

# SPED FORMS 101



Case Manager Log in and Set Up

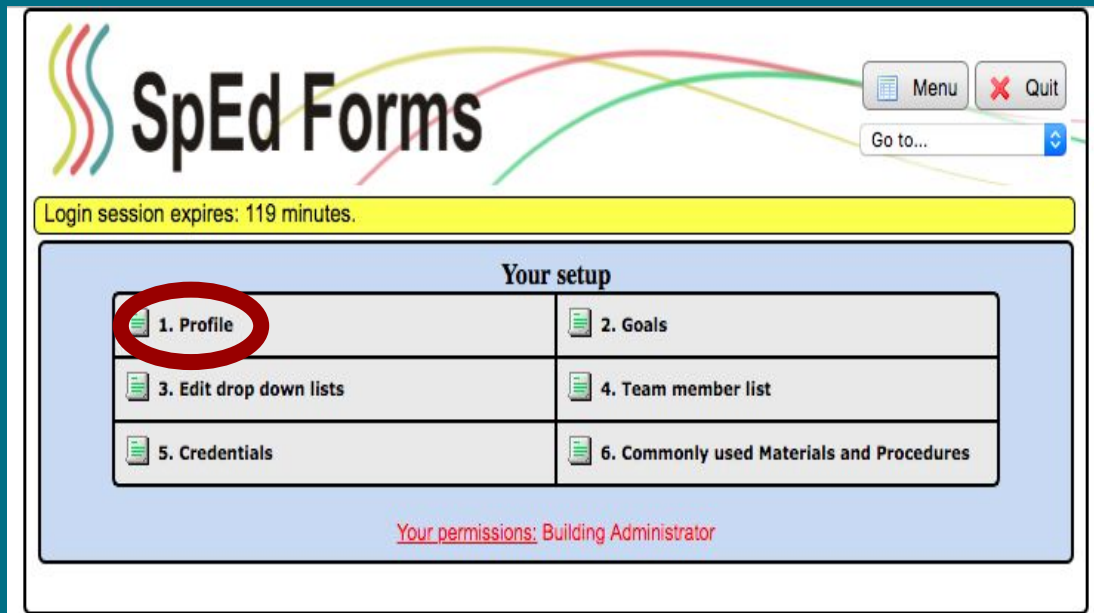
# SPED FORMS LINK

- Log onto the Benton Stearns website at [www.bentonstearns.k12.mn.us](http://www.bentonstearns.k12.mn.us)
- Click on the SPED Forms logo on the front page to be taken to <https://17.spedforms.org/6383/default.php>
- Bookmark the login page for quick access



# LOGGING INTO SPED FORMS

- On the Main Menu, click on SETUP to bring "Your Setup" page
- Click on 1. Profile



# SETTING UP SPED FORMS

- Set up your Personal Profile
  - Change
    - Your Password
    - Your name to personal preference
    - Ensure email and phone number are correct

The screenshot shows the 'SpEd Forms' application interface. At the top, there's a header with the logo and navigation buttons: 'Save', 'Prev. Page', 'Menu', and 'Quit'. A 'Go to...' search bar is also present. Below the header, a yellow status bar indicates 'Login session expires: 119 minutes.' and 'Exclusive Rights: 59 minutes.'.

The main content area is titled 'Profile' and is divided into two columns: 'Login Information' and 'Contact Information'.

**Login Information:**

- First: BernieSue E. Last: Davenport
- Title: Special Education Teacher
- User Name: bdavenport
- Email: bdavenport@bentonstearns.k12.mn.us
- Password: [masked]
- Confirm: [masked]

**Contact Information:**

- Phone number(s):
  - 1. Work: 320-252-8427 (Land line)
  - 2. Mobile: [blank] (Land line)
  - 3. Fax: [blank] (Land line)
- Address 1: [blank]
- Address 2: [blank]
- City: [blank] State: [blank] Zip: [blank]

Below the contact information, it states 'Password last changed : 7/10/2018 1:26:00 PM.' and provides links for 'Policy', 'Help', and 'YouTube'.

The bottom section is titled 'Settings' and 'Location'.

