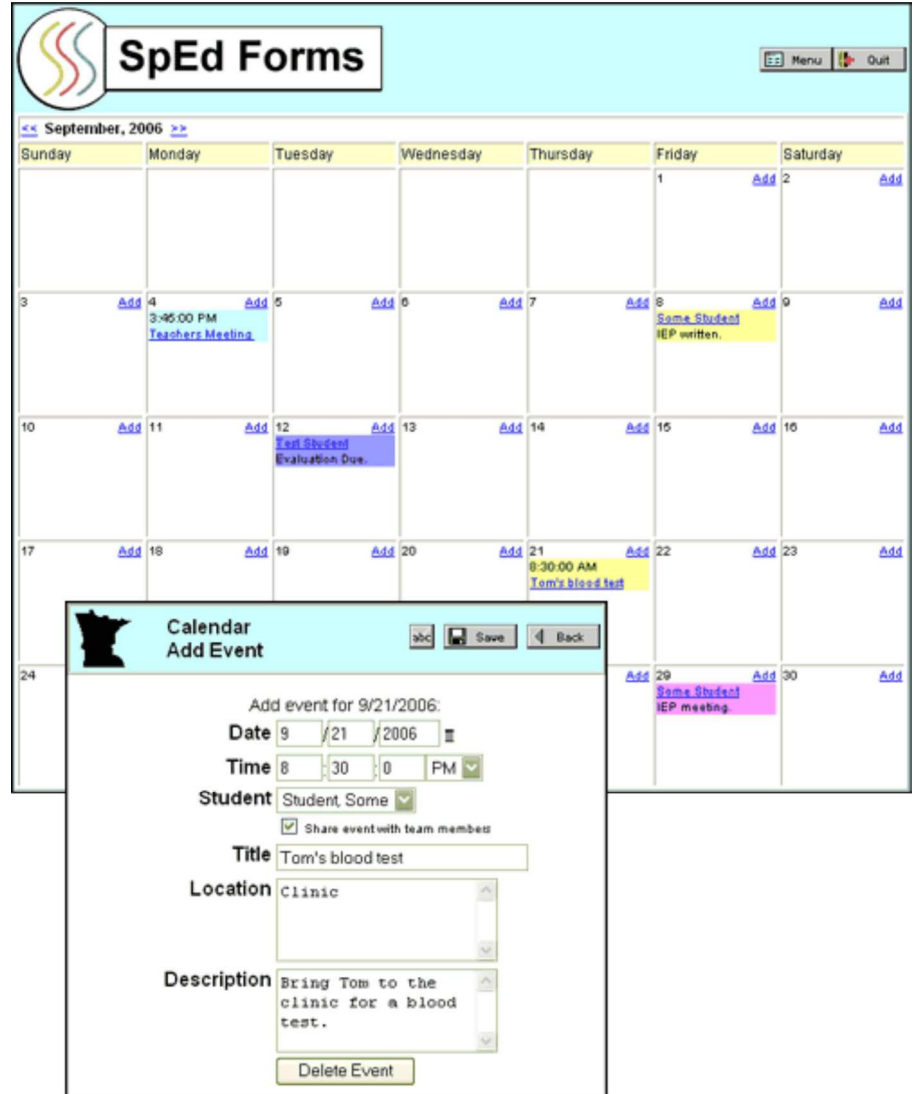
1. Navigate to your Calendar.
2. Find the correct month (click on the arrows next to the month / year to go forward or back to a particular month).
3. Find the date you want to add an event to and click on the "Add" link next to the date.
4. Choose the student's name and fill in any other pertinent information. Uncheck the "Share event with team members" if you don't want other team members to see the event.
HINT: The "Time" and "Title" will be displayed on your calendar. The "Title" will appear as a link and you can click on this link to make changes or delete this event.
5. Click the "Save" button to save your changes.

To edit events on your calendar:

1. Click on the link to the specific event.
2. Make any necessary changes.
3. Click the "Save" button to save your changes.

To remove events on your calendar:

1. Click on the link to the specific event.
2. Click on the "Delete Event" button.



The screenshot shows the SpEd Forms calendar interface. At the top, there is a logo and the text "SpEd Forms". Below this is a navigation bar with "Menu" and "Out" buttons. The main area is a calendar for September 2006, with days of the week as columns and dates as rows. Several events are listed, such as "Teachers Meeting" on Monday, "Test Student Evaluation Due" on Tuesday, "Tom's blood test" on Thursday, and "Some Student IEP meeting" on Friday. An "Add Event" dialog box is open in the foreground, showing the following details:

- Title:** Tom's blood test
- Date:** 9/21/2006
- Time:** 8:30:00 PM
- Student:** Student, Some
- Location:** Clinic
- Description:** Bring Tom to the clinic for a blood test.

