

# Special Education Software Products

IEP, ER and 504

California



**SpEd Forms Inc.**

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## Who We Are & What We Do



The pressure is on you like never before. New demands are constantly being made on your time and energy. At SpEd Forms, we believe forms and reports shouldn't make things any tougher.

We understand you don't always have enough time to do what you would like to do for your students. That's why we offer you less... less hassle, less complication and less costly solutions to getting more done. Join your colleagues who have already found that in a world of more work and less time, more demands and less resources, more students and less staff... less can be better.

Don't take our word for it. As you read through this brochure, see for yourself what current SpEd Forms users have to say. Is SpEd Forms perfect? Of course not, but the program is always being improved. We constantly strive to bring you the best solution at the best price.

At SpEd Forms, we know change is constant. That's why we are always looking for and finding ways to make SpEd Forms better while keeping it up to date with relevant Department of Education changes. We pride ourselves on our comprehensive approach to your information management needs.

Let us help make your lives easier, your work time more productive and your budgets stretch further with less cost, less complication and less hassle. Spend a few minutes with our catalog and ask yourself, "Isn't it time I too got more with less?"

Best regards,

The SpEd Forms Team

# SpEd Forms Mission



## SpEd Forms is...

A Minnesota based software provider for Special Education professionals. We serve more than 300 school districts and charter schools with software and secure server access. As an active member of a small rural community, we live the knowledge that every member of the team is vital. We financially support the school Booster Club, youth activities, Early Childhood Family Education, local festivals, Chamber of Commerce and the Economic Development Authority.

We recognize that just as it takes each of these groups and supporters like ourselves to make our community work and thrive, it takes a team of dedicated professionals to make Special Education work. Our mission is to help that team by providing software and systems that go beyond filling in forms. SpEd Forms seeks to:

- Reduce administrative burdens
- Provide resources that enhance your Special Education efforts
- Replace costly software and systems with a comprehensive and economical package that stretches your budget, not breaks it

Just as every caring professional educator knows that students are more than just data, SpEd Forms products are much more than just forms to place data and tools to manage it.

## SpEd Forms provides...

Ready access for all forms and a virtual forum for Special Education team members. Whether through SpEd Forms online secure servers or through school system servers equipped with SpEd Forms software, team members can:

- Securely share student information
- Contribute to IEPs in a timely manner
- Offer insights for goal setting, revision and realization
- Remotely access forms and reports
- Enjoy the confidence that the forms reflect the latest required updates

# SpEd Forms



## Overview

SpEd Forms allows special education professionals *immediate access* to a powerful, accurate, up-to-the-minute *data management tool*. The special education director can view any student IEP and the IEP manager is able to share IEPs with any other team member. Using SpEd Forms, teachers have more time for students in the classroom and can access IEPs from home. Experienced computer users are able to use SpEd Forms *immediately* and computer novices can successfully use the program after a *brief orientation*.

## Special Features

- Built-in Spell Check checks all narrative fields
- Centralized backup eliminates individual backups
- Student information is easily shared between staff members
- Work on forms at school or home using Internet Explorer
- Fields expand to fit teacher typing
- Services, Child Count, and CASEMIS reporting, ODBC compliant database
- Extensive goal and objectives library written to California standards
- Compatible with all current versions of MacOS and Windows
- Secure IEP sharing system designed by Special Education Administrators
- CASEMIS data validation
- IEP compliance check

### **SpEd Forms**

SpEd Forms is accessed by teachers using an internet browser. This powerful data management tool enables instant student sharing and allows special education directors immediate access to student data.

## **Forms Included**

- Student Information
- Transition Services
- Individual Transition Plan
- Present Levels of Performance
- Special Factors
- Annual Goals and Objectives
- Annual Goals and Benchmarks
- Services
- Signature and Parent Consent
- IEP Team Meeting Continuation Page
- IEP Team Addendum Page
- Specific Learning Disability Team Determination of Eligibility
- Specific Learning Disability Discrepancy Documentation Report
- Communication Log
- Access Log

# Spanish Forms

*The Spanish Forms Module is coming soon.*



## Overview

Spanish Forms benefits districts that have parents or guardians who only speak Spanish. The module includes all of the Department of Education state regulated forms that have been translated into Spanish.

## Process

Spanish Forms is designed to be used with SpEd Forms and accessed using Internet Explorer. Experienced computer users are able to use Spanish Forms immediately and computer novices can successfully use the program after a brief orientation.

