

Special Education Program
INTERIM REPORT INSTRUCTIONS AND
FORM FOR SUBMISSION
2018/2019

Important Due Dates

Interim Report: February 1, 2019

Final Report: May 17, 2019



Special Education Program
First Nations Schools Association &
First Nations Education Steering Committee
#113 – 100 Park Royal South
West Vancouver, BC V7T 1A2
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FNESC/FNSA Special Education Program 2018-2019 Interim Report

INSTRUCTIONS

As described in previous communications regarding the BC First Nations Schools Special Education Program (SEP), the release of the remaining 25% of the SEP allocations for schools is conditional, based upon submission of the SEP Interim Report.

As indicated previously, this funding program requires that all students listed in the SEP Workplan must have an IEP in place by December 1, 2018.

Documents required to complete the report;

- Printed Copy of SEP Workplan for 2018-19
- IEPs for all students listed on the 2018-19 workplan

It is recommended that the report is completed on [SEP DRUMS](#) . For those requiring a paper copy, please contact Barb O'Neill at 604-925-6087 or email barbo@fnesc.ca

Instructions

1. Log into [SEP DRUMS](#)
2. Go to SEP Interim Plans

SEP Interim Plans

School	Reporting Year	Edit SEP Interim Plan	Delete SEP Interim Plan
No Data			

Add SEP Interim Plan

School

3. Click down arrow to select your school

Reporting Year

4. Ensure reporting year is set to 2018-2019

5. Your screen will now show your Interim Plan – go to edit Interim Plan

SEP Interim Plans



School	Reporting Year	Edit SEP Interim Plan	Delete SEP Interim Plan
TEST 2016/2017	2016-2017	Edit	delete

Section B - Individual Education Plan/SMART Goal Data

Student	Grade	Date Establish IEP	Date Review IEP	Edit Interim Data Row	Delete Interim Data Row
No Data					

Add Data to Section B

Student

Grade

Date Establish IEP

Date Review IEP

Save

6. Enter each workplan student by using the down arrow to select their student number.

7. Select appropriate grade

8. Enter date IEP was established

9. Enter date of the last review

10. Press save

Add Data to Section B

Form successfully submitted.

reload form

11. reload form and enter remaining students (save and reload after each student)

Please Select one option

- Our Interventions and workplan activities are being implemented as planned
 We are experiencing challenges with one or more workplan activities

Please Describe the challenges or concerns you are experiencing, and your plans for addressing them

12. Upon entering final student information, select one option. You must describe any challenges you are experiencing if you select the second option.

School Declaration

Select "Yes" to verify that information outlined above is accurate

Signature

[reset](#)

Date

Save

13. Complete the school declaration by: verifying the information is accurate; signing the form using your mouse; entering the date; and clicking save.

The final deadline for submission of SEP Interim Reports is February 1, 2019. Failure to submit by the deadline will result in the loss of the remaining 25% of SEP funding.

Please fax the completed and signed SEP Interim Report to FNEESC/FNSA, 604-925-6097; OR scan and email to barbo@fnesc.ca

If you have any questions or need further assistance in completing the SEP Interim Report, please feel free to contact Holly Smith, SEP Director – SEP Toll-Free 1-855-250-5083, or email hollys@fnesc.ca.