The dialog box also includes a "Share event with team members" checkbox (checked), a "Delete Event" button, and "Save" and "Back" buttons.

"You're always so responsive to any question, suggestion or problem. Service couldn't be better."
Colleen Gotz from A.S.E.C.

[Educator guide](#) >> [Getting started](#)

How do I manage my personal credentials?

You can keep track of your education license information, it's numerical code and expiration date in SpEd Forms.

To navigate to your personal credentials:

1. Navigate to the "Main Menu".
2. Click on the "Your setup" button.
3. Click on "Credentials".

To add a new credential:

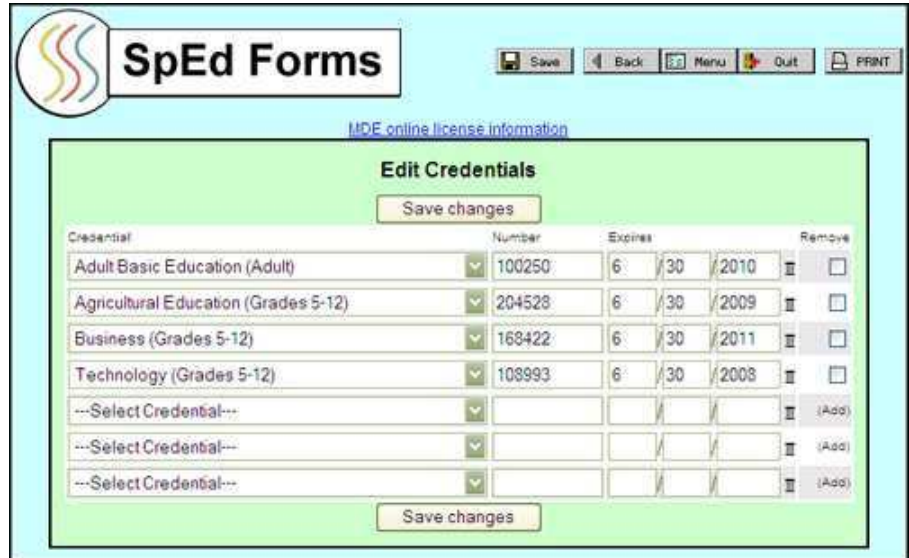
1. Enter the new credential information, it's numerical code and expiration date in the provided fields next to the word "(Add)".
2. The new credential(s) will be added when the "Save" button is clicked.
HINT: More blank spaces will also be added when the "Save" button is clicked.

To edit an existing credential:

1. Make changes to any of the existing values as needed.
2. Changes to the credential(s) will be saved when the "Save" button is clicked.

To remove an existing credential:

1. Put a check in the (Remove) checkbox next to the credential you want to remove.
2. The credential(s) will be removed when the "Save" button is clicked.



MDE online license information

Edit Credentials

Save changes

Credential	Number	Expires	Remove
Adult Basic Education (Adult)	100250	6 / 30 / 2010	<input type="checkbox"/>
Agricultural Education (Grades 5-12)	204528	6 / 30 / 2009	<input type="checkbox"/>
Business (Grades 5-12)	168422	6 / 30 / 2011	<input type="checkbox"/>
Technology (Grades 5-12)	108993	6 / 30 / 2008	<input type="checkbox"/>
--Select Credential--			<input type="checkbox"/> (Add)
--Select Credential--			<input type="checkbox"/> (Add)
--Select Credential--			<input type="checkbox"/> (Add)

Save changes

[Educator guide](#) >> [Getting started](#)

How do I manage my personal measures?

Enter commonly used measures into your personal measures bank. These measures can be used to track and graph the progress of any goal objective.

To navigate to your personal measures bank:

1. Navigate to the "Main Menu".
2. Click the "Your setup" button.
3. Click on "Measures".

To add a new measure:

1. Enter the measure name and max score in the spaces provided next to the word "(Add)".
2. The new measure(s) will be added once the "Save" button is clicked. More blank spaces will be added after you click "Save".
3. Find the date you want to add an event to and click on the "Add" link next to the date.

To edit an existing measure:

1. Make changes to any of the existing values as needed.
2. Changes to the measure(s) will be saved when the "Save" button is clicked.

