TN PULSE: Special Education Eligibility Manual

For Users and Administrators

Tennessee Department of Education | July 2023

TN | Department of **Education**

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TN PULSE Logistics

TN PULSE is the newly designed statewide data management system that offers a comprehensive platform to develop and house student learning plans. TN PULSE replaces the previously used **EdPlan or EasyIEP** portal with expanded functionality to serve as the system of record for Individualized Education Programs (IEPs), Individualized Learning Plans-Characteristics of Dyslexia (ILP-Ds), and Individualized Learning Plans (ILPs) for English learners, as well as Section 504 plans.

Logging into TN PULSE

1. Open a web browser and use the below URL for Single-Sign-On.
   https://tnpulse.pcgeducation.com/easyiep.plx?op=openid_connect_login&OpenID_Set=1

2. When clicking the link, the user will be redirected to the Tennessee Department of Education login. Enter your email address and click **Next** to enter your password or **Pick an Account** if there are multiple accounts available.

3. When the password is entered, the user will be logged into their district.

*Note: The **username** is not case sensitive, but the **password** is case sensitive and must have at least eight characters. Please do not leave your password for others to see or select **Yes** in the box that asks, "Do you want Internet Explorer to remember this password?"*

Electronic End-User Agreement

Upon initial login to TN PULSE, users must acknowledge they have read and understand the PCG End-User Agreement policy. They acknowledge this by clicking the button on the initial log-in page. If a user does not acknowledge and clicks the **Don't Agree** button, they will be automatically logged out of TN PULSE.

Public Consulting Group, LLC.
Electronic End-User Agreement
PCG Licensed Products

NOTICE TO END-USER: BY SELECTING "I AGREE" BELOW, YOU AGREE TO ALL OF THE REPRESENTATIONS AND TERMS SET FORTH BELOW.

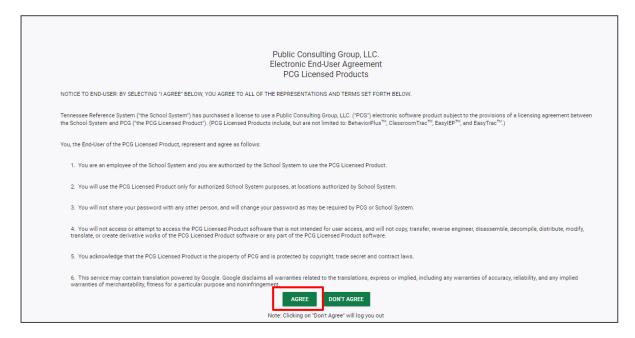Tennessee Reference System ("the School System") has purchased a license to use a Public Consulting Group, LLC. ("PCG") electronic software product subject to the provisions of a licensing agreement between the School System and PCG ("the PCG Licensed Product"). (PCG Licensed Products include, but are not limited to: BehaviorPlus™, ClassroomTrac™, EasyIEP™, and EasyTrac™.)

You, the End-User of the PCG Licensed Product, represent and agree as follows:

1. You are an employee of the School System and you are authorized by the School System to use the PCG Licensed Product.

2. You will use the PCG Licensed Product only for authorized School System purposes, at locations authorized by School System.

3. You will not share your password with any other person, and will change your password as may be required by PCG or School System.

4. You will not access or attempt to access the PCG Licensed Product software that is not intended for user access, and will not copy, transfer, reverse engineer, disassemble, decompile, distribute, modify, translate, or create derivative works of the PCG Licensed Product software or any part of the PCG Licensed Product software.

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AGREE   DON'T AGREE

Note: Clicking on "Don't Agree" will log you out

Main Menu Bar

The **Main Menu** bar is the primary menu for navigating TN PULSE. From here, users can search for students, navigate wizards which simplify more complicated tasks through a sequence of small tasks, search for previously generated documents and reports, and other admin/school system-related functions.
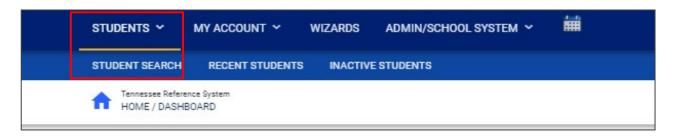
TN | PULSE   STUDENTS ⌄   MY ACCOUNT ⌄   WIZARDS   ADMIN/SCHOOL SYSTEM ⌄   📅

