

My List Notes

Important Note: A My List is not a teacher or support staff person's roster. There are a few reasons why a child may show up on your My List. These include being assigned to a service on the child's F page, being assigned to an Activity on the child's F page, being a Potential Service Provider for that child or having had added that Child to your My List with PEEK access.

Here are some helpful screenshots for each of these situations.

Assigned to a child's service on the F page

In this example, the provider is assigned to a Specially Designed Instruction service. On the F page, the service would look like this (Child's name crossed out for privacy):

Service: Specially Designed Instruction (SDO)	Status: VLSP	<input checked="" type="checkbox"/> Include on PWN	<input type="checkbox"/> Leveled
Start:	02/01/2013		
Provider:	Edward Fischer	History	
Total:	228	minutes per:	Week
		Direct removal from Gen. Ed. setting?	Yes
		Min./Week removed:	228
Description:	[REDACTED] will receive Social Sciences in a special needs setting to address comprehension skills and applications, writing skills and applications and behavioral needs.		
Total min./month:	912	Sp. Ed. min./month:	912
Gen. Ed. min./month:	0	Change Provider	End Service

Since Edward Fischer is assigned to this service, the student would show up on Edward's My List with a status of VLSP which stands for "Validated Service Provider" (Shown below):

[REDACTED]	[REDACTED]	[REDACTED]	09/02/2015	09/03/2016	11/26/2014	VAL	Review A	VLSP	67950109
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Assigned to a child's activity on the F page:

In this example, the provider is assigned to a child's activity on the F page. On the activities tab of the F page, the provider will appear like this (Child's name crossed out for privacy):

Activity/Support:	Accommodation		
Start:	10/24/2013	Time & Frequency:	all TEST TAKING
Provider Name:	Lacey Neuendorf	B	C
		Position Responsible:	Special Education Teacher
District:	Waterloo	L	
		Building:	Irving Elementary School
		L	
Description:	ACCOMMODATIONS: 10/23/2014 Test and assessments will be given in a small group testing area. [REDACTED] will be given up to double the time limit to complete tests and assessments. Directions may be repeated and clarified. [REDACTED] requires tests and assessments, with the exception of those that are testing reading comprehension or		

This can be changed without a Change Provider request. You can change the provider of an activity through the bank option to the right of the Provider Name. Just make sure that the district and building boxes have the appropriate district and building filled in first.

Since Lacey Neuendorf is assigned to this activity on this child's F page, this is how the child would appear on Lacey's My List, with a status of ACTY (Activity).

[Redacted]	[Redacted]	[Redacted]	10/22/2015	10/24/2016	10/23/2014	AAA	Review	ACTY	67950490	
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Assigned as a Potential Service Provider:

Potential Service Provider is obtained through the Add/Transfer button. Once a person enters in a child's name and birthdate, depending on the situation, they can add themselves as a Potential Service Provider to a child's IEP. The child will then show up on the provider's My List like this (with PTSP as the status code):

[Redacted]	[Redacted]	[Redacted]	10/09/2015	10/15/2015	10/10/2014	AAA	Review	PTSP	67950490	X
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Notice the Red X on the far right of the My List. This button can be clicked in order to remove the child from a provider's My List. This will not delete the child or delete the child's IEP, but merely remove the child from the provider's My List.

Assigned to the child with PEEK Access:

PEEK Access is usually used by Speech Language Assistants or teachers who are teaching a child during the summer. PEEK access limits a user's permissions compared to what their usual permissions may be set at. With PEEK access, the user will only be allowed to view Archives and to edit and IEP. They will not be able to create an IEP, mark an IEP Ready-to-Review, exit a Child, etc. Below is what a child would look like on a PEEK Access provider's My List:

[Redacted]	[Redacted]	[Redacted]	05/12/2015	05/19/2016	10/14/2014	AAA	Review A	PEEK		X
[Redacted]	Camryn	[Redacted]	05/21/2015	05/21/2017	05/22/2014	AAA	Initial	PEEK		X
[Redacted]	[Redacted]	[Redacted]	12/07/2015	12/07/2017	12/08/2014	RTV	Reeval	PEEK		X
[Redacted]	[Redacted]	[Redacted]	03/26/2015	04/15/2016	03/27/2014	AAA	Reeval	PEEK		X

Notice that there is a red X next to the child's name like the Potential Service Provider's My List. They can be removed from the provider's My List in the same way as Potential Service Provider(s).