

Topic: Transition IEP Report for the DOE
More Info: See *Find Guide* (Downloads at SpEdDoc.org)
Audience: Special Education Directors
Date: June 1, 2009



The DOE requires that selected SU's submit Transition IEP's in July. SpEdDoc generates reports and exports to streamline the process and obviate the need to send paper IEP's.

Transition										Send to Transfer	
- Click italicized headings to sort.											
<i>Student</i>	<i>CC #</i>	<i>DOB</i>	<i>Grd</i>	<i>CM</i>	<i>IEP Meet</i>	<i>Age</i>	<i>Exit</i>	<i>Result</i>	<i>Age 6/30 Last Yr</i>	<i>Age at Exit</i>	
Howard Dean		02/23/88	12	RAS	10/30/08	20		C	20		
Sam Walton		09/13/91	12	RAS	12/01/08	17	01/11/09	C	16	17	
Prince Charles		04/25/91	09	PRH	11/03/08	17		I	17	Enter trans	
Miranda Wrights	1086829	04/14/92	10	RAS	09/02/08	16		C	16		
Julie Roberts	1018222	12/12/90	10	RAS	09/26/08	17		I	17	Enter trans	
Total IEP's: 5											

Find and view transition IEP's

- Log into SpEdDoc with the SU Password (to access all the records).
- Click the *Transition* button on the Student Main Menu). This displays a list of current IEP's entered in SpEdDoc. Click the italicized column headings to sort. For example, to determine whether the Transition plan has been written, click the Result heading and view the codes:
 - C Complete (data entered in all Transition fields)
 - I Incomplete (some Transition fields are empty)
 - M Missing Meeting Date or DOB
 - O Meeting Date before 7/1/2007
 - Y Younger than 15 at Meeting Date
- After correcting IEP's missing the Meeting Date or DOB, select the *This Year Transition* button on the bottom of the Transition list. This finds just the IEP's written this school year (based on the IEP Meeting Date) for students turning 16 or older this year (but excluding students who exited before turning 16). Click the italicized column headings to sort.

Submission of transition report to the DOE

Export the data to a SpEdDoc Transfer file and send it to the DOE. To export the pertinent IEP's and related information from a SpEdDoc server to the DOE:

- Verify that the Transfer file is in the SpEdDoc Folder located on the root level of the computer used to access SpEdDoc on your server.
- Log into SpEdDoc with the SU Password (to access all the records).
- Click the *Transition* button (on Student Main Menu) to generate a list of SpEdDoc IEP's for the found set of students.
- On the bottom of the Transition list, select the *This Year Transition* button (until June 30) or *Last Year Transition* (after June 30).
- Review the list of IEP's to be exported (note that students may have multiple IEP's written in the same year).
- On the top right of the Transition list, click the *Send to Transfer* button. This exports the IEP's in the found set to the Transfer file.
- Quit FileMaker, copy the Transfer file containing the exported records to a CD and send to the DOE.