



**PUBLIC**  
CONSULTING GROUP

# EDPlan Connect Parent Portal Guide

**Austin Independent School District**

**September 2023**

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## INTRODUCTION

The EDPlan Connect Parent Portal feature will allow the parent or guardian, to virtually access their student's IEP documentation, progress reports, 504 documents (if applicable), and other documents generated in the system that the school district would like the parent/guardian to review. This guide will walk you through the steps to access the Parent Portal and how to use the portal to review and sign documents.

## HOW TO ACCESS THE PARENT PORTAL

Once a document has been created for your student, you will be sent an email notification with a link that allows you to access the Parent Portal. You can use the Parent Portal anytime, but it is commonly used if you are unable to attend the IEP meeting.

- Locate the **email notification** from EasyIEP in your inbox
  - This notification will be sent to the email address the school has on file
  - If you believe the email address is incorrect, please reach out to the Case Manager at your school
  - If you cannot locate the email in your inbox, please check your spam and junk folders
- Click the **EDPlan Connect** link to login to the Parent Portal

New documents from AISD for your child



Your child has documents available for review

Please click the following link to log in to Austin ISD's portal [EDPlan Connect](#)

Thank you,

Austin ISD

# EDPlan Connect™

Please do not respond to this email as it is from an automated email account that is not monitored. If you have questions or concerns, please reach out to Austin ISD.

- A new window will open, with the Parent Portal login page
  - To gain access to the Parent Portal, the parent or guardian will always need to authenticate their identity, per FERPA requirements, by requesting an access code via a text message or voice call
  - There will not be an option to create a password
- Click the bubble next to **Text Message**, **Voice Call**, or **E-Mail** to receive your access code

# edplan

connect



## AUSTIN

Independent School District  
Austin ISD

How would you like to receive the access code?

- Text Message
- Voice Call
- E-Mail

**REQUEST ACCESS CODE**

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- Based on your selection, a new section will appear with the phone number(s)/e-mail address(s) the school has on file for the parent/guardian
  - If the phone number/e-mail listed is not correct, please reach out to the Case Manager at your school
- Click the bubble next to the phone number/e-mail you would like to select
- Click **Request Access Code**

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## AUSTIN

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Austin ISD

How would you like to receive the access code?

Text Message

Voice Call

E-Mail

Select the phone number you wish to use:

###-###-4544

**REQUEST ACCESS CODE**

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- You will receive the access code via text message, voice call, or e-mail to the phone number/e-mail you selected
  - Allow for 1-2 minutes to receive the access code via the method you chose (for example, you would receive a text if you selected “Text Message”)
- Enter the access code
- Click **Login**

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## connect



# AUSTIN

Independent School District

Austin ISD



You will have 15 minutes to use your access code.

Enter Access Code:



**LOGIN**

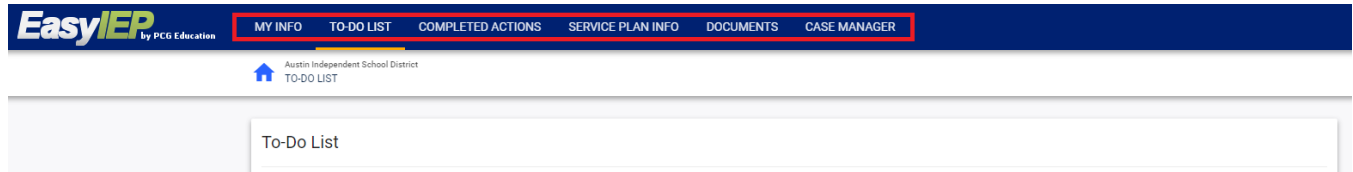
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# PARENT PORTAL OVERVIEW

## PARENT PORTAL NAVIGATION

- The Parent Portal is with smartphones, tablets, laptops, and desktop computers. It's mobile friendly for parents on the go!
  - When you log in to the Parent Portal, the home page will be your to-do list.
  - Depending on the size of your screen, the navigation menu will appear at the top of your screen or as a drop-down menu list on the left side.



