



STUDENT & TEACHER SERVICES DEPARTMENT

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HOW TO ACCESS A STUDENT'S IEP

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1. Using the district's website, go to "teachers" tab (top right corner), then in the dropdown go to EdPlan LogIn
2. Enter your personalized username and password. (Username is your full district email address)
3. On the dark blue band at the top left, choose "students" tab
4. Enter a student's last name, then click "view students"
5. Choose the student by clicking on the student's name (hyperlink)

2 Options to view IEP: Lighter blue bar, choose one of the following links:

IEP Process (Various folders will be displayed. Choose the folder for information desired)	Create/View Documents (checklist of choices for you to select)
<p>To see IEP goals, choose "Present levels goals & objectives" folder</p> <p>To see Accommodations, choose "Accommodations/adaptations" folder</p> <p>To see assessment accommodations, see "state and district assessments" folder</p>	<ul style="list-style-type: none"> • Document options will be listed • Choose "IEP At A Glance" (click in the circle) • Choose "Create Draft" (this will only be saved for 30 days) A list of IEP sections will come up, choose the areas that you want to see. • Then select green bar "Create Draft Document" • Next page will appear "IEP At A Glance: View" (view is a hyper link that will take you to a draft version of the IEP sections you chose. You could print this, view again within 30 days, or reselect and view again).