Printing IEP Forms

All IEP forms should be printed using the Preview/Print feature on the IEP Manager. Once you click on Preview/Print, all of the pages are put into the correct order and numbered. If you print directly from the form, the page will not have a number. If you want to print only one page of the IEP, go under Preview/Print, scroll down to the page you want, and select "Current page" from the options on the print screen. That way you will get only the page you want, but it will be numbered as a part of the IEP.

Scheduling Notes	. (1999)		A T	
Meeting Held 🔽 Tra	nslation Req'd 🥅	附 Finalize IEP	Serview/Print	
	Basic IEP Forms		Pre-IEP Other Forms	
Form	Status	Action		
Student Info and Services	Required		 <u>Assessment Plan</u> submitted 9/7/2012 by Sandy Smith X 	
Record of Changes to IEP	Optional		IEP Meeting Notice	

Printing Pre-IEP and Other Forms

Pre-IEP forms and Other forms can be printed directly from the form if needed. Look at the Menu bar at the top of the form & select the printer icon.

Save 🚽	Save and: Return to IEP Manager	Add Page	- 💊 (Se (

Printing Reports, including Progress Reports

Reports are HTML forms so they operate differently from the IEP and Other forms on the IEP Manager which are PDFs. These reports actually print through your browser (Internet Explorer, Firefox, etc.). You need to turn off your popup blockers before you can print any HTML form in the program, including the Progress Report, MIS Summary, Student Notes, STAR Participation list, and any other reports under the Reporting tab at the top of the page. To turn off your Popup Blockers for all sites, open your browser and look under Tools on the menu bar and scroll down to Pop-up Blocker, then select "Turn off Pop-up Blocker".

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	Address
If you do not want to turn off your pop-up blockers for other sites on your computer, go under Tools on the browser menu bar and scroll down to Pop-up Blocker, then select "Pop-up Blocker Settings" and add siras.vcoe.org to the list of sites that allow pop-ups.	Allowed siras.vc

op-up Blocker Settings				
Exceptions Pop-ups are currently blocked. You can allow pop-ups fivebaites by adding the site to the list below. Address of website to allow: Allowed sites:	rom specific			
siras.vcoe.org sirastraining.vcoe.org	Remove			
Notifications and blocking level: Play a sound when a pop-up is blocked. Show Notification bar when a pop-up is blocked. Blocking level: Medium: Block most automatic pop-ups	-			
Leam more about Pop-up Blocker	Close			

It is also recommended that you go to the Menu bar for your browser and go under "File" to "Page Setup" and change all of the settings for your header and footer to "Empty". Otherwise the things listed such as Title, page numbers, dates, and URL will print on your report.

Page Setup			X
Paper Options Page Size: Letter Portrait Landscape Print Background Colors and Images Finable Shrink-to-Fit Headers and Footers Header: Title Empty- Page # of total pages Change font	Margins Left: Right: Iop: Bottom: URL URL	(inches) 0.75 0.75 0.75 0.75 0.75 0.75 0.75 0.75 0.75	
		ОК	Cancel