## TO-DO LIST

- When you log in to the Parent Portal, the landing page will be your To Do List.
- The To Do List contains items that need the attention of the parent/guardian.
- Any documents pending a parent/guardian response will be displayed in this section.
- The Action column will indicate the actions required by the parent/guardian:
  - Review
  - Sign
  - Apply Parent Answer
- How to open a document for review
  - Below the article column click on the blue link that shows the title of the document.
- How to sign/apply the parent's response to a document:
  - Below the reply column click on the pen icon

### For Your Reference / Review

- For your reference/review section is located under the To-Do List.
- The documents in this section are not specific to the student, they are generic.

## COMPLETED ACTIONS

- This tab will show any previous actions you have taken, such as applying a parent response and signing documents.
  - For example, after signing a document, it will move from the To Do List tab to the Completed Actions tab

MY INFO TO-DO LIST **COMPLETED ACTIONS** SERVICE PLAN INFO DOCUMENTS CASE MANAGER

Austin Independent School District  
COMPLETED ACTIONS

No data available in table					
Showing 0 to 0 of 0 entries					

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## SERVICE PLAN INFORMATION

- The Service Plan Information tab is a very high-level overview of the student's IEP or 504
- The Information section of the student's current Service Plan includes:
  - Eligibility dates
  - IEP Dates
  - disabilities
  - Services
- The Services section includes:
  - Details regarding the services indicated on the student's IEP or 504

Bartholomew The Test's Current Plan and Service Information

Eligibility Dates: 01/26/2023 - 01/26/2026  
 IEP Dates: 08/21/2023 - 08/06/2024  
 Disabilities: 05 Deaf-Blind  
 03 Deaf/Hard of Hearing

Services

Service Class	Service	Begin Date	End Date	Num Sessions by Session Length	Extended School Year	Doctor Authorization
Special Ed Services	Career Orientation	06/19/2023	06/18/2024	1 sessions/Day of 1 hr	No	
Special Ed Services	Career Orientation	06/19/2023	06/18/2024	1 sessions/Day of 1 hr	No	
Special Ed Services	Reading	01/25/2023	12/25/2023	2 sessions/Day of 30 min	No	
Special Ed Services	Test – Mathematics - Group	01/25/2023	01/09/2024	1 sessions/Day of 1 hr	No	
Special Ed Services	Test – Reading Group	01/25/2023	01/09/2024	1 sessions/Day of 2 hr	No	
Special Ed Services	Writing	01/25/2023	12/25/2023	2 sessions/Day of 30 min	No	
Related Services	Transportation	08/21/2023	08/07/2024		No	
Related Services	Transportation	08/21/2023	08/07/2024		No	

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Bartholomew The Test's Current Section 504 Plan and Service Information

Section 504 Eligibility Dates: 08/08/2023 - 08/08/2026  
 Section 504 Plan Dates: 08/07/2023 - 08/07/2024

Section 504 Disabilities

DOCUMENTS

- The Documents tab contains all the documents associated with your student.
- You will have the student's records for the entire student's history (current and prior school years).
- Any IEPs that have been created for the student in the system will be available in the Parent Portal, not just when you first started using the Parent Portal and are moving forward.
- Review any documents associated with your student and your Parent Portal account.
  - Click the drop-down menu to select the school year. (Little dropdown arrow on the right side of the screen.)
- Open a particular document by clicking the documents link.
  - Under the Document column click on the blue document link that displays the document title

### Student's Documents

Select School Year  
2023 - 2024

School Year	Date Finalized	Document	Associated Event
2023	08/25/2023	<a href="#">Parental Consent to Access Public Benefits</a>	Medicaid Parental Consent
2023	08/16/2023	<a href="#">Transportation Form</a>	Transportation Form
2023	08/16/2023	<a href="#">IEP</a>	IEP
2023	08/16/2023	<a href="#">Notice of ARD/IEP Committee Meeting</a>	( Translated to SPANISH )
2023	08/16/2023	<a href="#">Notice of ARD/IEP Committee Meeting</a>	Notification - IEP
2023	08/16/2023	<a href="#">Notice of ARD/IEP Committee Meeting</a>	( Translated to SPANISH )
2023	08/16/2023	<a href="#">Notice of ARD/IEP Committee Meeting</a>	Notification - IEP

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## CASE MANAGER

Your child's Case Manager will appear here.

