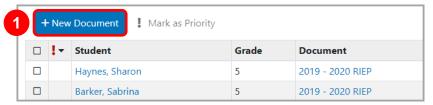


Special Services Creating a Preschool-to-Kindergarten **Transition IEP**

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.

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

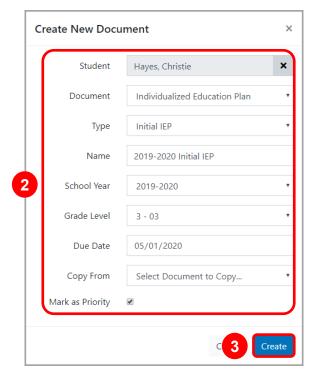


- On the Create New Document window that opens, enter or select options for an IEP as normal. (For more information on creating a new document, see the *Creating a New Document* instructional sheet.)
- Click Create.

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

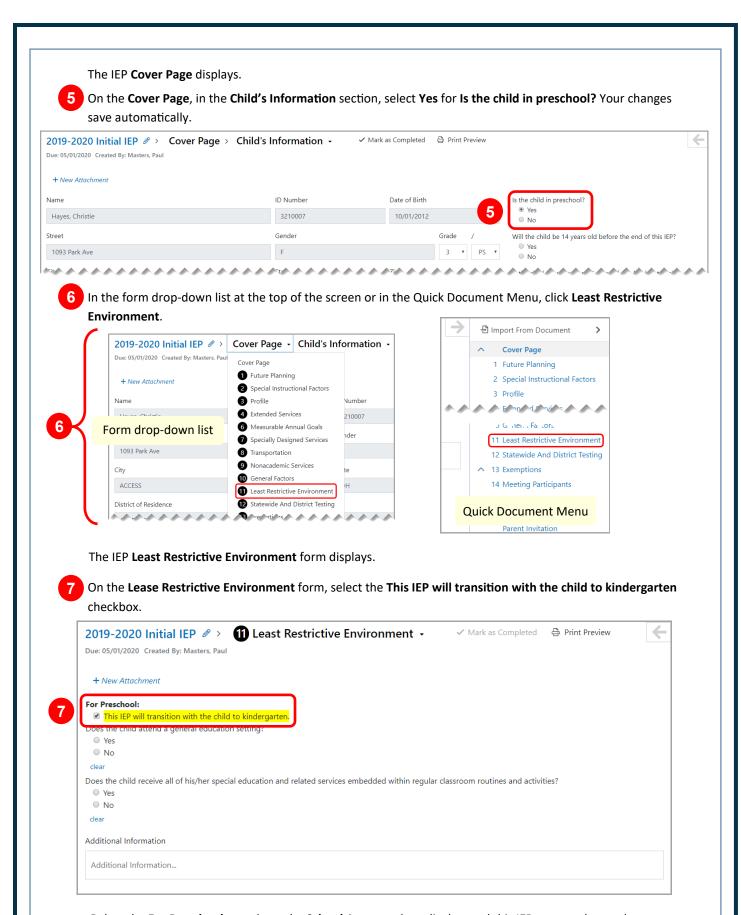
On the document overview version of the **Student** Documents screen, click Cover Page. Or, click Start.

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





*see reverse side for more 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.