



# SPOTLIGHT ON ILLUMINATE

NOVEMBER 2014

## CUSTOM REPORTS

Illuminate has a Custom Reports feature that our district level administrators have been using for some time. Recently, we extended the Reports tab to all Illuminate users. This will appear at the top left of your Dashboard near Special Education, Students, and Medicaid. The reports feature can be used to build personalized reports to help manage your caseload, share information with general education teachers on student accommodations, or prepare for the state-wide assessment needs of your caseload. Any report built in Illuminate can then be shared with other individual users or groups of users. In our October Illuminate User Group Meeting we reviewed the custom reporting feature in Illuminate so please see your User Group members for more information on Custom Reports. If you have specific requests for reports that you would like to have built and shared back with individual users or groups of users, please email Renee Thelen at [rthelen@ioniaisd.org](mailto:rthelen@ioniaisd.org). If you do not have the Reports tab on your Dashboard please email Terri Thomas at [tthomas@ioniaisd.org](mailto:tthomas@ioniaisd.org) to have this feature added.

## STUDENT PROFILE

While Custom Reports can be helpful for building reports on groups of students, the Student Profile feature provides an easily accessible snapshot of individual students. This profile contains a quick snapshot of the student including demographic information, parent contact, IEP & REED dates, student goals, supplementary aids & services, and transportation information. The profile information can be viewed on the screen or converted to a pdf for a print-friendly profile. Users can also choose to print the entire profile or the individual sections of the profile that are relevant to the user's needs. The Student Profile can be accessed by using the following steps:  
From the Dashboard → Student → Student Search → Enter Student Name → Click Search → Click on Target Student → Quick Nav → Student Profile

## STATEWIDE ASSESSMENTS

You may have noticed some changes to the Statewide Assessments section of the IEP this fall. For students taking the standard statewide assessment it is not required that the IEP specifically name the assessment. Therefore, Illuminate updated the assessment options to reflect an option for "general assessments". This assessment option refers to the standard statewide assessment that would be appropriate for that student's grade level (i.e., MEAP, MME, ACT, etc.) This will keep consistent language in our IEPs from year to year and eliminate the need for unnecessary amendments should the state choose to use a different standard assessment system in the future. In the event that an alternate to the standard assessment is to be given, that alternate assessment must be listed by name. Therefore, Illuminate still has the option to select MI-Access for students when that is determined to be appropriate by the IEP team. It is also important to note that MEAP-Access is NO LONGER available as an alternate assessment option. Any student with an IEP calling for MEAP-Access will need either a new IEP or an amendment to change this assessment prior to the Spring testing window.

## REED & IEP CHECKLIST

The wiki has now been updated with both an IEP and a REED checklist. The IEP checklist was previously available in districts but has been updated this fall and added to the wiki. The REED checklist was recently developed as part of a Focused Monitoring activity. Both tools provide staff with reminders of the steps for successfully completing a compliant process. Please see your local district Special Education Coordinator for further guidance on use of these tools within the district.

Wiki → Special Education → Resources → Use the "Search this Workspace" bar to search for "IEP Checklist" or "REED Checklist"

## SURVEY COMING SOON!

Our ISD has been using Illuminate for several years now and users around the county have requested that we offer Illuminate Refresher courses in addition to the new staff trainings. Due to this request we are in the process of scheduling some additional training opportunities for this school year. Within the next couple of weeks a survey will be forwarded to you by your Special Education Coordinator. Please participate in this survey so we can tailor the training opportunities to the needs of the county.