*Special*Services *Printing Student Documents*

On the **My Students** screen, you can bulk print the documents to which you have access for the students you select.

1 On the **My Students** screen, click **Print Student Documents**.

My Students	🔗 Assign Stu	**1**	📄 Print Student Documents				
Student	**Id**	**Code**	**Related Services**	**Documents**	**Status**	**Due Date**	**Progress**
Brown, Alyssa	xxxxxx		Masters, Jim Case Manager	2016-2017 RIEP	Completed	10/16/2016	
				2017-2018 RIEP	Completed	10/10/2017	
Vice, Brianna	xxxxxx		Masters, Jim Case Manager	2014-2015 RETR	Archived	10/28/2014	
				2012-2013 RETR	Archived	03/23/2013	
				2013-2014 RIEP	Archived	11/05/2013	

2 On the **Print Student Documents** window that opens, on the **Create** tab, below **Choose a Document Type**, click the name of the type of document you want to print (**IEP Summary** or **Progress Report**).

The name of the document type you selected is highlighted in green and a checkmark displays beside it.

3 Click **Students**.

4 Below **Choose Students with IEP Summary**, in the search field, search for a student by entering a student ID number or 2 or more letters of a student's first or last name.

*Note: To include students only in your caseload, select the **Caseload Only** checkbox.*

5 When the results list displays, beside the name(s) of the student(s) for whom you want to print the selected document type, click ➕.

In the **Student Documents to Print** grid, each student you selected displays.

Note: To remove a student, beside the student's name, click ✖.

6 Click **Create**.

The **History** tab displays with the **Document** type, **Document Count**, **Date Created**, and **Progress** of all current and past print jobs. In the **Progress** column, **Requested** displays for the print job you just added to the queue.

Print Student Documents ✕

Create	History

Choose a Document Type

2 ✓ IEP Summary	Progress Report

3 Students ❯   Cancel

Print Student Documents ✕

Create	History

Choose Students with IEP Summary

4 | hol | ✖ |

Student Documents to Print

☐ Caseload Only	1 result

5 ➕ Holmes, Lila — xxxxxx
Individualized Education Plan — Date: 04/30/2019

✖ Brown, Alyssa	xxxxxx
Individualized Education Plan	Date: 10/10/2017
✖ Vice, Brianna	xxxxxx
Individualized Education Plan	Date: 10/28/2014

❮ Document   **6** Create   Cancel

Print Student Documents ✕

Create	History

🗑 Delete   🔄

	Document	**Document Count**	**Date Created**	**Progress**
☐	IEP Summary	2	02/17/2020	Requested
☐	IEP Summary	6	02/17/2020	Requested

Close

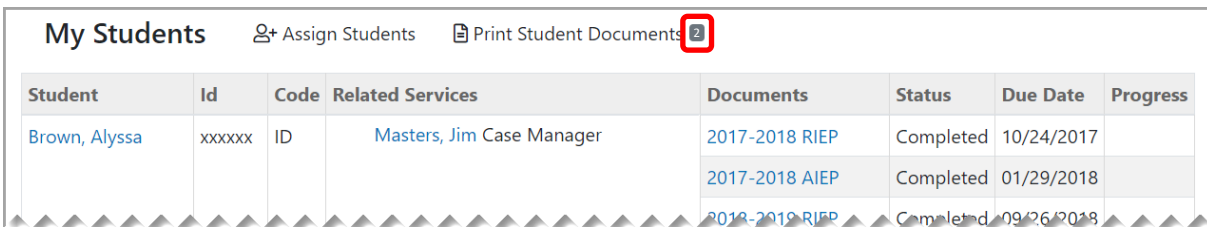*see reverse side for more information*

When the print job for your document begins to process, the **Progress** column changes to **Processing**. When the document is ready to print, the **Progress** column changes to **Available**, and the name of the document displays as a clickable link.

Print Student Documents   ×

Create	History

🗑 Delete   ⟳

☐	Document	Document Count	Date Created	Progress
☐	IEP Summary	2	02/17/2020	Requested
☐	IEP Summary	6	02/17/2020	Processing

Close

Print Student Documents   ×

Create	History 2

🗑 Delete   ⟳

☐	Document	Document Count	Date Created	Progress
☐	📄 IEP Summary	2	02/17/2020	Available
☐	📄 IEP Summary	6	02/17/2020	Available
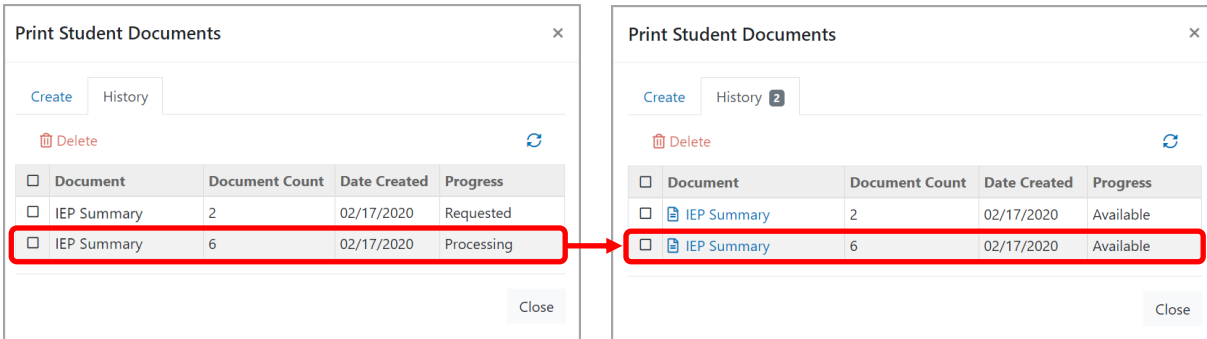
Close

Note: *To delete a print job, in the row of the job you want to delete, select the checkbox. Then, click* 🗑 **Delete***.*

Note: *To refresh the **History** tab, click* ⟳ *.*

Note: *While the print job is processing, you can click **Close** to return to the **My Students** screen. When your document is ready to print, beside **Print Student Documents** and on the **History** tab of the **Print Student Documents** window, an indicator displays with the number of documents available. Click the indicator to open the **History** tab of the **Print Student Documents** window.*

My Students   👥+ Assign Students   📄 Print Student Documents [2]

Student	Id	Code	Related Services	Documents	Status	Due Date	Progress
Brown, Alyssa	xxxxxx	ID	Masters, Jim Case Manager	2017-2018 RIEP	Completed	10/24/2017	
				2017-2018 AIEP	Completed	01/29/2018	
				2018-2019 RIEP	Completed	09/26/2018	

(7) On the **Print Student Documents** window, on the **History** tab, click the name of the document.

(8) On the print preview window that opens, click **Print**.

(8)   🖨 Print   ← Exit Preview

Brown, Alyssa
ID: xxxxxx   Birthdate: 03/18/2006   Gender: F   Grade: 07
School Building: Example Middle School

2016-2017 Review IEP
EFfective Dates: 10/6/2016-9/20/2017

Goals and Objectives/Benchmarks

#	Goal	Objective
1	Example Goal	Example Objective

Specially Designed Services

Category	Service	Goals	Time	Frequency
SKI	Speech & Language Services			

Category: SKI - Specially Designed Instructions; RS - Related Services; AT - Assistive Technology; ACC - Accommodations; MOD - Modifications; SUPP - Support for School Personnel; MED - Service(s) to Support Medical Needs

Statewide and District Testing

Area	Subject	Assessment Title	Detail of Accommodation