

Recommended path for IEPs due in more than 60 days START

Add and seat Students

Select "Start IEP"

Enter current IEP dates and goal information.

> Search and add standards for suggested ULS materials aligned to your goal.

> > Complete IEP and plan Progress Monitoring.

PLAN A NEW IEP

Recommended path for IEPs due in 60 days or less START

Add and seat Students

Select "Start IEP"

Select "Plan new IEP" Add IEP dates and collaborators. Review resources, assessments, and profiles. Plan IEP Roadmap Use personalized

suggestions to collect student data and plan goals, accommodations, and modifications.

Write IEP Roadmap Review and refine

automated present levels and document additional strengths and needs.

Report on student progress throughout the year and when the next IEP is due in 60 days, plan a new IEP.

> Progress Monitor student and add data from suggested materials or your own materials.

> polaris Implementation Guide - Enter an Existing IEP

Phase 1

Start IEP

- ☐ Select a student
 - ☐ Add & seat student in Polaris
- ☐ Select Enter an existing IEP

Enter Existing IEP Goals

- ☐ Enter start & end dates
- ☐ Select area(s) of focus
- ☐ Enter all goal information

Connect Goal to Standards

☐ Add standards for automated & aligned suggested materials from Unique Learning System

Add Objectives & Other Goals

- Add objectives & additional goals, as needed
- Complete IEP

Review Resources

- **□** Explore Libraries
 - Review Goal library
 - Review Profiles, Surveys, & Additional Assessments

Amend as Needed

- Create Addendum
 - Select Current Roadmap
 - ☐ Select "..." in top right corner

Phase 2

Plan Progress Monitoring

- □ Plan Progress Monitoring
 - Go to current IEP
 - Review progress icons
 - Review goals
 - Prepare materials

Plan Other Students' IEPs

☐ Add IEPs for full caseload

Collect Progress Monitoring Data

- **Progress Monitor student**
 - ☐ Open Current IEP
 - ☐ Select "+ Data" to add data from...
 - ☐ Your own data
 - Student Performance
 - Assessments
 - Suggested Materials

Data Dive

- ☐ Explore available Reports
 - ☐ Run a Total Report
- **Track Timelines & Statuses**
- Run a Progress Report
 - Open Current IEP
 - ☐ Select "Progress Report"

More to Explore

Resources

Phase 3

Plan Next IEP

- ☐ Select "Plan a New IEP"
- ☐ Plan & create Goals based in student data
 - Go to current IEP
 - Utilize suggestions
 - Customize as needed
- Add appropriate **Accommodations & Modifications**

Gather Data

- Deliver **Profiles/Surveys**
 - Parent Survey
 - Student Profile
- View suggested Assessments from Profile/Survey Results
 - Add to roadmap
 - **Deliver Assessments**

Enter Data into "Write"

- ☐ Review Write section
- Enter any additional data
 - ☐ Copy & Paste any needed details into IEP writer

Finalize & Execute IEP

- Review & refine IEP
- **Execute Roadmap**

> polaris Implementation Guide - Plan a New IEP

Phase 1

Start IEP

- ☐ Select student with IEP due in 60 days
 - ☐ Add & seat student in Polaris
 - Start IEP for student

Plan New IEP

- ☐ Preview Suggestions in Profiles/Survevs section
 - ☐ Add to Roadmap

Gather Data

- Deliver Profiles/ Surveys
 - Parent Survey
 - Student Profile
- View suggested <u>Assessments</u> from Profile/Survey Results
 - Add to roadmap
 - Deliver Assessments

Review Resources

- **☐** Explore Libraries
 - ☐ Review Goal library
 - Review Profiles, Surveys, & Additional Assessments

Add Collaborators

- ☐ Add Roadmap Collaborators
 - **Explore Permissions**
 - Assign items to complete

Phase 2

Plan IEP

- ☐ Plan & create Goals based in student data
 - ☐ Go to current roadmap
 - Utilize suggestions
 - ☐ Customize as needed
- Add appropriate

Accommodations & Modifications

Enter Data into "Write"

- Review Write section
- ☐ Enter any additional **Present** Levels of Performance data not already included
 - ☐ Copy & Paste any needed details into IEP writer.

Finalize & Execute IEP Roadmap

- ☐ Review & refine IEP Roadmap before finalizing
- Execute Roadmap

Amend as Needed

- Create Addendum
 - Select Current Roadmap
 - ☐ Select "..." in top right corner

Phase 3

Plan Progress Monitoring

- ☐ Plan Progress Monitoring
 - Go to current roadmap
 - Review progress icons
 - Review goals
 - □ Prepare materials

Plan Other Students' IEPs

- ☐ Add IEP Roadmaps for full caseload
 - ☐ Start new IEP or enter an **Existing IEP**

Collect Progress Monitoring Data

- ☐ Progress Monitor student
 - Open Current IEP
 - Select "+ Data" to add data from...
 - Your own data
 - Student Performance
 - Assessments
 - Suggested Materials

Data Dive

- ☐ Explore available Reports
 - ☐ Run a Total Report
- **Track Timelines & Statuses**
- Run a Progress Report
 - Open Current Roadmap
 - ☐ Select "Progress Report"

More to Explore

□ Resources