

Web Access to IEPs

Click on the **'STUDENT DATA'** tab in the Genesis portal and then on the **'Summary'** sub-tab. Select your child in the **'SELECT STUDENT'** drop-down (If you have more than one child, you will need to do this for each child).

To the right of your child's picture, you will see a button that says **'IEP Direct Document Portal'**. Click that button and a pop-up will say "You are now opening an external website" - click **'OK'**.

The screenshot shows the Genesis portal interface. At the top, there is a navigation bar with 'MESSAGE CENTER' and 'STUDENT DATA' tabs. Below this, a sub-menu includes 'Summary', 'Attendance', 'Grading', 'Discipline', 'Fees And Fines', 'Documents', 'Forms', and 'Letters'. A 'SELECT STUDENT:' dropdown menu is visible. Below the navigation, there is a section for 'UPPER ELEMENTARY SCHOOL' with 'STUDENT ID:' and 'STATE ID:' fields. A table shows 'THIS WEEK' attendance and a 'BUS' schedule for 'THURSDAY'. A red arrow points to a button labeled 'IEP Direct Document Portal'.

Once the new window comes up, you will see a gray bar that says **'Individual Education Program (IEP)'** – click that bar to expand it. Underneath, you will see documents that have been published for your child. Please look for the column that says **'School Year'** and then click on the row of the school year to read the current IEP:

The screenshot shows the Parent Portal interface. On the left, there is a 'PARENT PORTAL' header with a school icon and 'Moorestown' text. On the right, there is a 'Documents' section with a dropdown menu for 'Individual Education Program (IEP)'. Below this, a table shows 'Published Date' and 'School Year' columns. A button for 'IEP Progress Report' is also visible.

Published Date	School Year
September 01, 2017	2017 - 2018

If you have any trouble accessing this or need a paper copy of your child's IEP, please e-mail xyz or call 123.

Thank you!

Web Access to IEP Progress Reports

Dear Parents,

Please follow the steps below to view your child's Progress Report through the IEP Document Portal which is accessed through your Genesis Parent Portal:

1. Go to www.mtps.com
2. Under *Parents*, click on Genesis Access and log on
3. Be sure you are on the 'Student Data->Summary' tab and if you have more than one child, select the correct one in the drop-down.
4. At the bottom of the screen, click on "IEP Direct Document Portal" (see the red arrow in the screenshot below). You will see a message that says "You are now opening an external website." Click 'OK'.
5. When the new window comes up, look for the heading that says 'IEP Progress Report' and click on that bar.
6. Click on the most recent month/date (see red arrow below) and your child's Progress Report will open as a PDF file.

Thank you for your attention. If you have any problems, please call the number below.

David J. Tate, Ed.D., Director of Special Education, Moorestown Township Public School District
856-778-6610 x12101

Thursday, 6/22/2017 10:29AM

GEORGE BAKER ELEMENTARY SCHOOL | STUDENT ID: | STATE ID: 03

THIS WEEK	M	T	W	R	F
ATTENDANCE	-	-	-	-	-

BUS	WEEK / DAY	< THURSDAY >	
ROUTE	TIME	BUS STOP	PICK UP / DROP OFF
AM			No Transportation
PM			No Transportation

IEP Direct Document Portal

PARENT PORTAL

Moorestown
Township Child
Study Team

My Documents

- Individual Education Program (IEP) ▶
- IEP Progress Report ▼

Marking Period	School Year	Published Date
June	2016 - 2017	June 22, 2017