

Copying an IEP from One Grade Level to the Next Grade Level

In order to copy an existing IEP to the next grade level, certain conditions must be met: 1) The IEP must not have an End Date; 2) and the Grade Level you are copying from must not have an End Date. Therefore, if you are putting an IEP in for the prior year you will have to delete the current year and then follow the below steps.

To copy an IEP that was started in 04/23/2010 when the child was in the 3rd grade into the minor's 4th grade educational record. Here is what the Grade Level Information page looks like before I begin the process of copying the IEP:

Enrollment Information	Grade Level Information	
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Grade Level Information

+	Grade	Start Date	End Date	Teacher/Counselor
1	3	09/01/2009		

Grade	Start Date	End Date	Grade Level Performance
3	09/01/2009		

Teacher/Counselor Name	Hours at School	Education Provider Name
		Headstart Los Angeles Urban League Harvard State

Educational Needs/School Performance/Strengths/Interests

Education Record

+	Start Date	End Date	Information Type
1	04/23/2010		IEP

Start Date	End Date	Information Type
04/23/2010		IEP

Educational Record Comments

Initial IEP: 5/19/09
 Present IEP: 4/23/10 (Hard Copy on File)
 Next IEP Review: 4/23/11

Michael qualified for Special Educational Services as a student with specific learning disability. He has been identified as having attention deficit and

Step 1: Create a new row in the Grade Level Information grid by clicking on the '+' sign.

Step 2: Select '4' from the Grade dropdown.

Step 3: Input the 4th Grade Start Date (in this example, we will use a Start Date of 09/01/2010).

Enrollment Information Grade Level Information

Grade Level Information

+	Grade	Start Date	End Date	Teacher/Counselor
1	3	09/01/2009		
2	4			

Grade: 4 Start Date: 09/01/2010 End Date: Grade Level Performance:

Teacher/Counselor Name: Hours at School: Education Provider Name: Headstart Los Angeles Urban League Harvard State

Educational Needs/School Performance/Strengths/Interests:

Education Record

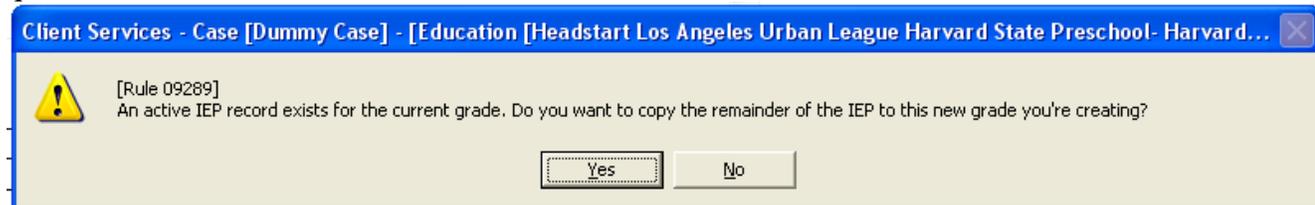
+	Start Date	End Date	Information Type
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Start Date: End Date: Information Type:

Education Record Comments:

Note that there are no Education Records in this newly created 4th grade.

Step 4: Press the Tab button after entering the Start Date and you will be presented with the following question:



Step 5: Click on 'Yes' and you will see that the IEP Education Record is copied to the 4th grade:

File Edit Search Action Associated Attach/Detach Window Help Toolz

Enrollment Information **Grade Level Information**

Grade Level Information

	Grade	Start Date	End Date	Teacher/Counselor
1	3	09/01/2009	09/01/2010	
2	4	09/01/2010		

Grade Start Date End Date Grade Level Performance

4 09/01/2010

Teacher/Counselor Name Hours at School Education Provider Name

Headstart Los Angeles Urban League Harvard State

Educational Needs/School Performance/Strengths/Interests

Education Record

	Start Date	End Date	Information Type
1	09/01/2010	04/23/2011	IEP

Start Date End Date Information Type

09/01/2010 04/23/2011 IEP

Education Record Comments

Initial IEP: 5/19/09
 Present IEP: 4/23/10 (Hard Copy on File)
 Next IEP Review: 4/23/11

Michael qualified for Special Educational Services as a student with specific learning disability. He has been identified as having attention deficit and

Note that the Start Date field for the IEP is no longer 05/19/2009. It changes to 09/01/2010 because the Start Date of any Education Record in a particular Grade Level cannot be earlier than the Start Date for that Grade Level. That is one reason why it is so crucial to type the important IEP information in the Education Record Comments field as that information copies over from the IEP that started in the 3rd grade. Also note that the End Date field for the IEP is no longer blank. It populates with a date (04/23/2011) that is one year after the original Start Date of the IEP that started in the 3rd grade. If this date is not correct, you can either edit or remove it.