My List Notes

Important Note: A My List is <u>not</u> 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.

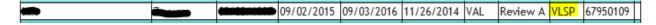
Here are some helpful screenshots for each of these situations.

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):

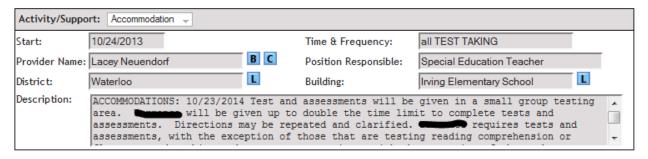


Since Edward Fischer is assigned to this service, the student would show up on Edward's My List with a status of VLSP which stands for "Validated Service Provider" (Shown below):



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):



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).



Assigned as a Potential Service Provider:

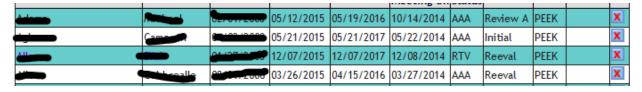
Potential Service Provider is obtained through the Add/Transfer button. Once a person enters in a child's name and birthdate, depending on the situation, they can add themselves as a Potential Service Provider to a child's IEP. The child will then show up on the provider's My List like this (with PTSP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



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:



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).