

Creating the ISP in e-IEP PRO





Parent request for an ISP

Please refer to the Individual Service Plan (ISP) process in the 'Processes and Procedures' folder on the CUSD Special Education website

- ISPs are available to students attending a private school or who are homeschooled.
 - ISP is federally funded, and ESA is state funded.
- Current MET is required to begin the ISP process team will follow the MET evaluation process and/or transfer if student has a current MET.
 - Note The ISP process follows the triennial MET timeline
- Initial ISPs will be developed within 30 calendar days of the determination of eligibility date
- ISP requests are initiated by parent/guardian year to year. Sites do not track ISP due dates.









ISP Practices

- Gather data driven teacher input from the general education teacher at the private school/homeschool the student attends
 - If parent provides instruction in a homeschool setting, they will provide the general education teacher input
- Meeting notices are created for all meetings
 - Invite the current general education teacher from the private school/homeschool as they are required to participate in that role. Other private school staff can also participate as necessary.
 - Remember to have at least the 5 required roles participating in each meeting and any additional participants as appropriate (SLP, OT, PT, counselor, etc).
- PWNs are required for all meetings



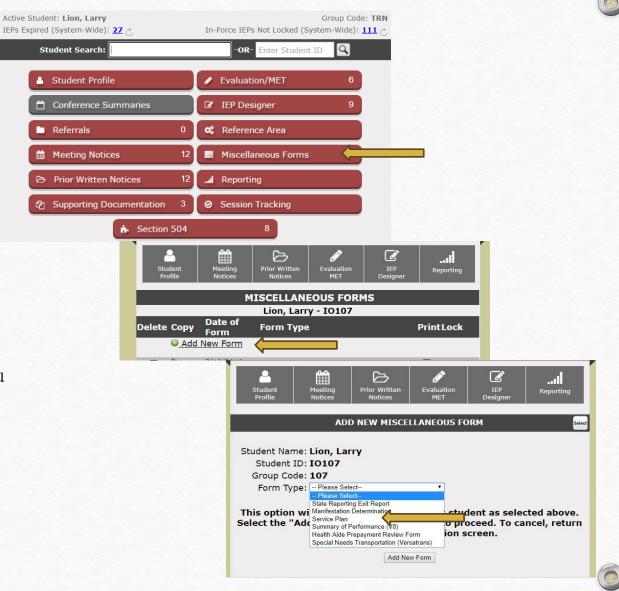






Creating the ISP in e-IEP PRO

- From the e-IEP PRO Main Menu, select "Miscellaneous Forms"
- then "Add New Form"
- then "Service Plan" from the drop-down menu



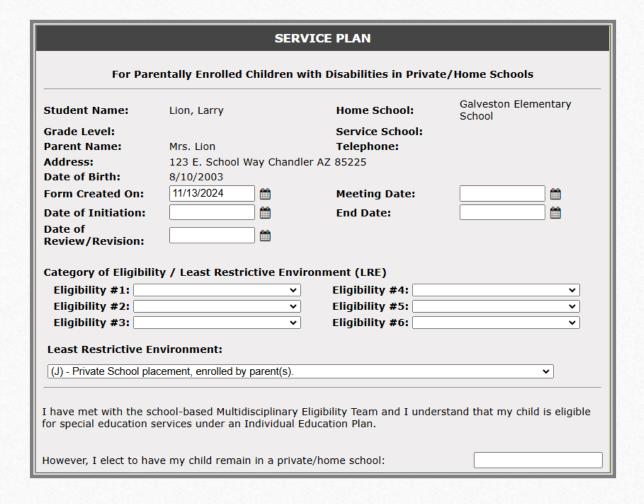






ISP Development

- Meeting Date = Date of meeting
- Date of Initiation = Date ISP developed (can be same as date of meeting)
- End Date = Last day of the school year
- Date of Review/Revision = First day of the next school year
- Category of Eligibility = select current eligibility area(s)
- LRE = J (in most cases, edit as applicable)
- Elect to have child remain in private/home school = enter name of school of attendance or "homeschool"

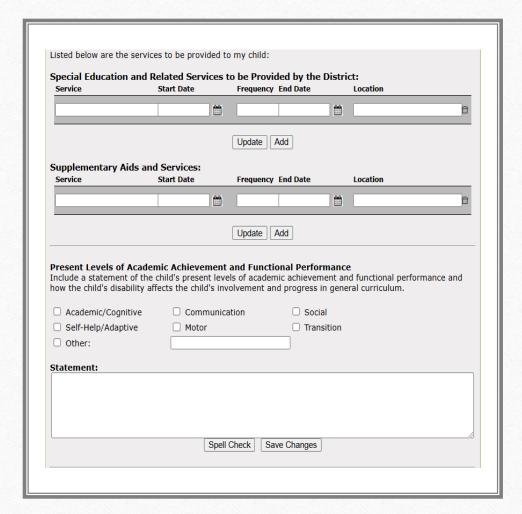












ISP Development Complete all fields

- Special Education and Related Services
 - Services should target specific areas: i.e. Speech Therapy, Basic Reading, Social Skills, etc.
- Frequency enter "proportionate share"
- End date last day of the school year
- Location outside provider
- Supplementary Aids/Services enter as appropriate
- Present Levels select all corresponding areas
 - Statement enter data from the MET, current providers, general education teacher input, etc.



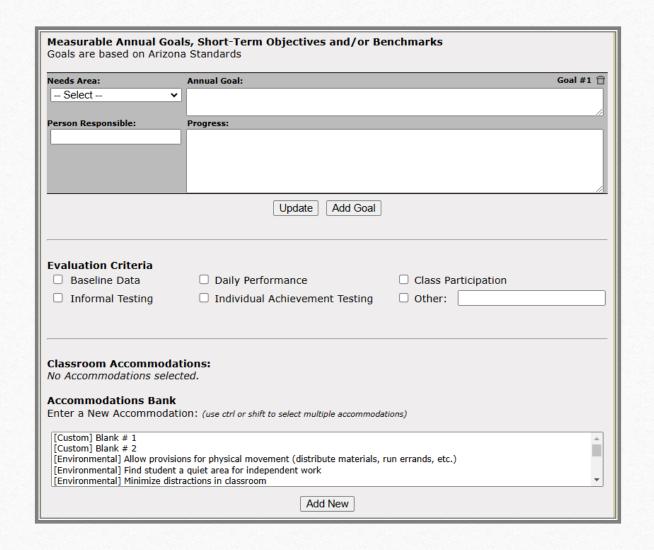






ISP Development - continued

- Measurable Goals add goal(s) that reflect the student's identified need(s)
- Evaluation Criteria select all corresponding data sources discussed
- Classroom Accommodations –
 add accommodations as
 appropriate













Service Plan Participants

- Select Participant Roles
 - Select at least the 5 legally required participants
 - Add any additional staff that CUSD is inviting to the meeting (related therapists, etc)
- Enter Name of Participants
- Gather signatures at the meeting



