



Importing Special Ed Student Information From Easy IEP into Skyward

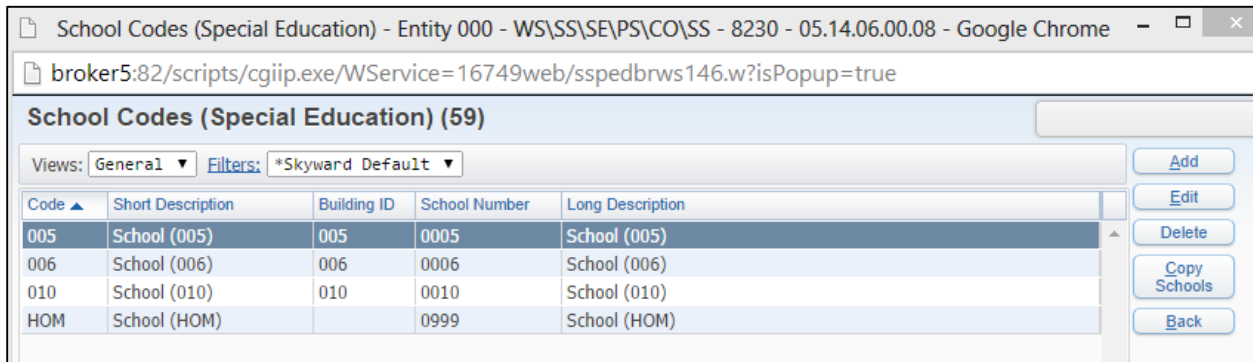
- Please note that users will need to import the Easy IEP files manually until the capability to auto import has been added to the system.
- In order to see the new import in Skyward users will need to be sure that the following system tables have been run and are up to date. SYS-CTM, SYS-CTD, SYS-FIELD-DEFN-DET, SYS-IO-INTERFACE, SYS-FILE-DEFN-MST, SYS-FILE-DEFN-DET

Initial Special Ed Module Setup

Step 1: Create Special Ed Schools in the system.

Go to Student Services > Special Education > Setup > Codes – Special Education Schools.

Add your district schools to the screen or select the Copy Schools button on right-hand side to copy the schools already set up in your system.



Step 2: Go to Student Services > Special Education > Setup > Configuration > Services and Programs.

State Disability Codes Table:

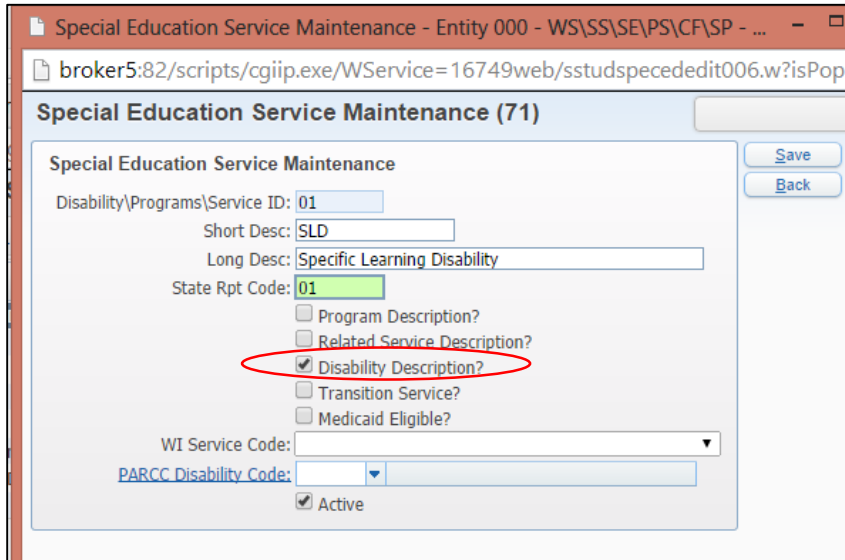
Code	Short Description	Long Description
01	SLD	Specific Learning Disability
07	AUT	Autism
14	DB	Deaf-Blindness
10	DF	Deafness
06	EMN	Emotional Disturbance
16	FD	Functional Delay
03	IG	Intellectually Gifted
02	ID	Intellectual Disability
15	MD	Multiple Disabilities
09	OI	Orthopedic Impairments
08	OHI	Other - Health Impairments
04	SI	Speech Impairments
18	TBI	Traumatic Brain Injury
13	VI	Visual Impairments
05	LI	Language Impairments
17	DD	Developmental Delay
11	HI	Hearing Impairments
12	BL	Blind

