

Your Simple Forms need to be opening outside the Special Education (SPED) module. Below are two forms. The first one shows how the form will pop up on your screen if it is opening within the Special Education module. Notice you see your Index/Search tabs on the left-hand side.

(1) Inside of your AIM SPED module:

Save

Montana Office of Public Instruction Denise Juneau, State Superintendent		Special Education Meeting Notice	
Student Name		Today's Date	
Parent Name(s)		IEP Manager and Phone Number	

An Evaluation Team Meeting / Individualized Education Program Team meeting has been scheduled for at . The meeting will be held at in . Topics for discussion will include, but are not limited to:

EVALUATION TEAM MEETING

- Any information you would like to share with the team
- Current classroom-based assessments
- Observations by teachers and related service
- The determination of the need for special education and related services
- Recommendations for consideration by the IEP team regarding special education and related

The second one below shows how the form will pop up on your screen if it is opening outside the Special Education module. Notice you do not see your Index/Search tabs on the left-hand side as it opens in a new browser window.

(2) Outside of the AIM SPED module in new browser window:

Adams-Notice Of Team Meeting-1452799985730.pdf - Adobe Acrobat Reader DC

Save

Montana Office of Public Instruction Denise Juneau, State Superintendent		Special Education Meeting Notice	
Student Name		Today's Date	
Parent Name(s)		IEP Manager and Phone Number	

An Evaluation Team Meeting / Individualized Education Program Team meeting has been scheduled for at . The meeting will be held at in . Topics for discussion will include, but are not limited to:

EVALUATION TEAM MEETING

- Any information you would like to share with the team
- Current classroom-based assessments
- Observations by teachers and related service providers
- Results of assessments in all areas related to the suspected disability
- The determination of a disability
- The determination of the need for special education and related services
- Recommendations for consideration by the IEP team regarding special education and related services
- Individual Family Service Plan (IFSP) for a 3 year old

IEP MEETING

- Parent and student information regarding strengths, educational concerns and preferences/interests
- Consideration of special factors such as behavior, communication, limited English
- General education accommodations and modifications
- Special education and related services
- Responsibilities for implementing the IEP

To set it correctly to open in a new browser window, you will need to go to Manage Add-ons in Internet Explorer. On my version of IE to get to the Manage Add-ons area I did the following:

Go to Tools

Select Internet Options

Select the Programs tab

Select Manage add-ons button

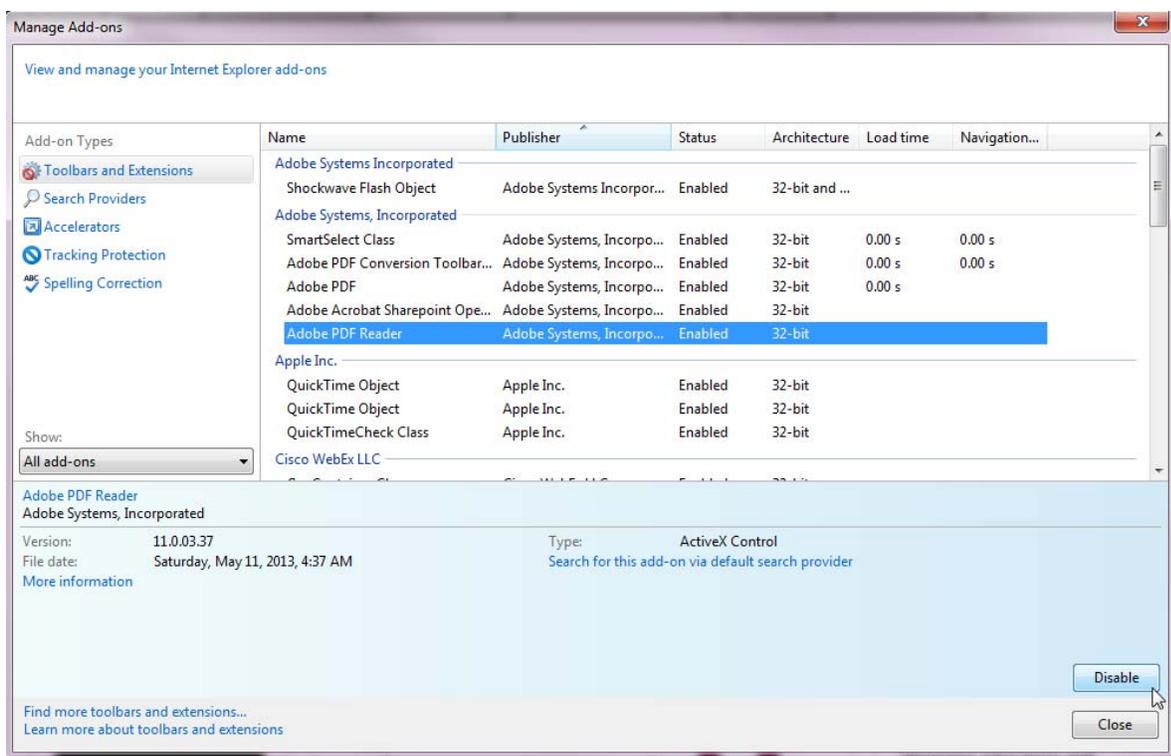
Select the Currently loaded add-ons button

Select All add-ons

Select Adobe PDF Reader and make sure it is Enabled

Your Add-on area of Internet Explorer (IE) should look like this:

On the below screen you would need to select the Disable button once you have highlighted the Adobe PDF Reader.



Before closing out of IE, clear your temporary internet files and once this is completed, restart your browser for the changes to take effect.