



JOY HOFMEISTER

STATE SUPERINTENDENT OF PUBLIC INSTRUCTION  
OKLAHOMA STATE DEPARTMENT OF EDUCATION

**SPECIAL EDUCATION SERVICES**

**TO:** Superintendents, Special Education Directors, and Interested Parties  
**FROM:** Special Education Services  
**DATE:** January 21, 2016  
**RE:** **Requirement of OK EdPlan™ System**

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The purpose of this memorandum is to provide clarification to district administrators, regarding the requirement of OK EdPlan System for data reporting purposes for special education services. As of July 1, 2015, Oklahoma data and reporting for IEP (Individualized Education Program), eligibility, and Section 504 entered through OK EdPlan will generate reports needed for End of Year through the same system. Districts will no longer use “Single Sign On: Child Count” to report required information for special education services.

The OK EdPlan URL is unique to each district. Special education personnel access the OK EdPlan site on a regular basis, but Principals, Superintendents, and District Testing Coordinators may also need access to OK EdPlan to generate special education reporting information for their district. Please contact your OK EdPlan administrator assigned for a username and password.

We strongly encourage administrators to reach out to their special education staff to confirm that information is being entered in OK Edplan through a finalized event. All information is not required to be entered into OK EdPlan today, but it will be entered into OK EdPlan as the IEP or eligibility event comes due. As of June 30, 2015 all IEP and eligibility information should be entered into the OK EdPlan system. If your district has personnel struggling to enter information into OK Edplan we encourage you to reach out to the Oklahoma State Department Special Education Services department for assistance. The division number is 405-521-3351.

If additional assistance is needed accessing the EdPlan system please contact:

Angela Kwok, Project Director, (405) 522-5036

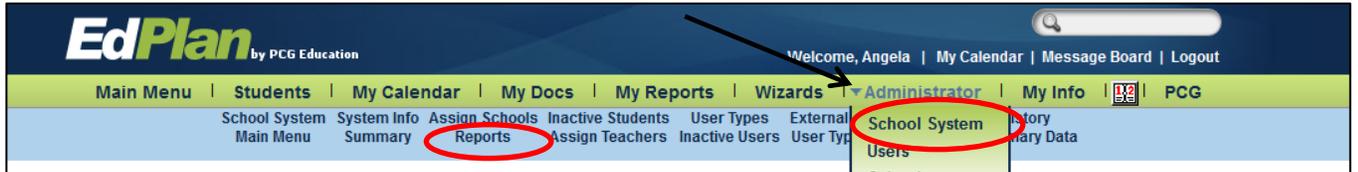
Shawna Keene, Behavior Specialist, (405) 522-3255

## Directions to confirm finalized events have occurred in OK EdPlan

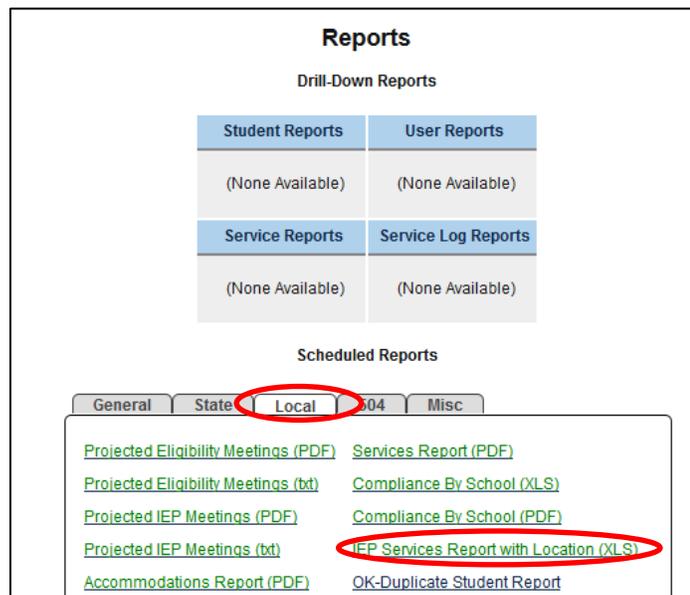
### Option 1 (By district):