Click **Add** on the right-hand side and add in the codes as shown above (include the leading zero).

The State Rpt code should be the same as the numerical code.

Check the Disability Description box.

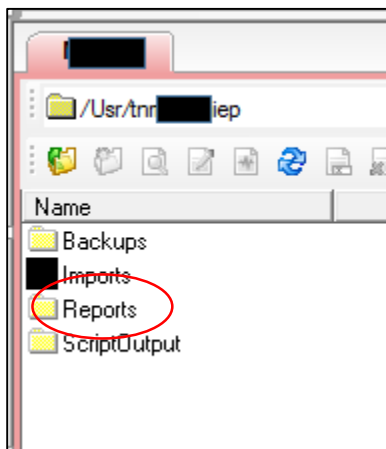
Click Save.

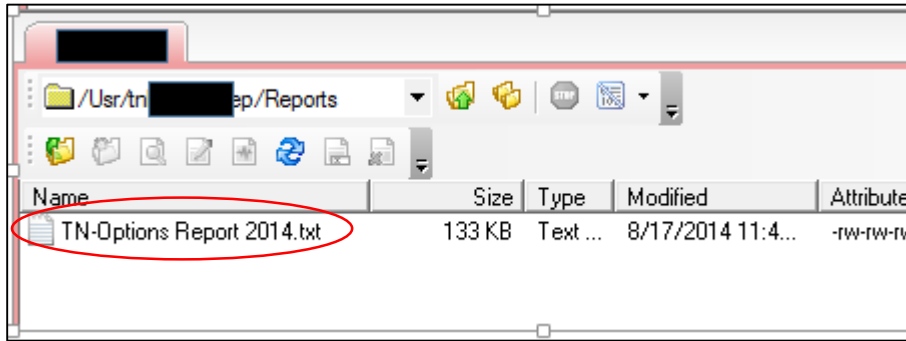


Steps to Import the TN-Options Report

Step 1: Locate the Easy IEP Student Import File on your district’s Easy IEP FTP site.

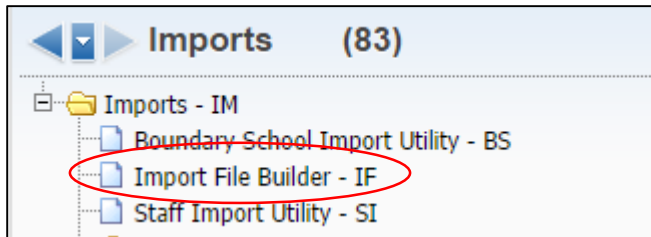
- The Easy IEP FTP site is located at secureftp.easyiep.com.
- The report called **TN-Options Report** will be located in the Reports folder. This is the report (file) you will be importing into Skyward.



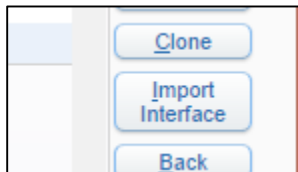


Step 2: Save the file to a location on your computer that you can access it.

Step 3: In Skyward, Go to Administration > SkyBuild > Imports – Import File Builder.



Step 4: Click the Import Interface button on right-hand side of screen.

