

WebKIDSS

Frequently Asked Questions:

1. How do I start a new IEP?
To start a new annual, make sure record is locked. Scroll down until you find the **Add New IEP Record** button, click on it. You will then need to enter a new IEP date (meeting date) and initiation date for services. IEP will then be in draft form.
2. How do I exit a student?
Make sure all forms are completed and the **Change Draft/Completed Status** button has been clicked. Send staffing team report from iPad with date of exit, and status, moved, dropout, graduated, etc. Tressa will then exit the IEP and dates will be truncated for services.
3. How do I get to a Learning New Behavior Plan?
On the Social/Emotional page if you answer “yes” to the first question, (The child's behavior significantly impedes his/her learning or that of others and a behavior plan/goal is attached for identified behavioral concerns), when you click save the next page available will be the **Learning New Behaviors** page. The **Learning New Behaviors** page will not show up until yes is clicked on the first question and page is saved. This is the behavior plan. In addition to filling out the **Learning New Behaviors** page you will need to write a goal to address the behavior.
4. I can't find my student?
Go to the main menu page, (the one with the **WebKIDSS logoff** button), make sure under **Which IEP records** the default choice is **Active and Draft Students**. If you still cannot find the student try **active caseload, top-most two records or draft IEPs only**.
5. I'm done writing my IEP, what's the next step?
When you have completed all pages needed for the IEP and checked the box Page Completed for each page. Make sure your iPad paperwork has been sent to the office (same day is best practice). Two weeks from the date of the meeting, the IEP will be locked and you will not be able to make any additional changes.
6. How do I print an IEP at a Glance?
Go to **Student IEP Data**, at the top under **IEP** choose **IEP at a glance**. Mark appropriate options and click on **Display**. Print. (Apple, command P; windows, control P)