

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.

Pending Action Notification - .Virginia State Training System

 support@easyiep.com
To  Haverly, Victoria

[Reply](#) [Reply All](#) [Forward](#) [...](#)

Wed 11/17/2021 11:18 AM

Dear Dan Test,

.Virginia State Training System wants to welcome you to the EDPlan Connect Portal where you may access certain documents related to your child. If there is an action for you to complete, you will receive an additional email. In the meantime, you may login now to view current documents.

Please click the following link to log in to .Virginia State Training System's portal: [EdPlan Connect](#)

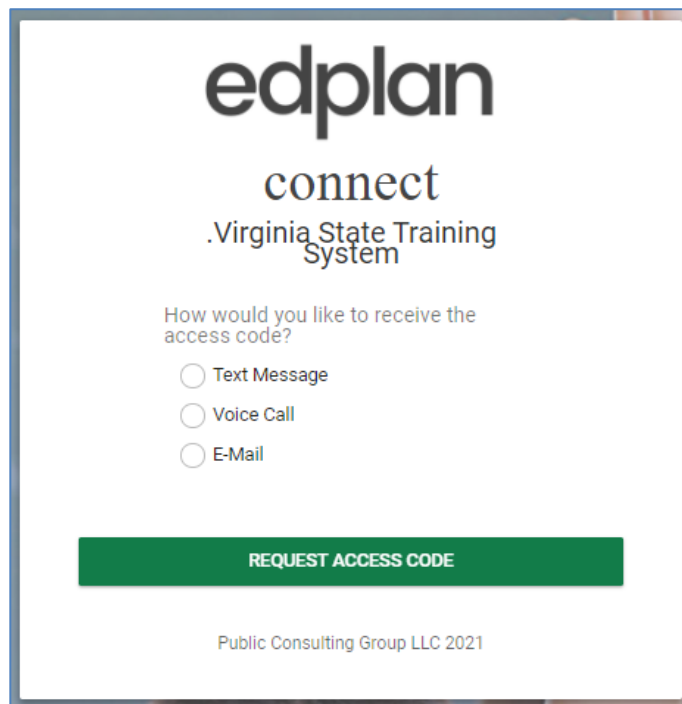
Thank you,

.Virginia State Training System

EDPlan Connect™

Please do not respond to this email as it is from an automated email account that is not monitored. If you have questions or concerns, please reach out to .Virginia State Training System.

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 access 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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connect
.Virginia State Training
System

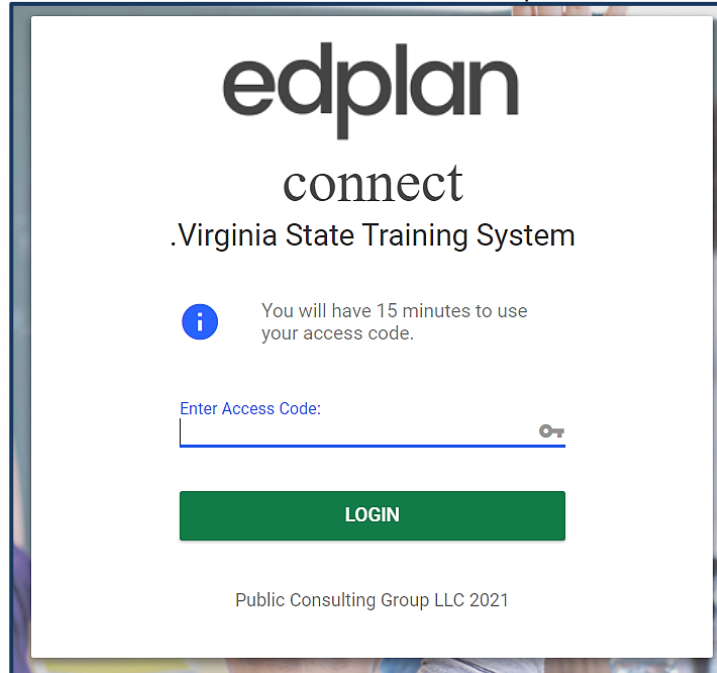
How would you like to receive the
access code?

Text Message
 Voice Call
 E-Mail

REQUEST ACCESS CODE

Public Consulting Group LLC 2021

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



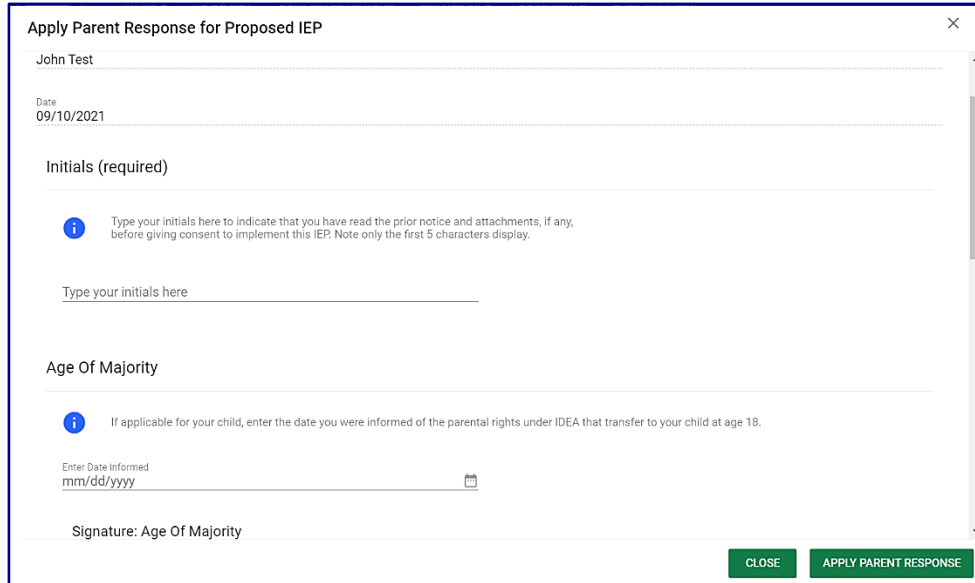
- After logging into the site, you will be taken to your **To-Do List**. Any document pending a response will be displayed on your **To-Do List**. Clicking on the blue **IEP** link under **Proposed Document** allows you to review the IEP document. Clicking on the pencil icon under **Respond** allows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

