

PRINT THE IEP REPORT



Once you have completed writing the IEP you can Run the **Competency Based IEP Report**. The report can be accessed from **Reports** menu on the following locations:

- For an *Individual Student*: **Student** top tab > **Plans** side tab > **Details** sub side tab > **Reports** menu > **Competency Based IEP Report**
- For *Multiple Students*: **Plan** top tab > select the IEP's you would like to print > **Options** menu > **Show Selected** > **Reports** menu > **Competency Based IEP Report**

NOTE: THE COMPETENCY BASED IEP REPORT CAN ALSO BE RUN IN SCHOOL VIEW OR STAFF VIEW FROM THE STUDENT TOP TAB > DOCUMENTS SIDE TAB > PLANS SUB SIDE TAB > DETAILS.

Competency Based IEP Report

Students to include	Current Selection ▼
Print Legal Name	<input type="checkbox"/>
Sort results by	Student Name ▼
Print in French Language	<input type="checkbox"/>
Print on Both Sides	<input type="checkbox"/>
Format	Adobe Acrobat (PDF) ▼

- **Students to include** - current selection
- **Print Legal Name** - unchecked will print usual name, checked will print legal name
- **Sort Results by** - select a sort order if printing more than one IEP
- **Print in French Language** - unchecked will print in English, checked will print in French
- **Print on Both Sides** - if printing multiple IEP's this will insert a blank page after IEP's with odd numbered pages to allow for double-sided printing.
- **Format** - Adobe Acrobat (PDF)
- Click **RUN** - this will run a PDF report which can then be printed and/or saved