# **Part 6 | IEP Online (3:34 mins)**

Andrea Smart, Practice Advisor Complex Needs, Northern region, explains what information you can find on IEP Online.

She scrolls through the accompanying website to the IEP guidelines and shows facilitators where to find the Rollout Kit, where you can get a copy of all handouts mentioned during the presentation example.

**Andrea:**
And so what have we got? Well, we’ve got four sections, okay. *(scrolls down as she reads)* “Need to know”, “How to succeed”, “IEP Guidelines”, and “IEP stories.”

So, you can download the hard copy that you got today – this hard copy of the guidelines.

*(clicks on heading “IEP Guidelines”)*
You can download if from here, or you can download it by finding out a little more on this section here. *(scrolls to the “Get a copy … ” section, marked by a white star in a red circle)*

*(moves mouse to the menu on the top left of the screen, clicks on “Need to know”)*Need to know. So, what do we need to know? What do schools need to know? What do we need to remember ourselves?

Here, I want to show you here *(scrolls down)*. You can access it from here or from here *(moves mouse to the tabs across the top)* – the rollout kit.

*(clicks on “Rollout kit” in the left-side menu)*.
And everybody here today can download today’s PowerPoint presentation. So, everybody can have access to this presentation.

*(scrolling down as she speaks)*
You can take it out to your schools, and there are presenter’s notes *(clicks on the box)*, but it tells you and it gives you the key things you need to be talking about and saying for each slide.

So, that’s another thing if you want to go back and reflect on what we said today – [You might think,] “I can’t remember what she said around … “or “I can’t remember what Elizabeth said around … “. Go to the PowerPoint presentation.

*(clicks on heading “Handout Two: Key Messages”)*
The key message document – so this particular handout that I gave you today, that’s there as well, so you can go, and you can print as many copies as you want.

So, that’s Handout Two.

*(clicks on heading)*
Handout Three is the info sheet, so you can have the nice “Down the Back of the Chair” glossy one, or you can just go and print if off at your school printer. If you’re rushing out and you really want this family to have a copy, you can print it out straight away.

*(clicks on Heading Four)*
“The Working Together as a Team” one – so if you’ve got a school that’s struggling with the teaming component and working together as a team [narration cuts out]

[narration resumes] *(scrolls to “Handout Six: IEP Template”)*
Under “IEP Template”, there was a request that we want a starting point, and the key message from “Collaboration for Success” is the last bit – flexibility. We’ve got a big scope now.

We can be as creative as we like to present an IEP in whatever format that we want. However, there was a request for some support, so there is a template there that you can use for ideas and starting point, and there is an introductory text *(clicks on heading* “*Handout Six B: Introductory text about IEP format”)* around what I’ve just described.

And we’ve talked about an FAQ *(clicks on heading “Frequently asked questions up to December 2012”)*, so that’s up on there as well.

If you do a presentation and you get lots of frequent questions, document them and then you can submit them to the National Office … and then you can get a response back.

We’ve collated all those frequent questions that we’ve had throughout presentations.

I’d like to share with you about IEP stories.

*(scrolls up to left side menu and clicks on “IEP Stories”)*
And first of all we’ll look at Ben. *(pause)* The next one is around Tom. Now Tom is a primary school student, and this is about narrative assessment and how that’s supported and framed up IEP goals.

*(pause)* That’s [included] whānau, parent voice as well, and we need to be thinking about what the [needs are] for whānau and family, and also you can see the value there of assessment and how that can help support framing up an IEP.