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OVERVIEW

The Gifted Individualized Education Plan (GIEP) is a yearly written plan describing the education to be provided to a gifted student. The GIEP details present instructional levels, educational goals, program modifications and specially designed instruction designed for a gifted student. This information is documented during a GIEP team meeting held with one or both of the student’s parents, a representative of the district who is knowledgeable about gifted programs, one or more of the student’s current teachers, a teacher of the gifted and other individuals at the discretion of either the parents or the district. The student may also attend, if the parents choose to have the student participate. Before creating a GIEP form, it is recommended to first create an Invitation Letter to schedule and invite attendees to the GIEP meeting.

FORM INSTRUCTIONS

FORM CREATION

The GIEP/form creation process includes the following steps:

Step 1: Select a Student
Step 2: Select a Meeting
Step 3: Select Services for the GIEP
Step 4: Select Goals for the GIEP
Step 5: Select Additional Information for this GIEP

STEP 1 – SELECT A STUDENT

1. Click Student Management > Manage an Existing Student.
2. Use the Search window to find the student based on either, Last Name, First Name or Student ID.
3. Click Search. Then click the appropriate Name to select a student.

Once a student has been selected, the student’s Name, ID, Birth date and Age will display. The Forms that can be created for a student will be listed. Click on the GIEP link.

The GIEP Summary screen will display, listing any prior forms created for the student. The most recent form will display at the top of the list. To review an existing GIEP, click the appropriate link. To create a new GIEP, click the ‘New’ icon.
STEP 2 – SELECT A MEETING

1. If a meeting has been previously scheduled in IEPPLUS, select it from the drop down list. The meeting field may be left blank.
2. Click Next Step.

STEP 3 – SELECT SERVICES

1. If a meeting had been selected in the previous step, the meeting date will default as the Date to Select Current Records. If no date displays, enter a date within the term of the prior GIEP or enter today’s date, if there is no previous GIEP. This date is used to select the student’s placements, services, courses and goals that will be used to create the new GIEP. Placements, services, courses and goals whose date range includes the Date to Select Current Records will be selected will be ended to reflect the day before the new GIEP starts.

2. The Create Option is used for Initial Referrals, Annual Reviews or Reevaluations. This option will end the selected records on the day before the new IEP begins and will create new records with the new IEP date range.

The Select Existing option is used when a GIEP was deleted or needs to be re-created with existing student data. - Only Administrators will see this option.
3. Enter date ranges to identify the different sections of a student’s IEP.
   1. **Recommended**: Enter the date range of the new IEP. The Start date reflects the start date of the IEP. The End date reflects the last day of the current school year. If the IEP term (yearly) continues into the next school year, the Next Recommended section will need to be completed.
   2. **Summer**: Enter the summer program dates. If the student does not receive summer services, the dates should be left blank.
   3. **Next Recommended**: The Start date reflects the start date of the following school year. The End date reflects the last day the IEP is in effect.

   *Note: When the user clicks ‘Next Step’, a message may display: WARNING: Next Recommended Start and End Dates are blank. Message is only a warning and user may proceed without entering the dates or click ‘Previous Step’ to go back to Step 3 and enter these dates.*
1. Select one of the following options:

- **Option 1** will create new Goals and Objectives from a prior GIEP (the selected Goals and Objectives will be end dated the day prior to the start of the new GIEP).

- **Option 2** will copy existing goals that are active in the new Recommended Date range. This option is available only if using Option 2 in Step 3. – *Only Administrators will see this option.*

- **Option 3** will create the new GIEP without any Goals or Objectives selected from a prior IEP. The program will end the existing goal with the day before the new IEP starts.

2. Click Next Step after selecting one of the three options.
1. Select **Evaluations** to display on the GIEP.
   - **Place ALL Evaluations on the GIEP** will pull all evaluations a student has ever received and place them on the GIEP.
   - **Place the LATEST of each type of Evaluation on the GIEP** will pull only the most recent of each type of evaluation. For example, if a student received two Social History evaluations, only the most recent would be selected.

