

INTERIM REPORT INSTRUCTIONS

IMPORTANT DEADLINES

INTERIM REPORT	FEBRUARY 13, 2020
FINAL REPORT	MAY 22, 2020



**First Nations Education Steering Committee
First Nations Schools Association**

Suite 113-100 Park Royal South, West Vancouver, BC V7T 1A2

Toll-free 1-877-422-3672 | Phone: 604-925-6087 | Fax: 604-925-6097

INTRODUCTION

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, 2019.

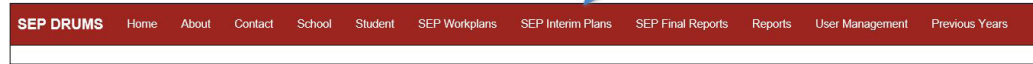
Documents required to complete the report:

- Printed Copy of SEP Workplan for 2019-20
- IEPs for all students listed on the 2019-20 workplan

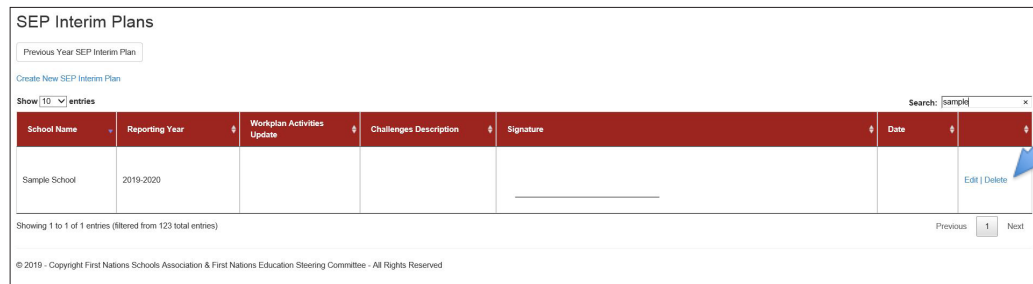
It is recommended that the report is completed on SEP DRUMS. For those requiring a paper copy, please contact Barb O'Neill at 604-925-6087 or email barbo@fnesc.ca.

INSTRUCTIONS

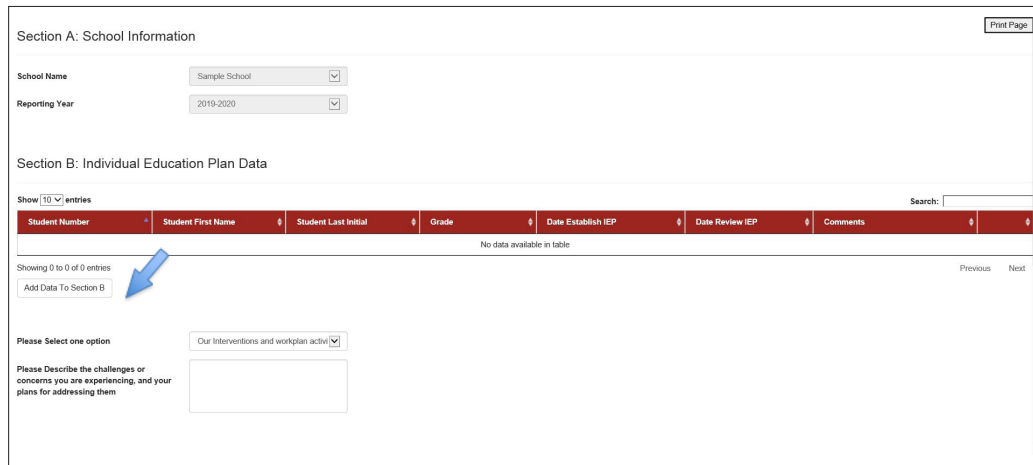
1. Log into SEP DRUMS (<https://sepdrums.fnesc.ca/Account/Login>)
2. Go to SEP Interim Plans



3. Select or search for your school (ensure reporting year is set to 2019-2020). Click **Edit**.



4. Your screen will now show your Interim Plan for editing.
5. Enter each student from the workplan by using the button “Add Data to Section B.”



6. Enter full details about each workplan student. Click **Create**.

Create

Add Data to Section B

Student ▼

Grade ▼

Date Establish IEP

Date Review IEP

Comments

7. Upon entering final student information, select one option. Describe any challenges you are experiencing if you select the second option.

Please Select one option ▼

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


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

School Declaration

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

Yes

Signature



Date

DEADLINES

SEP Interim Reports:

February 13, 2020

The final deadline for submission of SEP Interim Reports is February 13, 2020. Failure to submit by the deadline will result in the loss of the remaining 25% of SEP funding.

Who can I contact for more information?

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Holly Smith, Director, Special Education 1-855-250-5083 hollys@fnesc.ca

Rosie Caputo, Manager, Special Education 604-396-0958 rosiec@fnesc.ca