

## ***SE20 INSTRUCTIONS***

To obtain an IPRC template form, please refer to the Electronic IEP Template. Inside this template you will be able to create an electronic SE 20 IPRC form by using the following steps.

Open up the electronic IEP to your school's student list:

### Instructions on Creating an IPRC Template and Transferring Information from IEP to IPRC Templates and from IPRC to IEP Templates

Sometimes with some pc's, TPM and Internet Explorer do not work well together. Try downloading Google Chrome and see if that makes a difference in running the TPM program more smoothly.

The first time you want to create an IPRC form click on an identified student, go to the top right hand corner you will see a drop box beside the Add button, click on it and select IPRC, click add. Then an IPRC form will come up.

In order to bring over the information from the IEP (this will save you from typing it in again), go to the top menu bar, hover over the Integration box, it will give you a dropdown menu, click on Import Data.

The following information will be gathered from the IEP and dropped into the IPRC template: Strengths, Needs, Address and Phone number of parents, Exceptionality kind (LD, Autism etc.), Recommended Placement.

When you are participating in day long IPRC meetings, you will need to navigate back to the IPRC student list, not the IEP student list. Click on the Return to listing, you will see the word Individual Education Plan above the student lists of names. Click on it, a drop down menu appears, click on IPRC and the IPRC list appears. You can then work between the IPRC student listings.

When you have added or made changes to the above items, you will want to make sure that this is always reflected back into the up to date version of the IEP. The following steps should take place immediately following an IPRC meeting or made note of to return to the IPRC template and update the information at a later date.

Every August TPM Company, locks and flips a copy of the present year's IEP's so that we begin our IEP's anew in September.

To accomplish updating any IPRC information back into the IEP, the reverse operations take place. You would be in the IPRC template to start. Then, go to Initiatives box, hover over it and click on IEP. Next hover over the Integration box and click on Import Data. Your IEP will pull all the new information from the IPRC template. Please complete this task if you have made any changes by June 30 of each year.