To remove an existing measure:

1. Put a check in the (Remove) checkbox next to the measure you want removed.
2. The measure(s) will be removed when the "Save" button is clicked.



Name	Max Score	Remove
Math	100	<input type="checkbox"/>
Reading	85	<input type="checkbox"/>
Word Analysis	90	<input type="checkbox"/>
		(Add)
		(Add)
		(Add)

[Educator guide](#) >> [Getting started](#)

How do I use my personal goal bank?

Each SpEd Forms user has their own personal goal bank. When you enter goals, they will be available on any goal page when you click on "Choose Goal" and then specify "My Goal Bank" as the goal bank.

To navigate to your personal goal bank:

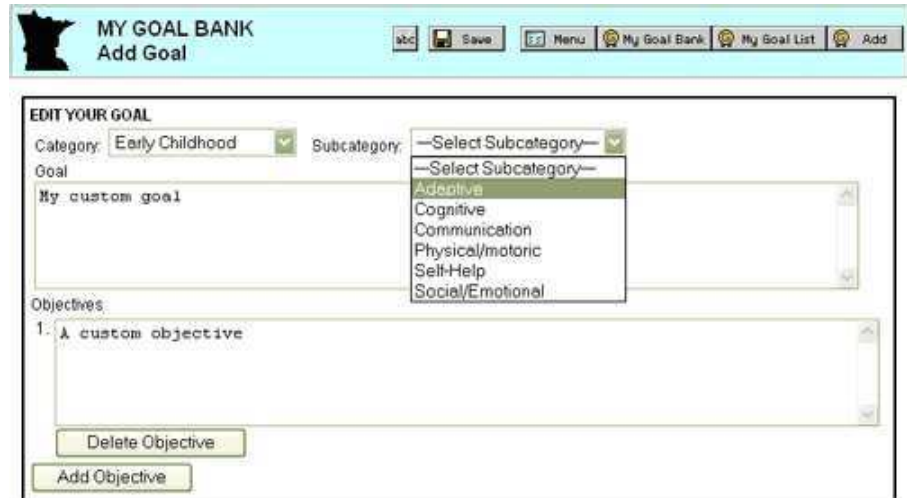
1. Navigate to the "Main Menu".
2. Click on the "Your setup" button.
3. Click on "Goals".

To add a new goal:

1. Click on "Add Goal" from the "My Goal Bank" menu.
2. Choose a "Category", then a "Subcategory".
HINT: subcategories will change when the category is changed.
3. Fill in the "Goal" and add as many "Objectives" as you'd like.

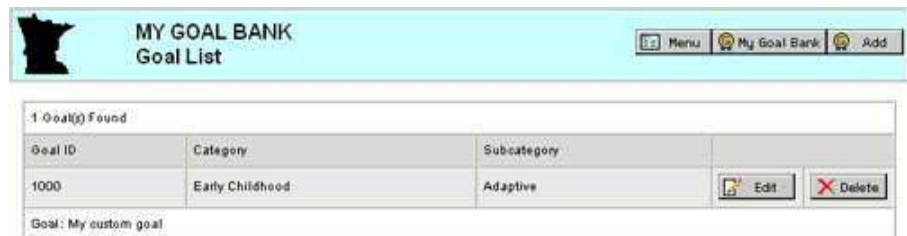
HINT: If you use the letter combination CHLD in place of the student's name, when you import one of these goals into your goal page, the letter combination "CHLD" will be automatically replaced with the student's first name!



4. Click the "Save" button when you are finished making changes.



To edit an existing goal:

1. Navigate to the "My Goal Bank" menu and click on "My Goal List". The "Goal List" shows all of your personal goals.
2. Click on the "Edit" button next to the goal you want to change.
3. Change the goal where necessary by changing the category, subcategory, goal or objectives. You can also add or delete objectives.
4. Click the "Save" button when you are finished making changes.



Goal ID	Category	Subcategory	
1000	Early Childhood	Adaptive	 

Goal: My custom goal

To delete an existing goal:

1. Navigate to the "My Goal Bank" menu and click on "My Goal List". The "Goal List" shows all of your custom goals.
2. Click on the "Delete" button next to the goal you want to delete.
3. The goal will be deleted and the list will be refreshed.