**Settings:**

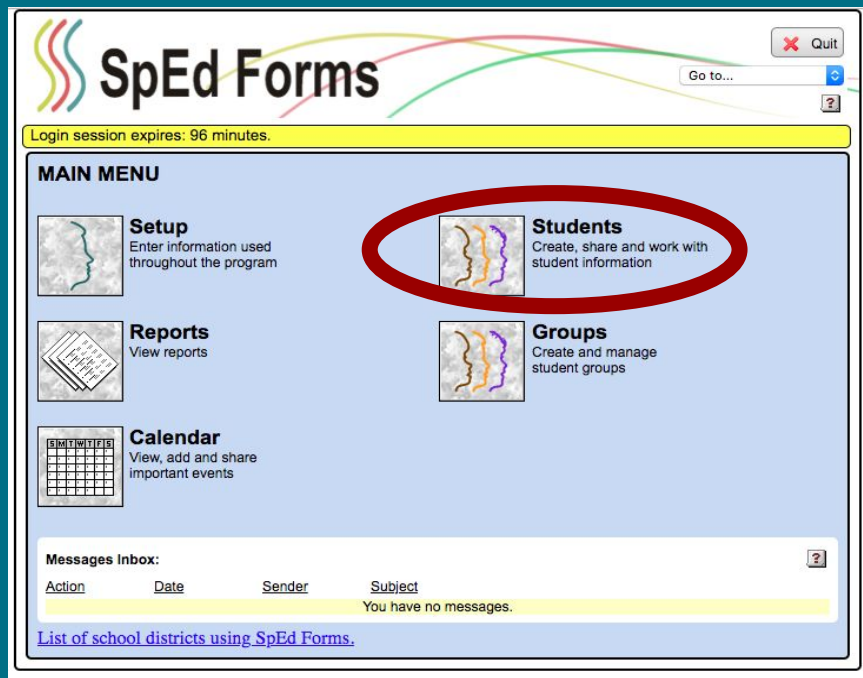
- Print Font Size: 12px
- "Save" Warning: ☒ Show "Save" Warnings
- ☐ Hide provider name on services entry screen.

**Location:**

- District: 6383: Benton Stearns Education Programs
- School: [blank]
- Location/Agency: [blank]

At the bottom, a disclaimer states: '\* Approximate size only. Results vary depending upon browser/printer.'


# VIEWING YOUR STUDENTS



- On the Main Menu, click on STUDENTS to bring up your list of students

# FILTERING YOUR VIEW

- Student filter radio buttons on top allow you to group by "managed by me", "MA eligible", and "Inactive"



**SpEd Forms**

Login session expires: 118 minutes.

Find/Request Student Add New Student Menu Quit Go To...

Pages: 1

**Student List Filters**

Show students managed by me: ☐ Show students in district: ---All Districts---

Show inactive students: Show ☐ | Hide ☐ Show students in school: ---Select School---

Show students in grade: --- All Grades ---

Plan	School	MARSS ID	Student Name	Grade	Birthdate	Eval. Date	Meeting Date	
IEP	Benton Stearns Education Programs	0006383000000	Ely Elementary	03	07/07/2008			Quick Links
IEP	Benton Stearns Education Programs	6383000000000	Heidi High	11	07/07/2001			Quick Links
IEP	Benton Stearns Education Programs	0000000006383	Merry Middle	08	07/07/2003			Quick Links
IEP	Benton Stearns Education Programs	0000638300000	Patty Preschool	EC	07/07/2013			Quick Links

Pages: 1

# VIEWING STUDENT DATA

- Click on a student managed by you

The screenshot displays the SpEd Forms application interface. At the top, the logo "SpEd Forms" is visible alongside navigation buttons: "Find/Request Student", "Add New Student", "Menu", and "Quit". A yellow status bar indicates "Login session expires: 118 minutes." Below this, the "Student List Filters" section includes options to "Show students managed by me" and "Show inactive students". To the right, dropdown menus allow filtering by district, school, and grade. A large red arrow points to the first student entry in the table. The table lists four students, all from Benton Stearns Education Programs, with their respective MARSS IDs, names, grades, birthdates, evaluation dates, and meeting dates. Each entry includes a "Quick Links" button.