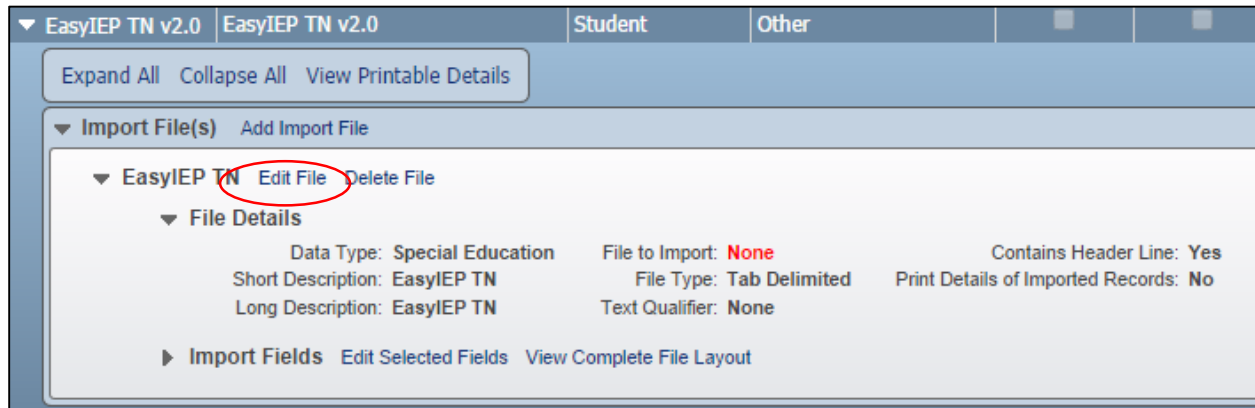


Step 5: Search for the interface called EasyIEP TN v2.0 and click Select.

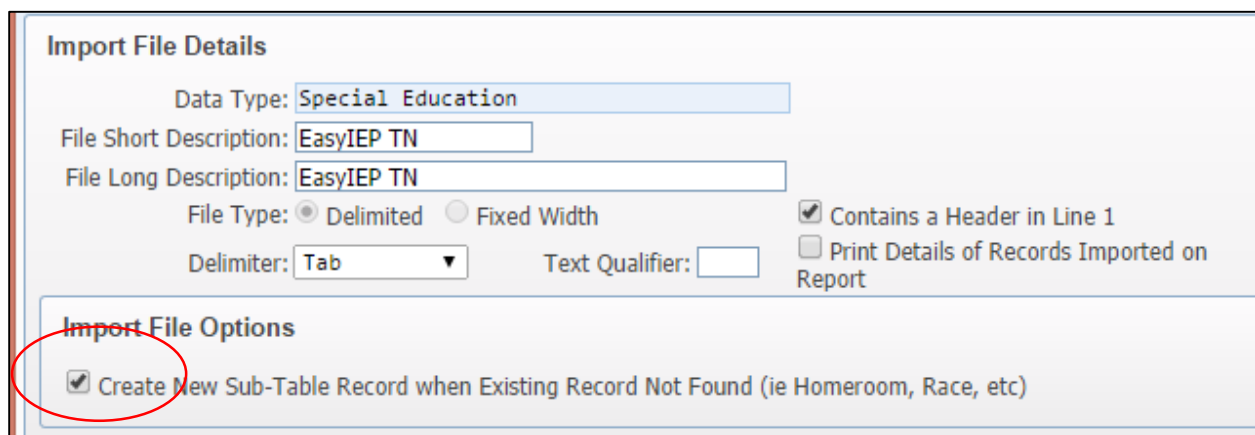
- **If you do not see the interface verify that you are running skyward version 05.14.06.00.07 or higher and have run the following system tables:**
 SYS-CTM, SYS-CTD, SYS-FIELD-DEFN-DET, SYS-IO-INTERFACE, SYS-FILE-DEFN-MST, SYS-FILE-DEFN-DET

▶ Conn Acad v1.0	Connections Academy v1.0
▶ EasyIEP TN v1.0	EasyIEP TN v1.0
▶ EasyIEP TN v2.0	EasyIEP TN v2.0
▶ Edulog v1.0	Edulog.nt Query Maker-Bus Passes v1.0

Step 6: Highlight the EasyIEP TN v2.0 interface and click Edit File.