| Student % | Date Submitted % | Proposed Document % | Action % | Response % |
|----------------------|------------------|---|--|---|
| Benjamin Victor Teot | 04/10/2020 | Eligibility Group Summary | Review Final Eligibility Group Summary | Review |
| Benjamin Victor Teot | 04/10/2020 | Eligibility Group Summary | Review Final Eligibility Group Summary | Review |
| Benjamin Victor Teot | 04/10/2020 | IEP | Review Final IEP | Review |
| Benjamin Victor Teot | 04/10/2020 | IEP | Apply Parent Response for Proposed IEP |  |

Showing 1 to 4 of 4 entries

Previous 1 Next

5. After selecting the pencil icon, you will be taken to a confirmation page allowing you to indicate your response. When responding to an IEP you will be asked for your Initials and a signature for Age of Majority if applicable.



Apply Parent Response for Proposed IEP

John Test

Date
09/10/2021

Initials (required)

i Type your initials here to indicate that you have read the prior notice and attachments, if any, before giving consent to implement this IEP. Note only the first 5 characters display.

Type your initials here

Age Of Majority

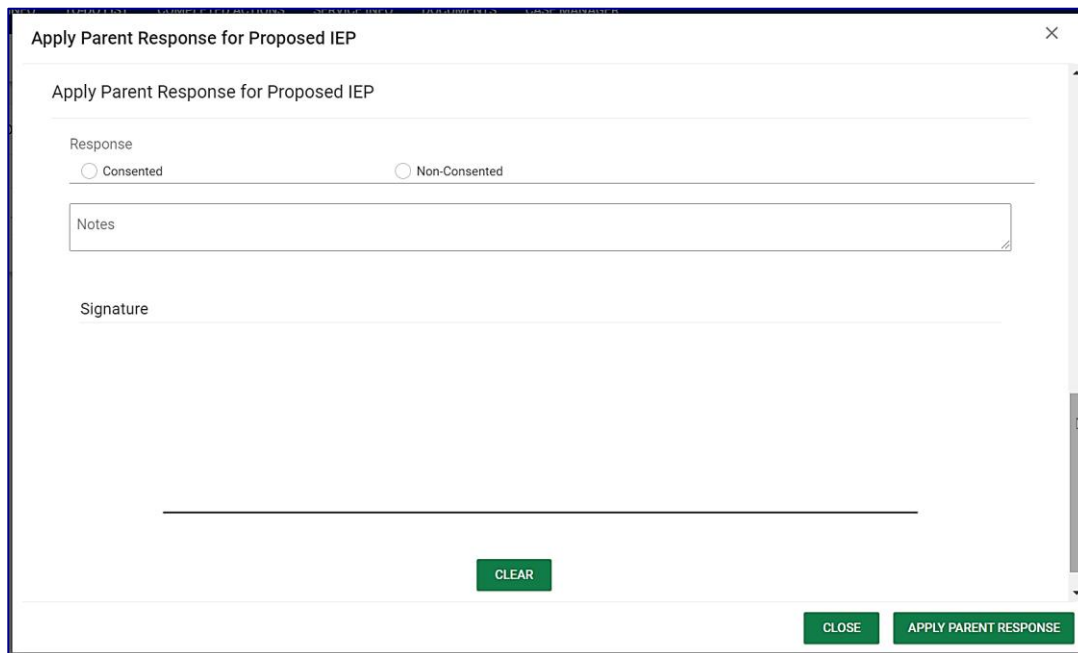
i If applicable for your child, enter the date you were informed of the parental rights under IDEA that transfer to your child at age 18.

Enter Date Informed
mm/dd/yyyy

Signature: Age Of Majority

CLOSE APPLY PARENT RESPONSE

6. If you continue to scroll down, you may indicate your response by selecting one of the two response buttons **Consented** and **Non-Consented**. This page also allows you to apply your signature to the document. The **Signature** is required.



Apply Parent Response for Proposed IEP

Apply Parent Response for Proposed IEP

Response

Consented Non-Consented

Notes

Signature

CLEAR

CLOSE APPLY PARENT RESPONSE

7. 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.

Apply Parent Response for Proposed IEP ✕


Apply Parent Response for Proposed IEP

Response

Consented Non-Consented

Notes

Signature



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](#)