



# polaris<sup>®</sup>



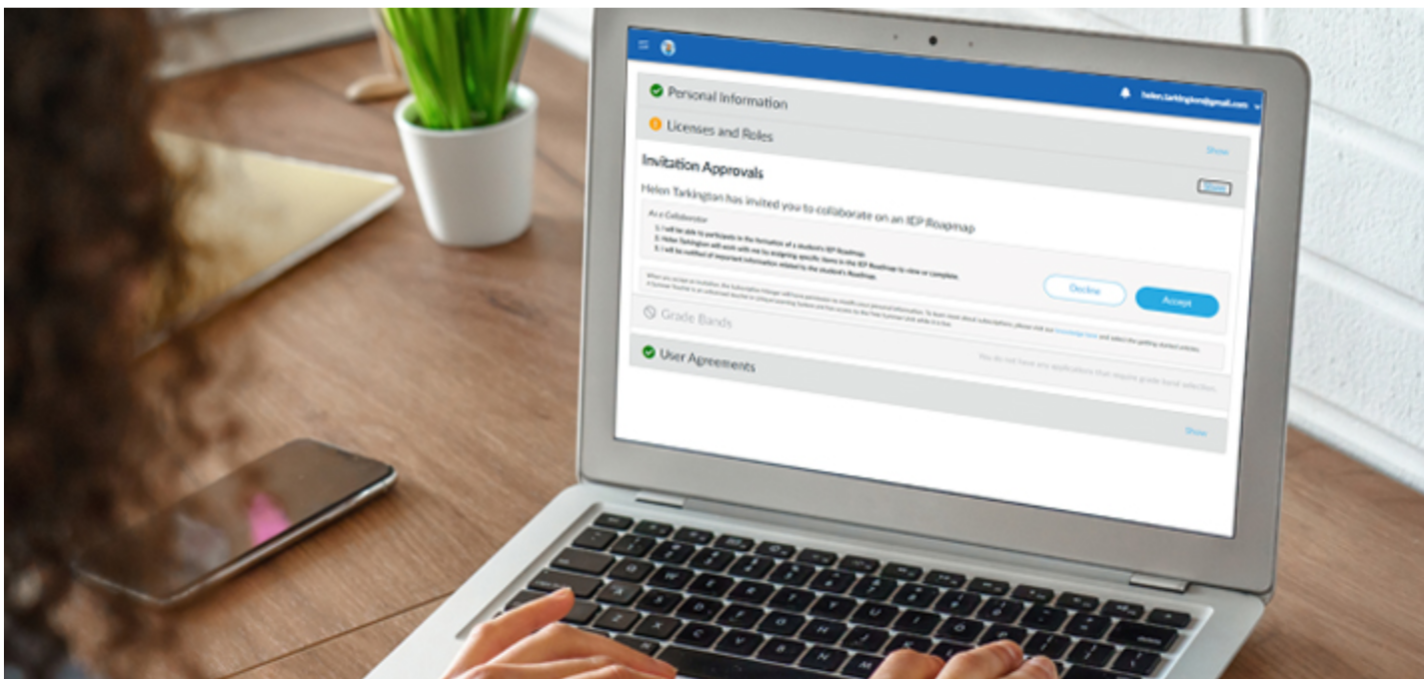
## Dear Families and Caregivers,

Your child's school is using Polaris, an online solution designed to help educational teams more easily collaborate and work together to plan and implement their students' Individualized Education Programs (IEPs). As a parent or caregiver, you are an essential part of the IEP team and Polaris is here to help make your engagement in the IEP process easier. With Polaris, your child's teacher of record will gather important input from you while planning and writing your child's IEP and then later, will provide key insights about your child's progress.