Students

The **Students** menu allows users to search for both recent and inactive students.
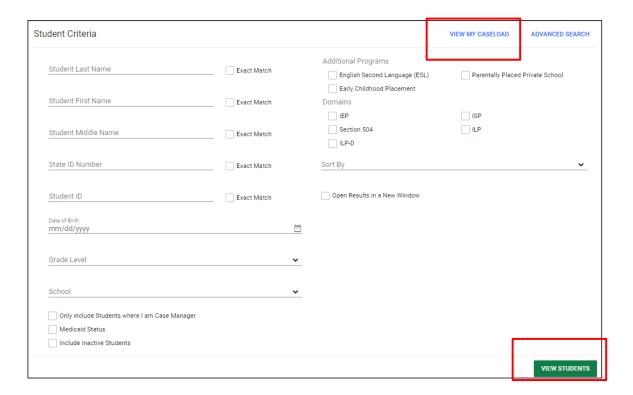

Student Search

All students are enrolled in the district's SIS package (e.g., PowerSchool, Skyward, etc.) and imported into TN PULSE. When searching for students, all students will be listed in TN PULSE. However, students who have a unique learning need will be indicated by specific **Domin Indicators** for each plan. A certain number of students appear on the screen depending on the search criteria. Narrow the search by entering the first three letters of the child's last name and selecting the **domain** check box. The student search screen will appear differently based on each user's permissions. Some users are only able to view their individual caseload.
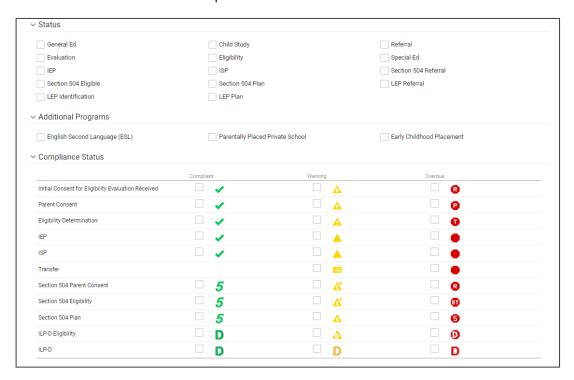
1. From the **Main Menu** select **Students** then click **Student Search**.

2. Enter search criteria, such as **Student Last Name,** Select a **Grade Level**, **Domains**, **Additional Programs**, and/or **School** to narrow the search. If the search results provide a list too large for one page, enter an alphabetical range in the last name field (e.g., "a...m"). This allows the user to see a portion of the students at one time. Click **View Students**.
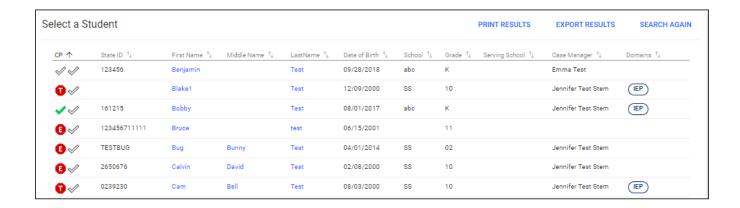
Student Criteria   VIEW MY CASELOAD   ADVANCED SEARCH

Student Last Name   ☐ Exact Match   Additional Programs
                                                ☐ English Second Language (ESL)   ☐ Parentally Placed Private School
                                                ☐ Early Childhood Placement
Student First Name   ☐ Exact Match   Domains
                                                ☐ IEP   ☐ ISP
Student Middle Name   ☐ Exact Match   ☐ Section 504   ☐ ILP
                                                ☐ ILP-D
State ID Number   ☐ Exact Match   Sort By   ⌄

Student ID   ☐ Exact Match   ☐ Open Results in a New Window

Date of Birth
mm/dd/yyyy   📅

Grade Level   ⌄

School   ⌄

☐ Only include Students where I am Case Manager
☐ Medicaid Status
☐ Include Inactive Students
                                                                            VIEW STUDENTS

3. The student's record or a list of students that meet the selected criteria will appear.
4. Selecting **View My Caseload** will display an individualized user's caseload.
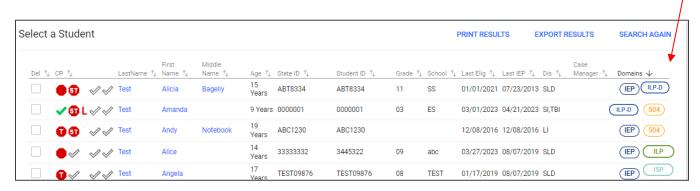5. Select the name of the student to open the student's record.

