

Case Manager Responsibilities – EZ IEP

Step 1: Log onto EZ IEP (<https://go2.easyiep.com/ilyorkville>)

Step 2: Enter name & password. If this does not work, email fharrison@kcsec.org and a new password will be issued to you.

Step 3: It is best to change your password to something that is meaningful and something you will remember.

Step 4: The first time you go onto to the website you will come across a user agreement – scroll down to the bottom and click agree.

Step 5: The front page of EZ IEP (once you are logged in) will have supports you may need.

Step 6: Please go onto STUDENTS and your caseload should come up for you to review. Submit any missing names or information by email to your coordinator. If they are new to the district for this school year – send the students SIS number in the email. Also – please check your students SIS number as you are checking your caseload.

Step 7: You will need to create your IEP teams for each student. Click on the student's name and then IEP process off of the top menu, then Review IEP team. Team members should include all staff on the IEP team. Include the social workers, psychologists, principals, assistant principals, nurses, or any one that would need to be invited to a staffing that is in your building.

Step 8: You are now ready to prepare for annual reviews – Follow the directions provided on the Annual Review paperwork.