2. Enter a Date Range for the Evaluations. For example, *to only include evaluations from the last three years, enter a Start Date three years prior to the meeting. Use the Meeting Date as the End Date.* (Note: The End Date will default to the Meeting Date selected in Step 2. If no Meeting was selected, the Meeting Date should be entered manually in the End Date field.)

3. Enter a **Name** for this GIEP. The name will be used to identify the GIEP on the Summary page listing all GIEP’s for the student, i.e., Annual Review 04/2012 – Gr 09. If a Meeting has been selected in Step 2, the Meeting Date would default in the Name field.

4. Select a **Type** for this GIEP. The type will display on the Summary page that lists all GIEP’s for the student.

5. Select a **Letterhead** to print on the GIEP form. This will default based on System/User options as defined by the district. The letterhead determines the name and address information on the first page of the GIEP. The letterhead can be changed.

6. Click **Create IEP**.

*Note: The available options in Step 3 and Step 4 will depend on the district’s settings in Options > Set System Options > Forms tab (see screen shot below).*
After the GIEP has been created it will display to the screen. A tool bar will display on the left side of the screen, divided into the following areas:

1. **Sections**
   There is a separate link for each section of the form. Click on any link to move to that section.

2. **Maintenance**
   These options will maintain Form Information, such as Form Name, Date Ranges, Letterhead, etc. Form Information also provides the ability to change the form Start/End dates and to reset the dates of services, placements, courses and goals. Refresh and Delete functionality is available depending on user security.

3. **Validation**
   These options will change the status (i.e., Locked, Ready for Review, Finalized) or validate the form. The validation option will check to see if all necessary information has been entered and display messages relating to any errors found (see Help\ Forms\Form Validation for more information).

4. **File Attachments**
   Click the plus icon (+) to add an attachment. Click the minus icon to delete an attachment.

5. **Archives**
   Archives are permanent PDF copies of the form. Click **Finalize** in the Validation section to create an Archived copy. The form should be finalized and archived only after it has been fully completed and a copy has been sent home to the student’s parents or guardians.

Archives will display the form Meeting Date or Form Start Date (if no meeting exists) and the actual date and time the record was created when hovering over the PDF icon. Archives will display in descending order by date created.

*Note: Archives may only display the date created and not the meeting/form date, depending on district settings maintained under Options > Set System Options > Form:*
The following options will display at the top and bottom of the form (see screenshot below).

- **Save**
  Information from each section should be saved before moving to another section.
- **Return**
  Click the Return icon to return to the Form Summary screen.
- **Print Preview**
  Print Preview will display the form in Adobe Acrobat. Mouse over the bottom of the form preview to see the toolbar illustrated below. Select the Print icon or click the Save icon to save a copy of the form to your computer. The plus (+) icon will enlarge the preview for ease of viewing.

---

**FORM COMPLETION**

**MAIN SECTION**

The main section of the GIEP includes the GIEP meeting date, the GIEP team participants and certain demographic information, such as student name, birth date, and school currently attended. If more information is needed on these fields or any other areas of the form, refer to the mapping section of this guide. Complete the Main section of the form as follows.

1. **GIEP Team Meeting Date**
   This field automatically fills in based on the meeting selected when creating the form or linked through Form Information in the Maintenance section of the GIEP Tool Bar. To change the date, click in the text box and enter the date in MM/DD/YY format or click the calendar icon and select a date from the calendar displayed. The date selected in this field will also update the linked Invitation Letter and meeting record.

2. **Implementation Date**
   This field automatically fills in based on the Start Date of the GIEP entered at the time the form is created. To change the date, click in the text box and enter the date in MM/DD/YY format or click the calendar icon and select a date from the calendar displayed.

3. **Other Information**
   Click in the textbox to enter text relating to any demographic information not covered in other areas of the form (see mapping section of this document for more details).

4. **Gifted Team Participants**
Click the ‘Add Meeting Attendee’ link to indicate the names and positions of the members of the GIEP team invited to the meeting. A Search Box will open. Click in the Search Box, enter search and select from the displayed results. Select a Role from the drop down list, and click the Update link to complete this process. To edit or delete a contact, click the appropriate link.

