

The EDPlan Connect parent portal will allow you to virtually access your child's IEP or Section 504 Plan documents, service information, and teacher of record information. This guide provides an overview of EDPlan Connect.

After your child's eligibility, IEP, or Section 504 meeting has taken place and documents have been finalized in EDPlan, you will be sent an email notification with a link that allows you to access the EDPlan Connect portal. Keep the initial email you receive, or bookmark the login page, this will be your EDPlan Connect login page. Access the EDPlan Connect Portal by following the steps below:

1. Locate the EDPlan Connect notification in your email inbox, which you will receive after a document is created. PLEASE CHECK YOUR JUNK AND SPAM FOLDERS, TOO. This notification will be sent to the email address the school has on file. The email will look like the picture below.

support@easyiep.com
To: Leslie DeBoer

Caution: This is an external email and may include suspicious subject or content. Please take care when clicking links or opening attachments. When in doubt, contact your IT Department
Dear Leslie A DeBoer,

You have a pending action for a Student in Summit Hill District 161.

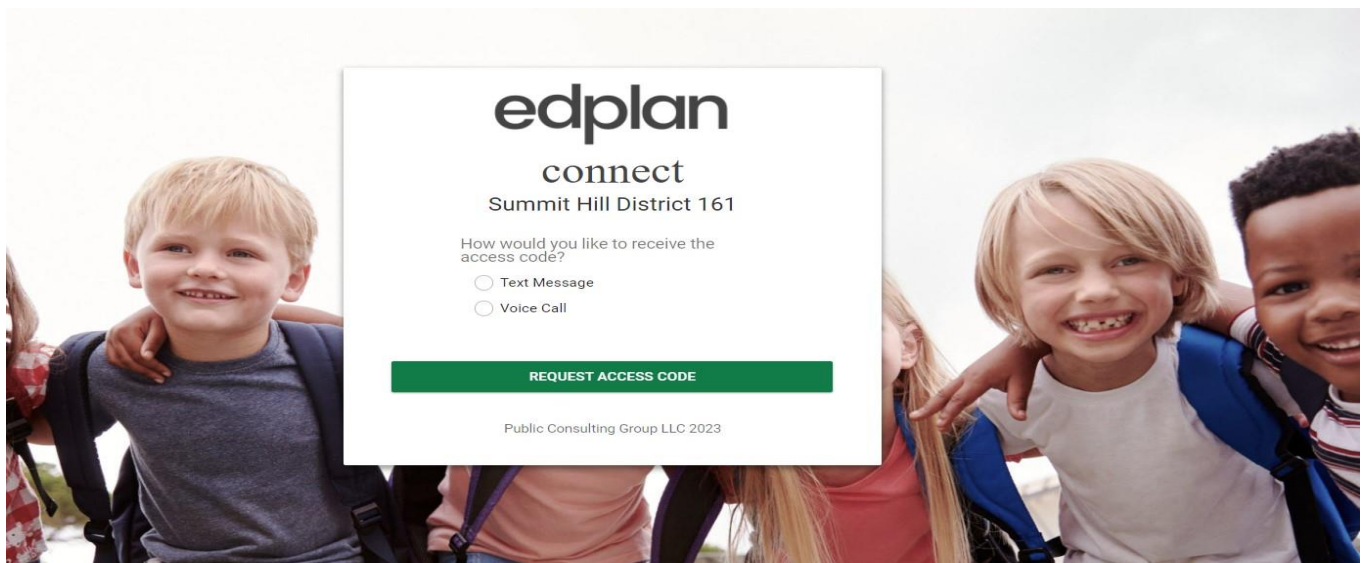
To access your action item(s), please click the following link to log in to Summit Hill District 161's portal: [EasyIEP Connect](#)