Click the box to **Create New Sub-Table Record when Existing Record Not Found**.

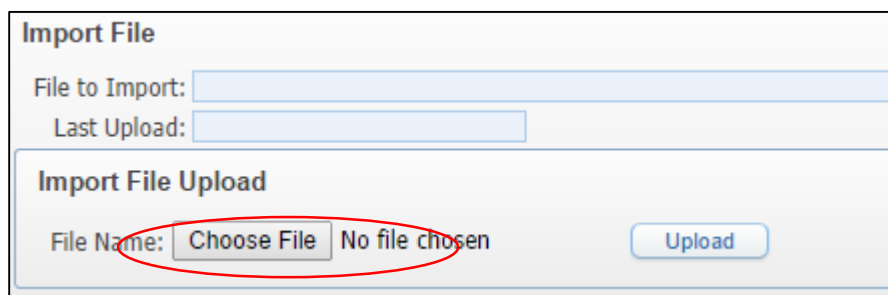


Within the Import File area, click the button to **Choose File**.

Navigate to the spot you saved the TN-Options Report in step 2.

Click **Upload**.

Click **Save** on the screen.



Step 7: Click to Delete column 13: Evaluation Completed.

- Expand the Import Fields on the screen by selecting the down triangle/arrow.
- The delete is needed because there is not a field on the import file that is comparable in Skyward to import into.

▼ EasyIEP TN Edit File Delete File Data Preview

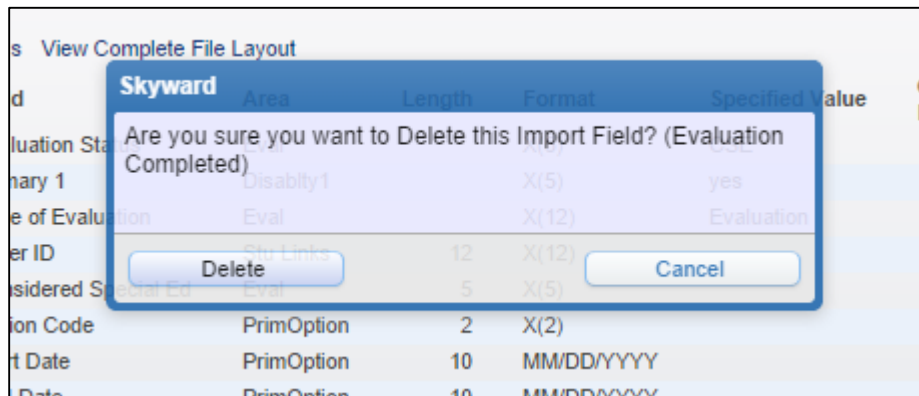
▼ File Details

Data Type: Special Education File to Import: EasyIEP All Options Extract.txt (08/21/2014 - 2:58:02 pm) Contains Header Line: Yes
 Short Description: EasyIEP TN File Type: Tab Delimited Print Details of Imported Records: No
 Long Description: EasyIEP TN Text Qualifier: None