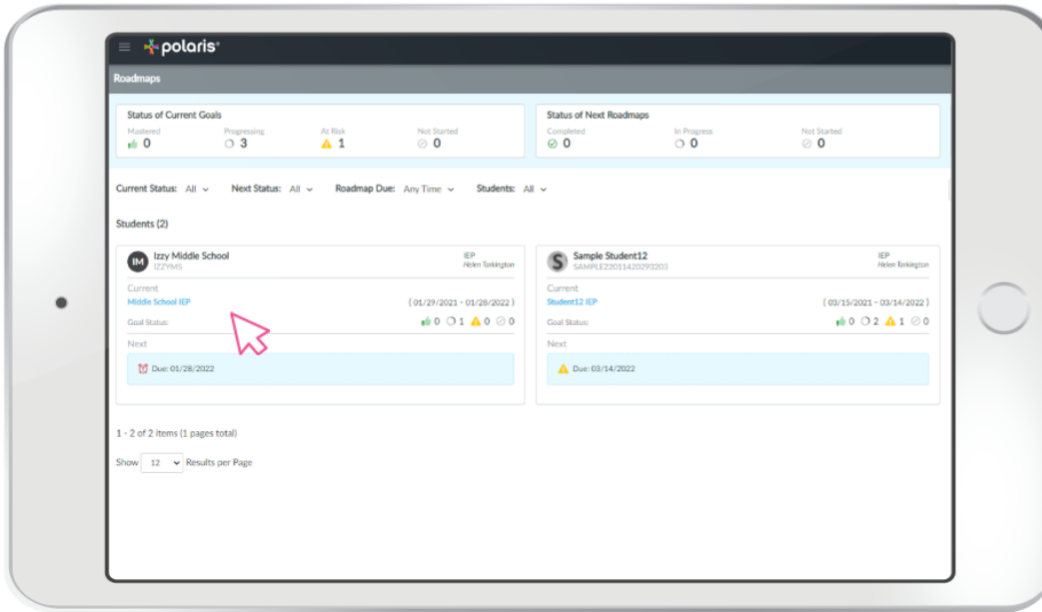
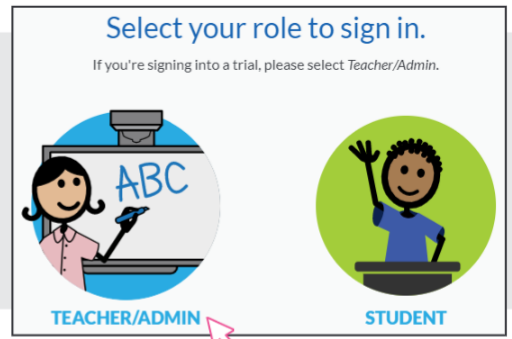
## Registration

You will first receive an email from n2y inviting you to collaborate on a student's roadmap. If you are new to n2y, you will need to register for an account. If you have previously registered, you will only need to accept your new role as a collaborator the next time you log in.

To register, select the link provided in the email. Then enter the required Personal Information and select Save. Next, select Show and Accept any Licenses/Roles to accept your invite to collaborate. You'll need to select User Agreements to read and agree to our terms of use and Children's Online Privacy Policy. Finally, click on Submit and you're all set! Polaris will be accessible from the main menu when you log in.



To log in to Polaris, go to [n2y.com](https://n2y.com) and click on the teacher/admin login button. Enter your email address and the password that you previously created. Next, click on the Polaris icon, which will take you to the Roadmaps page. This page contains an information card for your child's IEP roadmaps.