**INFORME DE LA EVALUACIÓN** Save Form Menu SP Forms PRINT

Some Student 12345678  
Nombre del alumno Identificación

California Academy 4 5 / 5 / 1995  
Escuela Grado Fecha de nacimiento

Evaluación inicial  Reevaluación

Este informe de la evaluación debe incluir:

- información suministrada por los padres
- resultados de la evaluación
- interpretación de los resultados de la evaluación y determinación de la elegibilidad del alumno, tomando en cuenta los componentes de los criterios que verifican que el(la) niño(a) tiene una discapacidad y necesita (o sigue necesitando) educación especial y servicios afines
- componentes del informe escrito de SLD (Specific Learning Disability - problema de aprendizaje específico), cuando se trata de una evaluación de SLD
- necesidades educativas del(la) niño(a)

# ER Forms

*ER Forms is an optional module for SpEd Forms.*



## Overview

ER Forms makes it easier to share Evaluation Reports. The program includes assessment templates for each disability. ER Forms also includes criteria for each disability area as well as more than 80 templates for commonly used educational measures.

## Process

ER Forms is designed to be used with SpEd Forms and accessed using Internet Explorer. Evaluation Reports can be shared with other team members who have access to SpEd Forms. Experienced computer users are able to use ER Forms *immediately* and computer novices can successfully use the program after a *brief orientation*.

## Special Features

- Ability to share evaluation reports using Internet Explorer
- Assessment templates for each disability
- Criteria for each disability
- Templates for more than 80 commonly used special education measures including the Woodcock-Johnson III
- Expands to up to 640,000 characters (approx 70 pages)
- Archiving of previous Evaluation Reports for future reference

# 504 Plan

*504 Plan is an optional module for SpEd Forms.*



## **Overview**

The 504 Plan module contains forms for the Section 504 Plan.

## **Forms Included**

- Section 504 Accommodation Plan
- Notice of Conference
- Notice of Discontinuation

## **Process**

The 504 Plan is designed to be used with SpEd Forms and accessed using Internet Explorer. Experienced computer users are able to use the 504 Plan *immediately* and computer novices can successfully use the program after a *brief orientation*.

# Onsite Training

*Training is recommended for first time users of SpEd Forms.*

## Overview

SpEd Forms Inc. offers customized onsite training to SpEd Forms users.

Training is recommended for first time users of SpEd Forms. During the training, teachers learn how to *setup the program* for first use, *create a new (imaginary) student record*, *share the record* with another person, *enter information into the IEP (or Evaluation Report)* and then *print* two pages of the form. Training makes transition from other IEP software easier. After training, teachers will be able to *immediately* start using SpEd Forms. While at your school, the trainer can also help answer any additional questions you have about SpEd Forms software.

## Written Guide

Participants receive a *written training guide* with easy-to-follow exercises and graphics. Directors may duplicate and distribute the training guide to teachers in their district who were unable to attend the training.

## Special Features

SpEd Forms setup

Sharing student data

Data entry techniques

Working with the Goal Bank

Printing from SpEd Forms

Reporting and data collection

## How It Works

Training takes place in your school computer lab. Our training sessions are conducted by an experienced SpEd Forms trainer and take about three hours. We can provide up to two trainings per day. **You** decide how many participants will attend each training session.

## How to Order Onsite Training

To arrange training please call Calico Software, (760) 738-4050.

# Product Pricing

To purchase SpEd Forms products, fill out the Order Form in the back of this Catalog.

## SpEd Forms Annual License<sup>1</sup>

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\$445.00 per District      plus      \$4.45 x SpEd Child Count<sup>2</sup>

## ER Forms Annual License<sup>1</sup>

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\$89.00 per District      plus      \$0.89 x SpEd Child Count<sup>2</sup>

## 504 Plan Annual License<sup>1</sup>

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(Module for SpEd Forms)      \$89.00 per District      plus      \$0.89 x 504 Child Count<sup>3</sup>  
(Districts not using SpEd Forms)      \$178.00 per District      plus      \$1.78 x 504 Child Count<sup>3</sup>

<sup>1</sup> Free licenses are available for Universities and Teacher Training Facilities. Please Call (760) 738-4050.

<sup>2</sup> SpEd Child Count is the number of students receiving special education services.

<sup>3</sup> 504 Child Count is the number of students on the 504 Plan.

# Contact Us



## Sales

(760) 738-4050 phone

(760) 738-4054 fax

## U.S. Mail

Calico Software

PO Box 463031

Escondido, CA 92046

## Web Site

<http://www.spedforms.com>

## Technical Support

Go on-line to our web site and click on "Support"

Or key-in the following URL:

<http://www.spedforms.com/support>

Then please fill out our on-line

Support Request Form

## How to Order

**1. TEAR-OUT**  
Please remove this form from the catalog.

**2. FILL-OUT**  
Fill-in all the District information. Calculate the order total and complete all other sections.

**3. FAX-OUT**  
Please fax this form with your purchase order.  
**1-760-738-4054 fax**

**4. MAIL-OUT**  
Please combine this form with your payment and mail to:  
**Calico Software  
PO Box 463031  
Escondido, CA 92046**

