



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 .

Palmer, Simone Example Middle School ID: xxxxxx Grade: 5 Case Mgr: Masters, Paul Homeroom: Welch, Chad

2019 - 2020 RIEP > 2 Special Instructional Factors - Mark as Completed Print Preview

Due: 02/21/2020 Created By: Smiles, Mary

+ New Attachment

Items checked "YES" will be addressed in this IEP:

Does the child have behavior which impedes his/her learning or the learning of others?

Yes
 No

Does the child have limited English proficiency?

Yes
 No

Is the child blind or visually impaired?

Yes
 No

Does the child have communication needs (required for deaf or hearing impaired)?

Yes
 No

Does the child need assistive technology devices and/or services?

Yes
 No

Does the child require specially designed physical education?

Yes
 No

Additional Information

<< Overview < Future Planning Profile >

Once a form has been marked as completed, MARK AS COMPLETED updates to COMPLETED, and all fields are disabled. If necessary, click COMPLETED to reopen the form.

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.

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

Palmer, Simone Example Middle School ID: xxxxxx Grade: 5 Case Mgr: Masters, Paul Homeroom: Welch, Chad

2019 - 2020 RIEP > ! Mark as Priority Print Preview + Add Additional **1** ✓ Complete Delete

Due: 02/21/2020 Created By: Smiles, Mary

Individualized Education Plan Overview 100%
✓ Completed

Cover Page	✓ Completed
1. Future Planning	
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

Once a document is marked as completed, it is sent to permanent storage and its STATUS changes to 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.

Send for Review ×

Sending this document for review lets recipients sign and annotate it via the Frontline Collaboration Portal.

Note: This document cannot be edited or deleted while it is being reviewed.

2 ✓ Complete Continue to Review >