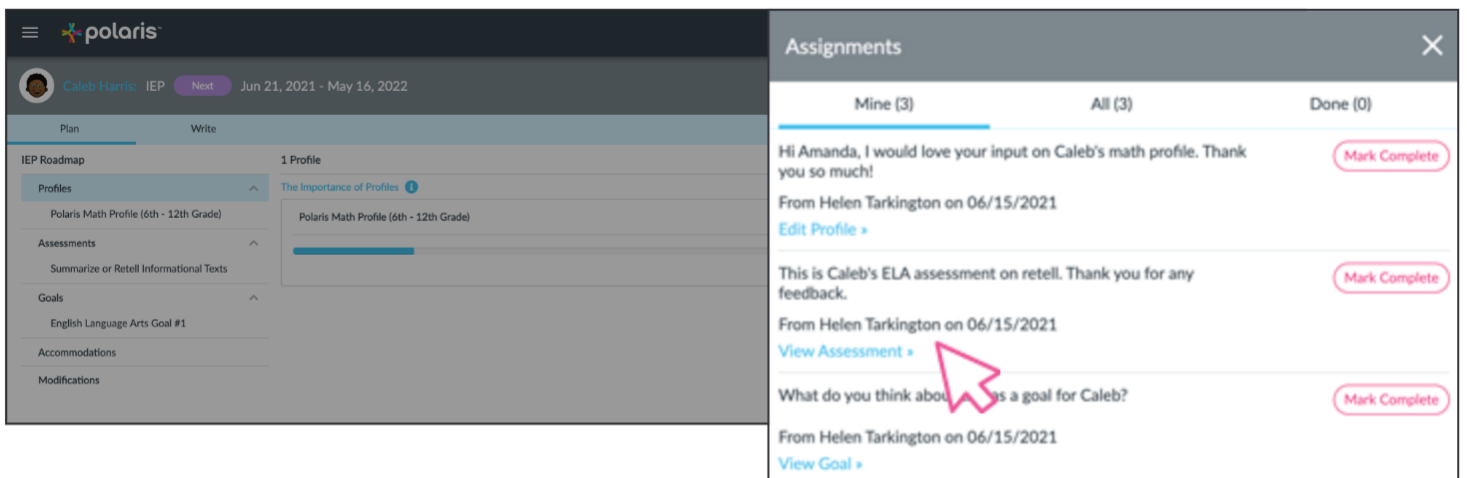


## Planning Your Child's IEP

If you have been invited to collaborate during the IEP planning phase, you'll want to click on the roadmap for your child.

The easiest way to see what has been assigned to you is to go to the Assignment Panel. Click on the number in the far right corner and view the items located under the

Mine tab, listed in order of the date they were assigned. From the panel you'll be able to easily click on the provided links to access any assigned items. Teachers may assign you to either view or edit various items within the roadmap.



When you are navigating throughout your child's roadmap, you will also be able to see what items have been assigned to you by the small circle containing your initials within a given section. Those assigned items are either located in the Plan tab or within the Write tab. If an item has not been assigned to you within an area of the roadmap, you'll see a message indicating that as well.

Once you've completed an assignment, you can easily go back to the assignment panel and mark it as complete. Doing so will move the task to the Done tab. The teacher of record will also be able to see that your task has been completed.

## Your Child's IEP Implementation

Once your child's official IEP has been finalized, the team will focus on providing instruction and tracking progress.

Assignments for you as the parent or caregiver during this time are located within the **Current roadmap** and are similar to those within Plan. You'll click on your child's Current roadmap and go directly to the Assignments Panel. From here, you'll see any items assigned to you which may include specific goals or resources. Assigned resources may include instructional strategies that target specific goals or other useful articles and guides about the overall IEP process.

The image displays a tablet on the left with a document titled "Special Education Jargon: What do all of those words and acronyms mean?". The document explains that special education involves many terms and provides a guide to help parents understand them. It mentions that the guide can be used to take and add notes during an IEP meeting. To the right of the tablet are several overlapping "Goals IEP Progress Report" documents for "Sample Student18", Grade Level: Grade 2. The reports are dated from 04/11/2021 to 04/10/2022. The team members listed are David Moore, Megan Moore, Helen Tarkington, Ashley Sargent, and Marissa Wilkinson. The teacher of record is Megan Moore. One report shows a "Math Goal #1" with an annual goal of "When given a model, Sample will solve word problems involving addition and subtraction with numbers greater than 10 with 90% accuracy in 3 out of 4 Sessions by 04/10/2022." Below the goal is a line graph showing "Recorded Data" (purple dots) against a "Target" (green dashed line), "Aimline" (blue dashed line), and "Trendline" (red solid line) from May to April. The graph shows the student's performance is generally below the target and aimline. Below the graph is a "Recent Data" table:

Recorded Date	Score	Note
01/26/2022	+ 87% Accuracy	
01/19/2022	+ 84% Accuracy	
01/05/2022	+ 80% Accuracy	
12/30/2021	+ 76% Accuracy	

The reports also include a "Recorded By" section with the name Megan Moore\* and a "Created Date" of 02/22/2022. The reports are labeled as "Page 1 of 5" and "Page 4 of 5".

Progress reports are available through Polaris and may be shared with you at progress reporting times in order to keep you up to date on your child's growth. If at any point you have questions about your child's progress or the resources shared with you, please contact your child's team to further collaborate. You may also visit [n2y.com](https://www.n2y.com) for further product information. Select the **Solutions Tab** to learn more about Polaris and all other n2y solutions.

Thank you for your contributions to your child's education and to the IEP process. Happy collaborating!

