

# Online Tutorial: Identifying Students with IEPs

**Step 1:** Search or browse students to find the student you'd like to identify.

### Search Students

[View Field List](#) [View Function List](#) [How to Search](#)

### Browse Students

A B C D E F G H I J K L M  
N O P Q R S T U V W X Y Z  
9 10 11 12 M FALL

Matches: (6)

(12488)	(09/12/91)	(12)	Jones, Aikeya Jean-Lee
(13098)	(10/03/92)	(11)	Jones, Jamel Lamar
(13104)	(07/15/91)	(11)	Jones, Jasmine
(16946)	(03/19/93)	(10)	Jones, Kayla Michelle
(16947)	(08/09/93)	(10)	Jones, Sommer
(16948)	(06/05/93)	(10)	Jones-Petty, Alexander

**Step 2:** Select the student by clicking his/her name.

**Step 3:** In the left navigation bar, click on “Custom Screens” under the “Information” heading.

### Information

- [Addresses](#)
- [Custom Screens](#)
- [Demographics View](#)

- [01 Student App - General](#)
- [02 Family Contact](#)
- [03 Prior School](#)
- [04 Health and Imm](#)
- [05 Income](#)
- [06 Language](#)
- [07 Special Education](#)
- [08 Volunteer Hours](#)
- [09a Testing: CELDT](#)
- [09b Testing: CST](#)
- [09c Testing: CAHSEE](#)

**Step 4:** In the left navigation bar, click on “07 Special Education.”

**Step 5:** Scroll down, fill out the “Program” field (RSP or SDP), and enter any DIS info known (speech, counseling, etc.).

<b>Program</b>	None
<b>Primary</b>	
<b>Special Ed DIS Service Codes</b>	None
<b>Secondary</b>	
	None

You can find this information on page 4 of the LAUSD IEP.

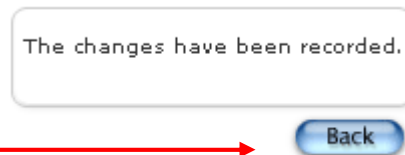
The screenshot shows a portion of an IEP form. Two red circles highlight specific areas:
 

- The first circle highlights the checkbox for "Eligible as a student with the following disabilities:" and the text "Specific Learning Disability" with its corresponding code "SLD".
- The second circle highlights the text "Language/Speech, School Mental Health, Counseling and Guidance" under the "Related Services" section, along with its code "10".

**Step 6:** Click the "Submit" button to record your changes.



**Step 7:** Click the "Back" button to return to the previous screen.



**Step 8:** In the top left corner, click the word "here" in "Please enter by clicking here."

Primary Disability  
Values have recently changed.  
Please enter by clicking [here](#).

**Step 9:** In the middle of the screen, click the “New” button.



*Note: If the student already has a primary disability code in the system and you’d like to change it, click the program code number in blue, as noted below. Then, continue with Step 10.*

Education Program Code	Education Program Membership Code	Education Program Membership Start Date	Education Program Membership End Date	Education Service Code	California Partnership Academy ID	Primary Disability Code	District of Special Education Accountability	School
144	3	8/31/2009	0/0/0			210		Animo Watts CHS

**Step 10:** In the drop-down menu next to “Education Program Code,” select “(144) Special Education.”

The screenshot shows a form with several fields. The 'Education Program Code\*' field has a dropdown menu open, displaying a list of options. The option '(144) Special Education' is highlighted in blue. A red arrow points from the text above to this option.

**Step 11:** In the drop-down menu next to “Primary Disability Code,” select the appropriate disability code.

The screenshot shows a form with a 'Primary Disability Code\*' field. The dropdown menu is open, showing a list of disability codes. The option '(210) Mental Retardation (MR)' is highlighted in blue. A red arrow points from the text above to this option.

You can find this information on page 8 of the LAUSD IEP.

**Section M: IEP Team Recommendations**

**1. Location of Services in the Least Restrictive Environment**

District School of Residence  
  District Non-residence School  
  Head Start  
  Community College  
  District Early Education Center  
 District Special Education School Center  
 Nonpublic School  
 State Residential School  
 DMH Residential Placement  
 Dual Enrollment (Specify both school names)   
 Other   
 Home  
 Hospital  
 Nonpublic Agency

**2. Instructional Setting (check all that apply)**

General Ed  
 Resource Spec Srv  
 Special Day Prg (Min Per Week: )  
 Program:    
 Related Services  
 General Education with Inclusion Support  
 Low Incidence Learning Center (LILC)

Reason the student's needs cannot be met in the general education setting:

**Step 12:** In the drop-down menu next to “Education Program Membership Code,” select the appropriate status: “participating” or “eligible.”

Education Program Membership Code\*

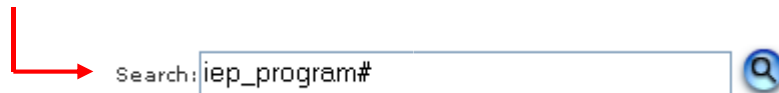
**Step 13:** Enter date the student started his/her special education program into the box next to “Education Membership Program Start Date.”

Education Membership Program Start Date\*  Format: mm/dd/yyyy

**Step 14:** Click the “Submit” button.

**Step 15:** To verify that your students have been flagged properly, run a search for special education students in PowerSchool.

You can do this **by program** with this code: iep\_program#



You can do this **by disability** with this code: ca\_primdisability>000

