

Verifying Special Programs for Special Education Students

1. From the **Start Page**, search for **SCS_IEPinEffect=Yes**.
2. Choose the **Counselor's Screen** option on the **Functions** menu.
3. On the **Counselor's Screen** page, choose the **Special Programs** from the **Screen** menu and click **Submit**.
4. The list of selected students appears in a menu on the left of the selected Student screen.
5. Click on the student's last name to process. If you click on the student's first name, you will be exited from the **Counselor's Screen**.
6. To view details of the entry, click on the entry date of the option listed on the **Special Programs** page. This will take you to the **Edit Special Program Enrollment** page where changes can be made to the record. If a student has both a primary and a secondary option, there will be multiple entries on the **Special Programs** page. Each entry should be verified and a option type selected.
7. The **Entry Date** should be the day the student started the special program. If the student is in Special Education, then this field contains the first day the student started Special Education, not the first day of school and not the first day of the IEP.
8. An exit date is indicated when the student exits out of the special program. This date is not the last day of school.
9. Verify the appropriate program code for the student. A program code might be a Special Education option, along with either 504, Alternative, APEX, Contracted, ESL, or Homebound.

Comment	<input type="text"/>	
Entry Date	<input type="text" value="8/14/2006"/>	Date should be in MM/DD/CCYY format. This date represents the day the student started in the special program.
Exit Date	<input type="text" value="0/0/0"/>	Date should be in MM/DD/CCYY format and only entered when a service ends.
Exit Reason	<input type="text"/>	
Grade Level	<input type="text" value="0"/>	Modify appropriate program.
Program	<input type="text" value="Option 2"/>	
Option Type Information		
Option *	<input type="text" value="Select Option Type"/>	Select primary or secondary if applicable.
Consulting (High School Only)	<input type="text" value="Select Consulting Status"/>	
Outside IEP Information		
Vocational Outside IEP Course Number(s) * (Separate multiple course numbers with a ",")	<input type="text"/>	Complete if appropriate. (High school only.)
		<input type="button" value="Delete"/> <input type="button" value="Submit"/>

10. Select an option type. This is the field that could not be imported and must be selected. This is either the primary or secondary option for a Special Education student.
11. Complete the Consulting and Vocation Outside IEP course information for high school students only.
12. Click **Submit**.
13. Click on **Special Programs** in the "bread crumbs" to edit any additional special programs for that student.
14. Click on the next student's last name to continue the editing procedures.