▼ Import Fields Edit Selected Fields View Complete File Layout

	Column	Field	Area	Length	Format	Specified Value	Overwrite Existing	Data Cross-Refer
Edit Delete		Evaluation Status	Eval		X(5)	CSE	<input type="checkbox"/>	
Edit Delete		Primary 1	Disabty1		X(5)	yes	<input checked="" type="checkbox"/>	
Edit Delete		Type of Evaluation	Eval		X(12)	Evaluation	<input type="checkbox"/>	
Edit Delete	01	Other ID	Stu Links	12	X(12)			
Edit Delete	04	Considered Special Ed	Eval	5	X(5)		<input checked="" type="checkbox"/>	IS 'A' to 'Yes', IS '1
Edit Delete	06	Option Code	PrimOption	2	X(2)		<input checked="" type="checkbox"/>	
Edit Delete	08	Start Date	PrimOption	10	MM/DD/YYYY		<input checked="" type="checkbox"/>	
Edit Delete	09	End Date	PrimOption	10	MM/DD/YYYY		<input checked="" type="checkbox"/>	
Edit Delete	10	Disability 1	Disabty1	5	X(5)			
Edit Delete	12	Evaluation Start Date	SpEd Link	10	MM/DD/YYYY			
Edit Delete	13	Evaluation Completed	Eval	10	MM/DD/YYYY		<input checked="" type="checkbox"/>	
Edit Delete	14	Start Date	IEP	10	MM/DD/YYYY		<input checked="" type="checkbox"/>	
Edit Delete	15	End Date	IEP	10	MM/DD/YYYY		<input checked="" type="checkbox"/>	

Click **Delete**.



Step 8: Change the Column number from 12 to 13 for Evaluation Start Date.

Edit Delete	04	Considered Special Ed	Eval	5	X(5)		<input checked="" type="checkbox"/>
Edit Delete	06	Option Code	PrimOption	2	X(2)		<input checked="" type="checkbox"/>
Edit Delete	08	Start Date	PrimOption	10	MM/DD/YYYY		<input checked="" type="checkbox"/>
Edit Delete	09	End Date	PrimOption	10	MM/DD/YYYY		<input checked="" type="checkbox"/>
Edit Delete	10	Disability 1	Disabty1	5	X(5)		
Edit Delete	12	Evaluation Start Date	SpEd Link	10	MM/DD/YYYY		
Edit Delete	14	Start Date	IEP	10	MM/DD/YYYY		<input checked="" type="checkbox"/>

Click **Edit** next to the **Evaluation Start Date**.

Shown here as 12.

Field Maintenance (1863)

EasyIEP TN (EasyIEP All Options Extract.txt) - Evaluation Start Date [SpEd Link]

Get Data From
 Import File Specified Value

* Column: * Length:

Format Options

Update it to show 13 as shown below.

Field Maintenance (1863)

EasyIEP TN (EasyIEP All Options Extract.txt) - Evaluation Start Date [SpEd Link]

Get Data From
 Import File Specified Value

* Column: * Length:

Now the Import Fields setup should look like the screen below.

Once complete, click **Import**.

brokers:82/scripts/cgiip.exe/WService=16749web/sexptbrws000.w?hType=Import&isPopup=true

Import File Builder (82)

Views: General Filters: *Skyward Default

Interface	Description	System	Product Type	Allow Others	Automated	Created By
Balances	Balances	Student	Food Service	<input type="checkbox"/>	<input type="checkbox"/>	Avilezscr, Angela A
EasyIEP TN v2.0	EasyIEP TN v2.0	Student	Other	<input type="checkbox"/>	<input type="checkbox"/>	Rustekascr, Elizabeth

Expand All Collapse All View Printable Details

Import File(s) Add Import File

EasyIEP TN Edit File Delete File Data Preview

File Details

Data Type: Special Education File to Import: EasyIEP All Options Extract.txt (08/22/2014 - 11:23:49 am) Contains Header Line: Yes
 Short Description: EasyIEP TN File Type: Tab Delimited Print Details of Imported Records: No
 Long Description: EasyIEP TN Text Qualifier: None