**5. EMAIL-OUT**  
You may also email the following info to:  
**darlene@calicosoftware.com**  
• SELPA/School District  
• Product(s) Ordered  
• Shipping/Billing Addresses  
• Purchase Order Number

**6. CALL-OUT**  
If you have questions about our products, services or ordering, please call Calico Software at:  
**1-760-738-4050**  
Or visit our website:  
**www.spedforms.com**

## Order

List your **District Number(s), Name** and **Child Count**<sup>2,3</sup>, then fill in the blanks on the right for the products you'll be ordering. Add the figures in each section and transfer the **Section Total** to Side 2. Then **Calculate Your Order Total**.

| No.   | District Name | Child Count <sup>2,3</sup> | SpEd Forms Annual License <sup>1</sup>  |
|-------|---------------|----------------------------|---|
| _____ | _____         | _____                      | _____ x \$445.00 = _____<br>Total Number of Districts <span style="float:right">TOTAL</span>                    |
| _____ | _____         | _____                      | _____ x \$4.45 = _____<br>Total Child Count <sup>2</sup> (all Districts) <span style="float:right">TOTAL</span> |
| _____ | _____         | _____                      | <b>ORDER TOTAL</b>  |
| _____ | _____         | _____                      | <b>ER Forms Annual License<sup>1</sup></b>  |
| _____ | _____         | _____                      | _____ x \$89.00 = _____<br>Total Number of Districts <span style="float:right">TOTAL</span>                     |
| _____ | _____         | _____                      | _____ x \$.89 = _____<br>Total Child Count <sup>2</sup> (all Districts) <span style="float:right">TOTAL</span>  |
| _____ | _____         | _____                      | <b>ORDER TOTAL</b>  |
| _____ | _____         | _____                      | <b>504 Plan Annual License<sup>1</sup></b>  |
| _____ | _____         | _____                      | <i>Module for SpEd Forms</i>  |
| _____ | _____         | _____                      | _____ x \$89.00 = _____<br>Total Number of Districts <span style="float:right">TOTAL</span>                     |
| _____ | _____         | _____                      | _____ x \$.89 = _____<br>Total Child Count <sup>3</sup> (all Districts) <span style="float:right">TOTAL</span>  |
| _____ | _____         | _____                      | <i>Districts not using SpEd Forms</i>   |
| _____ | _____         | _____                      | _____ x \$178.00 = _____<br>Total Number of Districts <span style="float:right">TOTAL</span>                    |
| _____ | _____         | _____                      | _____ x \$1.78 = _____<br>Total Child Count <sup>3</sup> (all Districts) <span style="float:right">TOTAL</span> |
| _____ | _____         | _____                      | <b>SECTION TOTAL</b>  |
| _____ | _____         | _____                      | <b>Training</b> (recommended)   |
| _____ | _____         | _____                      | To arrange training please call Calico Software (760) 738-4050  |

<sup>2</sup> SpEd Child Count is the number of students receiving special education services.  
<sup>3</sup> 504 Child Count is the number of students on the 504 Plan.

<sup>1</sup> Free licenses are available for Universities and Teacher Training Facilities. Please Call (760) 738-4050.

# SpEd Forms Inc. — Order Form Side 2

## Example Order

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### SpEd Forms

Suppose ABC SELPA has three member districts. One district has 806 students receiving special education services, another has 520 and the remaining district has 212 for a total of 2344 special education students.

Total cost for the cooperative is calculated:

|                   |                                     |
|-------------------|-------------------------------------|
| <b>SpEd Forms</b> | 3 Districts x \$445.00 = \$1335.00  |
|                   | 2344 Students x \$4.45 = \$10430.80 |
|                   | <i>Section Total</i> \$11765.80     |

|                 |                                   |
|-----------------|-----------------------------------|
| <b>ER Forms</b> | 3 Districts x \$89.00 = \$267.00  |
|                 | 2344 Students x \$.89 = \$2086.16 |
|                 | <i>Section Total</i> \$2353.16    |

Order Total \$14118.96

## Order and Payment Method

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Please mark the appropriate boxes below.

- Faxing my Purchase-Order     Mailing my Purchase-Order     Mailing my Check

## Bill To

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PERSONS NAME

COOPERATIVE / DISTRICT NAME

ADDRESS

TELEPHONE

FACSIMILE

EMAIL

## Calculate Your Order Total

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Please transfer your **Section Totals** from Side 1.

SpEd Forms

ER Forms

504 Plan

Onsite Training

**ORDER TOTAL**

**Thank You for supporting SpEd Forms**

## Purchase Orders

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If you are submitting a purchase order for your school, write it here

PURCHASE ORDER NUMBER

TAX EXEMPT NUMBER

## Ship To

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PERSONS NAME

COOPERATIVE / DISTRICT NAME

ADDRESS

TELEPHONE

FACSIMILE\*

EMAIL

\*If you enter a shipping fax number we will fax you an order confirmation.