*Note: To narrow the search even further, click **Advanced Search** to filter by **Disabilities**, **Related Services**, **Additional Programs**, etc.*

Each student record displays a separate column for first, middle, and last name. Users have the ability to sort by student first or last name. Once a user clicks on the name of the student, the student's personal information page appears.
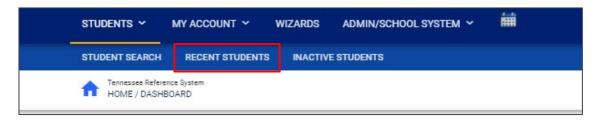

Domain Indicators

When searching for a student, the last column will provide symbols indicating a student's current domain status. The domain indicators are listed below.
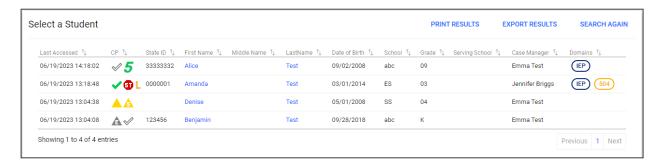

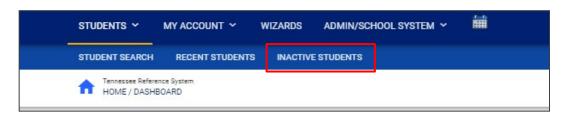| Symbol	Description
IEP	Students with an Individualized Education Plan (IEP)
ISP	Students with an Individualized Service Plan (ISP)
504	Student with a Section 504 Plan
ILP-D	Students with an Individual Learning Plan-Dyslexia (ILP-D)
ILP	Students with an Individual Learning Plan (ILP)

Recent Students

The **Recent Students** section will list students a user has recently searched for via **Student Search**.
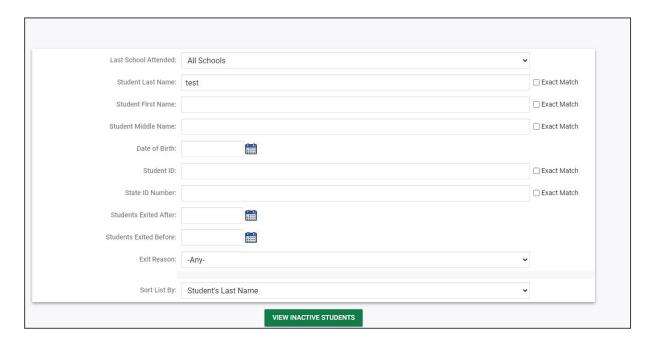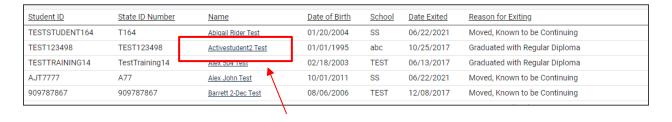

Inactive Students

For users with the appropriate access and permissions to search for inactive students, click the **Inactive Students** tab from the **Students Menu**. This search allows users to search by **Last Name**, **Date of Birth**, **Student or State ID Number**, **Exit Reason**, and **Dates Exited**. To search exact wording, select the checkbox next to **Exact Match**.

Click **View Inactive Students** to view a list of inactive students who meet the criteria provided.
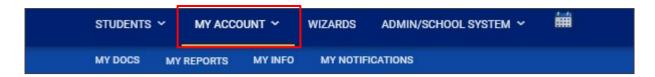

Select a student by clicking on the student's name to be directed to his/her **Documents** page.

Student ID	State ID Number	Name	Date of Birth	School	Date Exited	Reason for Exiting
TESTSTUDENT164	T164	Abigail Rider Test	01/20/2004	SS	06/22/2021	Moved, Known to be Continuing
TEST123498	TEST123498	Activestudent2 Test	01/01/1995	abc	10/25/2017	Graduated with Regular Diploma
TESTTRAINING14	TestTraining14	Alex 504 Test	02/18/2003	TEST	06/13/2017	Graduated with Regular Diploma
AJT7777	A77	Alex John Test	10/01/2011	SS	06/22/2021	Moved, Known to be Continuing
909787867	909787867	Barrett 2-Dec Test	08/06/2006	TEST	12/08/2017	Moved, Known to be Continuing

My Account

The **My Account** menu allows users to review documents, reports, account information, and notifications.