PRESENT LEVELS OF EDUCATIONAL PERFORMANCE

This section consists of statements describing the student’s present instructional levels and other information, such as assessment test scores, grades, progress on goals, aptitudes, interests, specialized skills, etc. For each area in this section, the user may type text directly into a textbox or click the ‘Add from Template’ button to select pre-defined statements from a Goal Book. Select a statement by clicking the check box and then clicking the ‘Apply’ button. Edit the statement, if needed, and click the Save icon.

Some fields in this section will fill in automatically from the latest GWR (Gifted Written Report) predating the GIEP or from a prior GIEP. For further information, refer to the mapping section of this document.

GOALS AND OUTCOMES

Click the appropriate link to add statements describing the student’s annual goals and outcomes. Start and End Dates will default to the GIEP date range but can be modified, if needed. Data for objectives includes: (a) short term objective, (b) objective criteria, (c) assessment procedures and (d) timeline for determining achievement of the objective.

SDI, SUPPORT SERVICES AND PLACEMENT

This section consists of textboxes used to describe the specially designed instruction and any support services that may be needed for the student. For each area in this section, the user may type text directly into a textbox or click the ‘Add from Template’ button to select pre-defined statements from a Goal Book. Select a statement by clicking the check box and then clicking the ‘Apply’ button. Edit the statement, if needed, and click the Save icon.

1. Specially Designed Instruction
   • Enter text or select a statement, describing any Specially Designed Instruction needed for the student.
   • Select the check box next to each goal that is associated to the SDI.

   *Note: The Gifted IEP Report, Goals and Outcomes section will print based on the SDI to Goals linkage defined in this section. Each Annual Goal (A) will print along with its Short Term Objectives (B) and SDI statements (C). In order for the report to print correctly, be sure that every goal has at least one associated SDI statement. The SDI will not print on the Gifted IEP if it is not associated to at least one goal. For example:
II. Goals and Outcomes:

A. Annual Goal
   Goal one goes here

B. Short-Term Learning Outcomes

<table>
<thead>
<tr>
<th>Short Term Objective</th>
<th>Objective Criteria</th>
<th>Assessment Procedures</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Objective one goes here</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Objective two goes here</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

C. Specially Designed Instruction (include this information for each annual goal)

<table>
<thead>
<tr>
<th>SDI</th>
<th>Projected Date for Initiation</th>
<th>Anticipated Frequency</th>
<th>Location</th>
<th>Anticipated Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>SDI statement goes here</td>
<td>03/06/2013</td>
<td>Bi-weekly, 35 minutes per session</td>
<td>Rose Tree Elementary</td>
<td>03/05/2014</td>
</tr>
</tbody>
</table>

2. Support Services
Enter text or select a statement, describing any support services the student requires (e.g., psychological services, career guidance, technology education, etc.).

3. Recommended and Next Recommended Program
The student’s Recommended, Summer and Next Recommended Programs are created and maintained on the GIEP form, however, the Programs do not print on the GIEP report. This data is necessary for the IEPPLUS program. Click the appropriate button to create the student’s placement records. The screen illustrated below will display:

- Enter the placement date range.
- Select the student’s Placement from the drop down list.
- Indicate if the placement is Primary.
- Select the Location and the student’s Grade.
- Enter the Frequency and Duration of the services.
• Click the **Staff** tab to add the name of the staff member for the Placement.
• Click the **Save** icon to save the record and return to the GIEP.

### REVISI NG A GIEP

To revise a finalized GIEP form, click the ‘Revise’ link illustrated in the screenshot below. This Revise link only appears for finalized active or future GIEPs. If the GIEP has already expired, the user will not see the ‘Revise’ link.

![IEP Summary for Adams, Prudence Suzette](image)

Clicking this link will unlock the form for editing.

**NOTE:** The visibility of the ‘Revise’ link and its display text will depend on the district’s screen configuration settings defined under Maintenance > Manage Screen Configuration > Form Summary:

![Manage Screen Configuration](image)

### REMOVE AMENDMENT

This functionality allows the user (based on security permissions) to remove an Amendment/Revision when the form was inadvertently amended/revised.

