

How to Proceed when the General Education Teacher is not in Illuminate

Sometimes when generating a REED you find that the General Education Teacher has not yet been entered into Illuminate. When you try to enter their name it will not permit you to save because the name doesn't appear in the dropdown. When this happens you can't get beyond this page of the REED. Below you will find the steps to work around this issue while still allowing you to record the General Education Teacher's participation in the REED since they are a required member.

General Ed Teacher * Enter Name

District Representative * Maureen Dorough

Illuminate User(s) Jessie Madden(Psychologist) ⓪
Amy Duffy Barnes(Social Worker) ⓪

Use Other Role

Role ASD Mentor ▾

Name Enter Name

Save

Enter the words "Not Applicable" and the dropdown should find a matching name for "Not Applicable"

General Ed Teacher * Not Applicable

District Representative * Maureen Dorough

Illuminate User(s) Jessie Madden(Psychologist) ⓪
Amy Duffy Barnes(Social Worker) ⓪

Use Other Role

Role ASD Mentor ▾

Name Enter Name

Save

When you click on "Not Applicable" from the dropdown it will allow it to be saved as the General Education Teacher's Name.

Now click on "Use Other Role"

General Ed Teacher *

District Representative *

Illuminate User(s)
 Jessie Madden(Psychologist) (-)
 Amy Duffy Barnes(Social Worker) (-)

[Use Predefined Roles](#)

Role

Name

You are now able to manually enter the Role (General Education Teacher) and the Name of the Teacher (Mrs. Smith)

Now click on Add User and then Save

General Ed Teacher *

District Representative *

Illuminate User(s)
 Jessie Madden(Psychologist) (-)
 Amy Duffy Barnes(Social Worker) (-)

Non-Illuminate User(s)
 Mrs. Smith (General Education Teacher) (-)

[Use Predefined Roles](#)

Role

Name

The student's actual General Education Teacher is now saved and you have satisfied the required field of General Education Teacher through the entry of Not Applicable

User successfully added!

Please remember that General Education Teacher IS a required participant so you can not enter Not Applicable to exclude the General Education Teacher. This is simply a way to allow you to enter a General Education Teacher that has not been added into Illuminate yet. Your local data entry staff can manually enter any new teachers into Illuminate upon request but there are sometimes instances when a REED is required before that can be done.