Plan	School	MARSS ID	Student Name	Grade	Birthdate	Eval. Date	Meeting Date	
IEP	Benton Stearns Education Programs	000638000000	Ely Elementary	03	07/07/2008			Quick Links
IEP	Benton Stearns Education Programs	638300000000	Heidi High	11	07/07/2001			Quick Links
IEP	Benton Stearns Education Programs	000000006383	Merry Middle	08	07/07/2003			Quick Links
IEP	Benton Stearns Education Programs	000063830000	Patty Preschool	EC	07/07/2013			Quick Links

# VIEWING STUDENT DATA

The screenshot shows the 'SpEd Forms' application interface. At the top, there's a header with the 'SpEd Forms' logo and navigation buttons: 'Select Another Student', 'Menu', and 'Quit'. Below this is a 'Go To...' dropdown menu and the text 'Working with Ely Elementary'. A yellow status bar indicates 'Login session expires: 119 minutes.'.

The main interface has a tabbed menu with 'SpEd Forms', 'MA Forms', '504 Forms', 'History', and 'Calendar'. Below the tabs are buttons for 'Sharing/Transfer' and 'Setup', with the 'Setup' button circled in red. The status bar shows 'Status: 1: SpEd: New Referral' and 'Plan: IEP'.

A red warning message states: 'Ely Elementary is a resident of 9998. Please ensure a copy of due process forms are sent to 9998.'

The main content area is a checklist of forms, organized into sections:

- ☐ **REFERRAL AND EVALUATION**
- ☒ **SERVICE PLAN**
  - Notice of a Team Meeting (with icons: ? SP IM SO EN) and Record of a Team Meeting (with icon: EN)
  - Agreement Regarding IEP Team Member Attendance (with icon: EN)
  - Individualized Education Program (IEP) (with icons: ? SP IM SO EN)
  - Prior Written Notice/Consent (with icons: SP IM SO EN) and Procedural Safeguards (with icons: SP IM SO EN)
  - Transfer Parent Rights (with icon: EN)
- ☐ **ENROLLMENT AND ATTENDANCE**
- ☒ **RESTRICTIVE PROCEDURES**
  - Use of Restrictive Procedures: Physical Holding (with icon: EN) and Use of Restrictive Procedures: Seclusion (with icon: EN)
  - Staff Debriefing Meeting (with icon: EN)
- ☐ **DISMISSAL**
- ☒ **OTHER FORMS AND LOGS**

- Click on their setup
  - Review for accuracy (building, grade, parent address, phone number, email, etc.)

# SHARING A STUDENT

**SpEd Forms**

Select Another Student | Menu | Quit

Go To... Working with Ely Elementary

Login session expires: 119 minutes.

SpEd Forms | MA Forms | 504 Forms | RTI Forms | History | Calendar

Sharing/Transfer | Setup

Status: 1: SpEd: New Referral | Plan: IEP

Ely Elementary is a resident of 9998. Please ensure a copy of due process forms are sent to 9998.

<input type="checkbox"/> REFERRAL AND EVALUATION	
<input checked="" type="checkbox"/> SERVICE PLAN	
Notice of a Team Meeting	Record of a Team Meeting
Agreement Regarding IEP Team Member Attendance	
Individualized Education Program (IEP)	
Prior Written Notice/Consent	Procedural Safeguards
Transfer Parent Rights	
<input type="checkbox"/> ENROLLMENT AND ATTENDANCE	
<input checked="" type="checkbox"/> RESTRICTIVE PROCEDURES	
Use of Restrictive Procedures: Physical Holding	Use of Restrictive Procedures: Seclusion
Staff Debriefing Meeting	
<input type="checkbox"/> DISMISSAL	
<input checked="" type="checkbox"/> OTHER FORMS AND LOGS	

- On the student form menu, click on Sharing/Transfer
  - Share with other teachers, admin, speech language pathologists, OTs, PTs, DHH, BVI, etc as applicable and be sure to give edit access

# TRANSFERRING STUDENT

- To transfer a student to a new case manager, click on Sharing/Transfer on the student form menu

**SpEd Forms** Select Another Student Menu Quit Go To... Working with Ely Elementary

Login session expires: 119 minutes.

**SpEd Forms** **MA Forms** **504 Forms** **RTI Forms** **History** **Calendar**

**Sharing/Transfer** **Setup**

Status: 1: SpEd: New Referral Plan: IEP

Ely Elementary is a resident of 9998. Please ensure a copy of due process forms are sent to 9998.

