

Uploading Information from a Student's IEP




If a student has an IEP, you **MUST** provide required information contained in the IEP to the teacher. Current requirements include sections 4, 5 and 6 of the IEP:

- SUBJECTS, COURSES, OR ALTERNATIVE PROGRAMS TO WHICH THE IEP APPLIES (section 4)
- ACCOMMODATIONS (section 5)
- PROVINCIAL ASSESSMENTS (section 6)

NOTE:

On the dashboard of PRISM there is a widget entitled, Accepted Students Awaiting IEP Upload. Check this regularly by clicking the expand arrow:

From here, you can click the action button , select **Edit**, then follow the instructions below, starting at “Indicate **Yes**...”

To do so, please:

Acquire a digital copy of the student's IEP or scan and save (as a PDF file) the required information.

Go to **Students** and **Search by Name** or **OEN**.

Click the Action button  and select **Edit**.

Indicate **Yes** for **Does the student have an IEP?** on this screen in the **Personal Information** section. Click the **Choose Files** button, locate and click on the IEP file, then click **Open**.

Click **Update**.

Personal Information

Select Gender *

F

Does the student have an IEP? *

Select Option

Yes

Upload IEP Document (PDF):

Choose Files No file chosen