

Capturing Parent Input is a critical requirement for Student Services. Student Services Full provides four opportunities for capturing Parent Input (parent participation in the process) and for creating historical records of those instances.

1. Contact Log

The Contact Log is a useful tool for documenting all contact with parents thus creating a history that is easy to view by date or type.

Further information on the additional fields in this function and how to create a contact record can be found in the materials on Contact Log.

2. IEP Participant

In the Participants tab of the IEP, it is possible to enter participants other than the Case Manager or other participants assigned through the Review process. In this location, as illustrated below, the parent(s)/guardian(s) can be selected as participants. This creates a history of the participation of these persons in the IEP process.

As Student Services Full is integrated with regular BCeSIS, it is not necessary to type the parent/guardian information in as participants.

BC - IEP Details

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

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

Ministry Designation Case Manager
 Learning Disability Katia, Rodriguez 60050

Basic Info Parents/Guardian **Participants** Strengths... Parent... Annual... Goal Pr... Adaptat... Services

Participant Name		Position / Relationship
Angelo, Upshaw 59780	? P	Principal
Elfi, Ott 20288	? P	Teacher
Lennette, Winder 95589	? P	Special Education Teacher
Venn Haris	? P	Father
Whitney Lovisa	? P	Mother

Add Del

Finalized By Date Finalized Historical Info Finalize Spell

Instead of clicking on the ? to choose the participant, click on the **P**. This will bring up the parent(s)/guardian(s) that are entered in regular BCeSIS and the user can then select the appropriate persons. Once the parent/guardian is selected, the Position/Relationship populates automatically, again from regular BCeSIS.

3. Notes in the IEP under the Parent Input Tab

During the creation of the IEP, there is a text box available which can be used to capture parent input that has been received by voice (summary of the phone call or personal meeting), email (you may copy and paste the text or capture a summary), or letter (again you may copy and paste the text or capture a summary)

BC - IEP Details

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

Ministry Designation Case Manager
 Learning Disability Katia, Rodriguez 60050

Basic Info Parents/Guardian Participants Strengths... **Parent ...** Annual... Goal Pr... Adaptat... Services

Parent Input

Parent Input

This is an excellent way to store parent input and provides a consistent location to look for it.

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4. Input Letter from Parents

If the user creates the letter requesting input from the parent(s)/guardian(s), this creates a history of the letter that was sent including dates, acceptance, etc. This is only a history of the request though. The actual parent input would still have to be entered into one of the locations indicated above.

BC - Request for Parent Input

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

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

Ministry Designation Case Manager
Learning Disability Katia, Rodriguez 60050

Dates Info To/From Meeting Information Text Options Enclosures

Date Sent 13-MAY-2008 + Date Accepted +
Date Refused + Date Received +

Comments

Finalized Date Finalized By Finalize Spell

Further information on how to create this and other notifications/letters using Student Services Full is available through the materials for **Notifications and Forms**.