



Creating a Preschool-to-Kindergarten Transition IEP

You can create a Preschool-to-Kindergarten Transition IEP that contains both preschool and school-aged questions so that a new IEP does not need to be created when the student enters kindergarten.

Note: You can also modify an existing IEP so that it becomes a Preschool-to-Kindergarten Transition IEP. If you are modifying an existing IEP, proceed to step 4.

- 1 On the **Dashboard** screen, the **Student Documents** screen **Documents** tab, or the **Student Profile** screen **Special Education** tab, click **New Document**.

1 **+ New Document** ! Mark as Priority

<input type="checkbox"/>	! ▾ Student	Grade	Document
<input type="checkbox"/>	Haynes, Sharon	5	2019 - 2020 RIEP
<input type="checkbox"/>	Barker, Sabrina	5	2019 - 2020 RIEP

- 2 On the **Create New Document** window that opens, enter or select options for an IEP as normal. (For more information on creating a new document, see the *Creating a New Document* instructional sheet.)

2 **Create New Document** ✕

Student Hayes, Christie ✕

Document Individualized Education Plan ▾

Type Initial IEP ▾

Name 2019-2020 Initial IEP

School Year 2019-2020 ▾

Grade Level 3 - 03 ▾

Due Date 05/01/2020

Copy From Select Document to Copy... ▾

Mark as Priority

3 **Create**

- 3 Click **Create**.

The **Create New Document** window closes, and the document overview version of the **Student Documents** screen displays.

- 4 On the document overview version of the **Student Documents** screen, click **Cover Page**. Or, click **Start**.

Note: If the document has been edited previously, *Edit* displays instead of *Start*.

2019-2020 Initial IEP > Priority Print Preview + Add Additional Forms Delete

Due: 05/01/2020 Created By: Masters, Paul

Individualized Education Plan Overview

4 **Cover Page** Start

1. Future Planning Start

**see reverse side for more information*

The IEP **Cover Page** displays.

- 5 On the **Cover Page**, in the **Child's Information** section, select **Yes** for **Is the child in preschool?** Your changes save automatically.

2019-2020 Initial IEP > Cover Page > Child's Information - ✓ Mark as Completed Print Preview
Due: 05/01/2020 Created By: Masters, Paul

+ New Attachment

Name	ID Number	Date of Birth	5	Is the child in preschool?
Hayes, Christie	3210007	10/01/2012		<input checked="" type="radio"/> Yes <input type="radio"/> No
Street	Gender	Grade /		Will the child be 14 years old before the end of this IEP?
1093 Park Ave	F	3 / PS		<input type="radio"/> Yes <input type="radio"/> No

- 6 In the form drop-down list at the top of the screen or in the Quick Document Menu, click **Least Restrictive Environment**.

6 Form drop-down list

Quick Document Menu

The IEP **Least Restrictive Environment** form displays.

- 7 On the **Least Restrictive Environment** form, select the **This IEP will transition with the child to kindergarten** checkbox.

2019-2020 Initial IEP > 11 Least Restrictive Environment - ✓ Mark as Completed Print Preview
Due: 05/01/2020 Created By: Masters, Paul

+ New Attachment

7 For Preschool:
 This IEP will transition with the child to kindergarten.

Does the child attend a general education setting?
 Yes
 No
clear

Does the child receive all of his/her special education and related services embedded within regular classroom routines and activities?
 Yes
 No
clear

Additional Information
Additional Information...

Below the **For Preschool** questions, the **School Age** questions display, and this IEP can now be used as a **Preschool-to-Kindergarten IEP**. Your changes save automatically.