



EasyIEP Parent Connect

A Guide for using the Parent Connect portal.

The Parent Connect feature will allow you, as the parent or guardian, to virtually access your child’s IEP document, progress reports, 504 documents (if applicable) and other documents generated in the system the district would like the parent to view. This guide provides an overview of Parent Connect, including information on how to review documents.

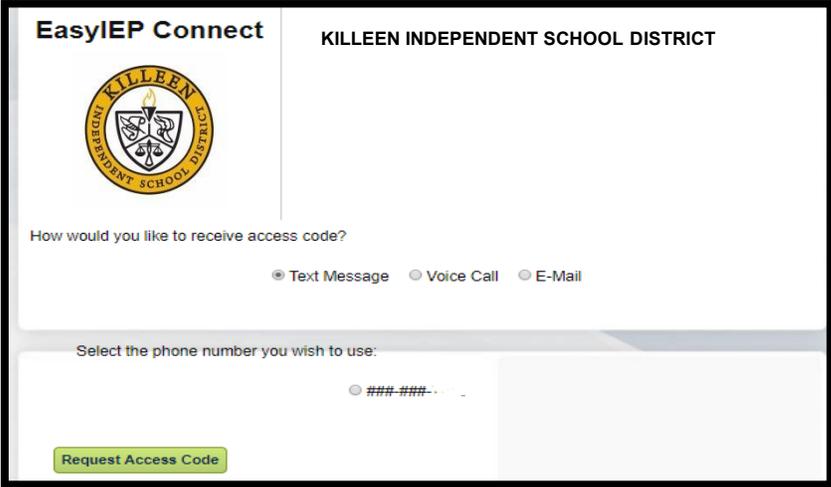
How to Access the Parent Portal

Once a document has been created for your child, you will be sent an email notification with a link that allows you to access the Parent Connect Portal. You can use the Parent Connect Portal anytime, but it is commonly used if you are unable to attend the IEP meeting. You can access the Parent Connect Portal by following the steps below:

- 1. Locate the email notification in your email. This notification will be sent to the email address the school has on file. The email will look similar to the picture below.



- 2. After clicking on the link, you will be taken to the Parent Connect portal to authenticate your identity per FERPA requirements by requesting an access code. You can choose to receive your code either by text message, voice call or email. We strongly encourage text or voice call. The Login page will look similar to the picture below.



Once you select how you want to receive your access code, please click “Request Access Code” button (seen in green in the screen shot above) and allow for 1-2 minutes to receive the access code via the method you chose (for example, you will get a text if you selected “Test Message” above).

3. Once you receive the code, enter it in the field seen in the picture below and select “Login”

EasyIEP Connect KILLEEN INDEPENDENT SCHOOL DISTRICT

You will have 15 minutes to use your access code.

Enter Access Code:

Login

4. Once you log into the site, you will be taken to your To-Do List where any document pending a response from you will be displayed. Click on the document to review.

edplan MY INFO TO-DO LIST COMPLETED ACTIONS SERVICE/PLAN DOCUMENTS CASE MANAGER

HOUSTON INDEPENDENT SCHOOL DISTRICT TO-DO LIST

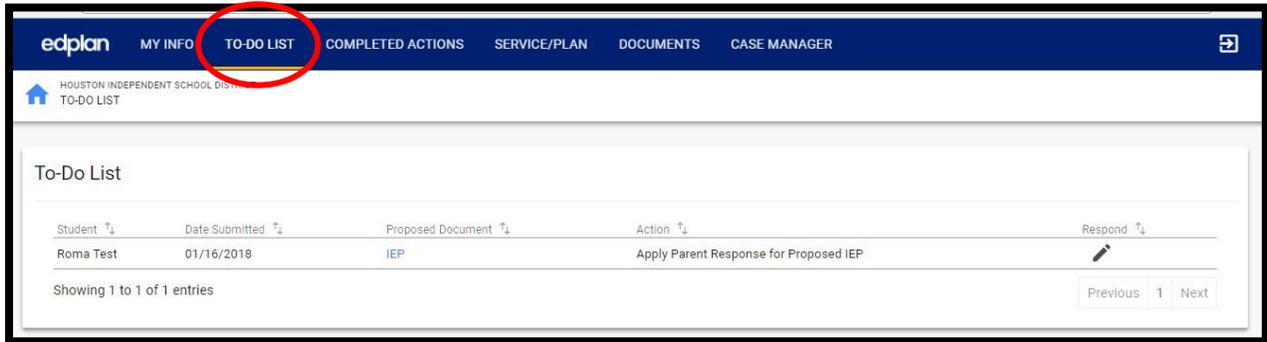
To-Do List

Student	Date Submitted	Proposed Document	Action
Roma Test	01/16/2018	IEP	Apply Parent Response for Proposed IEP