### Case Manager

Name	Title	
Test Test		
Work Phone	Email Address	
Address		
City	State	Zip Code

## MY INFORMATION

- The My Information tab is visible only because the information comes from the student information system.
- Please direct any changes or comments regarding the information on this page to the case manager at your student's Austin ISD school.



## My Information

Name Jan Test	Relationship Mother	Email [REDACTED]@gmail.com
Home Phone [REDACTED] 312	Work Phone	Cell Phone
Address 123 Main Street		
City Austin	State TX	Zip Code 73301



Please contact your campus administrator if changes are needed to your contact information (i.e., email address, phone number, physical address).

## HOW TO REVIEW AND SIGN DOCUMENTS

- When you log in to the Parent Portal, the landing page will be your To Do List
- The To Do List contains items that need the attention of the parent/guardian.
- Any documents pending a parent/guardian response will be displayed in this section.
- The Action column will indicate the actions required by the parent/guardian:
  - Revision
  - Sign
  - Apply parent answer

### To-Do List

Student	Date Submitted	Item	Action	Respond
Bartholomew The Test	08/16/2023	<a href="#">IEP</a>	Sign IEP	
Bartholomew The Test	08/25/2023	<a href="#">Parental Consent to Access Public Benefits</a>	Sign Parental Consent to Access Public Benefits	
Bartholomew The Test	08/04/2023	<a href="#">504 Eligible + Plan</a> <a href="#">504 Eligible + Plan (translated to SPANISH)</a>	Review Final 504 Eligible + Plan	Review
Bartholomew The Test	08/04/2023	<a href="#">IEP</a> <a href="#">IEP (translated to SPANISH)</a>	Review Final IEP	Review
Bartholomew The Test	08/16/2023	<a href="#">Notice of ARD/IEP Committee Meeting</a> <a href="#">Notice of ARD/IEP Committee Meeting (translated to SPANISH)</a>	Review Final Notice of ARD/IEP Committee Meeting	Review
Bartholomew The Test	08/16/2023	<a href="#">Notice of ARD/IEP Committee Meeting</a> <a href="#">Notice of ARD/IEP Committee Meeting (translated to SPANISH)</a>	Review Final Notice of ARD/IEP Committee Meeting	Review
Bartholomew The Test	08/05/2023	<a href="#">Section 504 Meeting Notice</a>	Review Final Section 504 Meeting Notice	Review
Bartholomew The Test	08/05/2023	<a href="#">Section 504 Notice and Consent</a>	Review Final Section 504 Notice and Consent	Review

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- Review all documents before adding your response or signature.
- In this example, we are going to review and sign the TX Austin IEP
  - Open the TX Austin IEP document to review:
    - Below the Item column
    - Click on the blue link TX Austin IEP
    - A new window will open with the document you selected for review.
- If you chose to sign the document after its review
- Click the X to close the document and return to your To Do List
- Click on the pen icon in the Reply column to sign the corresponding document, TX Austin IEP

### To-Do List

Student	Date Submitted	Item	Action	Respond
Bartholomew The Test	08/16/2023	<a href="#">IEP</a>	Sign IEP	
Bartholomew The Test	08/25/2023	<a href="#">Parental Consent to Access Public Benefits</a>	Sign Parental Consent to Access Public Benefits	
Bartholomew The Test	08/04/2023	<a href="#">504 Eligible + Plan</a> <a href="#">504 Eligible + Plan (translated to SPANISH)</a>	Review Final 504 Eligible + Plan	Review
Bartholomew The Test	08/04/2023	<a href="#">IEP</a> <a href="#">IEP (translated to SPANISH)</a>	Review Final IEP	Review
Bartholomew The Test	08/16/2023	<a href="#">Notice of ARD/IEP Committee Meeting</a> <a href="#">Notice of ARD/IEP Committee Meeting (translated to SPANISH)</a>	Review Final Notice of ARD/IEP Committee Meeting	Review
Bartholomew The Test	08/16/2023	<a href="#">Notice of ARD/IEP Committee Meeting</a> <a href="#">Notice of ARD/IEP Committee Meeting (translated to SPANISH)</a>	Review Final Notice of ARD/IEP Committee Meeting	Review
Bartholomew The Test	08/05/2023	<a href="#">Section 504 Meeting Notice</a>	Review Final Section 504 Meeting Notice	Review
Bartholomew The Test	08/05/2023	<a href="#">Section 504 Notice and Consent</a>	Review Final Section 504 Notice and Consent	Review