Thank you,

Summit Hill District 161

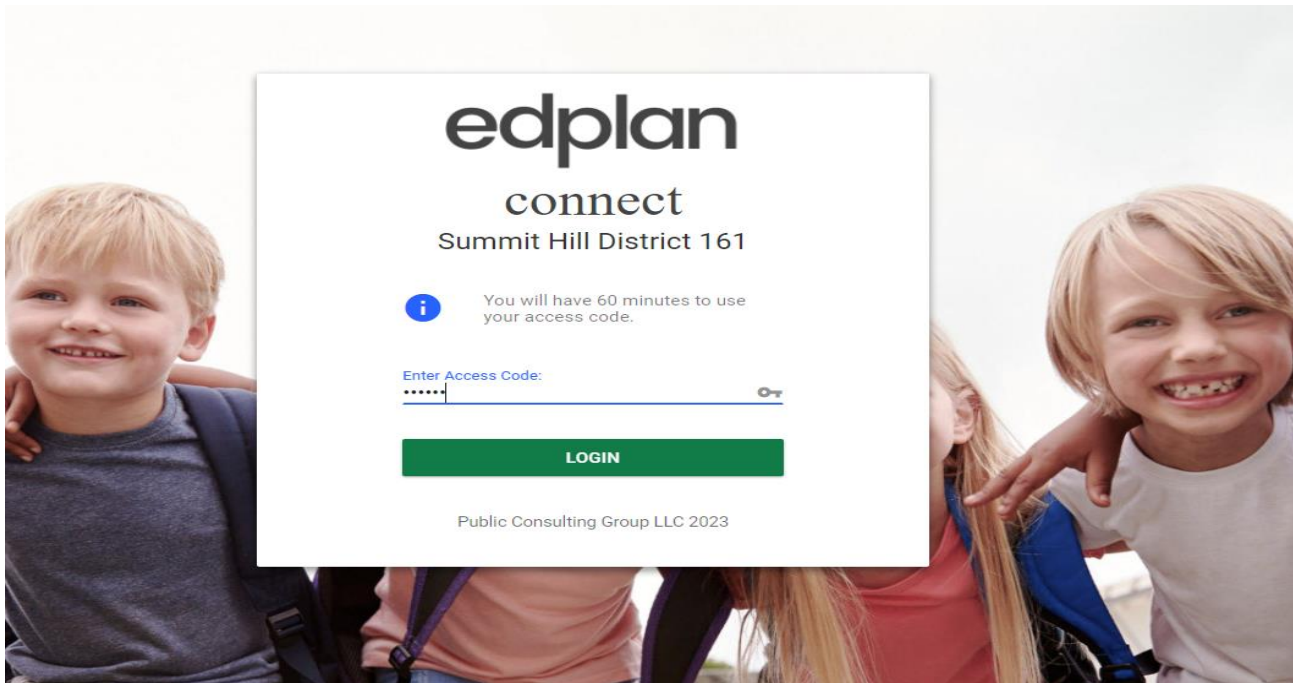
Please do not respond to this email as it is from an automated email account that is not monitored. If you have questions or concerns, please reach out to Summit Hill District 161.

2. After clicking on the link, you will be taken to the EDPlan Connect portal to authenticate your identity per the Family Education Rights and Privacy Act (FERPA) requirements by requesting an access code. You can choose to receive the code either by text message, voice call or email. Text or voice call is strongly encouraged, as these options are more secure. The Login page will look like the picture below.



After you select how you want to receive the access code, click 'Request Access Code' button and allow for 1-2 minutes to receive the access code via the chosen method (for example, you will receive a text if 'Text Message' was selected above).

- Once the code is received, enter it in the field seen in the picture below and select 'Login.'



- Once you log into the site, you will be taken to your To-Do List where any document pending response from you will be displayed. Click on the IEP document or you may click on the pencil under Respond to review and sign the document.

EdPlan by PCG Education

MY INFO

TO-DO LIST

COMPLETED ACTIONS

SERVICE PLAN INFO

DOCUMENTS

CASE MANAGER

Summit Hill District 161
TO-DO LIST

Summit Hill District 161
TO-DO LIST

To-Do List

Student	Date Submitted	Item	Action	Respond
Christopher TEST Meanwell	11/10/2023	Notification Of Conference Recommendations	Sign Notification Of Conference Recommendations	
Christopher TEST Meanwell	11/11/2023	3457H - Excusal Of IEP Team Member	Sign 3457H - Excusal Of IEP Team Member	
Christopher TEST Meanwell	11/11/2023	Parent/Guardian Consent for Initial Evaluation	Review Final Parent/Guardian Consent for Initial Evaluation	Review
Christopher TEST Meanwell	11/11/2023	Parent/Guardian Consent for Initial Evaluation	Review Final Parent/Guardian Consent for Initial Evaluation	Review
Christopher TEST Meanwell	11/11/2023	Parent/Guardian Consent for Initial Evaluation	Review Final Parent/Guardian Consent for Initial Evaluation	Review
Christopher TEST Meanwell	11/11/2023	Parent/Guardian Consent for Initial Evaluation	Review Final Parent/Guardian Consent for Initial Evaluation	Review
Christopher TEST Meanwell	11/13/2023	One-Time Medicaid Parent Consent (Includes Parent Sig)	Apply Parent Response for Proposed Medicaid Parental Consent	

