

Step-by-Step Instructions for Annual Reviews

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Procedures such as adding events or event groups and locking are illustrated in the User Guide online at www.sandi.net/encore/readandlearn/handbooks. Many procedures such as locking are also illustrated in job aids at <http://www.sandi.net/encore/readandlearn/jobaids>. Not all situations are described below. For additional information, contact Encore Support.

Follow the steps below to complete an Annual Review.

- Open **Encore**. Log in and navigate to the Special Ed events screen for the student.
- Complete Steps 1-16.
 1. Click on [Annual IEP Review](#)
 2. Click on each form that is necessary for the student and complete
 3. Complete the [Meeting Notice](#)
 4. Click on Lock checkbox (Locking the meeting notice allows you to enter the information about the parent's response and then makes another meeting notice available in case you need to change the meeting.)
 5. Open the locked notice and complete the parent section including the date received at the bottom right

At/After the meeting

6. Enter all changes and additions by clicking on [Annual Review Meeting](#) and each form desired

If the parent agrees to the entire IEP, continue with Step 7.



If the parent does not give consent, document on IEP Team Action and go to Step 11.

7. Make sure you are on the Forms screen and that you see the list of IEP forms.
8. Click on [ADD EVENT](#)
9. Select the box for Consent - Annual Review
10. Click on [CREATE](#)
11. Click on [IEP Signature Page](#) and enter signature info



12. Click on [CHECK COMPLIANCE](#)
13. Click on blue [LOCK](#) in upper left-hand corner
14. Click on [LOCK](#) in upper right-hand corner (Add info requested)
15. Click on [LOCK](#) again
16. Click on [SAVE](#)

The system will generate an Annual Review for future use.