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My Docs

The **My Docs** tab displays the Case Manager's student's documents. This tab allows Case Managers to view and print all documents for students on their caseload.

The **My Docs** tab lists all documents the Case Manager has created for the student or those previously created by someone else within the past year, including draft documents that have not expired, or a subset of those documents if the search page was used or if coming to this section from the **Progress Report Wizard**. This page appears immediately after running the **Progress Report Wizard** and can always be accessed using the **My Docs** tab in the menu above. To print a document, click **Document Type** in the list, then use the **printer** icon that appears in the toolbar directly above the document itself. To print documents in a batch, use the checkboxes to select individual documents or click **Check All** to select all documents listed.
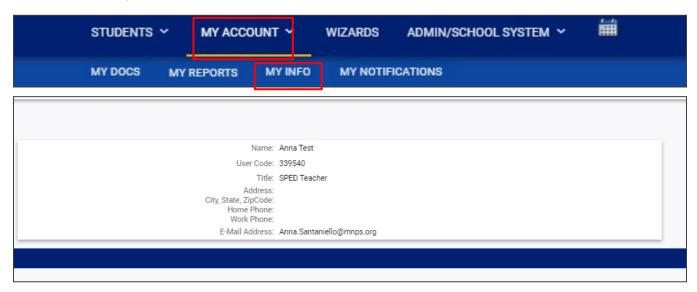

My Reports

The **My Reports** tab lists all reports a Case Manager has created or those previously created by someone else within the past year including draft documents that have not expired.
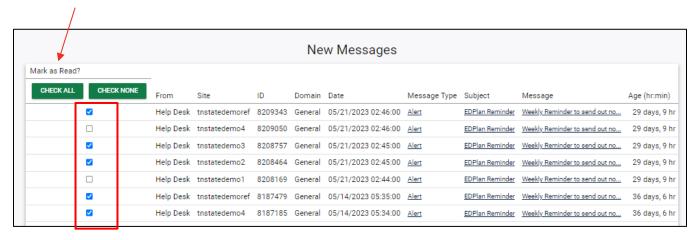
© Tennessee Department of Education

My Info

The **My Info** tab allows users to view their demographic information. Click **My Account** from the **Main Menu** bar, then select **My Info**.
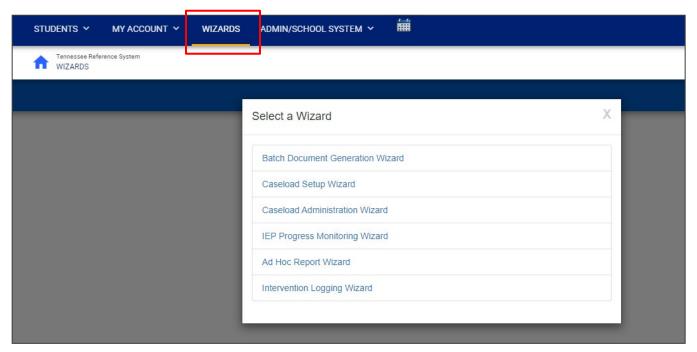

My Notifications

The **My Notifications** tab displays all notifications pertaining to students such as alerts, weekly reminders, overdue compliance alerts, etc. If the user has unread messages, a **New Messages** section will appear at the top of the page. Below any new messages, a **Previous Messages** section will display all messages the user has previously sent or received. To mark messages as read, click each checkbox individually or select **Check All**.

Wizards

The **Wizards Menu** will direct users to a list of Wizards, or a set of simplified, sequential controls for guiding users through a complex task, offered within TN PULSE. Depending on the user's permissions, this list may vary. A few examples are shown below. Additional user guides will be provided with details on the Wizard functionality.
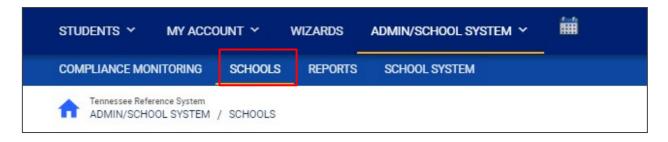

Admin/School System

The **Admin/School System Menu** allows users to view, edit and manage areas of TN PULSE from an administrator viewpoint, including student transfers, managing school information across the district, reporting, managing users, compliance monitoring, etc.
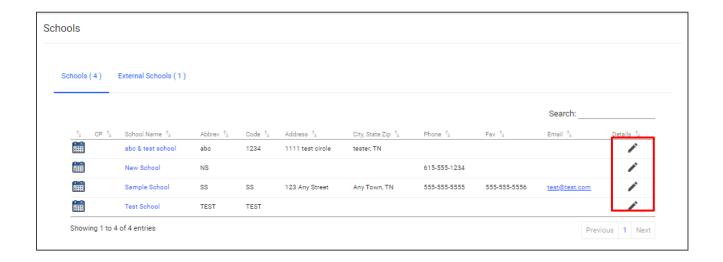

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Schools

The **Schools** tab allows users to view individual school information for schools within the district.

