

# Initial CALPADS Affirm Transferred Students



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## Initial CALPADS Affirm

If a student transferred from out of state or from a non-SEIS district, the Case Manager must complete an Initial CALPADS Affirm, to document the student's active/current IEP in SEIS.

This will allow the Case Manager to complete the Interim Placement as an Amendment to the student's active/current IEP.

This process also creates the IEP reportable transaction, required for the district to submit to CALPADS.

The Initial CALPADS affirm only requires that the CALPADS data, based on the student's active/current IEP, is affirmed. The entire IEP does not need to be entered.

However, if the Progress needs to be entered for the student's current goals, the Goals should be entered as well. This will allow the provider to enter and affirm progress in SEIS.

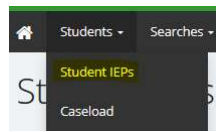


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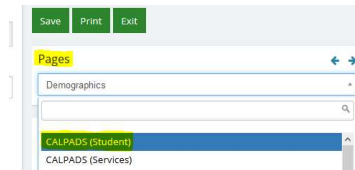
# The Initial CALPADS Affirm

Go to Student IEPs  
Click the **Student Record** icon



| SEIS ID | Name / Dist ID     |
|---------|--------------------|
| 644514  | Ackerman, Marjoram |

Go to the **CALPADS (Student)** page



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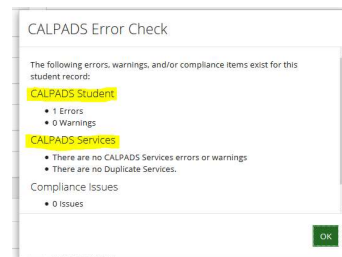
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# The Initial CALPADS Affirm

Update all CALPADS fields, based on student's active IEP (hard copy).

Click the **Error Check** button.

Correct any CALPADS errors that may exist.



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# Information/Eligibility

Click on **Quick Links** to navigate to the Future IEP

Click the **Edit** icon on the Information/Eligibility form

Verify the Meeting Date and Meeting Type accurately reflects the hard copy/active IEP.

Update the Next and Last Annual Plan Review/Eligibility Evaluation date fields, to populate the homepage Meeting Alerts.

The screenshot shows the 'Information/Eligibility' form for student Marjoram Ackerman. At the top right, there is a 'Quick Links' menu with options for 'Edit Student Record' and 'Future IEP'. Below this is a toolbar with 'Preview', 'Print', 'Edit', and 'Form' buttons. The 'Edit' button is highlighted with a yellow icon. The form contains several date fields: 'IEP Date' (08/15/2019), 'Original SPED Entry Date' (05/04/2010), 'Next Annual IEP' (08/14/2020), and 'Last Eval' (08/15/2019). There is also a 'Next Eval' field (08/14/2022). Under the 'Meeting Type' section, there are three checkboxes: 'Initial' (unchecked), 'Annual' (checked), and 'Triennial' (checked).



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# Services

Navigate to the **Services** form.

Add the Services that the student is currently receiving, based on their hard copy/active IEP.

If a service is on grid that they are not receiving (existing from their previous SEIS IEP):

- Click the **Discontinue** button
- Enter an End date
- Delete the Service

The screenshot shows a service entry for '#1 510 Individual counseling'. It includes fields for 'Dates' (01/13/2020 - 03/09/2020), 'Duration/Frequency' (33 min x 3 sessions = 99 min Daily), and 'Provider' (110 County Office of Education). There are checkboxes for 'Do Not Report' and 'Do Not Print'. A 'Blank Grids to Print' dropdown is set to 0. At the bottom, there are four buttons: 'Amend Service', 'Continue to new IEP', 'Discontinue Service' (highlighted with a blue border), and 'Copy to ESY'.



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# Affirming

## Step 1: Verify Meeting Information

Verify that the IEP/ISP/IFSP is affirmed with the correct information, BASED ON THE HARD COPY IEP. Each field must be checked, acknowledging that the Meeting Date, Meeting Type and Plan Type is correct.

Once the IEP has been affirmed, the Meeting Date and Meeting Type cannot be updated.

In the Affirm Remarks text box, enter: **Student Transferred from nonSEIS district. Affirming CALPADS data only.**

It is also important to confirm that the Next and Last meeting dates are correct so that homepage Meeting Alerts are populated at the time the next meetings are due.