Showing 11 to 17 of 17 entries

Previous12Next

5. After taking the action outlined in Step #4, you will be taken to a confirmation page that allows you to indicate your response for the requested signature. (This could be for initial consents, re-evaluations, initial IEPs, initial consent for Medicaid, conference recommendations, excusal of an IEP team member, 10-day waiver, etc...). See sample below for an example.

Apply Parent Response for Proposed IEP

Event Type
Proposed IEP

Parent Signing
Mother L. Bloch

Date
04/21/2020

Response

☐ I accept IEP as developed

☐ I reject IEP as developed

☐ I request a meeting to discuss the rejected IEP or portions

☐ I accept services and reject placement

☐ I reject the following portions of the IEP - PARTIALLY REJECT

☐ Yes - I consent to bill Medicaid

☐ No - I do not consent to bill Medicaid

Notes

Signature

6. You can sign using your computer mouse, a stylus, or finger if you are using a tablet or iPad. You will sign in the area seen below.

Notes

Signature

CLEAR

CLOSE APPLY PARENT RESPONSE

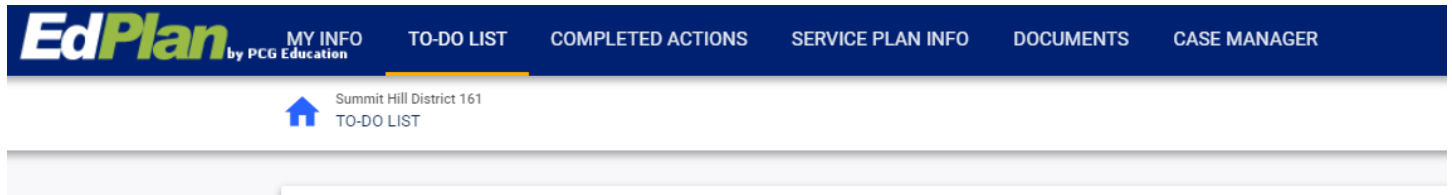
7. After you have signed, you will then select 'Apply Parent Response' (bottom right corner after the signature line. This action applies to your response and completes the action required.

CLEAR

CLOSE APPLY PARENT RESPONSE

EDPlan Connect General Navigation

The EDPlan Connect parent portal will allow you to virtually access your child's IEP or Section 504 Plan documents, service information, and teacher of record information. This guide provides an overview of EDPlan Connect.



To-Do List: When you log in to EDPlan Connect, the landing page will be the To-Do List. Documents that have recently been created will display in this list, as seen above.

Completed Actions: You can also click on the Completed Actions link in the blue bar to review any previous actions you have completed.

Service Plan Info: You can review IEP-related services your child is currently receiving.

Documents: While logged in, you will be able to review any documents associated with your child and your EDPlan Connect account by clicking on the Documents link. You may click on the document name (in blue) to open that document. Only recent documents can be viewed. Within the Documents tab, you will also find the Procedural Safeguards for Parents/Guardians of Students with Disabilities, PUNS pamphlets, and ABLE information. Recent finalized Eligibilities, IEPs, IEP Amendments, and IEP Report Cards will also be located in the documents.

Case Manager: You can review the district contact listed for your child under the 'Teacher of Record' link.

Frequently Asked Questions

When are the email notifications sent?

You will receive an email notification after a document was created for your child. The email notification will contain a link to EDPlan Connect.

What should I do if my phone number, address, email address, or other information in the 'My Info' screen is incorrect?

Contact your child's case manager and inform them of any changes that need to be made in your contact information.

Why didn't I receive an email notification when my child's IEP or 504 document was finalized? There could be several reasons why you didn't receive an email.

- Your child's school district doesn't have a valid email address and phone number on file for you. Contact the case manager to provide or review the email address and phone number on file.
- You did receive the email, but your email account moved it to a subfolder within your inbox (a 'spam' folder). Check in your spam folder or search for emails from support@easyiep.com.