

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.).

Program	None
Primary	
Special Ed DIS Service Codes	None
Secondary	
	None

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

The screenshot shows a form with two main sections. The top section is titled 'Eligible as a student with the following disabilities:' and contains a table with 'Specific Learning Disability' and 'Code: SLD'. The bottom section is titled 'Related Services determined as necessary for the student to benefit from special education are identified on the IEP Service Summary:' and contains a table with 'Language/Speech, School Mental Health, Counseling and Guidance' and 'Code: 10'.

<input checked="" type="checkbox"/> Eligible as a student with the following disabilities:	<input type="checkbox"/> Not eligible for the following Disabilities (as per "Reasons" below):
Specific Learning Disability	
Code: SLD	Code:
Code:	Code:
Code:	Code:
<input checked="" type="radio"/> Not Applicable, <input type="radio"/> Blind or <input type="radio"/> Partially Sighted	Final IEP: <input type="checkbox"/>
	Final IEP Reason: <input type="text"/>
	Final IEP Effective Date: <input type="text"/>
<input checked="" type="checkbox"/> Related Services determined as necessary for the student to benefit from special education are identified on the IEP Service Summary:	<input type="checkbox"/> Related Services discussed and determined as not necessary for the student to benefit from special education:
Language/Speech, School Mental Health, Counseling and Guidance	
Code: 10	Code:
Code: 04	Code:
Code:	Code:
Code:	Code:

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](#).

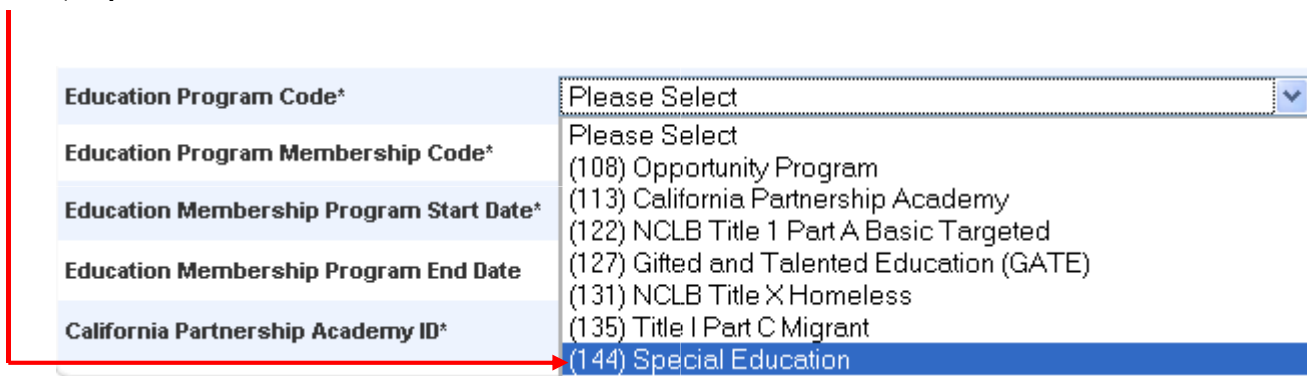
Step 9: In the middle of the screen, click the “New” button.



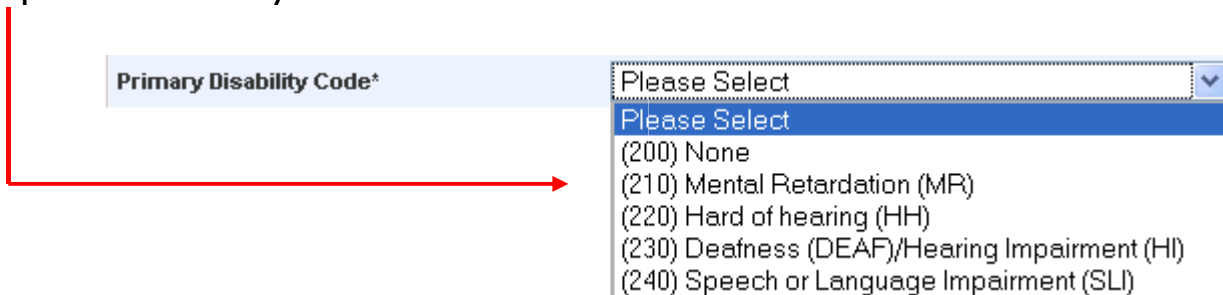
Note: If the student already has a primary disability code in the system and you’d like to change it, click the program code number in blue, as noted below. Then, continue with Step 10.

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.”



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



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*

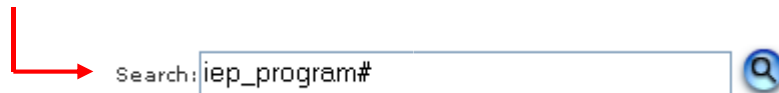
Step 13: Enter date the student started his/her special education program into the box next to “Education Membership Program Start Date.”

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