Users can view school information by clicking on an individual school name or the **pencil** icon under **Details**. This will open a new window. Click **View School Changes** to enter the criteria for the school changes entered in the system.
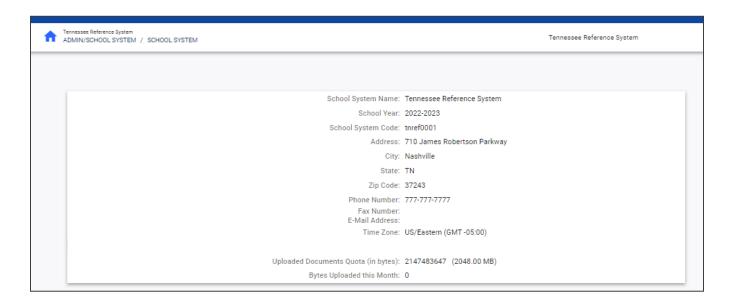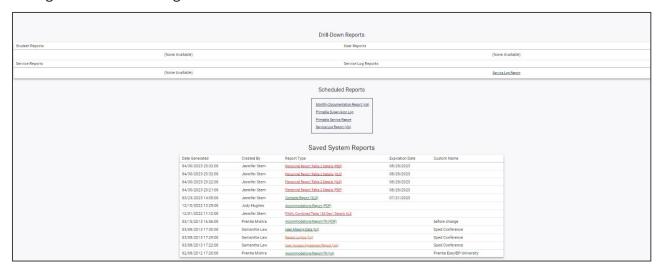
School System

The **School System** tab allows users to view information on their designated school district. This information is **view only** depending on the user's permissions. School contact information is also listed here.
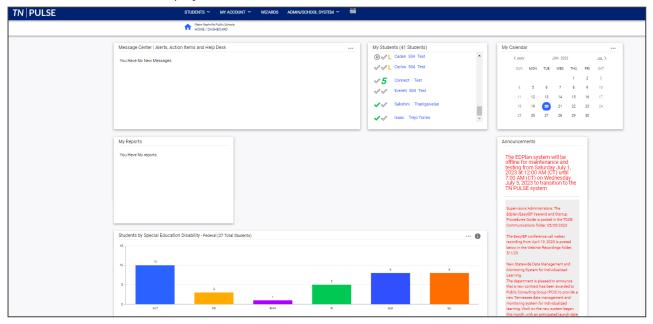
Reports

The **Reports** tab lists any **Drill-Down Reports**, **Scheduled Reports**, and **Saved System Reports** that have been generated or will be generated within the district.

Note: Although this feature is not available on all reports, **Drill Down Reports** allow users to manipulate data from a comprehensive view to a more detailed view.

Dashboard

The TN PULSE **Dashboard** contains widgets which will display a subset of information on students with individual learning plans (I.e., IEP, ILP, ILP-D, or a Section 504 Plan) in TN PULSE throughout the district. The dashboard widgets will change depending on a user's role within the district and their associated permissions. Examples of widgets are displayed below. The information button ("I" icon) on each widget defines the data that is displayed.

Message Center

The **Message Center** widget lists current messages, alerts, and action items for the user to view upon sign-in. These messages may include alerts regarding overdue IEPs, compliance alerts, and other announcements pertinent to students assigned to the user's caseload.

Announcements

The **Announcements** widget displays current announcements.

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My Students

The **My Students** widget lists students assigned to a user's caseload along with compliance symbols. Click the name of the student to navigate to the student's page.

My Calendar

The **My Calendar** widget displays the calendar for the current month and day. To view appointments or add a new appointment, click on a date and choose **New Appointment**. A new window will appear. Enter details regarding the new appointment including the category, colored label, start and end time, etc. Click **Save** when complete. The new appointment will now be displayed on the calendar.

To edit the calendar, click the **3 dots** in the upper right-hand corner and select **Edit My Calendar**.

