**Adding Actions**

 Various documents related to the IEP can be created and added to a student’s program by adding an action. To do this, begin by searching for the student in Enrich. When found, select the student’s “Program” tab. Click on the “+Add Action” link. This will create a drop down menu. In the menu select from the various documents available.



 Documents under “Add IEP” include:

 Behavior Intervention Plan

 Consent for Initial Provision of Special Education and Related Services

 Consent for Medicaid Reimbursement

 Consent for Reevaluation

 Consent to Invite Agencies Related to Transition

 Evaluation

 IEP Amendment Waiver

 Manifestation Determination

 Notification of Medicaid Benefits

 Part C to B Referral

 Prior Written Notice of Graduation

 Prior Written Notice of Special Education Action

 Request to Release or Secure Confidential Information

 SLD Initial Evaluation Extension

 Summary of Performance

 Special Evaluation

After creating a form, be sure to complete all fields and finalize a document so that it can move from a draft to a finalized format. Note: Once these documents are finalized they will no longer show up on the student’s dashboard. They can be found by clicking on “View History.”

