

## IIEP:

### OPENING ELIGIBILITY SCREEN FOR UPDATES

Once the eligibility screen in the IIEP process has been saved, it locks this screen and will not allow additional editing.

If the need to edit this information arises, please follow these steps:

#### ACR and Reevaluation Review

1. If eligibility determination was already entered and saved on the eligibility screen you will need to inactivate this event in the Student History first by clicking the checkbox to the left of Eligibility Determination and clicking Update Database.
2. Check to see if the Eligibility screen is now unlocked in the IIEP Process. If not, change your Meeting Purpose to Reevaluation Review, update the Eligibility screen including Eligibility Determination and hit save. REMEMBER: change your meeting purpose back to the original purpose.

#### Any other meeting purpose

1. Change the meeting purpose to Reevaluation Review and click save.
2. Update the eligibility screen as necessary and click save.
3. Change your meeting purpose back to original purpose.

ACR and Reevaluation Review are the only meeting purposes for which the program expects an eligibility determination event to be entered.