To create a calendar event or schedule services, click on a day and select the **Event Type**. Enter necessary details and click **Save** to create your event or series. The five icons in the corner offer the functionalities listed below:

🖨	**Print calendar**
▼	**Filter calendar entries by color, service, or school**
↑↓	**Import/ Export**

⚙	**Edit preferences and settings**
📋	**View all services in a separate window**

Note: Click the **calendar** icon on the **Main Menu** bar to access the school system calendar. This will display the schoolwide calendar, including events, teacher work days, holidays, and other important dates. A **Calendar Legend** is provided at the bottom right of the calendar for reference.

Calendar Legend:
□ = Current Date   □ = * School Day
■ = Holiday   ■ = Teacher Workday
□ = Teacher Inservice ■ = * Abbreviated School Day
■ = Snow Day   ■ = * Weekend
□ = Summer
* ■ Services Provided

Students by Special Education Disability

The **Students by Special Education Disability** widget displays all State of Tennessee-defined disability primary disability categories with statewide totals for students who currently have an active finalized eligibility as their **Primary Disability**. The disabilities used in this widget will auto-populate from the eligibility events. The total number of students is displayed above the bar for each category.

Note: if there are no students in the category, the category will not display in the widget. (e.g., in the screenshot below there are no students on this caseload with **Other Health Impairment** (OHI) so that does not display in the widget when it appears.

Selecting the **3 dots** in the top corner allows users to switch between displays featuring statewide or Federal data.

The total number of students in all categories will be displayed in the widget header. Clicking any bar in the header will open the **TN Disability Breakdown by District** page which displays a breakdown of students by district in each disability category. From that page, users can navigate to a district site by clicking the district name.

Clicking the **info** or **"i"** icon will open a window containing additional details on the data within the widget.

School Age Placement

The **School Age Placement** widget displays students throughout the state organized by **School Age Placement**. The numerical increments on the Y axis of the widget will dynamically update based on the number of students in each bar. Students are categorized based on the placement where they spend majority of their day and is auto-populated from the student's current active **IEP Event** and the **Placement** 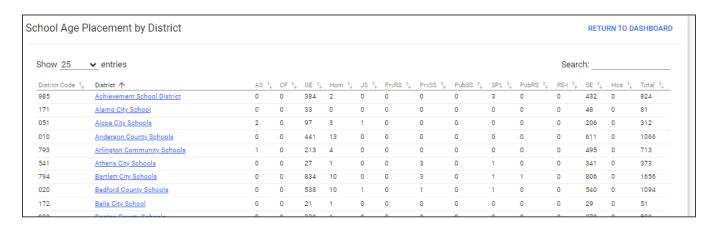field on the **Services** page. The total count of students in all placement categories will be displayed as the last bar in the graph.
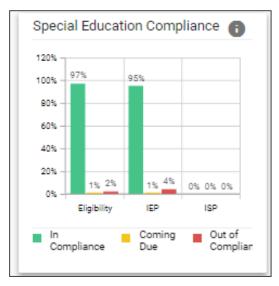

Clicking any bar will open the **Placement Data Drill-Down** page which displays the breakdown of students by district in each placement. From that page, users can navigate to the district site by clicking the district name.

School Age Placement by District   RETURN TO DASHBOARD

Show 25 entries   Search:

District Code	District	AS	CF	GE	Hom	JS	PrvRS	PrvSS	PubSS	SPL	PubRS	RE-I	SE	Hos	Total
985	Achievement School District	0	0	384	2	0	0	0	0	3	0	0	432	0	824
171	Alamo City School	0	0	33	0	0	0	0	0	0	0	0	48	0	81
051	Alcoa City Schools	2	0	97	3	1	0	0	0	0	0	0	206	0	312
010	Anderson County Schools	0	0	441	13	0	0	0	0	0	0	0	611	0	1066
793	Arlington Community Schools	1	0	213	4	0	0	0	0	0	0	0	495	0	713
541	Athens City Schools	0	0	27	1	0	0	3	0	1	0	0	341	0	373
794	Bartlett City Schools	0	0	834	10	0	0	3	0	1	1	0	806	0	1656
020	Bedford County Schools	0	0	538	10	1	0	1	0	1	0	0	540	0	1094
172	Bells City School	0	0	21	1	0	0	0	0	0	0	0	29	0	51

