

Student Services Full has several templates for letters that are commonly used for communication involving special education students. These templates are fully integrated with regular BCeSIS saving the user significant time in entering name, address, student, teacher, and other information. They are also integrated with Student Services creating a useful historical record of communication. These may be accessed through the Student Services Main Menu or from within the Review process – e.g. when creating an assessment the user can also access the Notifications and Forms to create the **Consent for Assessment** letter to parents/guardians.

Document Type	Number	Date Sent	Status	Date Accepted	Date Refused
Consent for Assessment	?	23-APR-2008	FINALIZED	23-APR-2008	
	?				
	?				
	?				
	?				
	?				
	?				
	?				
	?				
	?				

This screen serves three purposes:

- To capture a record of all notifications that have been sent for each student using this module;
- To enable the user to view the details of the letter sent; and
- To enable the user to create a new letter by clicking the **Add** button.

The horizontal scroll bar (*circled above*) provides access to other information that can be added regarding each document for the student, namely **Date Received** and **Comments**.

Document Types can be accessed by clicking on the ? button (*circled above*). The available types are as follows:

Authorization for Exchange of Confidential Info

- Consent for Assessment
- IEP Parent Input Request
- Parent Invitation
- Program Placement Consultation Offer

Click the **Add** button and the following set of screens displays. These walk the user through a template, by way of the series of tabs, for creating the selected letter.

On the **Dates Info** tab, the dates can all be edited using the “+” button to the right of the field to access the calendar. **Note:** The **Spell** function (button greyed out in the illustration because the record is Finalized) is not yet activated. All text fields accept copy and paste. The most effective way to enter and/or edit information in the text field is to use the text editor box to the right of the text field (circled above). At any time the letter can be previewed in pdf form by clicking on the **Printer icon** at the bottom of the screen.

The screenshot shows the 'SEW Consent for Assessment' application window. At the top, there are fields for 'LKE' (Lake Kathlyn Elementary School), 'Homeroom' (D4-Katia, Rodriguez 60050), and 'Grade' (07). A yellow 'Alert' button is visible. Below this is a form with fields for 'Pupil Number' (220421), 'Usual Last Name' (Alkema), 'Suffix', 'Preferred First Name' (Rand), 'Middle Name' (Dylen), 'Age' (11-10), 'Gender' (M), and 'Birth Date' (28-JUN-1996). There are also fields for 'Ministry Designation' (Learning Disability) and 'Case Manager' (Katia, Rodriguez 60050). The 'Dates Info' tab is selected, showing 'Date Sent' (23-APR-2008), 'Date Accepted' (23-APR-2008), 'Date Refused', and 'Date Received' (23-APR-2008). Each date field has a '+' button to its right. A large text area for 'Comments' is present, with a small text editor icon circled in red to its right. At the bottom, there are fields for 'Finalized date' (23-APR-2008) and 'Finalized by' (DFREETHY), along with buttons for 'Re Open', 'Spell', and a printer icon.

The text entered on the **Basic Info** tab becomes the body of the letter for the purpose stated, in this case **Reasons to conduct this assessment**.

The screenshot shows the 'SEW Consent for Assessment' application window with the 'Basic Info' tab selected. The main text area contains the heading 'Reasons to conduct this assessment' and the instruction 'Enter any information that fits this category and should be a part of the history for this record.' Below this is a large, empty text area for entering information. At the bottom, there are fields for 'Finalized date' (23-APR-2008) and 'Finalized by' (DFREETHY), along with buttons for 'Re Open', 'Spell', and a printer icon.

On the **To/From** tab, the **Name From** information is populated with a staff member's name and position by using the ? to select from the staff list.

Note: The **Position** will not populate if the staff member has a position but no percentage of time indicated in staff maintenance. If the position does not populate, it can still be selected from the drop down list, which again comes from Staff Maintenance in regular BCeSIS.

The letter can be sent to one or more parents/guardians by using the **SELECT** button to select parents/guardians, or the **DEL** button to remove those the user does not wish to send the letter to. This module is integrated with regular BCeSIS, so the parent/guardian address will auto populate. If you only want the parent name to appear on the letter, and not all the additional contact information, check the box next to **Print Name Only on Form**.

