



Completed Tasks

The Completed Tasks screen contains all of the completed tasks for a student, including any tasks or forms transferred from another district using the District-to-District Transfer tool. To access this screen, click

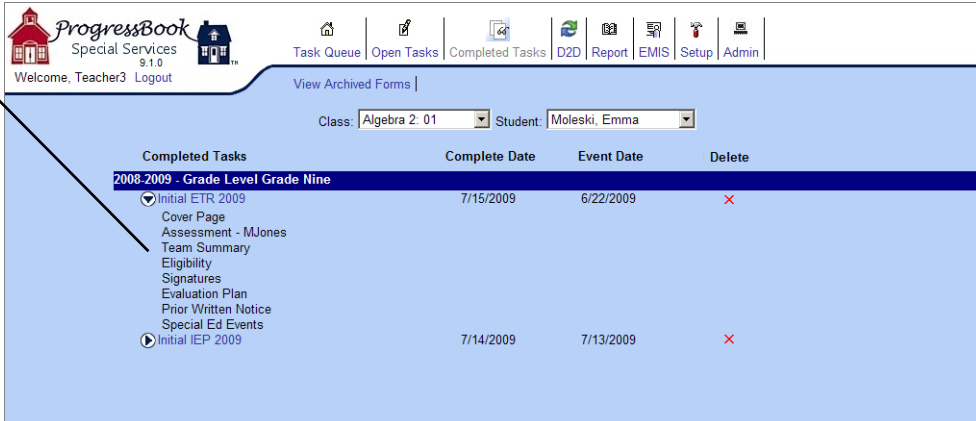
Completed Tasks  on the Web site banner.

By default, the completed tasks display collapsed so that you only see the name of the task. You can expand a task by clicking . The associated pages display below the task.

Click  again to collapse a task.

From the Completed Tasks screen, you can perform the following actions:

- View completed tasks.
- Remove completed tasks, if you have the appropriate security privileges.
- View forms created in a version of Special Services prior to 9.1 or the Classic View version of Special Services 9.1.



Expanded task

Completed Tasks	Complete Date	Event Date	Delete
2008-2009 - Grade Level Grade Nine			
▼ Initial ETR 2009	7/15/2009	6/22/2009	×
Cover Page			
Assessment - MJones			
Team Summary			
Eligibility			
Signatures			
Evaluation Plan			
Prior Written Notice			
Special Ed Events			
▶ Initial IEP 2009	7/14/2009	7/13/2009	×

View Completed Tasks

1. On the Completed Tasks screen, select the **student** whose completed tasks you want to view. See “Select Students” on page 5.

The completed tasks for the student display.

2. Click the **task** you want to view.

All of the pages that comprise the task display in Adobe Acrobat Reader.

The screenshot shows a web browser window with the URL <https://www.progressbook.com/SpecialServices/Sp5/TaskModel/ClosedTaskView.aspx>. The page title is "IEP Individualized Education Program" for "PB Training School District Emma Moleski". A note states: "This IEP will be implemented during the regular school term unless noted in general factors." The form is divided into three main sections: "CHILD'S INFORMATION", "MEETING INFORMATION", and "IEP TIMELINES".

CHILD'S INFORMATION	
NAME:	Emma Moleski
ID NUMBER:	999961391
GRADE:	09 / 09
DATE OF BIRTH:	09/27/1992
GENDER:	F
STREET:	740 ORCHARD PAR DR
CITY:	Rock View
STATE:	OH
ZIP:	99916
DISTRICT OF RESIDENCE:	
COUNTY OF RESIDENCE:	
DISTRICT OF SERVICE:	
Will the child be 14 years old before the end of this IEP?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is the child a ward of the state?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, provide the name of the surrogate parent:	

MEETING INFORMATION	
MEETING DATE:	07/13/2009
MEETING TYPE:	<input checked="" type="checkbox"/> INITIAL IEP
	<input type="checkbox"/> ANNUAL REVIEW
	<input type="checkbox"/> REVIEW OTHER THAN ANNUAL REVIEW
	<input type="checkbox"/> AMENDMENT
	<input type="checkbox"/> OTHER

IEP TIMELINES	
ETR COMPLETION DATE:	06/30/2009
NEXT ETR DUE DATE:	06/30/2010

Delete Completed Tasks

Only users with the appropriate security privileges can delete completed tasks. When you delete a completed task, it is permanently removed from the system.

1. On the Completed Tasks screen, select the **student** for which you want to delete the task. See “Select Students” on page 5.

All of the completed tasks for the student display.

2. Click **X** in the row of the task you want to delete.
3. On the deletion confirmation message, click **Delete**.

The task is removed from the list of completed tasks on the Completed Tasks screen.

