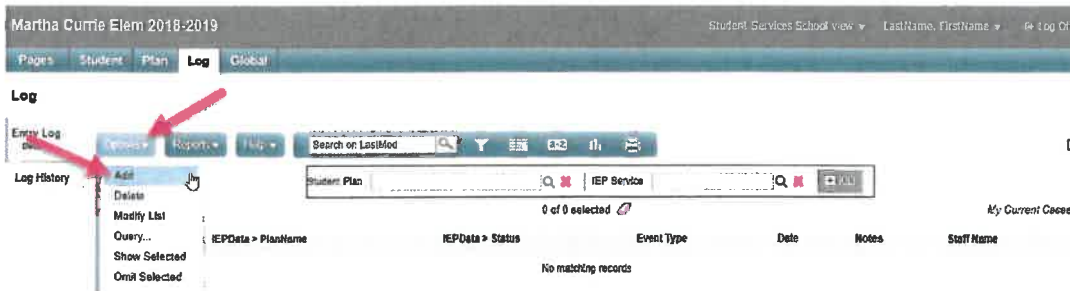


## Parent/Guardian Consultation

Parent/Guardian Consultation needs to be recorded on the **Log** top tab in order to populate the Parent/Guardian Consultation Date on the printed IEP report.

1. Click on the **Log** top tab > **Entry Log** side tab
2. From the **Options** menu, select **Add**



3. The **New Plan Log** window will open:

- **Name** - select the student using the magnifying glass
  - **Service type** - required field. Use the magnifying glass to select 'Plan'
  - **Date** - enter the Parent/Guardian Consultation Date
  - **Event type** - select **Parent Consultation** from the pick list
  - **Staff Name** – enter your first and last name
4. Click **SAVE**
  5. This log entry will populate the Parent/Guardian Consultation **Date** field on the printed IEP Report