<input type="checkbox"/> <b>REFERRAL AND EVALUATION</b>	
<input checked="" type="checkbox"/> <b>SERVICE PLAN</b>	
Notice of a Team Meeting <span>?</span> <span>SP</span> <span>IM</span> <span>SD</span> <span>EN</span>	Record of a Team Meeting <span>EN</span>
Agreement Regarding IEP Team Member Attendance <span>EN</span>	
Individualized Education Program (IEP) <span>?</span> <span>SP</span> <span>IM</span> <span>SD</span> <span>EN</span>	
Prior Written Notice/Consent <span>SP</span> <span>IM</span> <span>SD</span> <span>EN</span>	Procedural Safeguards <span>SP</span> <span>IM</span> <span>SD</span> <span>EN</span>
Transfer Parent Rights <span>EN</span>	
<input type="checkbox"/> <b>ENROLLMENT AND ATTENDANCE</b>	
<input checked="" type="checkbox"/> <b>RESTRICTIVE PROCEDURES</b>	
Use of Restrictive Procedures: Physical Holding <span>EN</span>	Use of Restrictive Procedures: Seclusion <span>EN</span>
Staff Debriefing Meeting <span>EN</span>	
<input type="checkbox"/> <b>DISMISSAL</b>	
<input checked="" type="checkbox"/> <b>OTHER FORMS AND LOGS</b>	

# TRANSFERRING STUDENT

- Click on the select a user drop down box
- Choose the category of staff you want to transfer the student to
- Identify the correct staff member and click Share
- The name of the staff member you chose will show up under the users with access to this student column
  - Be sure to give them Edit access if they need to edit the record, otherwise they will just be able to view only

Prev. Page Forms Menu

Go to...

Student: Ely Elementary

Login session expires: 119 minutes. Exclusive Rights: 59 minutes.

Show more on sharing a student with a local user

**SHARING FOR ELY ELEMENTARY**

Select a user ---Select Staff Category/Location---

**Users with access to this student**

<Unshare	<a href="#">Sue Currens</a> , Special Ed Coordinator	<input checked="" type="checkbox"/> Edit
(Case Manager)	<a href="#">Bernie Sue E. Davenport</a> , Special Education Teacher	<input checked="" type="checkbox"/> Edit
<Unshare	<a href="#">Sandra Haller</a> , Special Education Coordinator	<input checked="" type="checkbox"/> Edit
<Unshare	<a href="#">Alicia Jepsen</a> , Executive Director	<input checked="" type="checkbox"/> Edit
<Unshare	<a href="#">Mary McCabe</a> , Coordinator	<input checked="" type="checkbox"/> Edit
<Unshare	<a href="#">Jill Murphy</a> , Special Education Coordinator	<input checked="" type="checkbox"/> Edit
<Unshare	<a href="#">Cynthia Pedersen</a> , Benton Stearns Program Supervisor	<input checked="" type="checkbox"/> Edit

**SEND THIS STUDENT TO A NEW IEP MANAGER**

Send this student to a new Case Manager

[List of school districts using SpEd Forms.](#)

# REQUESTING A STUDENT

- On the page with the list of your students, Click on Find/Request Student

SpEd Forms

Login session expires: 118 minutes.

Pages: 1

**Student List Filters**

Show students managed by me: ☐

Show inactive students: Show ☐ | Hide ☐

Show students in district: ---All Districts---

Show students in school: ---Select School---

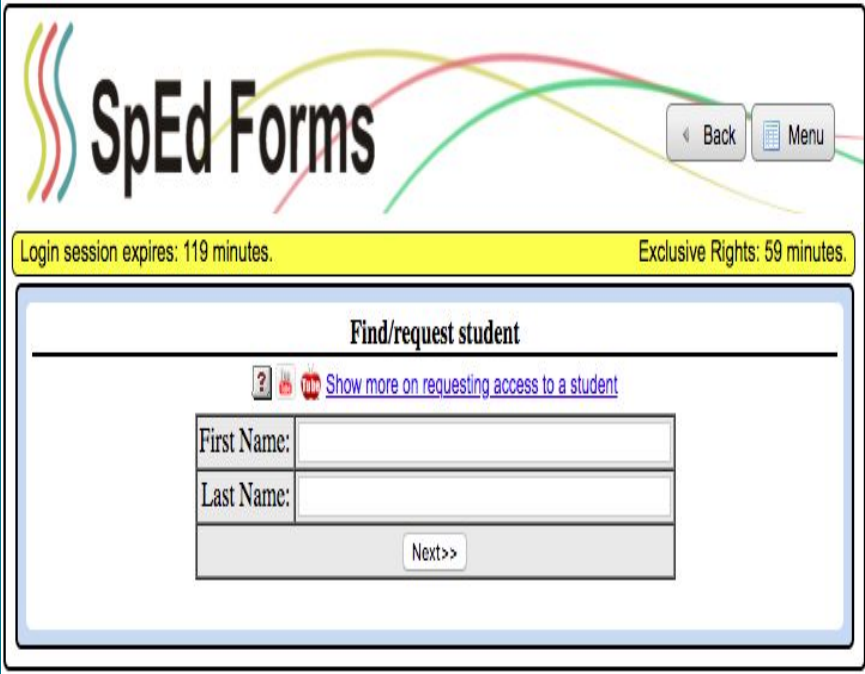
Show students in grade: --- All Grades ---