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asyIEP by PCG Education MY INFO TO-DO LIST COMPLETED ACTIONS SERVICE PLAN INFO DOCUMENTS CASE MANAGER

IEP 1 / 18 100%

**AUSTIN**  
 REPORT OF ADMISSION, REVIEW, AND DISMISSAL/  
 INDIVIDUALIZED EDUCATION PROGRAM (ARD/IEP) COMMITTEE MEETING

Name: Bartholomew The Test	DOB: 02/09/2021	ARD Meeting Date: 08/14/2023
Attending School: -unknown	Parent/Guardian Name: Jan Test	IEP Begin Date: 08/21/2023
ID#: BTTEST01PROD	Address: 123 Main Street	IEP End Date: 08/06/2024
Grade: 03	City: Austin	
State: TX	Phone: 4058501312	
	Phone 1:	

ARD/IEP Committee Meeting General Information  
 Parent is in attendance.  Parent was unable to attend the ARD/IEP meeting.

Contact Attempts

Attempt 1	U.S. Mail	12/27/2022
Attempt 2		
Attempt 3		

Did the parent/adult student waive the '5 school days' requirement for the written notice of ARD/IEP committee meeting? (If "No" the ARD/IEP meeting may not convene)  Yes  No  N/A

Yes  No An interpreter is required in this meeting. If "Yes", an interpreter is present. If "No", parent/guardian/adult student has completed the Home Language Survey or a Language Preference form indicating the preference of English as the mode of communication. If interpreter present, specify language/mode of communication.

To-Do List

Student	Date Submitted	Item	Action	Respond
Bartholomew The Test	08/16/2023	IEP	Sign IEP	
Bartholomew The Test	08/25/2023	Parental Consent to Access Public Benefits	Sign Parental Consent to Access Public Benefits	
Bartholomew The Test	08/04/2023	504 Eligible + Plan 504 Eligible + Plan (translated to SPANISH)	Review Final 504 Eligible + Plan	Review
Bartholomew The Test	08/04/2023	IEP IEP (translated to SPANISH)	Review Final IEP	Review
Bartholomew The Test	08/05/2023	Section 504 Meeting Notice	Review Final Section 504 Meeting Notice	Review
Bartholomew The Test	08/05/2023	Section 504 Notice and Consent	Review Final Section 504 Notice and Consent	Review
Bartholomew The Test	08/16/2023	Notice of ARD/IEP Committee Meeting Notice of ARD/IEP Committee Meeting (translated to SPANISH)	Review Final Notice of ARD/IEP Committee Meeting	Review
Bartholomew The Test	08/16/2023	Notice of ARD/IEP Committee Meeting Notice of ARD/IEP Committee Meeting (translated to SPANISH)	Review Final Notice of ARD/IEP Committee Meeting	Review

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- A new window will open to apply your signature.
  - The Parent Portal is mobile friendly – supports smartphones, tablets, laptops and desktop computers.
  - Depending on the device you are accessing the Parent Portal from, you can sign with a mouse or your hand if you are on a touch screen device.
- Click Sign Document

## Sign IEP



Document Type  
IEP

Parent Signing  
Jan Test

Date  
09/07/2023

Sign IEP

Signature



CLOSE

SIGN DOCUMENT

- The document you just completed and signed will no longer appear on the To Do List tab.
  - After a document is signed, it will be moved to the Completed Actions tab.
- Click Completed Actions on the blue menu bar.
- The signed document will now appear in the Completed Actions tab.

MY INFO TO-DO LIST **COMPLETED ACTIONS** SERVICE PLAN INFO DOCUMENTS CASE MANAGER

Austin Independent School District  
COMPLETED ACTIONS

### Completed Actions

Student ID	Student	School	Description	Item	Date Completed
BTEST001PROD	Bartholomew The Test	Test School One	Sign IEP	IEP	09/07/2023

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