

Instructions for Entering Present Level of Education

Performance (PLEP) Information on the

Individual Education Plan (IEP)

Following the below directions will result in pasting the narrative section into the individualized education plan (IEP) and upload the data files into the IEP. The outcome will be the narrative section prints with the IEP and the data tables will print separately but will be filed into the archives.

For existing present level of education performance (PLEP) files:

* Cut out the data tables for achievement testing, ISTEP+, etc.
* Paste the data tables on a new page and update the information.
* Save the new page as “PLEP data tables for ‘student name’.”
* Upload/attach the Present Level of Education Performance (PLEP) data tables and attach to the back of the IEP.
* Print the PLEP data tables and attach to the back of the IEP.
* Update the remaining narrative sections left on the original PLEP document.
* Copy and paste the narrative document into the PLEP section in the IEP.

For new present level of education performance (PLEP) narrative files:

* Open the PLEP narrative template sent to you by email.
* Complete the information on the PLEP narrative section.
* Save the PLEP narrative file in the student’s name.
* Copy and paste the narrative document into the PLEP section in the IEP.

For new present level of education performance (PLEP) narrative files:

* Open the PLEP data tables template sent to you by email.
* Complete the required data in the table.
* Save the new page as “PLEP data tables for ‘student name’.”
* Upload/attach the PLEP data tables into the IEP.
* Print the PLEP data tables and attach to the back of the IEP.

Essentially what you are doing is pasting the narrative section into the IEP and uploading the data files into the IEP. The result will be that the narrative section will print with the IEP and the data tables will print separately but will be filed in the archives.

All IEPs must have the narrative part of the PLEP embedded into the IEP. If not done correctly, these will be returned to the teacher of record (TOR) for correction.