To remove the Amendment/Revision and return the form to its previous state, click on the ‘Remove Amendment’ link (Screen #1) from the Form (e.g. IEP) Summary page. Upon clicking on the link, a pop-up screen (Screen #2) will display, alerting the user that any modifications they made to the form must be manually changed back prior to the ‘Remove Amendment’ process. Please ensure that the applicable meeting is selected prior to removing the amendment. The Remove Amendment process does not remove any changes that were made after the form was revised. Clicking the ‘OK’ button will perform the amendment removal process, while clicking the ‘Cancel’ button will return the user back to the Form Summary Page and the form will remain in the revised state.

The ‘Remove Amendment’ process will perform the following:

- Re-finalizes the form.
- Adds additional information in the “Form History” area of the form (see “Form History” section below for more details).
- Changes the archived form (pdf file). Please refer to "item #5 Archives" under the "Navigation/Tool Bar" section of this document for further screenshot examples.
Upon removing the revision, two audit records will be inserted into the Maintenance > Form Information > Form History indicating the Remove Amendment process:

1. The first record displays the ‘Amendment Removal’ process, date, time and user.
2. The second record displays the form returning to the ‘Lock’ state, date, time and user.

To grant a group or user permission to the Remove Amendment link, navigate to Security > Manage Groups > Permissions, or Security > Manage Users > Permissions, then check on the ‘Edit’ checkbox on the Permission > Form > Remove Amendment line item and then click the ‘Save’ button. The Remove Amendment security option is global to all forms.
 SCREEN CONFIGURATION

The District has the ability to change the “Amendment Removal” label. Navigate to Maintenance > Manage Screen Configuration > Form Summary and then click on the ‘Edit’ button on the Item Name called “Remove Amendment”. In the ‘Display Text’ column, rename it as desired, and save the changes.

![Manage Screen Configuration](image)

 SETUP AND CONFIGURATION

REVISE/AMEND – REMOVE AMENDMENT WARNING MESSAGES

A new option has been added that allows administrators to enable/disable warning messages for the ‘Revise/Amend’ & ‘Remove Amendment’ actions. To do this, the administrator would navigate to Options > Set Systemwide Options > Form and then enable/disable either or both of the options. By default, both warning messages are turned on (both checkboxes are unchecked).

![Warning Messages](image)

- To enable the “Revise/Amend” warning message, the administrator should leave the 1st checkbox unchecked. When this option is enabled, the user will see the following pop-up message when the “Revise/Amend” link on the Form Summary page is clicked:

![Message from webpage](image)
• To enable the “Remove Amendment” warning message, the administrator should leave the 2\textsuperscript{nd} checkbox unchecked. When this option is enabled, the user will see the following pop-up message when the “Remove Amendment” link on the Form Summary page is clicked:

![Message from webpage]

This process will remove the revision status and re-finalize the form. Reselect the appropriate meeting and revert all changes that were made to this form for this amendment. Failure to do so could lead to inaccurate data. (i.e. Meeting Date, Placements, Services, Statements etc.).

Click CANCEL and return to the form to remove any changes. Click OK to proceed with the amendment removal process.
FIELD MAPPING

This section provides data source and destination information, where applicable, for all fields on the form. If source or destination data is missing or incorrect, follow the navigation indicated in this section to add or correct the data. Also included is a description of necessary Alternate Codes, if required. To add, edit or lookup a code, navigate to Maintenance > Manage Code Tables. Select the name of the table (indicated in the Mapping information) from the drop down list. Then click the 'Show Alternate Codes' link at the top of the page to see the applicable codes.

