

Entering IEP Eligibility and Start/End Dates In ELMS

To Add or Update a child's IEP, you will need to know three things:

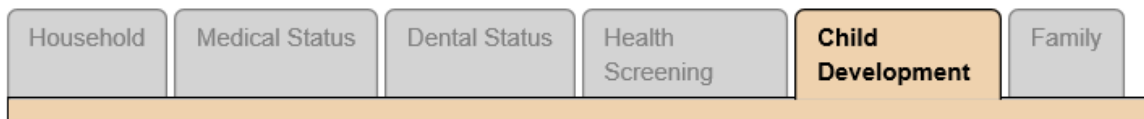
- The start and end dates of the IEP
- The disability categories included in the IEP
- The school district that issued the IEP

1. Click on the Child tab in ELMS (right)
2. On the Child Search page, type a student's name in the Child Name box and click the *Search* button.
3. The search results will appear at the bottom of the page. (see below.)
4. Find the child's name that you need and select [Child/Family Updates](#) on the right-hand side of the screen.



Child ID	Child Name	Child Age	Site	Class	Teacher Name	Child Status	Actions
36378	Arabella Figg	3	Hogwarts	Transfiguration	Minerva McGonagall	Enrolled in Class	Child/Family Updates View Prescreen View Application Transfer Exit History Notes (0)

5. From Child Search, go to the Child Development page in the student's ELMS record and scroll down to the Individualized Education Program subheading



❖ To add information for a *new* IEP, click the **Add IEP** button.





- ❖ To update information for a *previously existing* IEP, click the [Edit](#) hyperlink. The Add IEP button underneath will be disabled.

Individualized Education Program (IEP)					Requires Follow-Up? Yes
Start Date	School District	IDEA Categories	Active IEP	End Date	Action
September 3, 2014	Bellingham School District	Developmental delay, Other health impairment	Yes	September 2, 2015	Edit

[Add IEP](#)

A window will pop up.

1. Enter the IEP **Start** and **End Dates** in the first row of the pop-up.
2. Check the box next to every **disability category** included in the IEP.
3. From the drop-down menu, select the **School district** that issued the IEP.
4. Click Save and exit. You will now see a record of the IEP on the Child Development page.

Start Date:  End Date: 

Check all disability categories included in this child's IEP or IFSP:

<input type="checkbox"/> Autism	<input type="checkbox"/> Intellectual Disability	<input type="checkbox"/> Specific learning disability
<input type="checkbox"/> Deaf - blindness	<input type="checkbox"/> Multiple disabilities	<input type="checkbox"/> Speech or language impairment
<input type="checkbox"/> Developmental delay	<input type="checkbox"/> Orthopedic impairment	<input type="checkbox"/> Traumatic brain injury
<input type="checkbox"/> Emotional disturbance	<input type="checkbox"/> Other health impairment	<input type="checkbox"/> Visual impairment
<input type="checkbox"/> Hearing impairment		

What school district issued this child's IEP?

Describe Other: