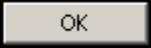
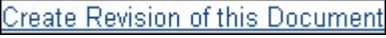
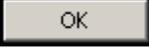
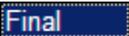




## Reconvene Process Using SESIS

Step	Action
1.	Select the <b>Notice of IEP Amendment/Reconvene</b> from the Create New Document dropdown.
2.	Click the <b>Go</b> button. 
3.	Enter " <b>Reconvene</b> " into the Comment field.
4.	Click the <b>Create</b> button. 
5.	Enter the appropriate information into the <b>Date</b> field. Enter " <b>3/15/2010</b> ".
6.	Click to select <b>Reconvene of IEP Meeting</b> from the <b>Type of Notice</b> dropdown. 
7.	Enter " <b>3/25/2010</b> " to enter the date the IEP Meeting is scheduled for.
8.	Enter " <b>9</b> " to schedule the meeting for 9 am.
9.	Optionally, you may select Yes to the question on whether the meeting is a follow up. 
10.	If you clicked yes, select the reason for scheduling a follow-up meeting from the dropdown menu. 
11.	Select the appropriate reason. For this example, click <b>Parent requested</b> . 
12.	Click the <b>Save, Done Editing</b> button. 
13.	Click the link to finalize.
14.	Click the <b>Accept</b> button. 
15.	Click the <b>OK</b> button. 
16.	Click the <b>Send/Print Letter</b> link to record mailing the Notice to the parent in the student's Event Log. 
17.	Click the <b>Accept / Print</b> button. 

Step	Action
18.	Select the appropriate printer and click the <b>Print</b> button. 
19.	Once you have finalized the Notice of IEP Reconvene, you can open the finalized IEP to make the revisions.
20.	Click to open the <b>Individualized Education Program (IEP)</b> . 
21.	Click the <b>More Actions</b> link. 
22.	Click the <b>Create Revision of this Document</b> link. 
23.	Click the <b>OK</b> button. 
24.	This IEP is now flagged on the Cover Page as a reconvened IEP and a new date must be entered.
25.	Even if all sections have been completed, you will receive a message when attempting to finalize, until you have opened and reviewed each section.  Click the <b>More Actions</b> dropdown. 
26.	Click the <b>Change Status of This Document</b> link. 
27.	Click <b>Final</b> . 
28.	To ensure that all changes to the IEP are reflected, even once all sections are complete; before the status can be changed to Final you will see this message.  All previously saved data will be preserved, however some sections may require updates.  Click on each section to review the information, save it and continue with each section.
29.	Click to open the <b>Cover Page</b> section. 
30.	Any information previously entered on the IEP is preserved. You must review this information for accuracy and resave the section.
31.	Click the <b>Save, Done Editing</b> button. 
32.	After saving each section, you will receive a prompt to click a link to complete the next section.  Alternatively, you can use the Select Section dropdown to navigate to the appropriate section for review.
33.	Click the <b>Select Section</b> dropdown. 
34.	Click to open the <b>Measurable Annual Goals</b> section. 

Step	Action
35.	<p>The Goals, Criteria, and Method information that was previously entered is still here.</p> <p>Review the information for accuracy, and then click the <b>Save, Done Editing</b> button.</p> 
36.	<p>Continue opening each section until every section of the IEP has been reviewed and saved. After completing this process, finalize the IEP.</p>
37.	<p>Click the <b>More Actions</b> menu.</p> 
38.	<p>Click the <b>Change Status of This Document</b> link</p> 
39.	<p><b>Note:</b> In order to finalize a reconvened IEP, you will need to fax in the Attendance Page.</p>
40.	<p>Select <b>Final</b>.</p> 
41.	<p>The Notice of IEP Reconvene and the IEP will appear as separate documents in the student's online record. The reconvened IEP will show that it is a revision of the original IEP.</p>
42.	<p><b>Note:</b> The Date of IEP and associated compliance timelines will be updated in the student's profile based on the date of the reconvened IEP.</p>
43.	<p>Click to open the reconvened <b>Individualized Education Program (IEP)</b> to print a comparison document.</p> 
44.	<p>Click the <b>More Actions</b> link.</p> 
45.	<p>Click the <b>Compare With Previous Document</b> link.</p> 
46.	<p>This screen shows a comparison between the original IEP and the reconvened IEP.</p>
47.	<p>Click the <b>Print</b> link to print this comparison document.</p> 
48.	<p>This concludes the lesson on the reconvene process.</p> <p><b>End of Procedure.</b></p>