MAIN SECTION

PA Gifted IEP – Main Section

<table>
<thead>
<tr>
<th>1</th>
<th>Letterhead</th>
<th>Logo &amp; Letterhead, maintained under Form Information.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>School Year</td>
<td>Automatically fills in current and next school year based on GIEP starting and ending year.</td>
</tr>
<tr>
<td>3</td>
<td>GIEP Team Meeting Date</td>
<td>Automatically fills in based on the Meeting Date selected when creating the form or linked through Form Information (in the Maintenance section of the GIEP Tool Bar). The text box provided on the GIEP form will update both the GIEP and linked Invitation Letter. Also displays previously linked meetings (original and amendment meetings).</td>
</tr>
<tr>
<td>4</td>
<td>Student ID</td>
<td>Automatically fills in from Basic Information &gt; Demographics &gt; Student ID field.</td>
</tr>
<tr>
<td></td>
<td>Field Description</td>
<td>Automatically Fills In from:</td>
</tr>
<tr>
<td>---</td>
<td>----------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>5</td>
<td>Implementation Date</td>
<td>Based on the Start Date of the GIEP entered at the time the form is created or modified through Form Information in the Maintenance section of the GIEP Tool Bar.</td>
</tr>
<tr>
<td>6</td>
<td>Student Name</td>
<td>Basic Information &gt; Demographics &gt; Student Name.</td>
</tr>
<tr>
<td>7</td>
<td>DOB</td>
<td>Basic Information &gt; Demographics &gt; Student Birth Date.</td>
</tr>
<tr>
<td>8</td>
<td>Age</td>
<td>Automatically fills in student’s age in Years and Months based on calculation, comparing Student DOB to Meeting Date.</td>
</tr>
<tr>
<td>9</td>
<td>Student E-Mail</td>
<td>Basic Information &gt; Communication where Type = Email Address.</td>
</tr>
<tr>
<td>10</td>
<td>Grade</td>
<td>From the current Primary Placement record as of the meeting date.</td>
</tr>
<tr>
<td>11</td>
<td>Name and Address of Parent, Guardian or Surrogate</td>
<td>Basic Information &gt; Contacts where Type = Parent/Guardian or Surrogate. Data includes email address and phone number (Type = Home or Cell Phone) from the Communications tab.</td>
</tr>
<tr>
<td>12</td>
<td>Local Education Agency</td>
<td>System Wide Options &gt; Main tab &gt; Organization field.</td>
</tr>
<tr>
<td>13</td>
<td>School District</td>
<td>Associated Organization = Home District (Alternate Code = HD in Org Association table) or IEP Implemented Other School District.</td>
</tr>
<tr>
<td>15</td>
<td>School Building</td>
<td>Based on Student’s placement location.</td>
</tr>
<tr>
<td>16</td>
<td>County of Residence</td>
<td>Basic Information &gt; Address &gt; Home &gt; County field.</td>
</tr>
<tr>
<td>17</td>
<td>Other Information</td>
<td>Basic Information &gt; Demographics &gt; Student Notes. User can add to or edit this information.</td>
</tr>
<tr>
<td>18</td>
<td>Meeting Attendees</td>
<td>Default attendees include the Parent/Guardian, Student, Teacher of the Gifted, School District Representative, etc. The user can add to the list by selecting a team from the drop down list or clicking the Add Meeting Attendee button. Teams are created in Maintenance &gt; Manage Teams.</td>
</tr>
</tbody>
</table>
### GIEP TEAM PARTICIPANTS

The Gifted Individualized Education Plan (GIEP) Team makes the decisions about the student's program and placement. Required members of the GIEP team are: the student's parent(s), the student (if appropriate), one or more of the student's current teachers, a school district representative, other individuals at the discretion of either the parents or district and a teacher of the gifted.

<table>
<thead>
<tr>
<th>Position Type</th>
<th>Printed Name</th>
<th>Attendance Necessary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent</td>
<td>Syosset, Melissa</td>
<td>✓</td>
</tr>
<tr>
<td>Child*</td>
<td>Bellmore, Eric Patrick</td>
<td></td>
</tr>
<tr>
<td>Regular Education Teacher</td>
<td>Vaughn, Andrea</td>
<td>✓</td>
</tr>
<tr>
<td>Special Education Teacher</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career/Tech Ed Rep</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Agency Rep</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teacher of the Gifted</td>
<td>Obrien, Sondra</td>
<td>✓</td>
</tr>
<tr>
<td>Speech &amp; Language Therapist</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* The student may participate if the parents choose to have the student participate.

