

MAR-NEM COOP IEP Documents/Forms

Within the Marshall-Nemaha County Educational Services Cooperative, the process for developing the IEP involves attending the meeting with a Draft IEP. The Draft IEP is developed on the computer utilizing a computerized IEP program identified as WebKIDSS. That Draft IEP is noted as a draft on the cover sheet of the IEP. Throughout an IEP meeting handwritten statements are added to the document. Pending conclusion of the meeting the term Draft is crossed out. Next, Adopted and the date the IEP is adopted are written on the cover sheet. The IEP becomes the official IEP at that time. Special Ed Staff are instructed to enter the data into WebKIDSS after an IEP is finalized/approved. As the computer IEP is complete, it is used for record purposes only and accurate reports can be generated. However the computerized IEP is not used for implementation purposes and it is not intended to replace the Approved IEP

All documents and forms needed to complete the IEP can be found at the following WebKIDSS website:

<http://kidss.nekesc.k12.ks.us:8019/>

Individuals needing access to this site have been provided passwords to protect the confidentiality and security of the system. Special Education teachers have Read and Write privileges. Building Administrators have View Only privileges. These accesses are determined by the Director of Special Education.

Access to WebKIDSS is available from within Mar-Nem Coop schools or outside of Mar-Nem Coop schools. Choose the appropriate link.

To find the Online User Manual, click on either elementary or secondary. At the top right hand side of the page that pops up, you will find a link (user manual). Click on that link. You may print out this manual or use it online.

There are several ways to access a student's IEP. Consult the user manual to see which way best suits your needs. Once a student is selected, the "Demographic" screen will be displayed. From that screen, IEPs may be viewed and printed.

To access IEP forms from a student's demographic screen, complete the following:

1. Next to "Function", click on the drop down menu.
2. Select "enter forms data".
3. After the page loads, select the drop down menu for "forms"

IMPORTANT!

Follow all instructions to begin a new IEP for a continuing student. Neglecting to do so will destroy all information on previously saved online IEPs for that student.