### Step 1 of 3: Verify Meeting Information

Meeting Information:

Verify the Meeting Date, Meeting Type and Plan Type are correct. If correct, check the box next to each field to acknowledge the information is correct. If all three are checked, you may click the Affirm button to update the information. If the information is incorrect, click the Return to Future IEP button to make the corrections.

Once the Meeting has been affirmed, the Meeting Date and/or Meeting Type cannot be updated.

|                          |              |                                      |
|--------------------------|--------------|--------------------------------------|
| <input type="checkbox"/> | Meeting Date | July 02, 2021                        |
| <input type="checkbox"/> | Meeting Type | Annual Meeting, Triennial Evaluation |
| <input type="checkbox"/> | Plan Type    | IEP                                  |

Parent / Legal Guardian / Adult Student Signature in Agreement  Yes  No

Affirm Remarks  
Affirm Remarks will display on the Current IEP.

Other Meeting Dates

Please check the box next to each field to acknowledge that the Projected Next Annual and Next Triennial dates are correct as well as the Last Triennial Date. If these dates are incorrect, click the Return to Future IEP button to update the dates.

|                          |                            |            |
|--------------------------|----------------------------|------------|
| <input type="checkbox"/> | Projected Next Annual Date | 07/01/2022 |
| <input type="checkbox"/> | Last Triennial Date        | 07/02/2021 |
| <input type="checkbox"/> | Projected Triennial Date   | 07/01/2024 |



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# Affirming

Since all CALPADS errors were already corrected, the student should be error free.

If an error was generated by updating the IEP date, Meeting Type or Services, correct the errors and return to the affirm process.

### Step 3 of 4: Correction of CALPADS Errors

Congratulations!

No CALPADS Errors Found, please click Continue.



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# Affirming

Do not select any IEP forms as a meeting was not held.

|                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | Check/Uncheck All        | Step 4 of 4: Selection of Forms Used for This Meeting |
| <input type="checkbox"/> | IEP At a Glance          |   |
| <input type="checkbox"/> | Information/Eligibility  |   |
| <input type="checkbox"/> | Services - Offer of FAPE |   |

Click the **Submit** button.

|                          |   |        |
|--------------------------|---|--------|
| <input type="checkbox"/> | PWN of Proposed Action Completion of Course Study |        |
| Preview PDF              | Submit  | Cancel |



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# Current IEP

On the Students Current IEP:

Click the **Attachments** tab to attach the hard copy of the student's IEP.

Click the **Comments** tab to add any additional comments, if needed.

Affirmed/Attested Information

|                                 |  |
|---------------------------------|--|
| <b>Meeting Date:</b> 08/15/2019 | <b>Date Attested:</b> 08/15/2019   |
| <b>Plan Type:</b> IEP           | <b>Purpose:</b> Annual Meeting/Triennial Evaluation Affirming CALPADS data ONLY. No IEP held |
| <b>Attachments:</b> No          | <b>Amendments:</b> No  |

Parent / Legal Guardian / Adult Student Signature  
 Yes  No

If the parent / legal guardian / adult student signs after affirm is completed, add a comment and update the Current IEP Signed field on the [Student Record Dates Page](#) to reflect this information.

Affirmed/Attested Forms: **Attachments (0)** **Amendments (0)** **Comments (0)**

Preview  Print  Form



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# Interim Placement

Now that the student's active IEP has been documented, the Case Manger can add an Amendment for the Interim Placement or 30-Day review, to document any changes to the IEP.

Click the **Amendment** tab.

Click the **Add Amendment** button.

For the Amendment Purpose, select the appropriate reason for the Amendment, Interim Placement or 30-Day review.

The screenshot shows a form with two main sections. The first section is labeled "Amendment Date" and contains a date selection field with a calendar icon. The second section is labeled "Amendment Purpose" and contains a list of radio button options: Correction, Continuation, Amendment, Periodic Review, Interim Placement, 30-Day Review, Exit, Transition, Pre-Expulsion, and Other.



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# Thank You!

Please do not hesitate to contact the SEIS Help Desk for any questions on the Initial CALPADS Affirm process.

[seissupport@sjcoe.net](mailto:seissupport@sjcoe.net)



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