** The district representative is one who is knowledgeable about the availability of resources of the district and who is authorized by the district to commit those resources.
PRESENT LEVELS

I. PRESENT LEVELS OF EDUCATIONAL PERFORMANCE (Current)

<table>
<thead>
<tr>
<th>Assessment Area: All ▼</th>
<th>19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show State Results</td>
<td></td>
</tr>
<tr>
<td>Show Local Results</td>
<td></td>
</tr>
</tbody>
</table>

A. Academic/Cognitive Strengths:

CLICK HERE to enter Assessment Information

Attach Image

B. Achievement Results (aligned to grade/course level standards to indicate instructional level):

CLICK HERE to enter Achievement Results

Attach Image

C. Progress on Goals (for annual review only):

CLICK HERE to enter Progress

Attach Image

D. Aptitudes, interests, specialized skills, products and evidence of effectiveness in other academic areas:

CLICK HERE to enter Other Academic Area Information

Attach Image

E. Grades/Classroom Performance as Indicated by Subject Area Teachers:

CLICK HERE to enter Grades

Attach Image

*Note: When copying from GIEP to GIEP through form creation, only Present Levels section A-C will copy to the new form. SDI statements from prior forms will not copy to the new form.

---

### PA Gifted IEP – Present Levels Section

<table>
<thead>
<tr>
<th>19</th>
<th>Present Levels/Assessment Look-Up Area</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The Assessment area will display if the Performance Plus Assessment Look-Up Utility is enabled (IEPPLUS must be configured to point to the Performance Plus database). This data includes the student’s state and local assessments imported from Performance Plus. It is only informational and can be copy and pasted into the applicable sections of the GIEP.</td>
</tr>
</tbody>
</table>
### Present Levels Section

<table>
<thead>
<tr>
<th>A. Assessment Information</th>
<th>Textbox: The following field from the latest GWR that predates the GIEP will map to this field (A. Assessment Information). GWR #17 (Ability and Achievement Test Scores) The user may add to or update this information, or select a Statement from the default Goal Book with Category = Gifted IEP, Subcategory = PL Test Scores. When a GIEP rolls into a new GIEP, it will only roll over #19A: Test Scores.</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Achievement Results</td>
<td>Textbox: The following fields from the latest GWR that predates the GIEP will map to this field (B. Achievement Results). GWR #18 (Rates of Acquisition and Retention) GWR #19 (Academic Achievement) The user may add to or update this information, or select a Statement from the default Goal Book with Category = Gifted IEP, Subcategory = PL Measures.</td>
</tr>
<tr>
<td>C. Progress on Goals</td>
<td>Textbox: User fills in this information or selects a Statement from the default Goal Book with Category = Gifted IEP, Subcategory = PL Progress.</td>
</tr>
<tr>
<td>D. Other Academic Areas</td>
<td>Textbox: The following fields from the latest GWR that predates the GIEP will map to this field (D. Other Academic Areas). GWR #14 (Information from the Parent) GWR #16 (Information from the Student) GWR #20 (Higher Level Thinking Skills) GWR #21 (Academic Creativity) GWR #22 (Leadership Skills) GWR #23 (Intense Academic Interest) GWR #24 (Communication Skills) GWR #25 (Foreign Language) GWR #26 (Technology Expertise) The user may add to or update this information, or select a Statement from the default Goal Book with Category = Gifted IEP, Subcategory = PL Other Academic Areas.</td>
</tr>
<tr>
<td>E. Grades/Classroom Performance</td>
<td>Textbox: The following field from the latest GWR that predates the GIEP will map to this field (C. Grades). GWR #15 (Information from Others) The user may add to or update this information, or select a Statement from the default Goal Book with Category = Gifted IEP, Subcategory = PL Grades.</td>
</tr>
</tbody>
</table>
## GOALS AND OUTCOMES

### II. Goals and Outcomes:

**A. ANNUAL GOAL:**

- **Category:** Academic
- **Goal:** Goal one goes here

**B. Short-Term Learning Outcomes**

<table>
<thead>
<tr>
<th>Short Term Objective</th>
<th>Objective Criteria</th>
<th>Assessment Procedures</th>
<th>Timelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Objective one goes here</td>
<td>CLICK HERE to enter Objective Criteria</td>
<td>CLICK HERE to enter Assessment Procedures</td>
<td>CLICK HERE to enter Timelines</td>
</tr>
<tr>
<td>2. Objective two goes here</td>
<td>CLICK HERE to enter Objective Criteria</td>
<td>CLICK HERE to enter Assessment Procedures</td>
<td>CLICK HERE to enter Timelines</td>
</tr>
</tbody>
</table>

