



EdPlan Connect

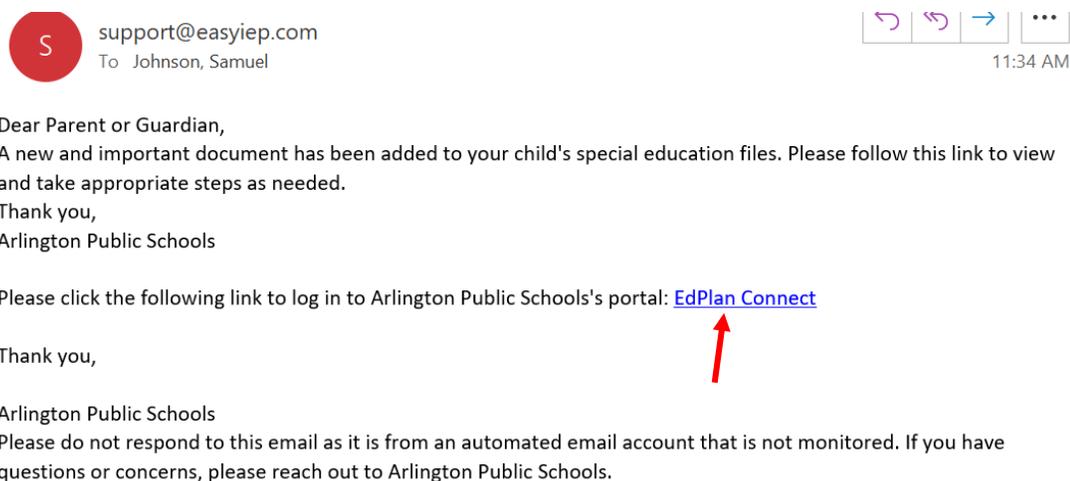
A Guide for using the EdPlan parent portal.

The EdPlan Connect feature will allow you, as the parent or guardian, to virtually access your child's IEP documents, apply your response and electronically sign the document(s). This guide provides an overview of EdPlan Connect, including information on how to review and sign documents.

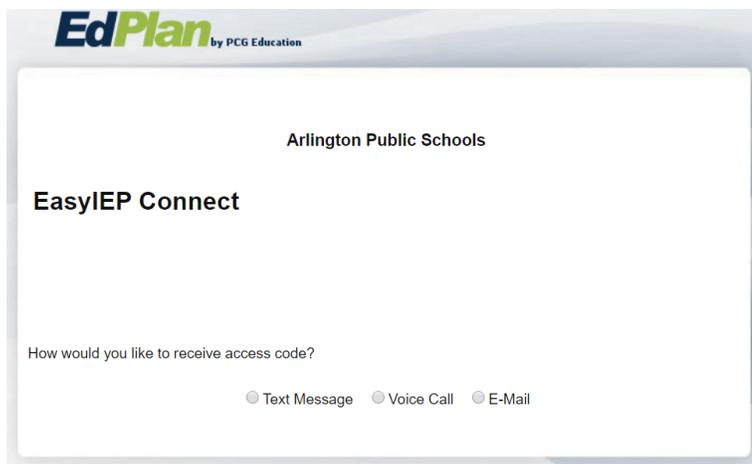
How to Access the Parent Portal

Once a Proposed IEP has been created for your child, you will be sent an email notification with a link that allows you to access the EdPlan Connect portal. You can use the EdPlan Connect Portal anytime as long as you keep track of the access link sent to you after the IEP Team meeting. You can access the EdPlan Connect Portal by following the steps below:

1. Locate the notification in your email inbox, which you will receive midnight the day after the IEP or 504 plan is proposed. This notification will be sent to the email address the school has on file. The email will look similar to the picture below.

