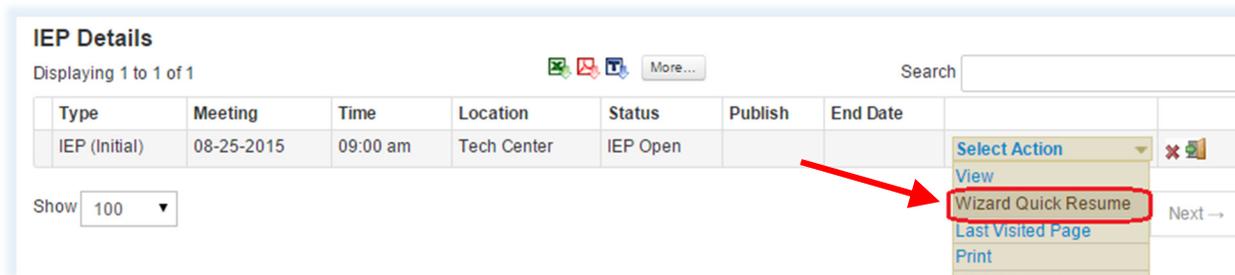# Add, Edit, and/or Remove IEP Participants

To begin you will need to have selected a student and be viewing their records. You will have also had to have already added and invitation in order to follow these steps.

Where to Begin
In order to work on an Invitation click on **Special Ed > IEP Details > click "Select Action" Dropdown > click "Wizard Quick Resume"**

From the **IEP Wizard Quick Resume Menu**, select **IEP Wizard Invitation Participants**.

Add and/or Edit Invited IEP Participants

1. Indicate if student was sent their own invitation for the meeting by selecting the proper radio button under the "District Invited?" column.

2. Indicate Parent/Guardian by typing part or all of the name in the text box and clicking on the name to select it. **Note:** Only Parents flagged as Legal Guardians in Student Contacts can be added.

3. Indicate the District Representative by typing part or all of the name in the text box and clicking on the desired name. In the "Title" text box, type the desired title (e.g., Principal, Designated Case Manager, etc.).

4. Indicate the MET Representative by typing part or all of the name in the text box and clicking on the desired name. In the "Title" text box, type the desired title (e.g., Principal, Designated Case Manager, etc.).

5. Indicate the General Education Teacher by typing part or all of the name in the text box and clicking on the desired name. In the "Title" text box, type the desired title (e.g., Teacher, Teacher Leader, etc.).

6. Indicate the Special Education Teacher/Provider by typing part or all of the name in the text box and clicking on the desired name. In the "Title" text box, type the desired title (e.g., Special Education Teacher, Designated Case Manager, Speech Pathologist, etc.).

7. **IF** writing a Non-Public Service Plan, indicate the Non-Public School Representative by typing part or all of the name in the text box and clicking on the desired name. In the "Title" text box, type the desired title (e.g., Principal, Designated Case Manager, etc.). **Note:** Leave this field blank if you are not writing a non-public service plan.

8. **IF** you've invited an Agency Representative to the meeting select the radio button for "Yes".

9. IF you would like to add another participant that already exists in Illuminate, click the Drop-down, select the role and type all or part of the new participant's name in the text box followed by clicking on the desired name. In the "Title" text box, type the desired title (e.g., Special Education Teacher, Designated Case Manager, Speech Pathologist, etc.).

10. IF you would like to add another participant that <u>DOES NOT</u> already exist in Illuminate, click the "Use Other Role" link and then type the user's Role Name, Participant Name, and Title into the text boxes (e.g, Physician, Dr. Reddy, Family Physician.

11. Indicate if participant was sent their own invitation for the meeting by selecting the proper radio button under the "District Invited?" column.

12. Click "Add User" to add additional participants as necessary.

13. Click the "Next" button to save everything and advance to the next screen. Click the "Back" button to save everything and move to the next screen.

Invited Participants   [Save]

	Participant Name	Title	District Invited?
Student:	Hudson Cuthbert		◉ Yes ○ No ①
② Parent/Guardian : ✱	× Heidi/Matthew Cuthbert		Yes
③ District Representative (Public School Representative): ✱	cur Curtis Mead **Diane Curry** Megan Curtis		Yes
④ MET Representative (Person able to explain the instructional implication of any evaluations): ✱			Yes
⑤ General Education Teacher: ✱			Yes
⑥ Special Education Teacher/Provider: ✱			Yes
⑦ NonPublic School Representative (Required for Service Plan):			Yes
⑧ Is Agency Representative Invited?:	○ Yes ◉ No		

Other Invited Participants   [Save]

Role Name	Participant Name	Title	District Invited?
⑩ Use Other Role			
⑨ Select a role ▾			◉ Yes ○ No ⑪

[Add User] ⑫

Remove Invited Participants

	Role Name	Participant Name	Title	District Invited?	
Illuminate User(s):	District Admin	Sharon Steinke	Principal	Yes	⊖

Additional participants can be removed by clicking the **Red - Icon** to the right of their name.

Next Steps

Once you have successfully added all **Invited Participants** to the IEP, you are ready to print the **IEP Invitation.**

Click the **Next** button to proceed to the **IEP Wizard Invitation Print** page.

Otherwise, if you are adding these participants to be able to mark them as Present/Not Present at the meeting itself and do not need to print a new invitation, you can go back to the **Wizard Quick Resume** and select **IEP Wizard Participants** to be able to mark the appropriate "Yes/No" radio buttons under the **Is Present** column.