

# IEP Templates

## What We Will Learn

What are IEP Templates?	1
Why the Popularity?	2
How Do I Use Templates?	3
Improving IEP Templates	4
Current SELPA/District Templates on 1edweb	5
SELPA/District Support is Important	6
Learn more about IEP Templates	7

## What Are IEP Templates?

IEP Templates

- Single and linked electronic forms
- Downloaded from 1edweb.com
- Edit on your computer, save, and print out

Three template formats are available for educators to use on their computers

1. Mailable fillers
2. Portable Document Files (PDF)
3. Filler 5.0

Mailable fillers are templates for PC users:

1. No special software needed
2. Can fill-in, save, and print
3. Easily mailable for collaboration and work efficiency
4. HTML file for all e-mail servers
5. Can attach files

Portable Document Files (PDF) can be used by both PC and Mac users

1. Adobe Reader needed to open, type, and print out file
2. Adobe Acrobat Approval 5.0 is needed to edit, (spell check), save, and print file
3. Can be easily attached to e-mail

### Special points of interest:

- 1edweb can have your forms online within 5–10 business days
- We are supported by SELPAs and School Districts throughout the United States
- Templates are cost effective and easy to use
- Annual maintenance fees begin at \$300.00

## Filler 5.0 Templates

Filler 5.0 is easy to use and provides the following benefits to PC users:

1. Edit (spell check), save, and print out
2. 10,000 records database per template
3. Learn more on last page!!



Convert your IEP forms into "hassle free" electronic templates, and download them from home and/or school

## Why are templates so popular?

IEP templates are simple to use and maintain on your school or home computers. Templates can be saved and reused by teachers and therapists throughout the school year. Also, IEP templates can be quickly updated and accessed by both PC and Macintosh users. Macintosh users, however, need to download Adobe Reader software (free of charge) to open up the tem-

plate, fill in, and print. If you want to save your templates, purchase Adobe Acrobat Approval 5.0 if you wish to edit and save the templates for future use. PC (Windows) users need no special software to “open up”



Templates are easy to use and easily accessible from ledweb

and use their IEP templates in mailable filler format.

Filler 5.0 template format is for PC users and is generating excitement from our educators. See back page for more details.

## Using your IEP templates is easy!

Schools are beginning to share their goals and objectives by incorporating them into an IEP template library so that teachers can individualize them in preparation for upcoming meetings. Many teachers and related service therapists collaborate on their goals and benchmark objectives by

sending their templates to each other via E-mail before an IEP meeting. Also, templates are easy to incorporate into an IEP meeting so the IEP team can collectively make the necessary changes on the templates during the meeting.

**E-mail templates before the IEP meeting for collaboration with related service professionals. Incorporate your templates with MS PowerPoint during the meeting to enhance your communications.**

## SELPA's and School Districts provide invaluable support!

SELPA's and School Districts provide a point of contact to ledweb so that teachers “voices” can be heard in improving IEP



We need the support from SELPA's and School Districts

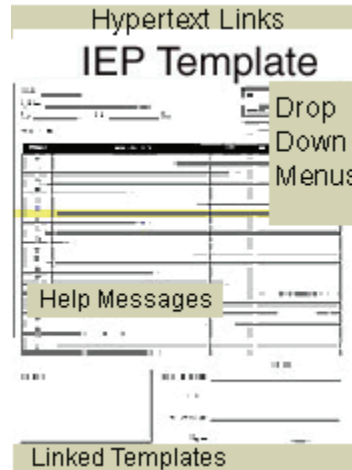
templates. Refinements to IEP templates are normally completed within 24 hours of SELPA approval without taking away the integrity and “look” of the paper-

based forms.

Annual maintenance fees begin at \$300.00. Form conversions are completed and online within 5—10 business days.

