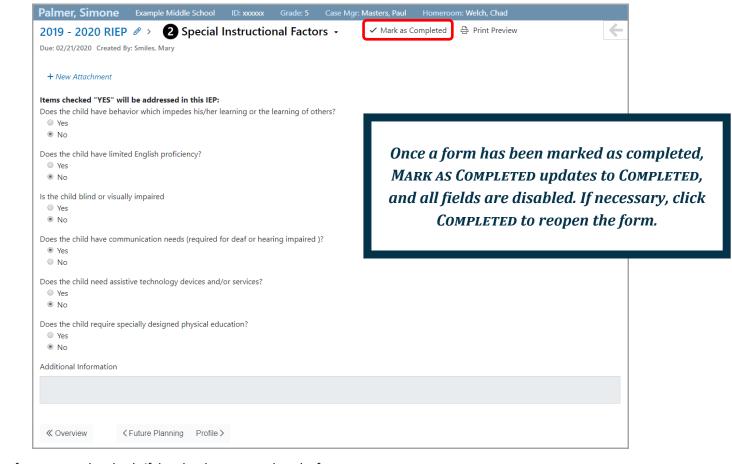


SpecialServices Completing a Form or Document

Completing a Form

Once you are finished edit a form in a document, you can mark that form as completed.

On the edit version of the Student Documents screen, on the form you want to mark as completed, click 🗸 Mark as Completed .



Note: You can mark a form as completed only if data has been entered on the form.

*see reverse side for more information

Completing an Entire Document

Note: Once a document has been marked as completed, it cannot be reopened. Be sure that this is what you intend before taking this action.

Once all the forms in a document are marked as completed, if you have appropriate security privileges, you can complete the document. Once a document is completed, a read-only PDF is generated for it.

On the document overview version of the **Student Documents** screen, click 🗸 Complete.

| almer, Simone Example Middle School ID: xxxxxx Grade: 5 Case Mgr: Masters, Ba | Homeroom: Welch, Chad |
|---|--|
| ue: 02/21/2020 Created By: Smiles, Mary | |
| ndividualized Education Plan Overview | 100% |
| Cover Page | ✓ Completed |
| 1. Future Planning | Once a document is marked as completed, it is sent to permanent storage and its STATUS changes to COMPLETED. |
| 2. Special Instructional Factors | |
| 3. Profile | |
| 4. Extended Services | |
| 6. Measurable Annual Goals | |
| 7. Specially Designed Services | |
| 8. Transportation | ✓ Completed |
| 9. Nonacademic Services | ✓ Completed |
| 10. General Factors | ✓ Completed |
| 11. Least Restrictive Environment | ✓ Completed |

2 On the **Send for Review** window that opens, click **Complete**.

Note: For more information on sending documents for review via the Frontline Collaboration Portal, see the Sending Documents for Review instructional sheet.

The document is now completed, and a read-only PDF is generated for it.

