

# Step-by-Step Instructions for Interim Placements: Partial (Not Full) Assessment Needed

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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](http://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 Interim Placement when some assessment is needed.*

- Open **Encore**. Log in and navigate to the Special Ed events screen for the student. The screen should say “No records to display” since the student is not yet in special ed in our district.
- Complete Steps One through Three.

## Step One: Create and complete an Interim Placement

1. Click on ADD EVENT GROUP
2. Select the checkbox for Interim Placement
3. Click on CREATE
4. Complete the form
5. Click on CHECK COMPLIANCE
6. Click on blue LOCK in upper left-hand corner
7. Click on LOCK in upper right-hand corner
8. Click on SAVE



The system will generate an Interim Placement Review and a Triennial Assessment Plan for future use.

## Step Two: Create and complete a Supplemental Assessment Plan

1. Click on ADD EVENT GROUP
2. Select the checkbox for Supplemental Assessment Plan
3. Click on CREATE
4. Complete pages 1-3 of assessment plan, print, get signature
5. Click on ADD EVENT
6. Select the checkbox for Consent – Supplemental Assessment
7. Click on CREATE
8. Click on Assessment Plan p. 3 (Make sure it is underlined)
9. Enter Parent Acknowledgment section info



10. Click on CHECK COMPLIANCE
11. Click on blue LOCK in upper left-hand corner
12. Click on LOCK in upper right-hand corner
13. Click on SAVE

The system will generate a Supplemental IEP Review. Contact Encore Support to have it deleted.

### Step Three: Complete the Interim Placement Review

1. Click on Interim Placement Review
2. Click on ADD EVENT
3. Select the checkbox for Annual Review
4. Click on CREATE
5. Click on each form that is necessary for the student and complete

At/After the meeting

6. Enter all changes and additions by clicking on Interim Placement Review Annual Review Meeting and each form desired

If the parent gives consent, continue with Step 7.

DETOUR

If the parent does not give consent, complete the IEP Team Action form 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 checkbox 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.