## Improving IEP templates....

With the experience of converting so many forms into templates, We have had the opportunity to work with Special Education directors in improving the templates to better support our teachers. Some of the innovative items we are able to incorporate



into IEP templates (without changing the “look” of the paper-based form) are:

- ◆ **help messages**
- ◆ **hyperlinks**
- ◆ **drop down menus**
- ◆ **custom fields**
- ◆ **linked pages**
- ◆ **automatic “fill-in” fields .**

## The Palm Beach USD success story using Filler templates....

The Palm Beach County, Florida School District generates over 1,300 forms, including student evaluations, special education plans, employment applications, purchase requisitions, accounting reports, and food service orders. Creating, updating, printing, stocking and distributing copies of each form was more than a full-time job and required a large por-

tion of a warehouse to store the thousands of copies. Today the warehouse is virtually empty of forms and the district's bank account is richer. Since the district has adopted Filler as its standard electronic forms template system

back in 1998, the organization has saved over \$150,000 in forms printing costs alone!!

Over 12,000 teachers and administrators can download and print the forms on a per need basis. Filler templates lets them fill out the forms electronically. No more obsolete forms. No more “piles” of unused or outdated paper-based forms.

## Some of the SELPAS and School Districts we currently support.

- |                                  |             |                |                 |         |
|----------------------------------|-------------|----------------|-----------------|---------|
| ◆ Butte County                   | ◆ Kings     | ◆ Plumas       | ◆ San Ysidro    | ◆ Texas |
| ◆ Connecticut State Forms        | ◆ Lassen    | ◆ Sacramento   | ◆ Santa Barbara | ◆ Yolo  |
| ◆ Cherry Hill Public Schools, NJ | ◆ NCCSE     | ◆ San Diego    | ◆ Stanislaus    |         |
| ◆ Colorado                       | ◆ New Haven | ◆ South Orange | ◆ Tri-County    |         |
| ◆ Folsom                         | ◆ Newark    | ◆ South County | ◆ Tri-Valley    |         |

[http: www.ledweb.com](http://www.ledweb.com)

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Customer Support: [shifflet@1edweb.com](mailto:shifflet@1edweb.com)

CONVERT YOUR IEP FORMS INTO  
TEMPLATES BY MAILING TO:

**1edweb.com**  
**126 Ward Blvd**  
**Oroville, CA 95966**

**Order Filler 5.0 on 1edweb**

Some of the benefits of using 5.0 Filler for our PC users are:

- Spell check capability
- One template can accommodate 10,000 IEP records.
- Can link templates together as one "user friendly" document.
- Template databases are automatically created for each template for easy search analysis.
- Supported attachments can be added to a template.
- Search and sort your IEP data to find the vital information you want.
- Data can be exported to ODBC compliant databases such as MS Access, Oracle, and dBase.

Key features of Acrobat Approval 5.0 for our Mac users

- Edit, save, and print completed Adobe PDF electronic forms to your computer for easy archiving
- Quickly identify misspelled words in an electronic form by using the spell-check feature
- Integrate Adobe PDF electronic forms with Web browsers and back-end databases such as Microsoft SQL Server and Oracle



Learn more about getting your IEP forms converted into templates....

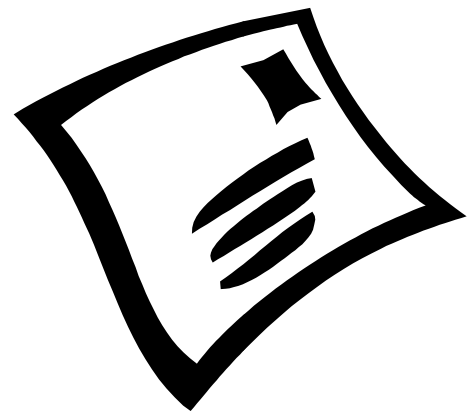
There are six key reasons for letting 1edweb convert and maintain your IEP forms:

1. Six years experience using form recognition software in converting IEP paper-based forms into electronic templates.
2. Using templates provides a "hassle free" means for your educators to empower themselves with 24 hour access to their IEP forms via the Internet.
3. Less expensive than dedicating fulltime staff to develop and maintain your templates on a less "user friendly" web site. Compare our web site to others and see how supporting our educators comes first!!
4. Keep your IEP forms updated electronically throughout the school

year without the added cost of printing and warehousing.

5. IEP templates provide a wonderful "stepping stone" for your teachers in using the computer to complete their IEP documentation.

6. We will reply quickly to educators needs in trouble shooting any and all difficulties they may encounter using our templates. This includes 7 day telephone support!!



Use our online feedback form to get started!