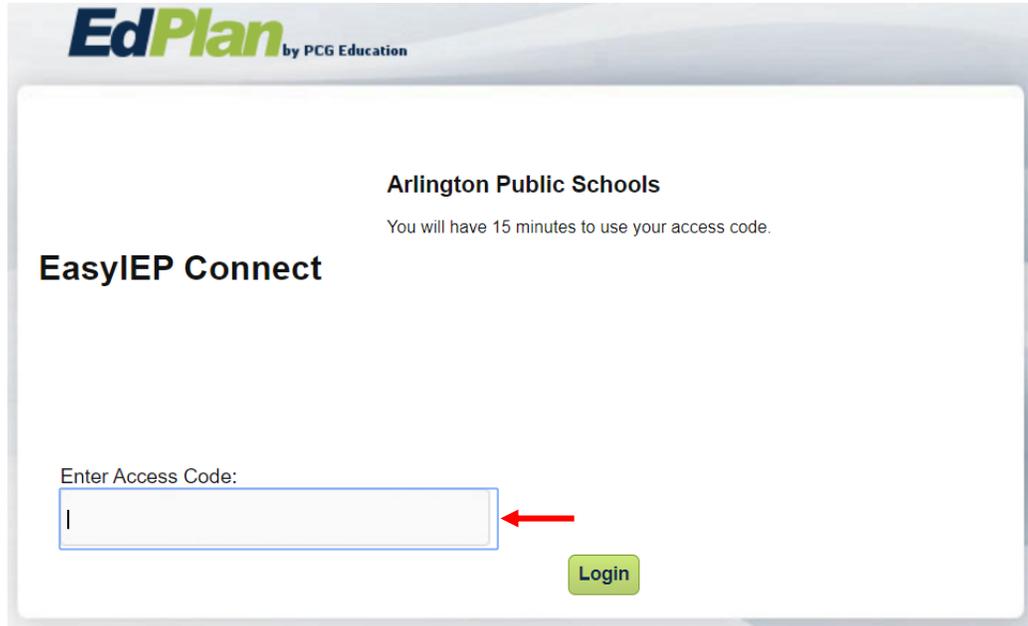


2. After clicking on the link, you will be taken to the EdPlan Connect portal to authenticate your identity per FERPA requirements by requesting an access code. You can choose to receive your code either by text message, voice call or email. We strongly encourage text or voice call. The Login page will look similar to the picture below.

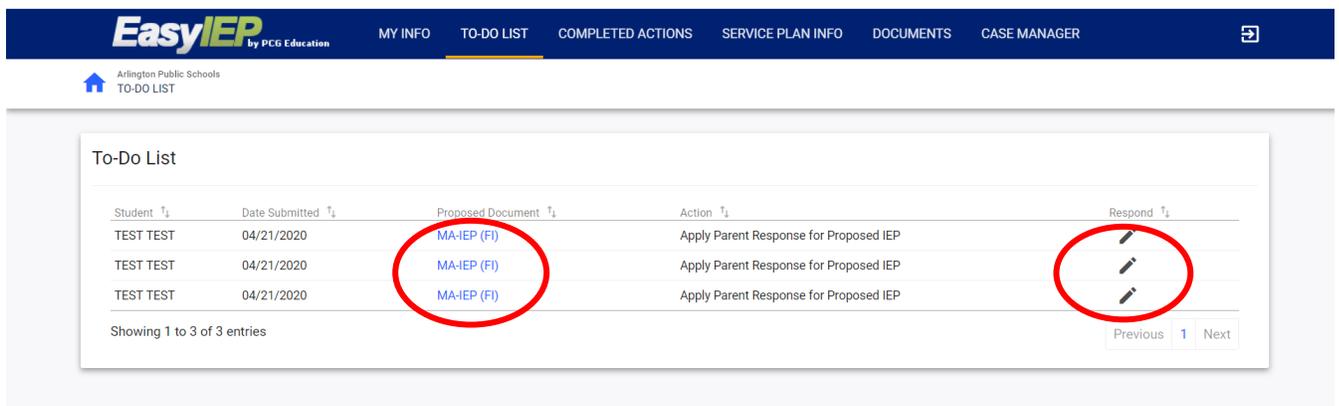


Once you select how you want to receive your access code, please click "Request Access Code" button (seen in green in the screen shot above) and allow for 1-2 minutes to receive the access code via the method you chose (for example, you will get a text if you selected "Test Message" above).

3. Once you receive the code, enter it in the field seen in the picture below and select "Login"



4. Once you log into the site, you will be taken to your To-Do List where any document pending a response from you will be displayed. Click on the IEP document or you may click on the pencil under Respond to review and sign the document.



5. After taking the action outlined in Step #4, you will be taken to a confirmation page that allows you to indicate your response, as seen below. This page also allows you type in any specific notes you would like to make and to apply your signature. You will most likely select one of the two radio buttons seen in parentheses below.