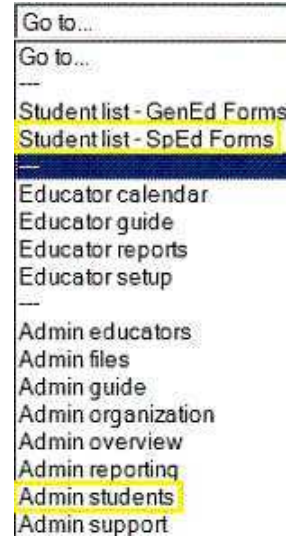
[Educator guide](#)

How do I find student forms?

To navigate to the student "Forms Menu"

Educators:

1. Locate student forms from your "Main Menu" by clicking "Work with Students".
2. Or use the "Go to..." drop down menu and select "Student List - SpEd Forms".
3. When your student caseload list appears, click "Work on this Record" next to the student's name you are working on.



Administrators:

1. Locate student forms from your "Administration Menu" by clicking "Students".
2. Or use the "Go to..." drop down menu and select "Admin Students".
3. Use the search criteria to find the student(s) record you would like to work on.
4. When the student list appears, click "View" next to the student's name.

Working with the "Forms Menu"

- The Forms Menu is comprised of headings for each section of forms.
- Each section can be expanded by placing a check mark in the box to the right of each Section Heading.
- Check marking the heading of a section will expand the forms list to view the forms within that section.
HINT: Once you've expanded a section to see the list of forms, that section will stay expanded anytime you come back to that student's form menu, until a user unchecks the section heading.



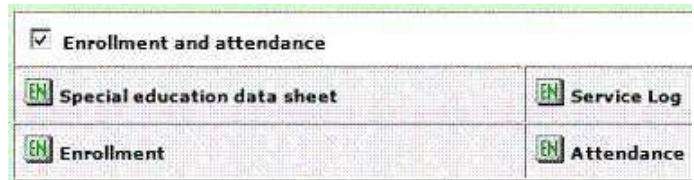
HINT: At the top of the Forms Menu, choose which Service Plan you are working on for this student. The forms listed will be dependent on the selection made here.

HINT: Not all forms may be available on the Forms Menu depending on the preferences set by your SpEd Forms Administrator.

For "IEP" Service Plans:

Select "Enrollment and attendance" to work with these forms:

1. Special education data sheet
2. Service Log
3. Enrollment
4. Attendance



Select "Referral and evaluation" to work with these forms:

1. Referral Review and Assessment Determination
2. Notice of a Team Meeting
3. Review of Existing Data
4. Record of a Team Meeting
5. Evaluation/Reevaluation Plan Prior Written Notice
6. Parental Consent/Objection
7. Procedural Safeguards
8. Evaluation Report
9. MA Release of Information
10. MA Parental Consent



Select "Service plan" to work with these forms:

1. Notice of a Team Meeting
2. Record of a Team Meeting
3. Agreement Regarding IEP Team Member Attendance
4. Procedural Safeguards
5. Prior Written Notice
6. Parental Consent/Objection
7. Individualized Education Program (IEP)
8. Behavior Intervention Plan (BIP)
9. Positive Behavior Support Plan
10. ESY Services
11. ESY Checklist
12. Transfer Parent Rights
13. MA Release of Information
14. MA Parental Consent

<input checked="" type="checkbox"/> Service plan	
<input type="checkbox"/> EN <input type="checkbox"/> SP <input type="checkbox"/> IM <input type="checkbox"/> EN <input type="checkbox"/> ? Notice of a Team Meeting	<input type="checkbox"/> EN Record of a Team Meeting
<input type="checkbox"/> EN Agreement Regarding IEP Team Member Attendance	<input type="checkbox"/> EN <input type="checkbox"/> SP <input type="checkbox"/> IM <input type="checkbox"/> EN Procedural Safeguards
<input type="checkbox"/> EN <input type="checkbox"/> SP Prior Written Notice	<input type="checkbox"/> EN <input type="checkbox"/> SP Parental Consent/Objection
<input type="checkbox"/> EN <input type="checkbox"/> SP <input type="checkbox"/> IM <input type="checkbox"/> EN <input type="checkbox"/> ? Individualized Education Program (IEP)	
<input type="checkbox"/> EN Behavior Intervention Plan (BIP)	<input type="checkbox"/> EN Positive Behavior Support Plan
<input type="checkbox"/> EN ESY Services	<input type="checkbox"/> EN ESY Checklist
<input type="checkbox"/> EN Transfer Parent Rights	
<input type="checkbox"/> EN MA Release of Information	<input type="checkbox"/> EN MA Parental Consent