BEW Consent for Assessment

LKE Lake Kathlyn Elementary School Homeroom D4-Katia, Rodriguez 60050 Grade 07 **Alert**

Pupil Number 220421 Usual Last Name Alkema Suffix Preferred First Name Rand Middle Name Dylon Age 11-10 Gender M Birth Date 28-JUN-1996

Ministry Designation Learning Disability Case Manager Katia, Rodriguez 60050

From:
 Name From Angelo, Upshaw 59780 ?
 Position Principal

To:
Parent/Legal Guardian Contact Information
 Relationship Type Mother
 Name Lovisa Whitney
 Address (if different than student)
 Home Phone (250)555-3893
 Work Phone (250)555-4251
 Print Name Only on Form

Buttons: SELECT, DEL

Finalized date 23-APR-2008 Finalized by DFREETHY

Buttons: Re Open, Spell, [Printer], [Mouse], [List], [Screen]

The information on the **Assessment Areas** tab will auto populate if the user is accessing this from the **Student Review** after creating an assessment. If there is no assessment yet assigned for this student, and the letter has been accessed from the Main Menu in Student Services, the **Assessment Area** and **Position Responsible** can be selected from the drop down menus.

Assessment Areas

Assessment Area:	Position Responsible
Motor Development	Diagnostic/Evaluation Staff

Buttons: Add, Del

Finalized date 23-APR-2008 Finalized by DFREETHY

Buttons: Re Open, Spell, [Printer], [Mouse], [List], [Screen]

The **Options/Enclosures** tab presents three pre-developed sentences which can be selected for inclusion, or the user may check the box next to **Other** and type in his/her own additional information.

The screenshot shows a software window titled "SEW Consent for Assessment". At the top, there are several input fields: "LKE" (Lake Kathlyn Elementary School), "Homeroom" (D4-Katia, Rodriguez 60050), and "Grade" (07). A yellow "Alert" button is visible. Below these are fields for "Pupil Number" (220421), "Usual Last Name" (Alkema), "Suffix", "Preferred First Name" (Rand), "Middle Name" (Dylen), "Age" (11-10), "Gender" (M), and "Birth Date" (28-JUN-1996). Further down, "Ministry Designation" is set to "Learning Disability" and "Case Manager" is "Katia, Rodriguez 60050".

The main area of the form has several tabs: "Dates Info", "Basic Info", "To/From", "Assessment Areas", and "Options Enclosures". The "Options Enclosures" tab is active. Under the heading "Options:", there are three checkboxes with associated text:

- The district is asking for your consent to conduct an initial assessment of the student. The district will not proceed with an initi...
- The district is asking for your consent to conduct a re-assessment of the student. If you do not give or deny consent after the d...
- The district is asking for your consent to request physician orders and exchange information for the assessments and service...

Below these options is an "Other" checkbox and a large text area for additional information. At the bottom of the form, there are fields for "Finalized date" (23-APR-2008) and "Finalized by" (DFREETHY). A toolbar at the very bottom includes buttons for "Re Open", "Spell", a printer icon, a mouse cursor icon, a document icon, and a screen icon.

Once the letter template is completed, the user has two choices for printing:

- Using the **Printer icon** at the bottom of the screen, or
- If there are multiple letters to be printed, the user may exit back to the start screen then access the **Report menu > 05 Mailing and Labels > Letter**, choose the type of letter and the students for whom it is to be printed, and print the letters for all.

Once the letter is completed, as with all other forms in the Student Services Full module, it should be **Finalized**. This letter then becomes a part of the student history.

SEW - Historical information

LKE Lake Kathlyn Elementary School Homeroom D4-Katia, Rodriguez 60050 Grade 07 **Alert**

Pupil Number 220421 Usual Last Name Alkema Suffix Preferred First Name Rand Middle Name Dylen Age 11-10 Gender M Birth Date 28-JUN-1996

Ministry Designation Learning Disability Case Manager Katia, Rodriguez 60050

Historical Info

Date Created	Special Education Document Type	Status	
29-APR-2008	Goal Progress Report	FINALIZED	View...
29-APR-2008	Referral	OPEN	View
23-APR-2008	Learning Disabilities	FINALIZED	View
23-APR-2008	Eligibility Determination	FINALIZED	View
23-APR-2008	Consent for Assessment	FINALIZED	View
23-APR-2008	Assessment	FINALIZED	View
23-APR-2008	Review	FINALIZED	View
23-APR-2008	Assessment Report	OPEN	View
23-APR-2008	Referral	OPEN	View
23-APR-2008	IEP	OPEN	View