Special Education Compliance

The **Special Education Compliance** widget displays three bars for each section: **Eligibility**, **IEP,** and **ISP**. The green bar represents the total percent of students in the state who are compliant, while the yellow bar represents the total percent of students who have a due date coming within the next 30 days. The red bar represents the total percent of students passed the due date for an event in the given section. The events populating this widget will be **Initial and Annual IEPs** and **Initial and Re-Evaluation Eligibilities**.
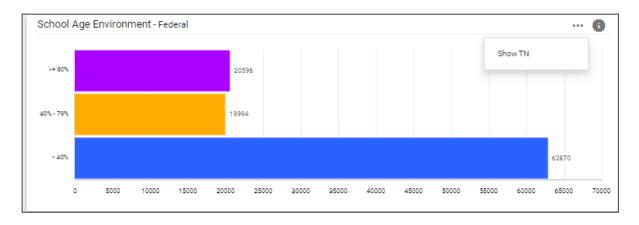

Clicking any bar will open the **Compliance Data Drill-Down** page displaying a breakdown of students by district in each compliance status. From that page, users can navigate to the district site by clicking the district name.
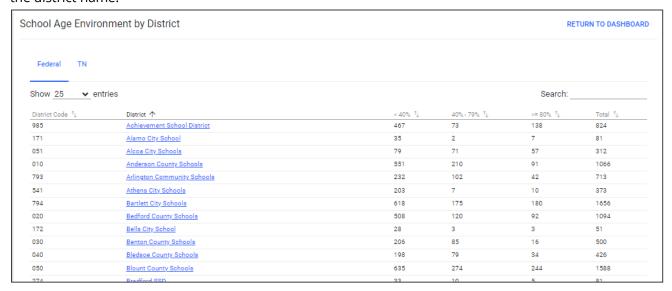
School Age Environment

The **School Age Environment** widget displays the total number of students throughout the state categorized into bars by the total number of students in each category will be displayed to the right of each bar. The numerical increments across the X axis of the widget will dynamically update depending on how many students are in each category.
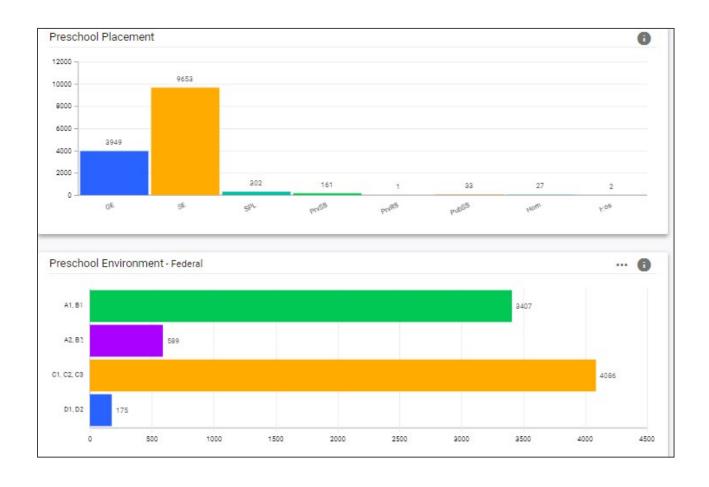

*Note: Selecting the three **dots** in the top corner allows users to switch between a state or Federal-level view.*

Clicking any bar will open the **School Age Environment Data Drill-Down** page displaying a breakdown of students by district in each environment. From that page users can navigate to the district site by clicking the district name.
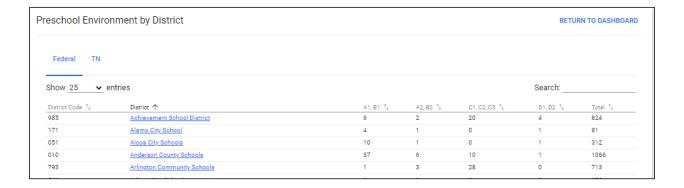
District Code	District	< 40%	40% - 79%	>= 80%	Total
985	Achievement School District	467	73	138	824
171	Alamo City School	35	2	7	81
051	Alcoa City Schools	79	71	57	312
010	Anderson County Schools	551	210	91	1066
793	Arlington Community Schools	232	102	42	713
541	Athens City Schools	203	7	10	373
794	Bartlett City Schools	618	175	180	1656
020	Bedford County Schools	508	120	92	1094
172	Bells City School	28	3	3	51
030	Benton County Schools	206	85	16	500
040	Bledsoe County Schools	198	79	34	426
050	Blount County Schools	635	274	244	1588
274	Bradford SSD	33	10	5	81

