



# EdPlan Connect Guide for Parents and Guardians



## **What is Virginia IEP?**

Virginia Department of Education provides school divisions access to Virginia IEP, an IEP case management system, hosted by Public Consulting Group (PCG). Virginia IEP, powered by PCG's EdPlan platform, is the tool your child's teachers use to create his or her Individualized Education Plan (IEP). PCG provides school divisions with access to helpful modules linked to Virginia IEP. One of these modules is the EdPlan Connect.

## **What is EdPlan Connect?**

EdPlan Connect allows parents or guardians to access their child's IEP documents remotely and securely. Parents/guardian have the ability to view and/or sign documents according to school division regulations.

## **How will I access EdPlan Connect?**

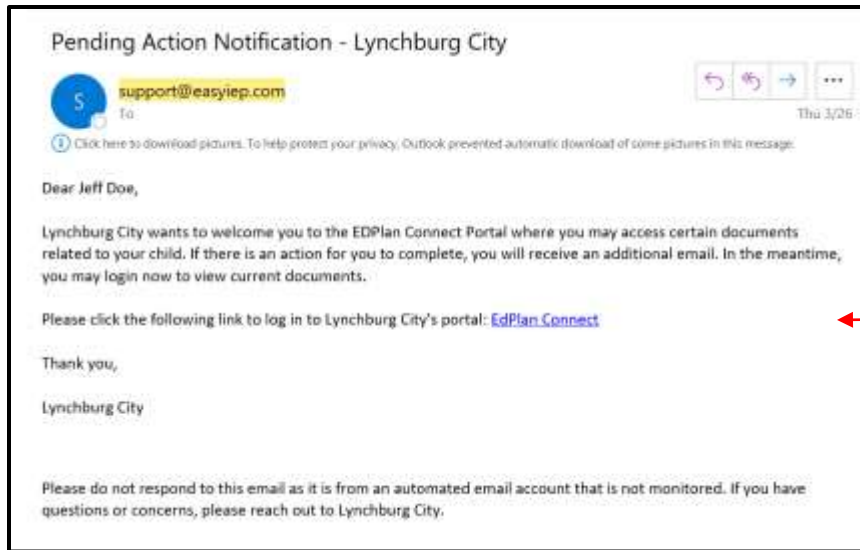
The EdPlan Connect will generate an email to the parent's email on record to notify parents/guardians every time there is a new document that requires your review or signature. However, parents/guardians can access documents within the EdPlan Connect at any time. To access EdPlan Connect, utilize any of these options:

- **Option 1:** Keep the email you received from the system with the hyperlink.
- **Option 2:** Save the hyperlink from the email onto your computer (Save as a favorite).
- **Option 3:** Contact the school to request that the system send you the email/hyperlink again.
- **Option 4:** Wait until you have another action to complete in the system at which point you will receive another access email.

As a parent or guardian, the EdPlan Connect feature will allow you to virtually access your child's records, apply a response, and sign documents electronically. This guide will provide you with an overview on how to access, navigate, and review/sign documents in the EdPlan Connect.

## **Once I receive an email notifying me that a document requires my attention, how do I access documents in EdPlan Connect?**

1. The EdPlan Connect will generate an email to the parent's/guardian's email on record to notify parents/guardians every time there is a new document that requires your review or signature. That email will include a hyperlink to the login screen, which is specific to you and will be sent in the evening of the day the IEP or eligibility is "proposed." Click the EdPlan Connect Link.



2. After clicking on the link, you will be taken to the EdPlan Connect portal. Per FERPA requirements, you will authenticate your identity by requesting an access code. You can choose to receive your code by text message, voice call or email. Once you select how you want to receive your access code, please click the "Request Access Code" button and allow for 1-2 minutes to receive the access code via the method you chose (for example, you will get a text if you selected "Text Message"). The phone numbers that display are the phone numbers that the school has on file for you

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Lynchburg City

Virginia IEP Connect

How would you like to receive access code?

Text Message  Voice Call  E-Mail

Select the phone number you wish to use:

###-###-2890

REQUEST ACCESS CODE

- Once you receive the code, enter it in the field seen in the picture below and select “Login”.

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Lynchburg City

You will have 15 minutes to use your access code.

