

EASY IEP for Secretaries

1. Go to www.wmisd.org
2. On the left side, near the bottom, click on the blue “Easy IEP Links”
3. Click on your Districts name (for example “Cadillac Area Public Schools”)
4. Type in your username: First Name (space) Last Name
5. Type in your password (right now it is easyiep)
6. Click on “Login”
7. Click “agree” on the license agreement (if it comes up)
8. Click “Ok” in the box to remind you to enter an email address (should only come up until you enter your email address)
9. Click on “My Info” on the green bar, change your password to something you can remember and enter an email address.
10. Click on “Update the database”
11. Click on “Students” on the green bar
12. Click on “View students”, all of the special ed students in your building will show up
13. Note the status symbols next to the student’s name, anything in RED means something is out-of-compliance. For more detail, print out the user’s guide on the Main Menu (green bar)
14. Click on the student’s name (in blue)
15. You will only be able to view information. All the pages of the IEP are on the blue bar under the green bar.

HOW TO PRINT AN IEP

16. Click on “Documents” on the blue bar
17. Down at the bottom will be whatever documents have been created for that student. If any say “final” that means that an IEP was held and entered on EasyIEP. Click on the blue link for that document. It comes up in a PDF file that you may print.

HOW TO CHECK IF THE INITIAL IEP WAS HELD WITHIN 30 SCHOOL DAYS (FOR SRSD) This is ONLY used for Initial IEPs NOT 30-day placements

18. Click on “Eligibility” on the blue bar
19. You should see a field that says “Referral Date” and one that says “Last IEP Date”. This is what you use to make sure that the IEP was held within 30 days. To figure out the dates, take the Referral Date and ADD 30 school days. Use this information for SRSD fields 39a, 39b

HOW TO PRINT REPORTS

20. Click on “School System” on the green bar
21. Click on “Reports” on the blue bar
22. Scroll down to the middle of the page under “User Reports”
23. Click on “Caseload List by Provider (pdf)”
24. UNclick everything except “Provider Itinerant”
25. Click on “Generate Report”
26. You must wait a little while for the report to show up at the very bottom of the page
27. Click “Reports” on the blue bar
28. Scroll down to the very bottom of the page
29. Click on the report (in blue)