Plan	School	MARSS ID	Student Name	Grade	Birthdate	Eval. Date	Meeting Date	
IEP	Benton Stearns Education Programs	0006383000000	Ely Elementary	03	07/07/2008			Quick Links
IEP	Benton Stearns Education Programs	6383000000000	Heidi High	11	07/07/2001			Quick Links
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IEP	Benton Stearns Education Programs	0000638300000	Patty Preschool	EC	07/07/2013			Quick Links

Pages: 1

# Requesting A Student

- Type the first and last name of the student you are looking for, then click Next
- A list of students will appear that match the name that you entered. Find the student you want access to, then click on the "Request" button for that student.
- A confirmation will then appear, confirming that a message has been sent to the current case manager.



The screenshot shows the SpEd Forms web application interface. At the top, there is a logo with three vertical wavy lines in green, yellow, and red, followed by the text "SpEd Forms". To the right of the logo are two buttons: "Back" and "Menu". Below the logo, a yellow banner displays "Login session expires: 119 minutes." and "Exclusive Rights: 59 minutes." The main content area is titled "Find/request student" and contains a search form with two input fields: "First Name:" and "Last Name:". Below these fields is a "Next>>" button. To the right of the input fields is a link that says "Show more on requesting access to a student" with a question mark icon and a red apple icon.

# REFERRAL & EVALUATION DOCS

**SpEd Forms**

Login session expires: 115 minutes.

SpEd Forms | MA Forms | 504 Forms | RTI Forms | History | Calendar

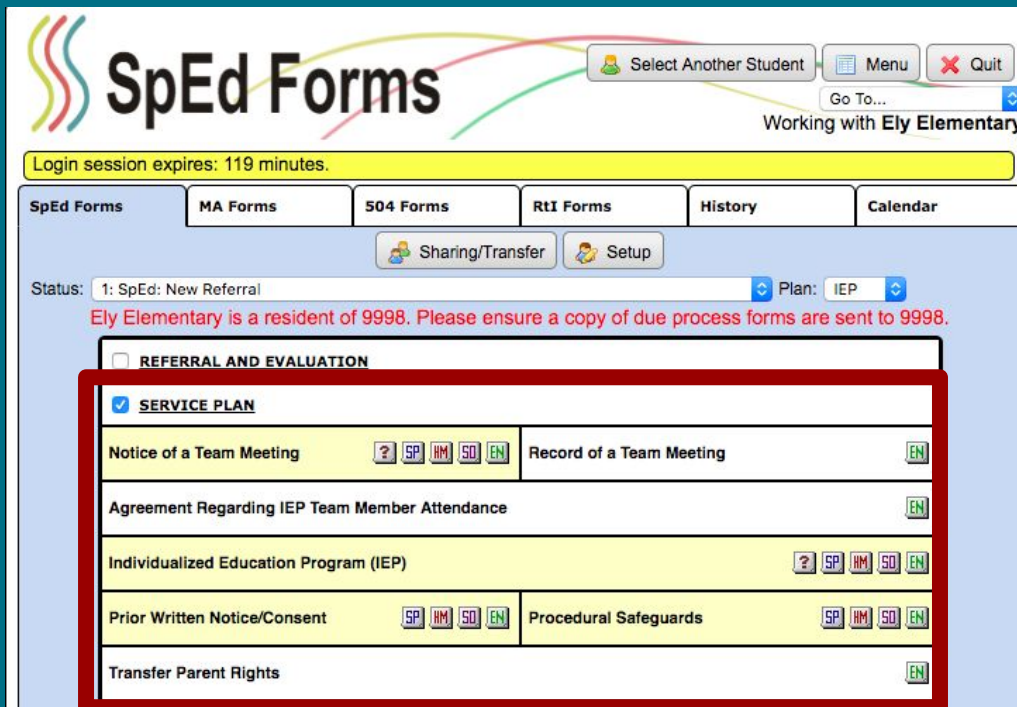
Status: 1: SpEd: New Referral | Plan: IEP