View Archived Forms

You can view forms that were completed (finalized) in a version of Special Services prior to 9.1 or using the Classic View mode of Special Services 9.1. Archived forms are read-only.

1. On the Completed Tasks screen, select the **student** for which you want to view the archived forms. See “*Select Students*” on page 5.

The completed tasks for the student display.

Completed Tasks	Complete Date	Event Date	Delete
2008-2009 - Grade Level Grade Two			
▶ Reevaluation 2009	7/14/2009	6/30/2009	×
▶ Annual Review IEP 2009	7/14/2009	7/13/2009	×

2. Click the **View Archived Forms** link.

If there are completed forms for the student in the default form set type of IEP/EMIS Sets, they display below the selection fields on the Finalized Forms View.

Edit	Finalized Group Name	Finalized Date	District Required Set	Include In EMIS	Select Form Group to View
	2006-8-4-IEP_FormSet-MK-1	8/4/2006 10:48:58 AM	True	False	

3. If forms for the student exist in another form set type, select one of the following **form set types** in the Choose Finalized Set Types list.
 - **IEP/EMIS Sets** – Displays all completed (finalized) IEP form sets.
 - **Other Sets** – Displays any other completed form sets.
 - **Archived Form Sets** – Displays any completed form sets from a legacy version of Special Services.
 - **All Finalized Form Sets** – Displays all completed form sets, including IEP and other form sets.
4. Click .

The selected forms display in a new window.

https://www.progressbook.com/SpecialServices/SpServices/temp/2992UIDyjuu55ha0l3w45jk5fzq55/23 - Windows Internet Explorer pro

https://www.progressbook.com/SpecialServices/SpServices/temp/2992UIDyjuu55ha0l3w45jk5fzq55/234-BKM.pdf

PB Training School District Joseph Dollison

Services Plan
Unless otherwise indicated all services are provided in accordance with the adopted school calendar.

INDIVIDUALIZED EDUCATION PROGRAM (IEP)
 Effective IEP Dates from _____ to _____


Name: Joseph Dollison Date of Birth: Sep 18 2002 Grade Level: 2 Male Female
 Student Identification Number: 999028556 Meeting Date: _____ Initial IEP Periodic Review
 Child/Student Address: 21475 AVALON DR Rock View OH 99916 Parent/Guardian: MM ROBERT OLANDER
 Parent Address: _____ Home Phone: 8888950592 Work Phone: _____
 District of Residence: Demo - 000000 District of Service: Demo - 000000

Step 1 Discuss future planning. (Family and student preferences and interests)

5. When you are finished viewing the form set, close the browser.
6. On the Finalized Forms View screen, you can also perform the following actions:
 - Rename the form set, as described in “Rename Archived Forms” on page 54.
 - Remove the archived form set, as described in “Delete Archived Forms” on page 55.

Rename Archived Forms

You can change the name of archived forms as desired.

1. On the Finalized Forms View screen, select the **student** whose form set you want to rename in the Student list.
2. Click  next to the form set you want to rename.



Save and Cancel buttons display in the Edit column of the selected form set and the cell beneath the Finalized Group Name field becomes editable.

ProgressBook Special Services 9.1.0
 Welcome, Teacher3 Logout

Task Queue | Open Tasks | Completed Tasks | D2D | Report | EMIS | Setup | Admin

Class: Math - Gr 02: 01 Student: Dollison, Joseph

Choose Finalized Set Types: IEP/EMIS Sets Choose Display Type: Finalized Group Display

Edit	Finalized Group Name	Finalized Date	District Required Set	Include In EMIS	Select Form Group to View
Save Cancel	2006-8-4-IEP_FormSet-MK-1	8/2006 10:48:58 AM	True	<input type="checkbox"/>	 

3. Enter a **new name** in the Finalized Group Name field.
4. Click **Save**.

The new name displays in the Finalized Group Name field for the form set.

ProgressBook Special Services 9.1.0
Welcome, Teacher3 Logout

Task Queue | Open Tasks | Completed Tasks | D2D | Report | EMIS | Setup | Admin

Class: Math - Gr 02: 01 Student: Dollison, Joseph


Choose Finalized Set Types: IEP/EMIS Sets Choose Display Type: Finalized Group Display

Edit	Finalized Group Name	Finalized Date	District Required Set	Include In EMIS	Select Form Group to View
	IEP 8/4/2006 - MK	8/4/2006 10:48:58 AM	True	False	

Delete Archived Forms

Only users with the appropriate security privileges can permanently delete archived forms.

1. On the Finalized Forms View screen, select the **student** whose form set you want to remove in the Student list.

2. Click  next to the row of the form set you want to delete.

The message displays, “Are you sure want to delete this form package?”

3. Click **OK** on deletion confirmation message.

The form set is removed from the list of archived form sets.