District Reporting: Service Delivery Report

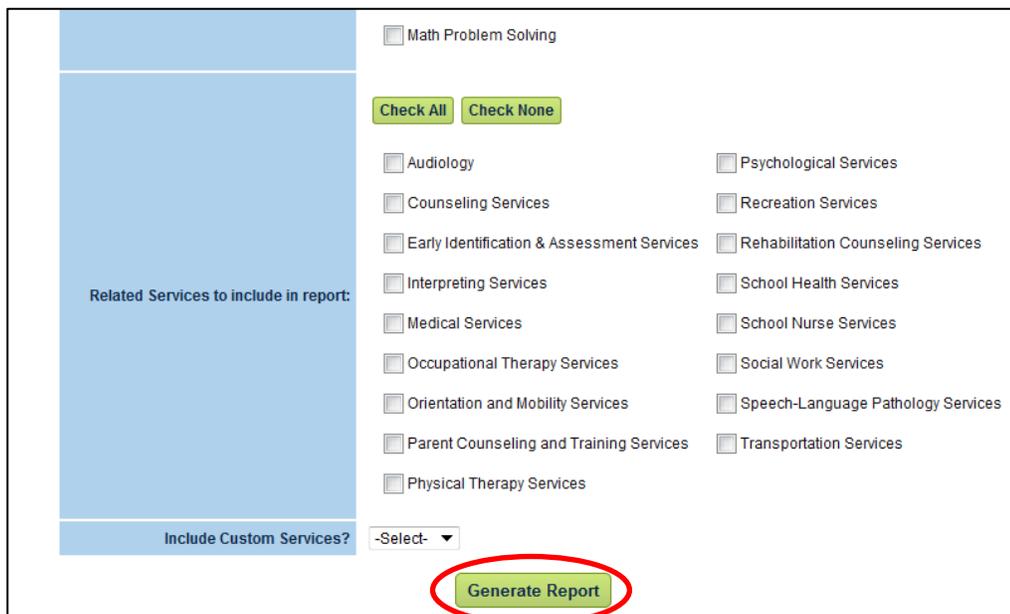
1. Login to OK EdPlan
2. Select “Administrator” and “School System”
3. Choose “Reports”



4. Choose “Local”
5. Select “IEP Services Report with Location (XLS)”



6. Scroll down to the bottom of the screen. A selection can be made for specific criteria or it will automatically default to run all. Choose “Generate Report”

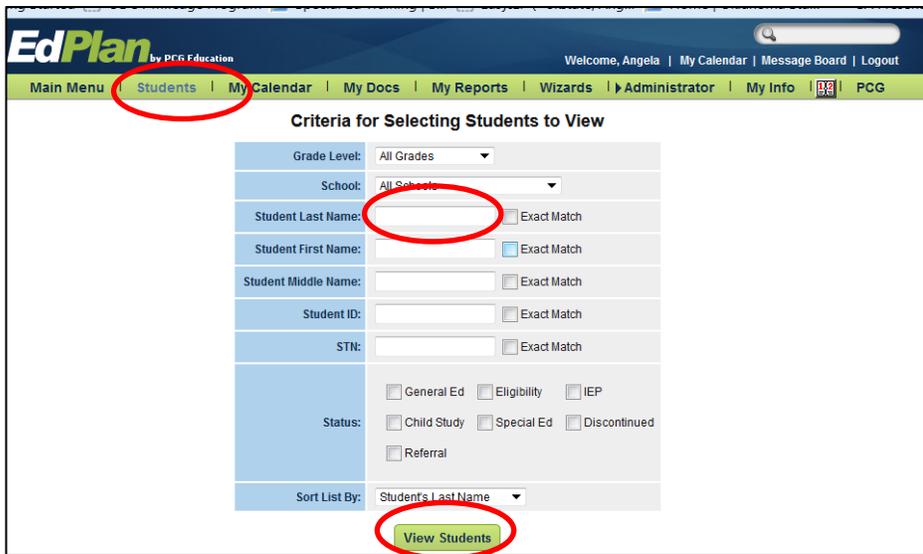


7. Wait a few moments for the report to generate and then open “My Reports.” Click on the name to open the hyperlinked file in Excel.



**Option 2 (By student):**

1. Select: “Students.” Enter the student’s last name. Select “View Students”



2. Select the name of the student

<input type="checkbox"/>	✓ ✓	11/03/2015	10/29/2015	SS	08	<a href="#">Angela Test</a>
<input type="checkbox"/>	● ✓	07/07/2015		SS	04	<a href="#">Avery Test</a>

3. View the student’s eligibility date and disability area within the “Consolidated Student Profile”



### Option 3 (By teacher):

Determination of whether a finalized event has occurred in OK EdPlan drilled down to the student level (1 example below on navigation to a finalized event)

Homepage:

The screenshot shows the EdPlan homepage with a navigation bar at the top containing links like 'Main Menu', 'Students', 'My Calendar', 'My Docs', 'My Reports', 'Wizards', 'Administrator', 'My Info', and 'PCG'. Below the navigation is a 'Message of the Day' section with an 'OSDE State Dept. Update' regarding Vision and Hearing services. The main content area is divided into several sections: 'My Compliance' with a pie chart showing 'Non-Compliant' (red) and 'Compliant' (green) status; 'My Schools' with a list of 5 schools; 'My Reports' with a list of reports; 'Students by Disability', 'Students by Placement', and 'Students by Service % of Day' with various charts and data displays.

