SPED Forms 101

Benton-Stearns Education District
Educate. Grow. Together.

Case Manager Log in and Set Up
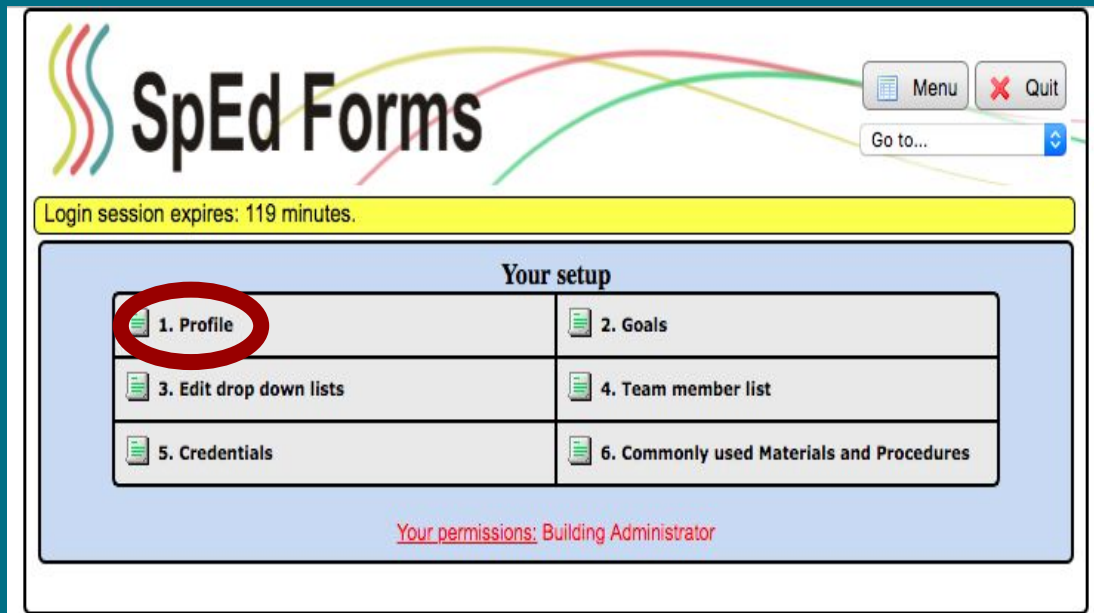
SPED FORMS LINK

- Log onto the Benton Stearns website at 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

| Home | BSED Services | Early Childhood | Voyagers Program | Disability Area Resources | Staff Resources | Third Party Billing | Parents |

WELCOME TO BENTON-STEARNS EDUCATION DISTRICT

The purpose of the Benton-Stearns Education District is to provide educational opportunities for pupils by increasing cooperation and coordination among the member districts. The purpose is accomplished through the creation of an Education District Board, which applies, receives and administers funding on behalf of the Member Districts. High quality staff provides service with expertise in a multitude of skill areas. Improved learning students is an ongoing goal and function of the Education District.

Benton-Stearns Education District was reorganized as an Education District in October 1988 by an agreement between six member districts (see Education District Agreement and Bylaws). From 1978 to 1988 the Education District was organized as a

Benton-Stearns
Education Center
Benton - Stearns Education District
Serving Students from:
Foley Holdingford Kimball Rocori
Sartell/St. Stephen Sauk Rapids/Rice

Benton-Stearns Education District
Special Education Resource Guide

SpEd Forms

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

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"

VIEWING STUDENT DATA

- Click on a student managed by you

VIEWING STUDENT DATA

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

SHARING A STUDENT

- 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

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

Requesting a Student

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

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.

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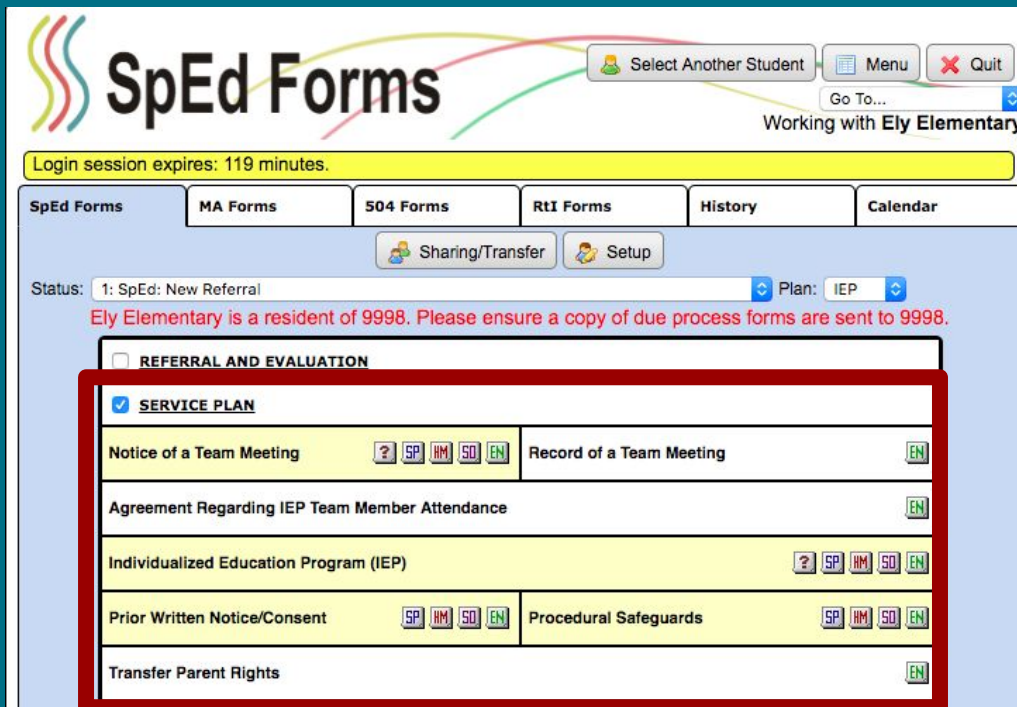
- Under the Referral and Evaluation section there are many documents that you will use including
  - Notice of a Team Meeting
  - Record of a Team Meeting
  - Evaluation/Reevaluation Plan PWN
  - Evaluation Report

SERVICE PLAN DOCUMENTS

- 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)

○ IEP ○ IIIP ○ ISP   ✓ Validate   Print IEP   ☐ Amendment

1. Student information	EN	2. Present levels	EN
3. Goals	EN	4. Transition services 1	EN
5. Transition services 2	EN	6. Services	EN
7. Accommodations, modifications	EN	8. Assessments (Page 1)	EN
9. Assessments (Page 2)	EN	10. Additional Information	EN

IEP Progress Report	EN	Agreement to Amend	EN
Behavior Intervention Plan (BIP)	EN	Positive Behavior Support Plan	EN
Classroom adaptations & modifications			EN
ESY Services	EN	ESY Decision Flowchart	EN
ESY Progress Report	EN		

- 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