

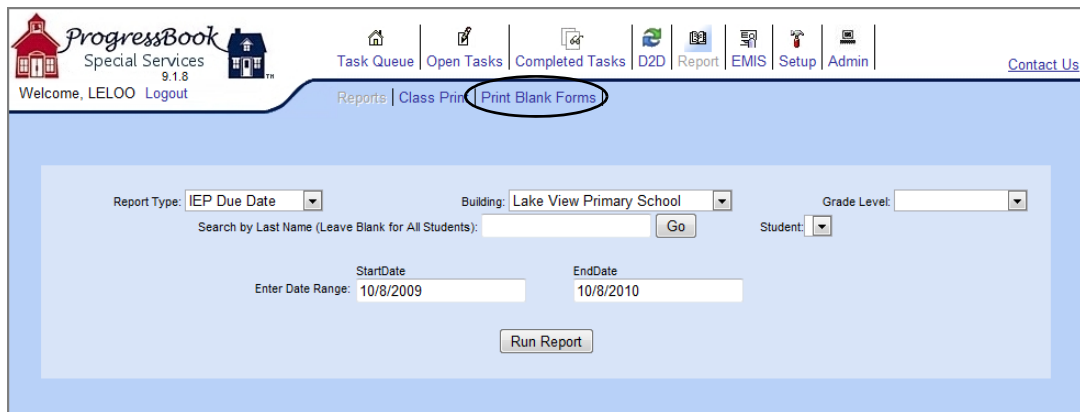
# Blank Forms

You can print blank versions of several Special Services forms to use offline on the Print Blank Forms screen. For example, you might print a blank set of the ETR forms to fill out during an ETR team meeting. The forms available for printing are merged into a single PDF document that you can send to print on a local printer.

## Print Blank Forms

1. On the Web site banner, click **Reports** .

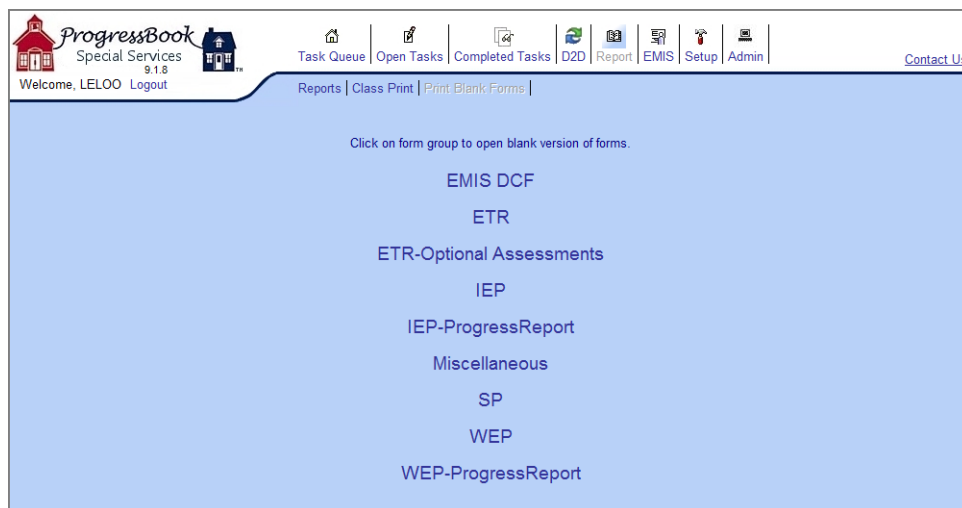
The Report screen displays with additional menu options beneath the Web site banner.



The screenshot shows the ProgressBook Special Services 9.1.8 interface. The top navigation bar includes links for Task Queue, Open Tasks, Completed Tasks, D2D, Report, EMIS, Setup, and Admin. The 'Print Blank Forms' link in the secondary navigation bar is highlighted with a red circle. Below the navigation, there are search filters for Report Type (IEP Due Date), Building (Lake View Primary School), Grade Level, Search by Last Name, Start Date (10/8/2009), and End Date (10/8/2010), with a 'Run Report' button.

2. Click the **Print Blank Forms** link.

The Print Blank Forms screen displays the group names for the forms you can print.




The screenshot shows the ProgressBook Special Services 9.1.8 interface. The top navigation bar includes links for Task Queue, Open Tasks, Completed Tasks, D2D, Report, EMIS, Setup, and Admin. The 'Print Blank Forms' link in the secondary navigation bar is highlighted. Below the navigation, there is a list of form groups: EMIS DCF, ETR, ETR-Optional Assessments, IEP, IEP-ProgressReport, Miscellaneous, SP, WEP, and WEP-ProgressReport.

3. Click the **form group** for the forms you want to print:
  - **EMIS DCF** – Contains only the EMIS Data Collection Form.
  - **ETR** – Contains the ETR Cover Page, ETR 1 Individual Assessment (2 Page), ETR 2 Team Summary, ETR 4 Eligibility, ETR 5 Signatures, ETR Evaluation Plan Preschool and ETR Evaluation Plan School-Age.
  - **ETR-Optional Assessments** – Contains ETR Background Information, ETR Communication Skills, ETR Fine Motor Skills, ETR Gross Motor Skills, ETR Hearing, ETR Observation, ETR Social Emotional Status and ETR Vision.
  - **IEP** – Contains the IEP Cover Page and IEP 1 through IEP 15, including IEP 4 PostSecondary Transition and IEP 5 PostSecondary Transition Services.
  - **IEP-Progress Report** – Contains only the Progress Report (IEP) form.
  - **Miscellaneous** – Contains the General Attachment Page, Special Education Events Form, Documentation of Attempts, Prior Written Notice to Parents, Parent Invitation, General Invitation, Manifestation Determination Review, Manifestation Determination Worksheet, Referral for Evaluation, Agreement to Waive Reevaluation, ETR Attachment Page, Parent/Guardian Excusal of IEP Team Member.
  - **SP** – Contains the Service Plan Cover Page and SP 1 through SP 5.
  - **WEP** – Contains the WEP Cover Page, WEP Measurable Annual Goals and WEP Signatures.
  - **WEP-Progress Report** – Contains the Progress Report (WEP) form.

The forms in the form group you selected display in single PDF document on the Page Display screen.

The screenshot shows the ProgressBook Special Services 9.1.7 web application. The main content area displays the 'ETR Evaluation Team Report' form. The form is organized into several sections:

- CHILD'S INFORMATION:** Includes fields for NAME, ID NUMBER, GRADE, DATE OF BIRTH, GENDER, STREET, CITY, STATE, and ZIP.
- MEETING INFORMATION:** Includes a MEETING TYPE section with checkboxes for INITIAL EVALUATION and REEVALUATION.
- DATES:** Includes fields for MEETING DATE, LAST ETR DATE, and REFERRAL DATE.
- PARENTS'/GUARDIAN'S INFORMATION:** Includes a field for NAME and a PARENTS CONSENT field with a RECEIVED DATE field.

4. To print the forms, click  on the Adobe Acrobat toolbar.
5. On the Print window, ensure the appropriate printer is selected, and then click **Print**.
6. Click **Close** to return to the Print Blank Pages screen.