

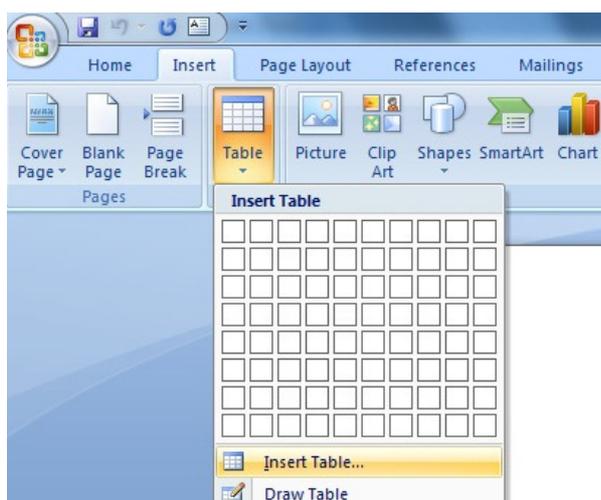
PARS Individual Education Plans - IEP

Creating your IEP

The easiest and quickest way to create an IPE template is to use tables --- count how many columns and rows you require – don't forget you can merge cells and edit later (the report below for example has 5 columns and 4 rows)

Name: [SCHOSENFULLNAME]	DOB: [SDATEOFBIRTH]	AGE: [SAGE]	Staff Involved [I]STAFF_INVOLVED[I]	SENCO
IEP Start date: [D]START_DATE[D]	Review Date: [D]REVIEW_DATE[D]	Signed		
Strengths: [T]FIELD_STRENGTHS-1[/T]	Areas to be developed (each area should have a corresponding target)			
Targets [T]FIELD_TARGET_1[/T] [T]FIELD_TARGET_2[/T] [T]FIELD_TARGET_3[/T]	Strategies [T]FIELD_STRATEGY_1[/T] [T]FIELD_STRATEGY_2[/T] [T]FIELD_STRATEGY_3[/T]	All SIMS fields Chosen name:[SCHOSENFULLNAME] Dob: [SDATEOFBIRTH] Age: [SAGE] Forename: [SFORENAME] ADNO: [SADMISSION_NUMBER] Salutation: [SALUTATION] UPN: [SUPN] Gender: [SGENDER] House: [SHOUSE] NC_YEAR: [SNC_YEAR] REG: [SREG_GROUP]	Success Criteria Criteria 1 Criteria 2 Criteria 3	Achieved [C]HAS_TICK_1[/C] [C]HAS_TICK_2[/C] [C]HAS_TICK_3[/C]
Parent/Carer Involvement [C]HAS_TICK_3[/C]	Pupil's view [I]PUPIL_VIEW[I]	Additional information		
Evaluation and future action [I]EVAL_FUTURE_ACTION[I]				

Open Microsoft Word and go to tables section (where this sits depends on your version of Word)



Now you have created your table, you need to enter the content of each cell including defined field names which will merge data into your IEP document once in PARS

Automatic defined fields are linked to data within PARS and SIMS which IEP will automatically find once in PARS

User defined fields are options where you have to manually enter data

Example of table with content:

PARS Training IEP		
Student Name	[\$CHOSENFULLNAME] (automatic defined field)	
DOB	[\$DATEOFBIRTH] (automatic defined field)	
Tutor Group	[\$REG_GROUP] (automatic defined field)	
Key School Contact	(User defined fields)	
Plan Number	(User defined fields)	
Date of Next Review	(User defined fields)	
Parental Involvement?	(User defined fields)	
Involved Staff Members		
Name	Role	
(User defined fields)	(User defined fields)	
(User defined fields)	(User defined fields)	
Record		
Has significant progress been made?	(User defined fields)	
Have their been significant changes to the student's personal circumstances?	(User defined fields)	
Is a new plan necessary?	(User defined fields)	
Name	Date	Signed
(User defined fields)	(User defined fields)	(User defined fields)

Defined Fields available

Automatically Defined Fields	
Data inserted	Field name
<i>Chosen name</i>	[\$CHOSENFULLNAME]
<i>Date of birth</i>	[\$DATEOFBIRTH]
<i>Age</i>	[\$AGE]
<i>Forename</i>	[\$FORENAME]
<i>Surname</i>	[\$SURNAME]
<i>Admission number</i>	[\$ADMISSION_NUMBER]
<i>Parental salutation</i>	[\$SALUTATION]
<i>UPN</i>	[\$UPN]
<i>Gender</i>	[\$GENDER]
<i>House</i>	[\$HOUSE]
<i>NC Year</i>	[\$NC_YEAR]
<i>Tutor group</i>	[\$REG_GROUP]
<i>Year group</i>	[\$YEAR_GROUP]

If you type normal text into one of the fields on your IEP, then it will appear in PARS exactly as you typed it. The fields in the table above will pull the student's information into the IEP. For example, you might enter the following information into your table on Microsoft Word:

Name	[\$CHOSENFULLNAME]
Date of Birth	[\$DATEOFBIRTH]

In PARS, this will appear as:

Name	John Smith
Date of Birth	01/01/2000

You can use the text formatting options in word (font, bold, underline, text colour, etc.) for presentation if you wish. The user-defined fields required depends on the data that you need teachers to input.