**Add Goal**

User selects ‘Add Goal’ to enter text or ‘Add Goal from Goal Book’ to select a Statement from a Goal Book where Type = Goal. When selecting from a Goal Book, the Category will auto-fill based on the selected goal. Category is a required field. If the goal is not selected from a Goal Book, the user must enter the Category manually. To edit or delete a goal, the user will click in the text box or click the link above the Goal Category.

**Add Outcome**

The ‘Add Outcome’ and ‘Add Outcome from Goal Book’ buttons will display after the user successfully adds a Goal. Goal Book statements setup with Type = Objective will be available for selection. The Outcome section will include four text boxes: (1) Short Term Objective, (2) Objective Criteria, (3) Assessment Procedures and (4) Timeline.

Section B (mapping item 21) will display and print based on the setting in Options > System Wide Options > Form:

- **GEP Options**
  - **Gifted IEP - Goals Section**
    - Separate the Goal, Outcomes, and Attachments into a separate text for each.
    - Combine the Goal, Outcomes, and Attachments into a single text.

If the 1st option is selected, the Goals will include:
A. Goal text.
B. Outcome (4 text boxes).
C. SDI linked to the goal (mapping item 22).

If the 2nd option is selected (combine goals and outcomes):
- Section B and all its text boxes are removed.
- The user is expected to enter both the Goal and Outcome text in Section A.
- The GIEP will print only with A and C.

**Specially Designed Instruction**

<table>
<thead>
<tr>
<th>SDI</th>
<th>Goal(s) Addressed</th>
</tr>
</thead>
<tbody>
<tr>
<td>22</td>
<td></td>
</tr>
</tbody>
</table>

**III. Support Services**

<table>
<thead>
<tr>
<th>Support Service Description</th>
<th>Projected Date for Initiation</th>
<th>Anticipated Frequency</th>
<th>Location</th>
<th>Anticipated Duration</th>
<th>Service Provider</th>
</tr>
</thead>
<tbody>
<tr>
<td>Support Supplements go here</td>
<td>3/6/2013</td>
<td>daily</td>
<td>Springton Lake Middle School</td>
<td>3/5/2014</td>
<td></td>
</tr>
</tbody>
</table>

Recommended Program: Gifted Support (3/6/2013 - 6/1/2013)

**PA Gifted IEP – SDI Section**

<table>
<thead>
<tr>
<th>SDI</th>
<th>Specially Designed Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>22</td>
<td>User selects ‘Add SDI’ to select a Statement from a Goal Book where Type = Statement, Category = SDI Gifted.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A. Goal Addressed</th>
<th>Form will allow the user to associate a goal or goals to each SDI statement. Validation Rule (#48353) will check that each goal is associated to at least one SDI statement.</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Anticipated Frequency</td>
<td>SDI Statement from a Goal Book where Type = Attachment, Category = Frequency</td>
</tr>
<tr>
<td>C. Location</td>
<td>SDI Statement from a Goal Book where Type = Attachment, Category = Location</td>
</tr>
<tr>
<td>D. Projected Date for Initiation</td>
<td>Automatically fills in based on selected Statement Start Date.</td>
</tr>
<tr>
<td>E. Anticipated Duration</td>
<td>Automatically fills in based on selected Statement End Date.</td>
</tr>
</tbody>
</table>
### PA Gifted IEP – SDI Section

