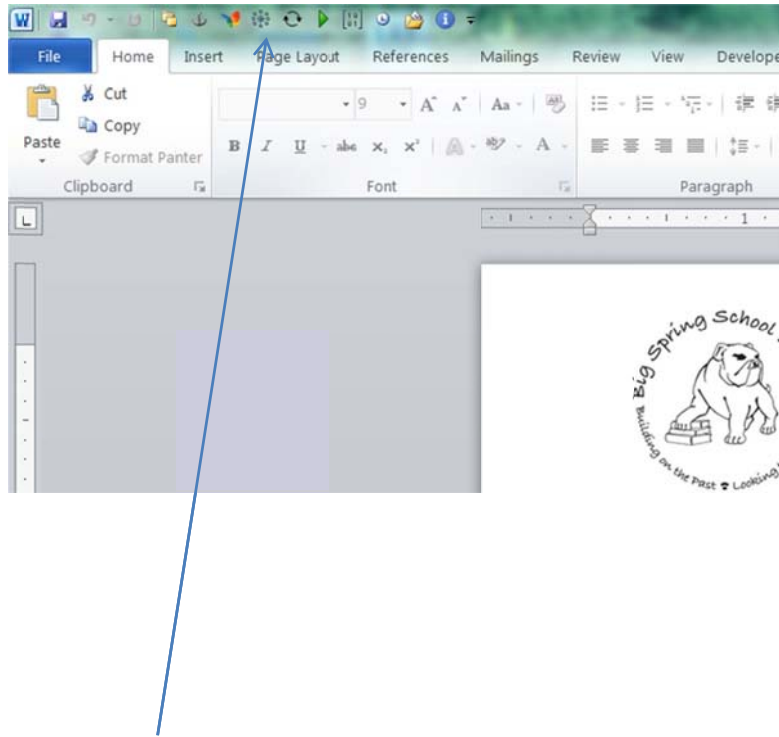
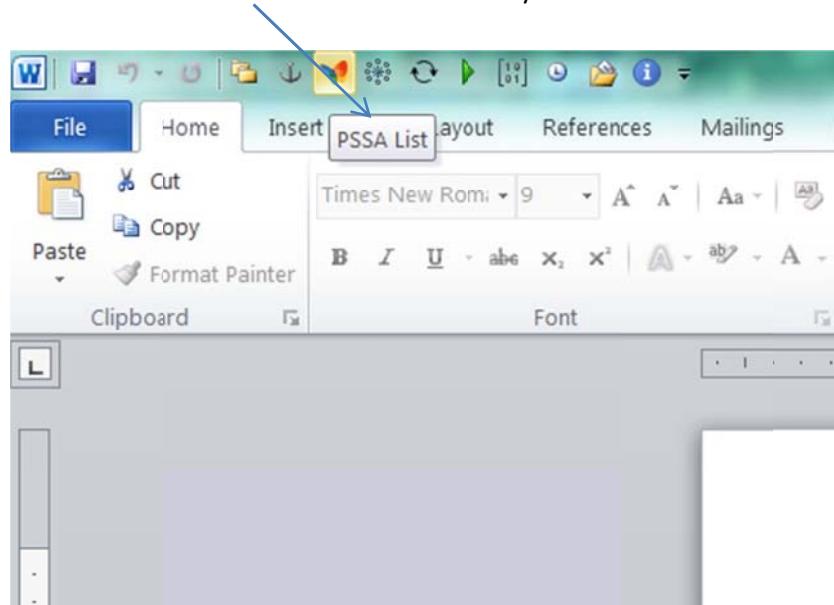


Changes to the IEP template for office 2007 & 2010

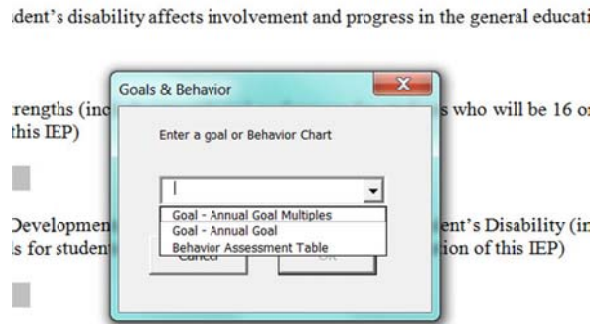


Although the template works the same way it always has in word 2003 and earlier versions, the “IEP toolbar” has been moved and looks different due to changes that Microsoft made with the release of 2007.

- The toolbar is now located in the upper left corner of the word window.
- The button commands are now pictures instead of text (unfortunately I could not create text buttons any more)
- If you scroll the cursor over the button it will tell you what the button does



- The buttons that insert text (SDI, Transition, ESY, etc.) will also look different. When you press the button a window will popup. Choose the command you want off the list and then click OK.



Please remember the command will insert the text at the cursor location, be sure it is at the point you want to insert the text or chart.

The button commands are the same as they have been in the past



Inserts a goal or behavior chart.



Inserts text related to transition (for a complete list of the text in this button, please see the transition list).



Inserts PSSA accommodations.



Inserts SDI text (for a complete list see the SDI list)



Inserts ESY text



Inserts the start and end date you used on the IEP face sheet. Note: this command is used to fill in the frequency duration sections of the SDI and supports for school personnel list. The cursor must be in the “frequency” field in order for it to work properly.



Calculates the values on for the placement/LRE chart once the user has completed the chart (available only on school district IEP forms).



Creates the IEP snapshot. **Do not use this button unless the IEP is complete and final. Once used you cannot recreate.**



Copies the text of SDI’s into a new word file for pasting into powerschool. Note: This feature is only available on the Big Spring version of the template.



IEP portable button. For more information on this command, please see the document “what do do when the IEP toolbar disappears”