Virginia IEP Connect

Enter Access Code

LOGIN

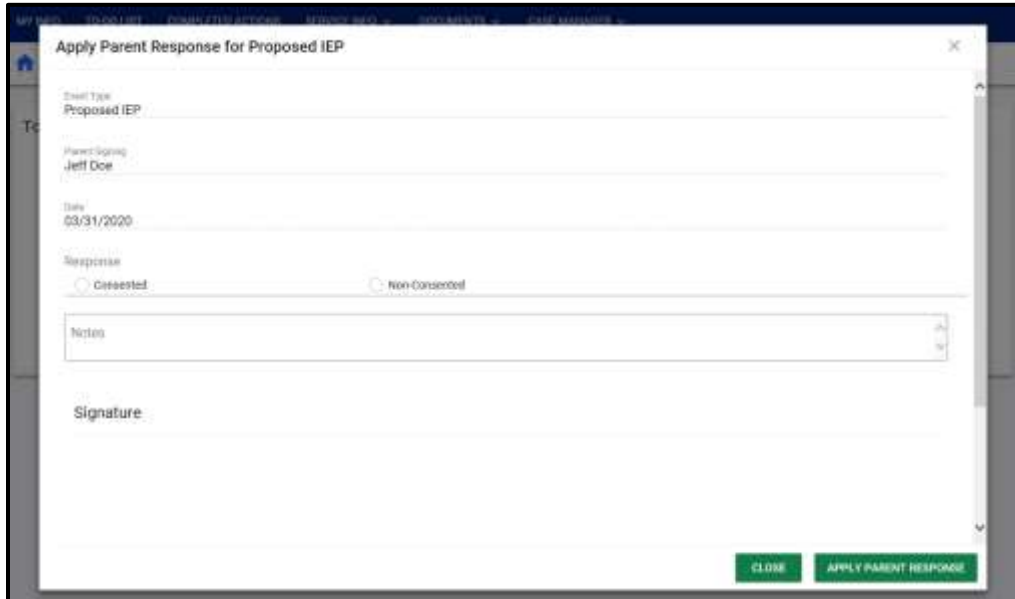
- After logging into the site, you will be taken to your “To-Do List”. Any document pending a response will be displayed on your “To-Do List”. Clicking on “IEP” under “Proposed Document” allows you to review the IEP document. Clicking on the pencil icon under “Respond” allows you to review and sign the IEP document.

Student	Date Submitted	Proposed Document	Action	Respond
Benjamin Victor Test	04/10/2020	<a href="#">Eligibility Group Summary</a>	Review Final Eligibility Group Summary	Review
Benjamin Victor Test	04/10/2020	<a href="#">Eligibility Group Summary</a>	Review Final Eligibility Group Summary	Review
Benjamin Victor Test	04/10/2020	<a href="#">IEP</a>	Review Final IEP	Review
Benjamin Victor Test	04/10/2020	<a href="#">IEP</a>	Apply Parent Response for Proposed IEP	

Showing 1 to 4 of 4 entries

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5. After selecting the pencil icon, you will be taken to a confirmation page allowing you to indicate your response. You may indicate your response by selecting one of the two response buttons “Consented” and “Non-Consented”. This page also allows you to type any specific notes and apply your signature to the document.



The screenshot shows a web form titled "Apply Parent Response for Proposed IEP". The form contains the following fields and options:

- Event Type:** Proposed IEP
- Parent Signing:** Jeff Doe
- Date:** 03/31/2020
- Response:** Two radio buttons are present: "Consented" (selected) and "Non-Consented".
- Notes:** A text area for entering additional information.
- Signature:** A large text area for entering a signature.

At the bottom right of the form, there are two green buttons: "CLOSE" and "APPLY PARENT RESPONSE".

6. You can sign the document using your computer mouse, stylus, or finger if you are using a tablet. You will sign in the area outlined below and select the “Apply Parent Response” button. This action applies your response and completes the action required.



This image is a close-up of the "Signature" field from the form shown in the previous image. It shows a large, empty text area for entering a signature. At the bottom right of this field, the "CLOSE" and "APPLY PARENT RESPONSE" buttons are visible.

### **What other information is available to me in EdPlan Connect?**

1. **To Do List:** When you login to EdPlan Connect, your landing page will be your To-Do List. When you have documents that need to be reviewed or signed, they will display in this list.
2. **Completed Actions:** You can also click on the Completed Actions link in the blue bar to review any previous actions you have completed.
3. **Documents:** While logged in, you will be able to review any documents associated with your child and your Parent Connect account by clicking on the Documents link. This includes the documents that display on the "To-Do List" as well as documents which may have been created but have not triggered an action for you to complete. The documents will remain here historically for your reference. You may click on the documents listed in blue to open that particular document.
4. **Case Manager:** You can review the district contact listed for your student under the Case Manager link.

MY INFO

TO-DO LIST

COMPLETED ACTIONS

SERVICE PLAN INFO

DOCUMENTS

CASE MANAGER