



EasyIEP Demographic Form for Initial Special Education Evaluations

Purpose: This form is completed for students who are being referred for Initial Evaluations for special education. All of this information is needed:

- To add students to the EasyIEP system.
- To ensure any student file transfers from different districts are completed before any new documents are started in the EasyIEP system.
- To start a student file in CEO, where we store all scanned special education records.

Please ensure the Special Education box is checked on the student’s account in PowerSchool. Typically, the building secretary does this. In **PowerSchool**, under the Special Education tab, the “Special Education for MSDS Reporting” box should be check-marked. This will begin dataflow from PowerSchool to EdPlan.

It will take at least one overnight for this data to transfer to EasyIEP after the Special Education box is checked.

Form Completed by: _____ Date: _____

	Last	First	Middle
Student’s Legal Name:			
UIC Number:		Date of Birth:	
Gender:		Race:	
Resident District:		Operating District:	
Attending School:		Grade:	
County of Residence:		Case Manager:	
If student is already in EasyIEP, the Parent Information under the Parent Tab needs to be completed before you can start a REED. You do have the ability to complete this section yourself. If you would like the EasyIEP Team to enter parent information, please complete the fields below.			
Parent/Guardian Names:		Relationship to Student:	
Address:			
City/State/Zip:			
Phone Number:		Email Address:	

Please email the completed form to the EasyIEP Team at **easyiep@northwested.org** for immediate processing.