

Getting Ready to Lock:

Before you click on Check Compliance make sure you have:

- Checked your parent acknowledgement section at the bottom of your meeting notice (the locked meeting notice).
- Checked to make sure there are no pink diamonds (required forms) remaining and you have all green check marks.
- Added the correct consent event. (Refer to your event map)
- Made sure there are no red asterisks on your forms screen.
- Filled out the forms as thoroughly as possible. (The more information given in the forms, the less information the system will ask for in the form of red messages when locking.)
- Added at least one goal.
- Added the appropriate events to your event group. (Refer to your event map)
- **REFERRED TO YOUR EVENT MAP.**

Once you have done all of these things, you are ready to proceed with the locking process.

To get help with Red Messages, refer to the job aid on “How to deal with Red Messages”.

The first step is to check compliance:

The screenshot shows the ENCORE! system interface. The top navigation bar includes HOME, SEARCH ENCORE, REPORTS, ADMINISTRATION, HELP, and LOGOUT. The user is identified as SA, SA and the school as SD/All. The main content area displays the 'Event Group Forms' for student BURTON-LISSY, CHANCE (ID: 053099076, Grade: Kindergarten, Status: Special Education). The event group is 'TRIENNIAL EVALUATION PLANNING'. The 'CHECK COMPLIANCE' button is circled in red. Below the event group, a table shows the status of forms:

Form Name	Form Rule	Form Status
Assessment Plan Page 1	Required	Compliant
Assessment Plan Page 2	Required	Compliant

Once compliance has been checked and has passed, it is now time to click on the blue lock button on the left hand side of your screen:

The screenshot shows the ENCORE! system interface after a successful compliance check. A message states: 'COMPLIANCE CHECK PASSED SUCCESSFULLY. PLEASE CLICK THE LOCK BUTTON TO LOCK THE EVENT GROUP.' The 'LOCK' button is circled in red. The 'CHECK COMPLIANCE' button from the previous screenshot is now disabled and greyed out.

When you have clicked on the blue lock button, the following screen will appear. It is now time to click Lock on the right hand side of the screen:

ENCORE!™

HOME SEARCH ENCORE REPORTS ADMINISTRATION HELP LOGOUT User: SA, SA SCHOOL: SD/All

Go To Student ID: Go

Programs / Special Ed / Events / Details
Student: BURTON-LISSY, CHANCE ID: 053099076 Grade: Kindergarten Status: Special Education

LOCK EVENT GROUP RESET DELETE LOCK CANCEL

This page is a part of a multi step lock process. Please complete the meeting data and lock the event group.

TIMELINES

Start Date: Scheduled Date:
 Due Date: 6/23/2006 Actual Date: 10/8/2004
 Delay Reason:
 Meeting School: S E E C / Whittier Center--0373A

EVENTS

Triennial Evaluation Planning
 Consent - Triennial Eval
 Select Event Type

OUTCOMES

Additional Assessments: Not Needed

This particular event will require a start date so be sure and enter the start date and click lock again.

The following screen will show the future events and their timelines that the system generates because this event has been locked.

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HOME SEARCH ENCORE REPORTS ADMINISTRATION HELP LOGOUT User: SA, SA SCHOOL: SD/All

Go To Student ID: Go

Programs / Special Ed / Events / Forms / Future Record Runtime
Student: BURTON-LISSY, CHANCE ID: 053099076 Grade: Kindergarten Status: Special Education

EVENT DUE DATE DETAILS SAVE CANCEL

The system has created the following event groups. The Calculated due date for these event groups is shown in the grid below. If the date is editable, you can override the due date by entering a valid due date in the Calculated Due Date column.

Events	Calculated Due Date
Triennial Review Meeting	11/27/2004

The system has updated the following event groups due dates. The Calculated due date for these event groups is shown in the grid below. If the date is editable, you can override the due date by entering a valid due date in the Calculated Due Date column.

Events	Previous DueDate	Calculated Due Date
Meeting Notice Sent	10/8/2004	11/17/2004

Click on save. Your event group is now locked.