Click on the pie chart of a specific site.

Click on the pie chart of a specific teacher

		<a href="#">John Smith</a>	-All-	0, 0	EdPlan/EasyIEP Administrator (Admin		
		<a href="#">Sample Teacher</a>	-All-	3, 3	State OK EdPlan Administrator		
		33% in Compliance (1 of 3 Students)		-All-	17, 9	Alicia's Title	EdPlan/EasyIEP Administrator (Admin
		<a href="#">Angela Test</a>	-All-	3, 1	Teacher	EdPlan/EasyIEP Administrator (Admin	
		<a href="#">Annelise Test</a>	-All-	3, 0	Test User	EdPlan/EasyIEP Administrator (Admin	

- Clear check- no event (general education student or not entered into OK EdPlan)
- Red: Out of compliance
- Green: Finalized
- 5: Section 504

Select a Student (Caseload of Sample Teacher)

Del	CP	Last Eliq	Last IEP	School	Grade	Name	Student ID	Date of Birth	Age	Dis
<input type="checkbox"/>	✓ ✓			SS	05	Ron Howard Test	23422342324	07/05/2004	11 Years	
<input type="checkbox"/>	● ✓	08/25/2013		SS2	PK	Toby F Test	TESTID123	08/15/2009	6 Years	ID,SLI
<input type="checkbox"/>	● ✓	08/03/2015		SS	PK	Wymond Test	111633	08/31/2012	3 Years	SLD,SLI,OI
<input type="checkbox"/>	✓ ✓	07/27/2015	10/07/2015	SSWest	01	Sally Que	123654	12/25/2008	7 Years	ID
<input type="checkbox"/>	✓ 5	07/24/2015	07/28/2015	SS	04	Michael Jordan Test	MJTST	07/02/2011	4 Years	DB,MD

(5 Students)

**Select a Student (Caseload of Sample Te**

Del	CP	Last Eliq	Last IEP	School	Grade	Name	Student ID	Date of Birth	Age	Dis
<input type="checkbox"/>	✓ ✓			SS	05	Ron Howard Test	23422342324	07/05/2004	11 Years	
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<input type="checkbox"/>	● ✓	08/03/2015		SS	PK	Wymond Test	111633	08/31/2012	3 Years	SLD,SLI
<input type="checkbox"/>	✓ ✓	07/27/2015	10/07/2015	SSWest	01	Sally Que	123654	12/25/2008	7 Years	ID
<input type="checkbox"/>	✓ 5	07/24/2015	07/28/2015	SS	04	Michael Jordan Test	MJTEST	07/02/2011	4 Years	DB,MD

Click on the name of a specific student

Select the "Documents" tab in the submenu bar

**EdPlan** by PCG Education

Welcome, Angela | My Calendar | Message Board | Logout

Main Menu | Students | My Calendar | My Docs | My Reports | Wizards | Administrator | My Info | **PCG**

Student Profile | Personal | Contact Log | Eligibility Process | IEP Process | 504 Process | **Documents** | Student History

**Documents** Sally Que

Documents:

- Special Education Parent Consent
- Comment Form
- Descriptions of Evaluation Procedures
- ESY Determination
- Child Outcomes Summary Form
- Consent for Release of Information
- Student Summary of Performance
- Vocational Rehab Referral Letter
- OK - Meeting Invitation
- Contact Log
- Written Notice to Parents
- Progress Report

Letters: (No Letters Available)

Documents created for Sally Que

Doc ID	Date Generated	Document	Batch	Received
<input type="checkbox"/>	1414 01/08/2016	OK IEP	PDF	<input type="checkbox"/> (Draft)
<input type="checkbox"/>	1348 12/17/2015	Progress Report	PDF	<input type="checkbox"/> (Draft)
<input checked="" type="checkbox"/>	E 1157 11/03/2015	OK IEP	PDF	<input type="checkbox"/>
<input checked="" type="checkbox"/>	E 1117 10/15/2015	Progress Report (2015-2016 - 1st 4.5 week Progress)	PDF	<input type="checkbox"/>
<input checked="" type="checkbox"/>	E 1085 10/05/2015	IEP Addendum	PDF	<input type="checkbox"/>

Date of eligibility or IEP will appear

**E** means the events are tied together.

"Draft" means that the document has not been finalized and is in the workspace only.