



Kendall County Special Education Cooperative

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To: Principals, All Special Education Teachers, Speech/Language Pathologists, Nurses, Psychologists, Social Workers, Guidance Counselors

From: Lynda Shanks, Director
Denise McCarthy, Assistant Director

RE: Annual Review Information

Attached is information about 2010 annual reviews. All Annual reviews will be generated using Easy IEP. The attached information provides step-by-step directions for creating an IEP using the Easy IEP system. Resources for assistance include your coordinator, the Easy IEP Help menu and PCG Support. KCSEC tech staff member, Fred Harrison (fharrison@kcsec.org), can answer questions and assist with problem solving regarding the system. The Easy IEP Help menu can also walk you through how to do many tasks.

KCSEC reminds users that previous information is still “behind the scenes” in EZ IEP. All of this information needs to be updated/replaced for the 2010 annual review. Please review each IEP carefully to make sure that the previous year’s information has been changed or removed.

Annual Reviews dates and times will be arranged by each building’s administration, building teams and KCSEC Coordinator. Please contact your Coordinator if you have any additional questions or need further clarification regarding the Annual Review process.