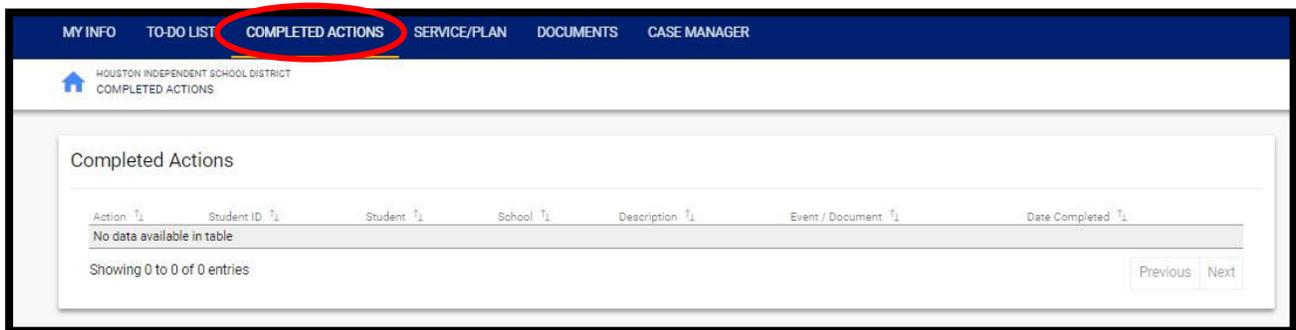
Showing 1 to 1 of 1 entries

Parent Connect General Navigation

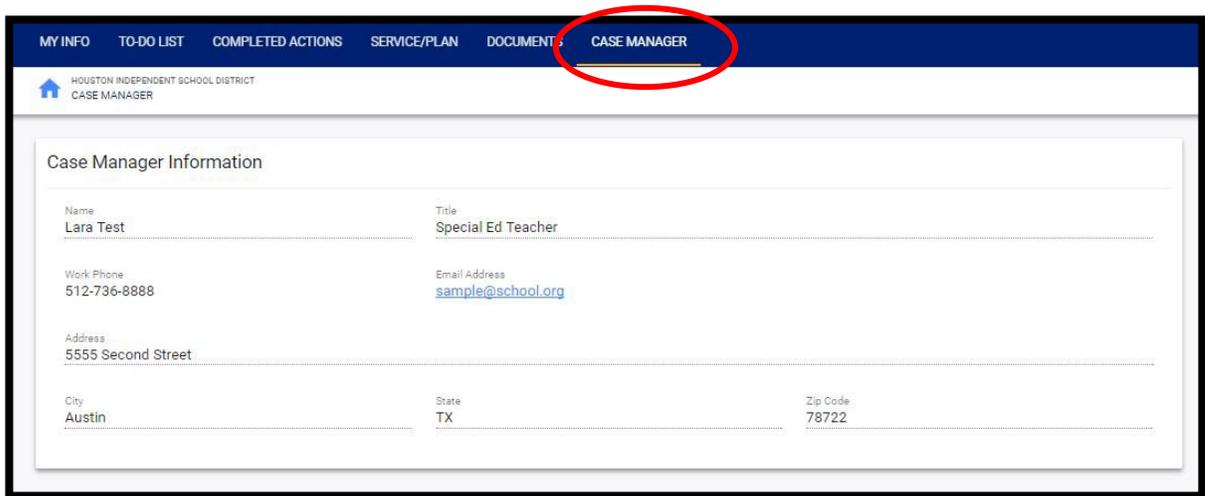
- **To Do List:** When you login to Parent Connect, your landing page will be your To-Do List. When you have documents that need to be reviewed, they will display in this list – as seen below.