User-Defined Fields		
Data Inserted	Field name	Use
Text box	[T]EXAMPLE_FIELD_NAME[/T] Example: [T]Comments[T] You would enter the title of your data here	The standard feature for allowing users to add unlimited text to an IEP. There is no limit on the amount of text that can be entered, and the IEP will automatically be resized to accommodate the text. <i>Example: this pupil is required to this and that and the other and I can write as much as I need to in the section</i>
Date selector	[D]EXAMPLE_FIELD_NAME[/D]	The feature for adding dates to IEPs. <i>Example: 26/05/2012</i>
Check box	[C]EXAMPLE_FIELD_NAME[/C]	This will produce a 'tick box' which users can tick or untick. <i>Example: do you require FSM? ✓</i>
Input box	[I]EXAMPLE_FIELD_NAME[/I]	A limited text box allowing limited (25) characters only . If you want users to enter more information than this you will need to use a Text box instead <i>Example: Mr & Mrs Brown</i>
HTML select	[S]EXAMPLE_FIELD_NAME[/S] [o]choice 1[/o] [o]choice 2[/o] [o]choice 3[/o] [.]	This will produce a drop down menu of options. <i>Example: ▼ Monday am Tuesday am Wednesday pm Friday pm</i>

If you want to use the same field name within a document, must number the field otherwise the data will be identical when merged.

How not to enter

Head of Year comments	[T]COMMENTS[/T]
Form Tutor comments	[T]COMMENTS[/T]

This is how it should be

Head of Year comments	[T]COMMENTS_1[/T]
Form Tutor comments	[T]COMMENTS_2[/T]

Make sure that there are no spaces in your field names. If you need to separate words, use an underscore _

Now see the earlier example completed with the field names from above:

PARS Training IEP		
Student Name	[\$CHOSENFULLNAME]	
DOB	[\$DATEOFBIRTH]	
Tutor Group	[\$REG_GROUP]	
Key School Contact	[T]KEY_SCHOOL_CONTACT[/T]	
Plan Number	[I]PLAN_NUMBER[/I]	
Date of Next Review	[D]NEXT_REVIEW_DATE[/D]	
Parental Involvement?	[C]PARENT_INVOLVED[/C]	
Involved Staff Members		
Name	Role	
[T]NAME_1[/T]	[T]ROLE_1[/T]	
[T]NAME_2[/T]	[T]ROLE_2[/T]	
[T]NAME_3[/T]	[T]ROLE_3[/T]	
Record		
Has significant progress been made?	[S]PROGRESS[/S] [o]Yes[/o] [o]No[/o] [.]	
Have there been significant changes to the student's personal circumstances?	[S]PERSONAL_CHANGE[/S] [o]Yes[/o] [o]No[/o] [.]	
Is a new plan necessary?	[S]NEW_PLAN[/S] [o]Yes[/o] [o]No[/o] [.]	
Further Comments: [T]COMMENTS[/T]		
Name	Date	Signed
[T]NAME_4[/T]	[D]DATE_TODAY[/D]	

Check that your text and field names are in the correct place, and that there are no lower case letters or spaces in the field names. You may also wish to spell check your document.

You should not change the sizing of the rows and columns at this point as the document still needs to be converted to .html (web page) format. This action can change the size of the rows and columns, so it is best to edit them last.

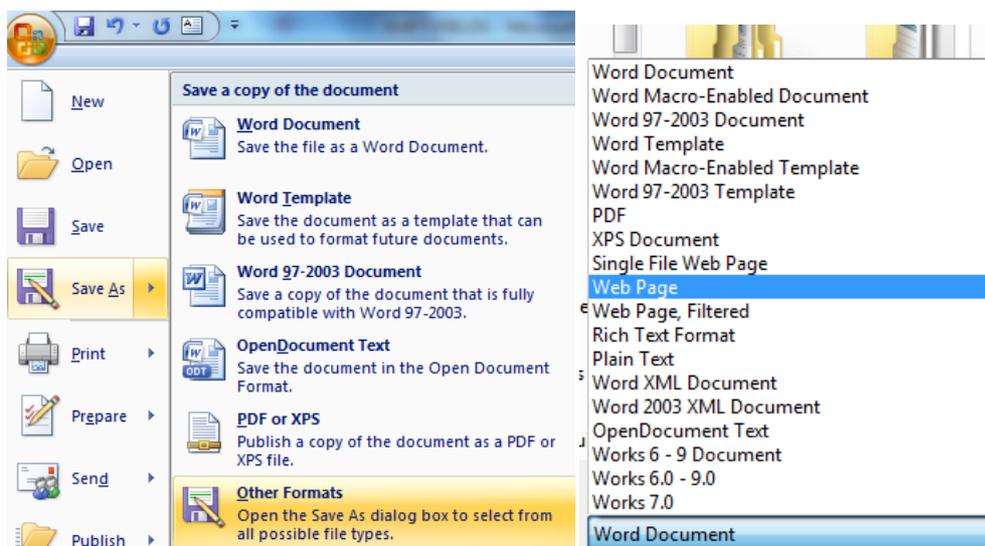
Converting Your IEP to .html (web) Format

PARS will only accept IEPs in .html format, so once you're happy with the layout and content, it's time to convert to .html

To do this is very simple – firstly go the main menu of Microsoft Word and go down to Save As. You should click on 'Other Formats.'

Click on the box next to "Save as type:"

You should now see a list of formats that you can save your document as - select 'Web page'. This option will save your IEP in .html format. Name your IEP and click save.



For details how to upload your IEP to PARS....please follow the guide
http://www.tascsoftware.co.uk/wiki/index.php/lep#Field_names_available