Select "Restrictive procedures" to work with these forms:

1. Restrictive Procedures Plan
2. Use of Restrictive Procedures: Physical Holding
3. Use of Restrictive Procedures: Seclusion
4. Staff debriefing meeting
5. Critical incidence report
6. Oversight committee review

<input checked="" type="checkbox"/> Restrictive procedures	
<input type="checkbox"/> EN Restrictive Procedures Plan	
<input type="checkbox"/> EN Use of Restrictive Procedures: Physical Holding	<input type="checkbox"/> EN Use of Restrictive Procedures: Seclusion
<input type="checkbox"/> EN Staff debriefing meeting	<input type="checkbox"/> EN Critical incidence report
<input type="checkbox"/> EN Oversight committee review	

Select "Dismissal" to work with these forms:

1. Summary of Performance
2. Revocation of Consent
3. Prior Written Notice
4. Prior Written Notice
5. Withdrawal of Consent

<input checked="" type="checkbox"/> Dismissal	
<input type="checkbox"/> EN Summary of Performance	<input type="checkbox"/> EN Revocation of Consent
<input type="checkbox"/> EN <input type="checkbox"/> SP Prior Written Notice	<input type="checkbox"/> EN Prior Written Notice Withdrawal of Consent

Select "Other forms and logs" to work with these forms:

1. Record Access Log
2. Manifestation Determination
3. Communication Log
4. Authorization for Release of Information
5. Parent Notification of Transfer to a Non-Public School
6. Due Process Hearing Request
7. Student Acknowledgement And Tuition Agreement
8. Complaint Form
9. Manifestation Determination
10. Alternate Behavior Intervention Plan
11. Emergency Health Information

<input checked="" type="checkbox"/> Other forms and logs	
<input type="checkbox"/> EN Record Access Log	<input type="checkbox"/> EN Manifestation Determination
<input type="checkbox"/> EN Communication Log	<input type="checkbox"/> EN Authorization for Release of Information
<input type="checkbox"/> EN Parent Notification of Transfer to a Non-Public School	<input type="checkbox"/> EN Due Process Hearing Request
<input type="checkbox"/> EN Student Acknowledgement And Tuition Agreement	<input type="checkbox"/> EN Complaint Form
<input type="checkbox"/> EN Manifestation Determination	<input type="checkbox"/> EN Alternate Behavior Intervention Plan
<input type="checkbox"/> EN Emergency Health Information	

Select "Shared Files" to access files that Administrators have shared on all student's Form Menus.

Use this link to find out more about [Sharing Files](#) (Admin Only).

<input checked="" type="checkbox"/> Shared files	
<input type="checkbox"/> Adobe Test.pdf	
<input type="checkbox"/> ER Signature Override SLD.txt	

Select "Form Letters" to create, view, delete or add a custom Form Letter for this student

Use this link to find out more about using [Form Letters](#).

<input checked="" type="checkbox"/> Form letters [Add form letter]	
<input type="checkbox"/> Functional Behavioral Assessment	
<input type="checkbox"/> Super Admin TC	

Where do I go for support?

Step 1: Consult the [Educator's Guide](#) or the [Administrator Guide](#). Most support questions are from users who have not completed browser setup for Internet Explorer, Safari or Opera. Answers to most other questions asked by teachers can be found in the Frequently Asked Questions.

Step 2: Contact your SpEd Forms Administrator. Your SpEd Forms Administrator is responsible for administering SpEd Forms for your school district. This person will be able to answer most questions about the program. Your designated SpEd Forms Administrator qualifies for technical support from SpEd Forms.

HINT: Be sure to give your SpEd Forms Administrator clear and concise information. The better information you provide, the more likely your problem will be solved in a timely manner.

Step 3: Contact a Coordinator or Special Education Director. If the SpEd Forms Administrator is unavailable, please contact your Special Education Coordinator or Director. These people also qualify for technical support from SpEd Forms.

HINT: SpEd Forms ONLY provides technical support to designated SpEd Forms Administrators, Special Education Coordinators and Directors. Your school district or organizational unit may have its own procedures which you should follow first. For example, most service cooperatives require questions to be directed to the SpEd Forms Administrator.

If your district or organizational unit does not have a designated SpEd Forms Administrator, please contact your Special Education Director. Your Director can contact SpEd Forms to designate a SpEd Forms Administrator. Your SpEd Forms Administrator does not need special training but should be accessible to teachers. Their role is to answer common questions and verify issues before contacting SpEd Forms technical support.