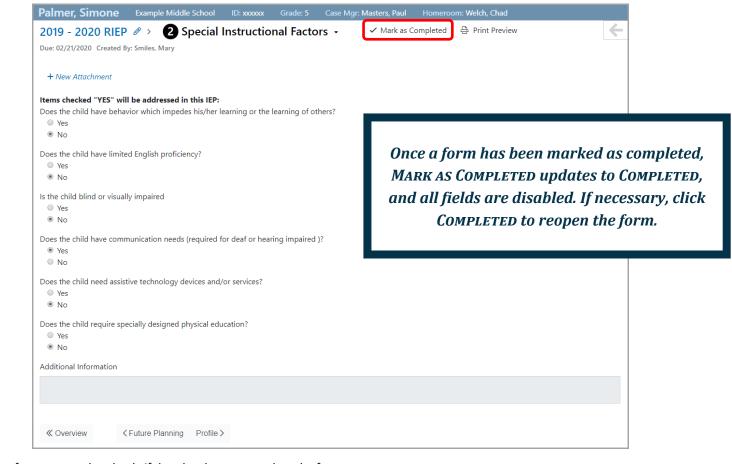


SpecialServices Completing a Form or Document

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.