Import Fields Edit Selected Fields View Complete File Layout

Column	Field	Area	Length	Format	Specified Value	Overwrite Existing	Data Cross-Refer
Edit Delete	Evaluation Status	Eval		X(5)	CSE	<input type="checkbox"/>	
Edit Delete	Primary 1	Disability1		X(5)	yes	<input checked="" type="checkbox"/>	
Edit Delete	Type of Evaluation	Eval		X(12)	Evaluation	<input type="checkbox"/>	
Edit Delete	01 Other ID	Stu Links	12	X(12)		<input type="checkbox"/>	
Edit Delete	04 Considered Special Ed	Eval	5	X(5)		<input checked="" type="checkbox"/>	IS 'A' to 'Yes', IS '1
Edit Delete	06 Option Code	PrimOption	2	X(2)		<input checked="" type="checkbox"/>	
Edit Delete	08 Start Date	PrimOption	10	MM/DD/YYYY		<input checked="" type="checkbox"/>	
Edit Delete	09 End Date	PrimOption	10	MM/DD/YYYY		<input checked="" type="checkbox"/>	
Edit Delete	10 Disability 1	Disability1	5	X(5)		<input type="checkbox"/>	
Edit Delete	13 Evaluation Start Date	SpEd Link	10	MM/DD/YYYY		<input type="checkbox"/>	
Edit Delete	14 Start Date	IEP	10	MM/DD/YYYY		<input checked="" type="checkbox"/>	
Edit Delete	15 End Date	IEP	10	MM/DD/YYYY		<input checked="" type="checkbox"/>	

Import

Add Edit Delete Clone Import Interface Back Save Interfaces to File Load Interfaces from File

A report will print with any errors and inconsistencies and will also print the total number of students imported.



To **view the students** and their special ed records go to **Student Services > Special Ed > Student Profile.**

Here you can see the students IEP Start and End Dates along with their Primary Options Start and End Dates.

The student’s disability will also be listed on the Disability tab.

<ul style="list-style-type: none"> Evaluation Forms IEP Information 09/05/2012 IEP Forms *Disabilities Contacts Team Members Recheck Medicaid State Reporting IHP 	<p>Advisor: <input type="text" value="Krishnanscr, Xavier M"/> Other ID: <input type="text" value="286"/> Phone: <input type="text" value="(555)831-8656"/> Stat</p> <p>Evaluations (1)</p> <table border="1"> <thead> <tr> <th>Date Created</th> <th>T of E</th> <th>T</th> <th>Response Date</th> <th>L</th> <th>E</th> <th>Status</th> <th>Compl. Date</th> </tr> </thead> <tbody> <tr> <td>11/05/2013</td> <td>E</td> <td></td> <td>11/05/2013</td> <td>N</td> <td>N</td> <td>CSE</td> <td></td> </tr> </tbody> </table> <p>Buttons: Add, Edit, Delete, Print Forms, Stu Note, Attachments</p> <p>IEP Information</p> <p>09/05/2012 - 09/04/2013 Scroll</p> <div style="background-color: #f0f0f0; padding: 5px;"> <p>Start IEP: <input type="text" value="09/05/2012"/> End IEP: <input type="text" value="09/04/2013"/> <input type="checkbox"/> Work in Progress</p> <p>Created: <input type="text" value="09/05/2012"/> IEP Meeting: <input type="text"/> <input type="checkbox"/> Service Plan</p> <p>Review IEP: <input type="text"/> IEP Revision: <input type="text"/> <input type="checkbox"/> Extended School Year R</p> </div> <p>IEP Type: <input type="text"/></p> <p>IEP Manager: <input type="text"/></p> <p>IEP Approval Status: <input type="text"/></p> <p>Status Set by: <input type="text"/></p> <p>Comments: <input style="width: 100%; height: 30px;" type="text"/></p> <p><input type="checkbox"/> IEP Locked Locked by: <input type="text"/></p> <p>Reason Locked: <input style="width: 100%; height: 20px;" type="text"/></p> <p>Primary Options in this IEP</p> <table border="1"> <thead> <tr> <th>Begin Date</th> <th>End Date</th> <th>Primary Option</th> </tr> </thead> <tbody> <tr> <td>+ 09/05/2012</td> <td>09/04/2013</td> <td>02 - Option 02</td> </tr> </tbody> </table>	Date Created	T of E	T	Response Date	L	E	Status	Compl. Date	11/05/2013	E		11/05/2013	N	N	CSE		Begin Date	End Date	Primary Option	+ 09/05/2012	09/04/2013	02 - Option 02
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