How to use the Forms Letter area in SpEd Forms 2.0 (for 504's)

1. In the student setup, <u>uncheck</u> Active and Special Education.

2. In the SEES, select 91: GenEd: 504 Plan.

Donald Duck > Student setup

SSID ✎
3999999990000

SpEd Forms status
☐ Active
☐ Special education

Evaluation status (SEES)*

[91: GenEd: 504 Plan (SpEd Forms code)   ⌄]

Status end code

[---Select---   ⌄] ⑦

3. In the Student setup, select Plan type as "IEP".

Donald Duck > Student setup

⌄ General

Plan menu
[IEP   ⌄]

4. In the SpEd Forms Menu – use Forms Letters area to add the 504.
   a. + Add form letter

≡ ˌˌˌSpEd Forms   [Search]

Login: 119 minutes

Donald Duck > SpEd Forms

📄 Manifestation Determination

👥 SpEd dashboard
👥 MA dashboard
👤 Find/request student
👤⁺ Add new student

📄 Communication Plan D/HH

📁 SHARED FILES

📁 FORM LETTERS

👤 Donald Duck
👤 Setup
👥 Sharing/transfer
📁 SpEd Forms ←
📁 MA Forms
📁 504 Forms
📁 Health Plans
📁 History

➕ Add form letter

📄 MA Plan of Care 🗑

📄 Section 504: Plan 🗑

📄 Section 504: Plan 🗑

📄 Section 504: Plan Sept 2014 🗑

📄 Transfer Student Evaluation 🗑

   b. Select a template:
      i. Section 504:Plan

Create a new additional page

[Select a template]

Select a template
MA Plan of Care
Section 504: Complaint Procedure
Section 504: Eligibility Determination
Section 504: Notice of Conference
Section 504: Notice of Discontinuation
Section 504: Notice of Parent/Student Rights
Section 504: Parental Consent Initial Evaluation
Section 504: Plan