Ely Elementary is a resident of 9998. Please ensure a copy of due process forms are sent to 9998.

REFERRAL AND EVALUATION	
ECSE Referral for Screening/Evaluation	ECSE Child Outcomes Summary form
Referral Review and Assessment Determination	Review of Existing Data
Notice of a Team Meeting	Record of a Team Meeting
Eval./Reval. Plan Prior Written Notice	Notice of Proposed Screening: IDEA Part B – ECSE
Evaluation Report	Procedural Safeguards
Team Override	Medical documentation: ADHD

- Under the Referral and Evaluation section there are many documents that you will use including
  - Notice of a Team Meeting
  - Record of a Team Meeting
  - Evaluation/Reevaluation Plan PWN
  - Evaluation Report

# SERVICE PLAN DOCUMENTS



**SpEd Forms**

Select Another Student | Menu | Quit

Go To...

Working with Ely Elementary

Login session expires: 119 minutes.

SpEd Forms | MA Forms | 504 Forms | RTI Forms | History | Calendar

Sharing/Transfer | Setup

Status: 1: SpEd: New Referral | Plan: IEP

Ely Elementary is a resident of 9998. Please ensure a copy of due process forms are sent to 9998.



















☐ REFERRAL AND EVALUATION

☒ **SERVICE PLAN**

Notice of a Team Meeting	Record of a Team Meeting
Agreement Regarding IEP Team Member Attendance	
Individualized Education Program (IEP)	
Prior Written Notice/Consent	Procedural Safeguards
Transfer Parent Rights	

- Under the Service Plan Section there are many documents that you will use including
  - Notice of a Team Meeting
  - Record of a Team Meeting
  - IEP
  - Prior Written Notice
  - Procedural Safeguards

# IEP Documents

Individualized Education Program (IEP)	
IEP Meeting Date: (not entered) Finalized on: (never finalized)	
<input checked="" type="radio"/> IEP <input type="radio"/> IIIP <input type="radio"/> ISP	
<input checked="" type="button" value="Validate"/> <input type="button" value="Print IEP"/> <input type="checkbox"/> Amendment	
1. Student information 	2. Present levels 
3. Goals 	4. Transition services 1 
5. Transition services 2 	6. Services 
7. Accommodations, modifications 	8. Assessments (Page 1) 
9. Assessments (Page 2) 	10. Additional Information 
IEP Progress Report 	Agreement to Amend 
Behavior Intervention Plan (BIP) 	Positive Behavior Support Plan 
Classroom adaptations & modifications 	
ESY Services 	ESY Decision Flowchart 
ESY Progress Report 	

- Under the IEP is not only the pages of the IEP but these additional documents
  - Progress Report
  - Behavior Intervention Plan
  - Agreement to Amend
  - Positive Behavior Support Plan
  - ESY Decision Flowchart

# REPORTS

- On the Main Menu are Reports that can be run to assist you
- One particular report that is helpful for Case Managers is the Combined Report
  - You can sort by student name, IEP date and/or Evaluation Due Date

The screenshot displays the SpEd Forms application interface. At the top, the logo "SpEd Forms" is visible, accompanied by a "Menu" button and a "Quit" button. Below the logo, a yellow status bar indicates "Login session expires: 119 minutes." The main content area is titled "Reports" and features three radio buttons: "Searchable" (selected), "Custom", and "Quick". Below these buttons is a table listing ten reports, each with a document icon and a number.

Reports	
1. Combined report	2. Teacher workload analysis
3. Team meetings in the next 90 days	4. Case management agenda
5. Services	6. Attendance Detail Report
7. My evaluations	8. Student History Progress Reports
9. Blank Forms in PDF Format	10. Attendance Summary Report