<table>
<thead>
<tr>
<th></th>
<th>Support</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>23</td>
<td>Projected Date for Initiation</td>
<td>Automatically fills in based on selected Statement Start Date.</td>
</tr>
<tr>
<td></td>
<td>Anticipated Frequency</td>
<td>Statement from a Goal Book where Type = Attachment, Category = Frequency.</td>
</tr>
<tr>
<td></td>
<td>Location</td>
<td>Statement from a Goal Book where Type = Attachment, Category = Location.</td>
</tr>
<tr>
<td></td>
<td>Anticipated Duration</td>
<td>Automatically fills in based on selected Statement End Date.</td>
</tr>
<tr>
<td></td>
<td>Service Provider</td>
<td>Statement from a Goal Book where Type = Attachment, Category = Service Provider.</td>
</tr>
<tr>
<td>24</td>
<td>Placement</td>
<td>Ability to add/manage Placement records on the GIEP form. This information DOES NOT print.</td>
</tr>
</tbody>
</table>
REVISION HISTORY

11/4/2014:
• The report footer was updated to match the state’s form. The footer now reads as “Revised November 2014”.
• The SDI section on the report was modified to remove extra space that was appearing in this section.

6/26/2014:
• Explanation of System Option relating to GIEP Goals and Outcomes added.

5/14/2014:
• Updated the “#5 Archives” explanation under the ‘Navigation/Tool Bar’ section.
• Removed the mention of the “O” & “R” icons on the form Archives under the ‘Revising an IEP’ section & ‘Remove Amendment’ section.
• Updated the Table of Contents.

5/2/2014:
• SDI section will allow user to associate multiple goals to an SDI statement. Validation Rule (#48353) will check that each goal is associated to at least one SDI statement.
• Category field added to goals section and will auto-fill when selecting from a Goal Book. Goal Category is mandatory and the user must enter it manually if not selecting from a Goal Book.
• When copying from GIEP to GIEP through form creation, only Present Levels section A-C will copy to the new form. SDI statements from prior forms will no longer copy to the new form.
• Minor text changes to match state form as of October, 2012.

2/10/2014:
• Added new section called "Setup and Configuration".
• Added a new “Revise/Amend – Remove Amendment Warning Messages” section under “Setup and Configuration”.

1/29/2014:
• Added the “Remove Amendment” section.
• Moved the “Revising a GIEP” section to before the “Form Completion” section.
• Updated the Table of Contents, and the header & footer records.

12/3/2013:
• Updated the first paragraph under the “Revising a GIEP” section.
• Added SunGard copyright information to the cover page and subsequent footer records.
• Updated the cover page, Table of Contents, and header & footer records.

8/26/2013:
• Added ‘Revision a GIEP’ section. Inserted new screen shots and added field 3a as new functionality has been added displaying a meeting revision history section.

10/4/2012:
• Added form instructions, updated screenshots and mapping information due to regulatory changes affecting the form layout and verbiage. Revised GWR to GIEP mapping information.

9/27/2012:
• Added form instructions, updated screenshots and mapping information due to regulatory changes affecting the form (layout and verbiage).
9/28/2011:
- Added the ability to set goal option 1-3 (Step 4) via System or User Option, Form tab (Enforce selection above for all users).
- Report updated to add more space between each goal.

8/17/2011:
- Performance PLUS Assessment Look-Up Utility is enabled on this form.

12/8/2009:
- Added Placement records back on the GIEP form for Placement management. This does not print on the report.

8/2/2010:
- Added LEA, School District, Home/Neighborhood School and School building to match the IEP format.
- Parent Communication will print all phone numbers associated to the parent.
- GWR text is now copied into the GIEP, Present Levels of Performance, A. Ability and Assessment test scores section for user editing as needed.
- Support Services: Modified Gifted Support section to select statements instead of using the Service tables in IEPPLUS.
- Draft Watermark: System Option, Form, Enable Printing Draft Watermark. You now have the ability to print a ‘Draft’ watermark on your Gifted IEP form with the exception on Page 2 (Signature Page).

2/26/2010:
- Added ability to select Goal Book statements from an active ‘SPS Default Goal Book’ and only available if statement with appropriate Category/Subcategory exists. The statement is added as text added into the textbox.

6/1/2010:
- Corrected mapping document. Fields 18, 19, 20 are text box files not goal book attachments.
- Report: Added Notice of Parental Rights for Gifted Students paragraph, Pattan website and signature line.
- Ability to add 3 separate text boxes to increase storage size of data in the PLEP sections.