Apply Parent Response for Proposed IEP

Event Type
Proposed IEP

Parent Signing
Mother L Bloch

Date
04/21/2020

Response

I accept IEP as developed

I reject IEP as developed

I request a meeting to discuss the rejected IEP or portions

I accept services and reject placement

I reject the following portions of the IEP - PARTIALLY REJECT

Yes - I consent to bill Medicaid

No - I do not consent to bill Medicaid

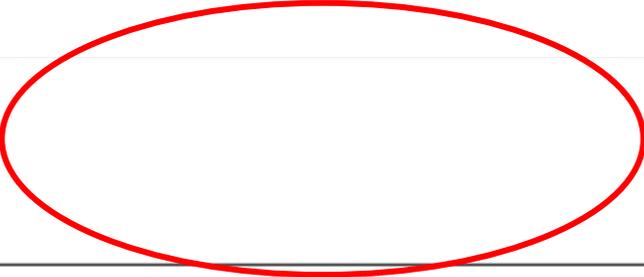
Notes

Signature

6. You can sign using your computer mouse or with a stylus or finger if you are using a tablet or iPad. You will sign in the area seen below.

Notes

Signature



CLEAR

CLOSE APPLY PARENT RESPONSE

7. After you have signed, you will then select "Apply Parent Response to Proposed IEP" (bottom right corner after the signature line). This action applies your response and completes the action required.

CLEAR

CLOSE APPLY PARENT RESPONSE



EdPlan Connect General Navigation

- **To Do List:** When you log in to Parent Connect, your landing page will be your To-Do List. When you have documents that need to be reviewed or signed, they will display in this list, as seen below.

Arlington Public Schools
TO-DO LIST

Student	Date Submitted	Proposed Document	Action	Respond
TEST TEST	04/21/2020	MA-IEP (FI)	Apply Parent Response for Proposed IEP	
TEST TEST	04/21/2020	MA-IEP (FI)	Apply Parent Response for Proposed IEP	
TEST TEST	04/21/2020	MA-IEP (FI)	Apply Parent Response for Proposed IEP	

Showing 1 to 3 of 3 entries

Previous 1 Next

- **Completed Actions:** You can also click on the Completed Actions link in the blue bar to review any previous actions you have completed, as seen below.

Arlington Public Schools
COMPLETED ACTIONS

Student ID	Student	School	Description	Event / Document	Date Completed
123456789	TEST TEST	TEST SCHOOL	Apply Parent Response for Proposed IEP	IEP	04/21/2020
123456789	TEST TEST	TEST SCHOOL	Apply Parent Response for Proposed IEP	IEP	04/21/2020
123456789	TEST TEST	TEST SCHOOL	Apply Parent Response for Proposed IEP	IEP	04/20/2020
123456789	TEST TEST	TEST SCHOOL	Apply Parent Response for Proposed IEP	IEP	04/17/2020

Showing 1 to 4 of 4 entries

Previous 1 Next

- **Case Manager:** You can review the district contact listed for your student under the Case Manager link, as seen below.

Arlington Public Schools
CASE MANAGER

Case Manager

Name: Sped Admin Title: _____

Work Phone: 6171234567 Email Address: jbloch@pcgus.com

Address: test 123

City: test State: MA Zip Code: 12345

- **Documents:** While logged in, you will be able to review any documents associated with your child and your EdPlan Connect account by clicking on the Documents link. You may click on the documents listed in blue to open that particular document, as seen below.

- Below is a screen shot of what an opened IEP document looks like:

Arlington Public Schools
 869 Massachusetts Avenue
 Arlington, MA 02476
 District Contact Person/Phone #: Sped Admin / 6171234567

Administrative Data Sheet

Student Information:

<p>Student Name: TEST TEST DOE015 School ID Number: Test Date of Birth: 08/09/2002 Age: 15 Primary Language: Gender: F</p>	<p>Student ID#: 123456789 ; SASID: School Name: TEST SCHOOL Place of Birth: Current Grade: 3 Language of Instruction:</p>
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Address: _____ **Home Phone:** _____

Address: _____ **Home Phone:** 6144063884

If 18 or older: Acting on Own Behalf Court Appointed Guardian Shared Decision Making Delegated Decision-Making

Parent/Guardian Information

Student Resides With: **Parents**

<p>Name: Mother L Bloch Address: _____ Email: samjohnson@pcgus.com</p>	<p>Home Phone: 6144063884 Work Phone:</p>
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Notes on EdPlan Connect access

- At midnight following the day the coordinator or counselor proposes a plan for your student, the parent or guardian listed as the priority 1 parent or guardian will receive an email with a link to the parent portal.
- Additionally, they will receive a reminder email every 30 days following that initial message until a response is entered.

- The link sent to listed email address can be bookmarked, so that even after signing the proposed document, the parent or guardian can access their student's educational information at any time.
- While only one parent or guardian will receive the access link, that email can be forwarded to additional IEP or 504 Team Members. Note that when forwarded, the initial parent will need to assist in retrieving the log in access code.
- If any changes to parent email or phone need to be made, please contact the school secretary.