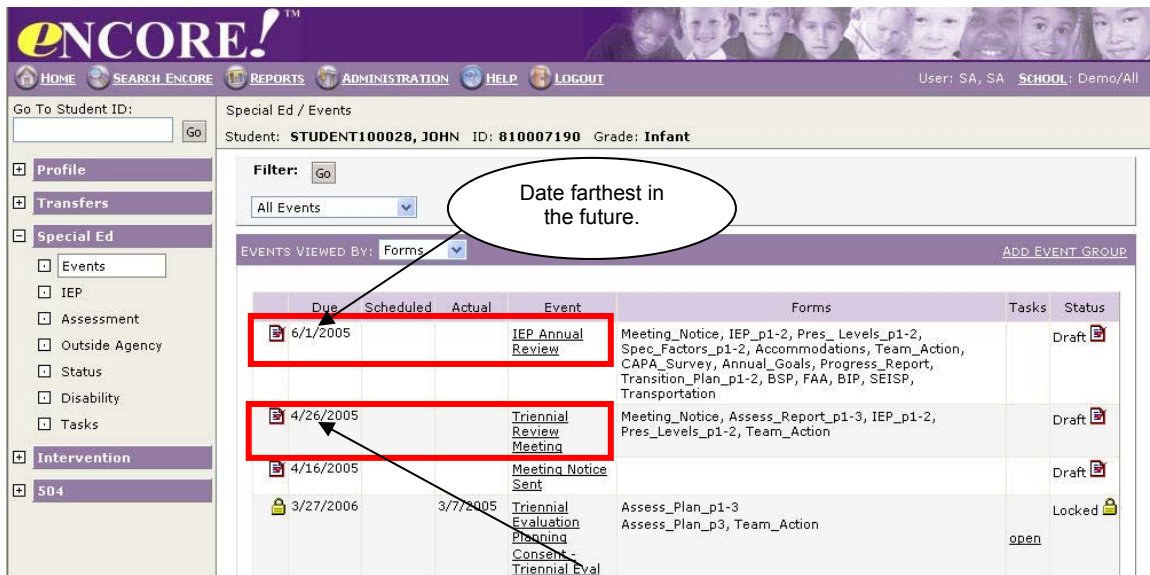


## IMPORTING DRAFT EVENTS

Importing draft events may be necessary when two events that already exist in draft form need to be combined into one event group.

In the instance shown, the IEP Annual Review and the Triennial Review Meeting will be combined into one event group.



The screenshot shows the ENCORE! interface for a student named JOHN (ID: 810007190, Grade: Infant). The 'Events' section is active, showing a list of events. Two events are highlighted with red boxes:

Due	Scheduled	Actual	Event	Forms	Tasks	Status
6/1/2005			IEP Annual Review	Meeting_Notice, IEP_p1-2, Pres_Levels_p1-2, Spec_Factors_p1-2, Accommodations, Team_Action, CAPA_Survey, Annual_Goals, Progress_Report, Transition_Plan_p1-2, BSP, FAA, BIP, SEISP, Transportation		Draft
4/26/2005			Triennial Review Meeting	Meeting_Notice, Assess_Report_p1-3, IEP_p1-2, Pres_Levels_p1-2, Team_Action		Draft
4/16/2005			Meeting Notice Sent			Draft
3/27/2006		3/7/2005	Triennial Evaluation Planning	Assess_Plan_p1-3, Assess_Plan_p3, Team_Action		Locked

A callout bubble points to the date 6/1/2005 with the text "Date farthest in the future."

When importing, it is important to look at the dates.

1. Open the event with the earliest date. (You can hold an event earlier than it is legally due but not later.) In this case, the IEP Annual Review Meeting will be imported into the Triennial Review Meeting because the Annual's due date is later.



The screenshot shows the ENCORE! interface for the same student, now viewing the 'Forms' section for the 'Triennial Review Meeting' event. The 'ADD EVENT' button is circled in red.

EVENT GROUP FORMS

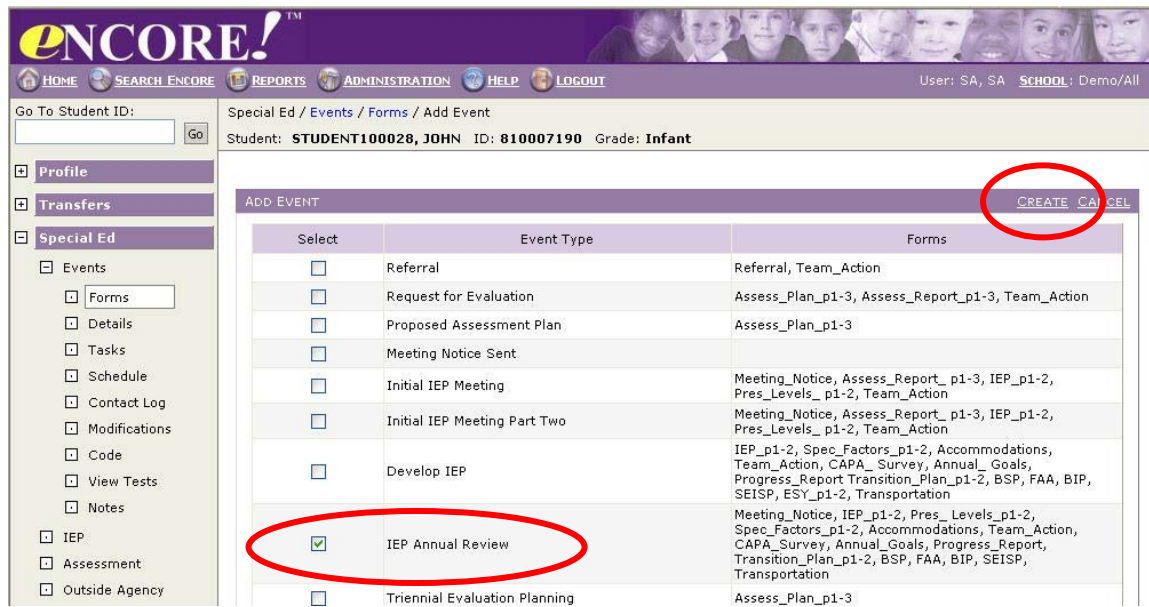
Status: [Draft] Due Date: 4/26/2005

Actual Date: ScheduledDate:

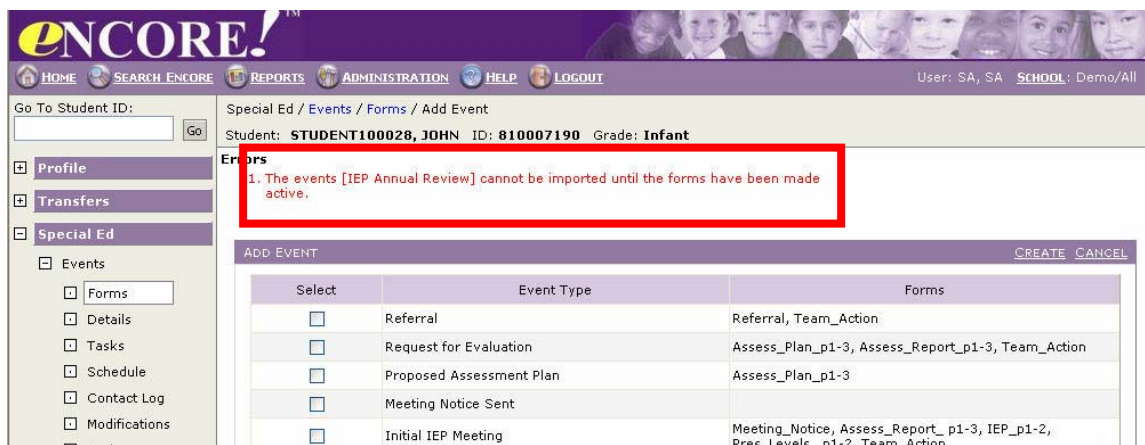
Form Name	Form Rule	Form Status
Meeting Notice	Required	blank form

Form Name	Form Rule	Form Status
Assessment Report Page 1	Required	blank form

2. Click on ADD EVENT.



3. Select the event you wish to import, which in this case is the IEP Annual Review. Click on CREATE.



Before you can import the Annual into the Triennial, the forms must be active. When you attempt to import, if you receive the message shown above, follow these steps:

- Return to the Events screen
- Open the event to be imported (in this case it will be the IEP Annual Review Meeting)
- Return to the Events screen, open the Triennial Review meeting and repeat steps 2 and 3.

**ENCORE!**  
 HOME SEARCH ENCORE REPORTS ADMINISTRATION HELP LOGOUT User: SA, SA SCHOOL: Demo/All

Go To Student ID:  Go

Special Ed / Events / Forms / Add Event  
 Student: **STUDENT100028, JOHN** ID: **810007190** Grade: **Infant**

**Errors**

1. The Following Events [ IEP Annual Review ] are in Draft state. If the same forms are present in the draft Event and in the current Event Group - the forms attached to the draft event will be deleted. Select Import to move the draft Events to the current Event Group. Cancel to abort this operation.

[IMPORT](#) [CANCEL](#)

**ADD EVENT** [CREATE](#) [CANCEL](#)

Select	Event Type	Forms
<input type="checkbox"/>	Referral	Referral, Team_Action
<input type="checkbox"/>	Request for Evaluation	Assess_Plan_p1-3, Assess_Report_p1-3, Team_Action
<input type="checkbox"/>	Proposed Assessment Plan	Assess_Plan_p1-3
<input type="checkbox"/>	Meeting Notice Sent	
<input type="checkbox"/>	Initial IEP Meeting	Meeting_Notice, Assess_Report_p1-3, IEP_p1-2, Pres_Levels_p1-2, Team_Action
<input type="checkbox"/>	Initial IEP Meeting Part Two	Meeting_Notice, Assess_Report_p1-3, IEP_p1-2, Pres_Levels_p1-2, Team_Action

- Once the CREATE link has been selected, a message will be displayed indicating that a draft copy of the selected event already exists. Select the IMPORT link, and the two events will be combined into one event group with duplicate forms sharing information.

**ENCORE!**  
 HOME SEARCH ENCORE REPORTS ADMINISTRATION HELP LOGOUT User: SA, SA SCHOOL: Demo/All

Go To Student ID:  Go

Special Ed / Events  
 Student: **STUDENT100028, JOHN** ID: **810007190** Grade: **Infant**

**Filter:**  Go

All Events

EVENTS VIEWED BY: **Forms** [ADD EVENT GROUP](#)

Due	Scheduled	Actual	Event	Forms	Tasks	Status
4/26/2005			<b>IEP Annual Review</b>	Meeting_Notice, IEP_p1-2, Pres_Levels_p1-2, Spec_Factors_p1-2, Accommodations, Team_Action, CAPA_Survey, Annual_Goals, Progress_Report, Transition_Plan_p1-2, BSP, FAA, BIP, SEISP, Transportation		Draft
4/16/2005			Meeting Notice Sent	Meeting_Notice, Assess_Report_p1-3, IEP_p1-2, Pres_Levels_p1-2, Team_Action		Draft
3/27/2006		3/7/2005	Triennial Evaluation Planning Consent - Triennial Eval	Assess_Plan_p1-3, Assess_Plan_p3, Team_Action	open	Locked