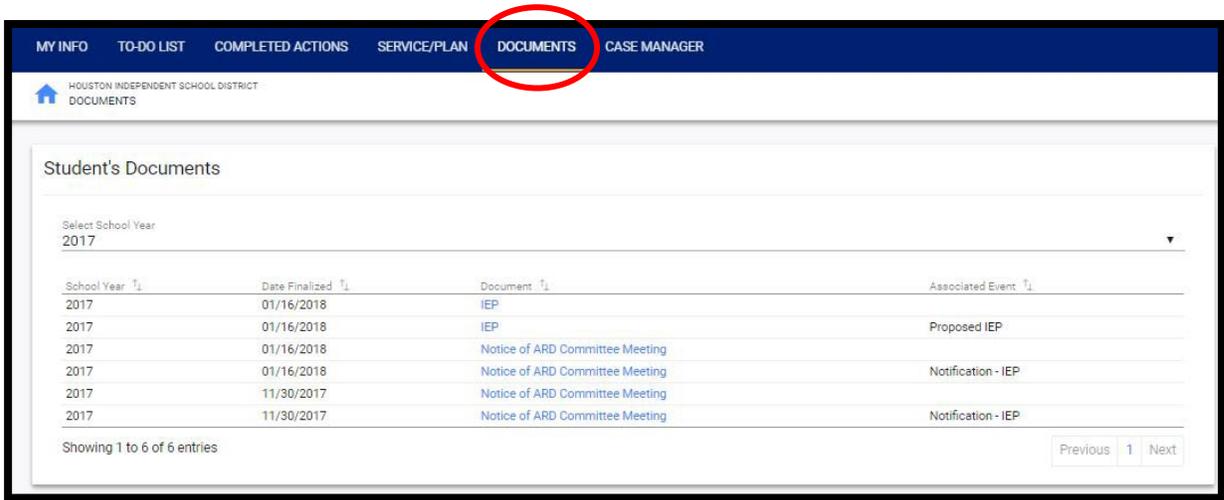
- **Completed Actions:** You can also click on the Completed Actions link in the blue bar to review any previous actions you have completed – as seen below.



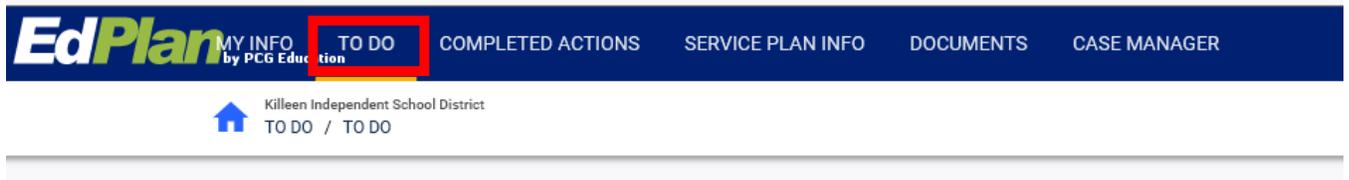
- **Case Manager:** You can review the district contact listed for your student under the Case Manager link – as seen below.



- **Documents:** While logged in, you will be able to review any documents associated with your child and your Parent Connect account by clicking on the Documents link. You may click on the documents listed in blue to open that particular document – as seen below.

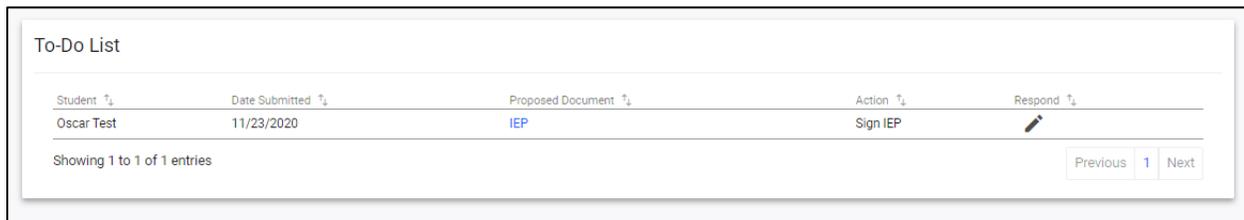


To access a document designated as needing signatures, you will need to select the **To Do List** tab.



The parent/guardian will see an indication to sign document under the 'Action' column and can apply their signature by selecting the pen icon under the 'Respond' column.

Note: Below is an image of what the parent/guardian will see within EDPlan Connect. Refer to **EasyIEP Parent Connect** for additional information regarding **Parent Connect**.



For questions or support call Sped Data Management @ 254-336-6960 or email DL-SpedDataMgt@killeenisd.org