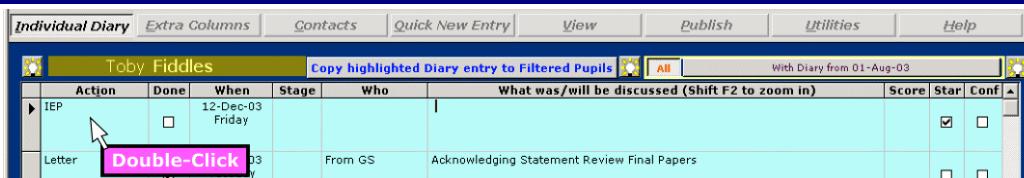


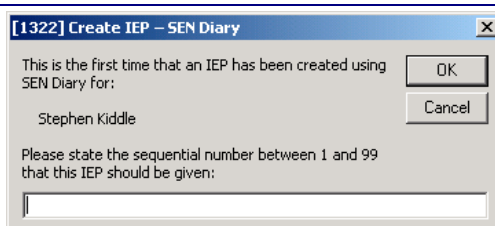
Enlighten Me

- With SEN Diary Plus & Network Editions you can create 'blank' IEP Documents where all you need to do is enter Targets and how they will be achieved [Crib Sheet 8]
- The IEP can then be Completed by other Teachers and always be available from within SEN Diary

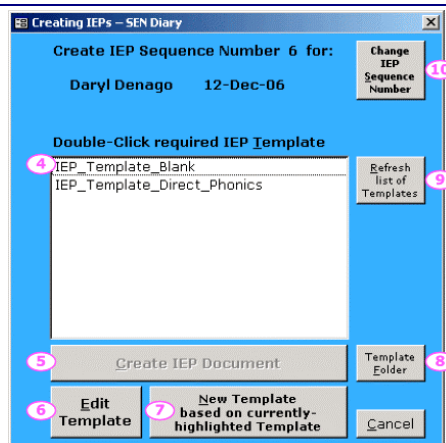
Creating IEP Documents/Templates



1. Double-Click the IEP Action (Double-Clicking will be ignored for all other Actions)
2. Access previously-created IEPs from the Diary Entry by Double-Clicking the IEP Action box again



3. The first time that you ask for an IEP Document for any Pupil you will be asked for the sequence number – this is so that you can integrate with existing methods of IEP Document production



You can access the management of IEP Templates from the Utilities Panel [Crib Sheet 22 Item 5]

4. Select the IEP Template that you require – **Note: the IEP number will be remembered for this Diary Entry**
5. You can either Double-Click the required IEP Template or Click the button
Note: This will be recorded in the What column – eg: [IEP 6 created on 18-Sep-06 in folder 2006-07\OM]
6. You can
 - Where you want to include the Pupil's first name put <<Name>>
 - Where the Teacher is to enter their own text put three underscores**For example: Ask <<Name>> to repeat the phrase ___ times without error**
7. You can create a new IEP Template based on the one highlighted if you find that you are constantly adding the same Targets to IEPs for certain Pupils
8. You can go to the and delete unwanted Templates – **Note: Do not delete IEP_Template_Blank**
9. If you modify the IEP Templates in the folder you may need to press the button
10. You can You are warned if there are any other Sequence Numbers greater than the one you intend to create

Set up

- Declare where the IEP Documents will be stored on your PC or Network in the General Panel of Set Up [Crib Sheet 42 Item 11]
- You can access the management of IEP Templates from the Utilities Panel [Crib Sheet 22 Item 5]

Enlighten Me

- Once created within SEN Diary, the IEP Documents can be edited by other Teachers who do not have access to SEN Diary
- After the IEP is reviewed: consider putting the Teacher's comments in the 'What' column of the Diary Entry

Editing IEP Documents

For demonstration purposes only

Individual Education Plan for
Stephen Kiddle

Date of Birth: 20-Aug-97
NC Year: 2
Class: DM (Mrs Olive Mardle)

Stage: 6
IEP Number: 6
Start Date: 12-Dec-03
Review Date:

Target	What Indicates Success	How	Who	Outcome
1				
2				
3				
4				

Parents' Contribution: Date agreed with Parent:

Pupil's Contribution:

Note: You can only enter information in the places where there are little grey rectangles (which will expand as necessary) – the other text is compiled automatically and, if you want to change it you will need to change the information from whence it is derived in SEN Diary, and then replace the document* (for example, if the Class or Start Date are wrong)

To replace an IEP Document:

- In Windows Explorer go to the Folder where the IEP Documents are stored – see Set Up>General Panel to find where they are stored [Crib Sheet 42 Item 11]
- Delete the one you want to replace
- Create the replacement as before [Crib Sheet 7]
- If you change the Date of the IEP you may have to change the IEP Sequence Number

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1. Sequential IEP Number – you are asked for the initial IEP Number when you first create an IEP for each Pupil [Crib Sheet 7 Item 3]
2. The Start Date is taken from the 'When' column of the Diary Entry used to create the IEP Document
3. Enter the Review Date – you may like to create a new IEP Diary Entry with this data so that it appears on the 'To Do' list in SEN Diary
4. Enter up to four Targets and their associated 'What Indicates Success', 'How' and 'Who' columns
5. Once the Parent has agreed to the IEP, enter the date
6. Enter the Parents' Contribution when this is available
7. Enter the Pupil's Contribution when this is available
8. Other Teachers can access the IEP Documents from the IEP Folder if they are on the School Network (see Set Up General Panel to find where they are stored [Crib Sheet 42 Item 11])
Note: If the document is taken away and edited elsewhere, then ask for it to be returned to its normal location so that you can still access the latest version from SEN Diary (the last part of the file name in brackets should help you locate the correct folder and the complete file name is shown at the foot of the page)
9. To Spell-Check the IEP: Menu Tools>Unprotect Document; Press F7
Note: When unprotected you should take care because it no longer reacts as a form – Ctrl Z undoes mistakes. Don't return the document to it's protected status – you can lose your text
10. When you want to remind Teachers that their IEPs are due for Review
 - Order Pupils By their Class/Tutor Group [Crib Sheet 5 Item 10]
 - Set the Publish Filter to IEPs only (optional) [Crib Sheet 17 Item 6]
 - Produce a 'To-Do' List with the Separate Pages Option set [Crib Sheet 17 Item 4]