**Creating New Forms for New IEPs**

It is very important to create a new form each time you have a new IEP. You can’t simply change the old form that is there. If you do, the data for the 2 IEPs combines and is no longer useful.

When you have a new IEP that is finalized, please follow these steps:

1. Log in to portal.office.com

A picture containing screenshot

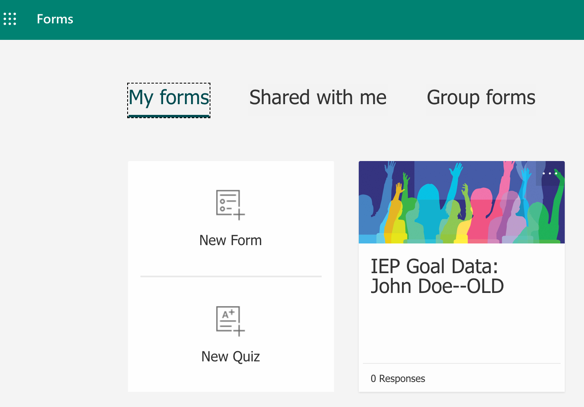
Description automatically generated

1. Click on Forms

A picture containing screenshot

Description automatically generated

1. On the forms page, click on the form of the student who just had an IEP:



1. A screenshot of a cell phone

   Description automatically generatedType in “OLD” on that form
2. A screenshot of a cell phone

   Description automatically generatedClick on “Forms” to go back to the main page
3. On the forms page, click on the 3 small dots … on the upper right corner of the student whose form you want to copy.

A screenshot of a cell phone

Description automatically generated

1. Click on Copy

A screenshot of a cell phone

Description automatically generated

1. Click on the new form to go into it.

A screenshot of a cell phone

Description automatically generated

1. Change “OLD” to “New” on the form

A screenshot of a cell phone

Description automatically generated

1. A screenshot of a cell phone

   Description automatically generatedUpdate the IEP goals in the NEW Form by deleting the old goals and typing in the new ones. BE SURE YOU ARE IN THE NEW FORM when you do this.
2. Copy the link: Click on Share.

A screenshot of a cell phone

Description automatically generated

1. Click on “Get a Link to View and Edit” under “Share to Collaborate”

A screenshot of a cell phone

Description automatically generated

1. Click on Copy to copy the link.

A screenshot of a cell phone

Description automatically generated

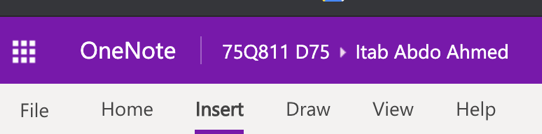
1. A screenshot of a cell phone

   Description automatically generatedOpen a new tab in the browser and go to One Drive and open the digital binder for the student.
2. Click on the IEP Goals Data 2 page.

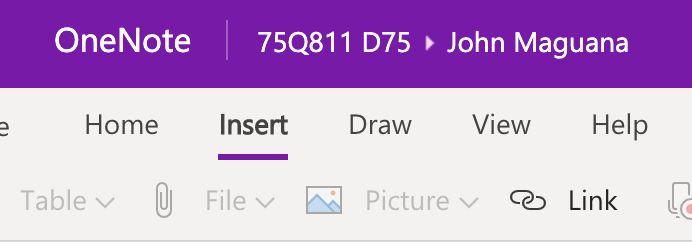
A screenshot of a cell phone

Description automatically generated

1. Click on Insert



1. Click on Link



1. Paste the link into the address field. (You can hold down the Command Key and “v” to do this on a Mac or you can right click on the mouse and click on paste)

A screenshot of a cell phone

Description automatically generated

1. Type “Link to Shared Form” in the Display Text field.

A screenshot of a cell phone

Description automatically generated

1. Click “Insert”

A screenshot of a cell phone

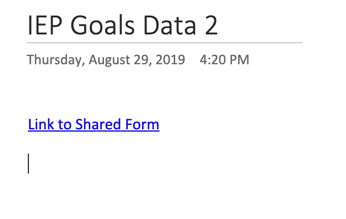
Description automatically generated

1. This is what you should see:

A picture containing animal

Description automatically generated

1. Hit “Enter” or “Return” on the keyboard twice after “Link to Shared Form” to get to a new line.



1. A screenshot of a cell phone

   Description automatically generated Click on “Insert” and then “Forms”
2. A screenshot of a cell phone

   Description automatically generatedHover over the form you want to insert
3. A screenshot of a cell phone

   Description automatically generatedClick on “Insert:
4. A screenshot of a social media post

   Description automatically generatedYour form should be there.
5. Use this form when you go to enter data for this student until the next IEP meeting.