Preschool Placement

The **Preschool Placement** widget displays students throughout the state organized by **Early Childhood (Preschool) Placement**. Numerical increments on the Y axis of the widget will dynamically update based on the number of students in each category. Students are categorized based on the placement where they spend majority of their day and the data is auto-populated from the student's current, active **IEP Event** and the **Placement** field on the **Services** page. The **Preschool Environment** widget is the total count of students in all preschool environment categories. The A1 and B1 environments, the A2 and B2 environment, the C1, C2, and C3 environments, and the D1 and D2 environments will be combined into a single bar.
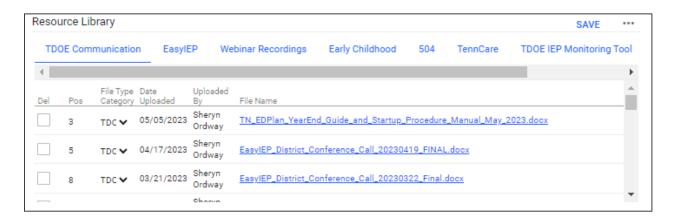

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Clicking any bar will open the **Placement Data Drill-Down** page displaying a breakdown of students by district in each environment.

Preschool Environment by District						RETURN TO DASHBOARD

Federal   TN

Show 25 ∨ entries   Search: _____

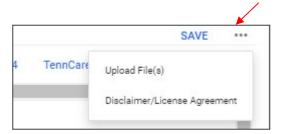| District Code ↑↓	District ↑	A1, B1 ↑↓	A2, B2 ↑↓	C1, C2, C3 ↑↓	D1, D2 ↑↓	Total ↑↓
985	Achievement School District	6	2	20	4	824
171	Alamo City School	4	1	0	1	81
051	Alcoa City Schools	10	1	0	1	312
010	Anderson County Schools	37	6	10	1	1066
793	Arlington Community Schools	1	3	28	0	713

Resource Library

At the bottom of the **Main Menu** page, various documents are available to users in the **Resource Library** widget for viewing or downloading. View a document by selecting the name of the document indicated by a blue hyperlink. If desired, documents can be saved to an individual computer when opened.

Resource Library						SAVE ⋯

TDOE Communication   EasyIEP   Webinar Recordings   Early Childhood   504   TennCare   TDOE IEP Monitoring Tool

Del	Pos	File Type Category	Date Uploaded	Uploaded By	File Name
☐	3	TDC ∨	05/05/2023	Sheryn Ordway	TN_EDPlan_YearEnd_Guide_and_Startup_Procedure_Manual_May_2023.docx
☐	5	TDC ∨	04/17/2023	Sheryn Ordway	EasyIEP_District_Conference_Call_20230419_FINAL.docx
☐	8	TDC ∨	03/21/2023	Sheryn Ordway	EasyIEP_District_Conference_Call_20230322_Final.docx
—				Sheryn	

The documents and reports are divided into folders in the **Resource Library** widget. All memos and procedural documents from the Tennessee Department of Education, along with documents and manuals related to the use of TN PULSE will be displayed here. Districts may upload documents for their specific district in the **District Documents** folder. If the district has purchased additional applications from PCG, more folders will be available. Documents commonly uploaded to this widget include TN PULSE User Manuals, district-specific forms, Behavior Intervention Plan forms, Functional Behavior Assessment forms, etc.

Click the **three dots i**n the corner of the widget. Select **Upload File(s)** to locate the file on the computer or network.
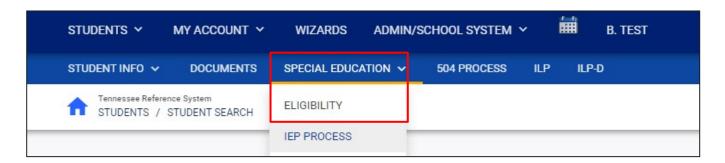

After a file is located, click the **Upload File(s)** button at the bottom of the screen.

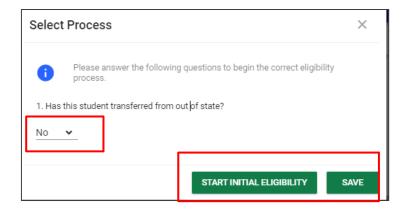© Tennessee Department of Education

Eligibility Process Pages

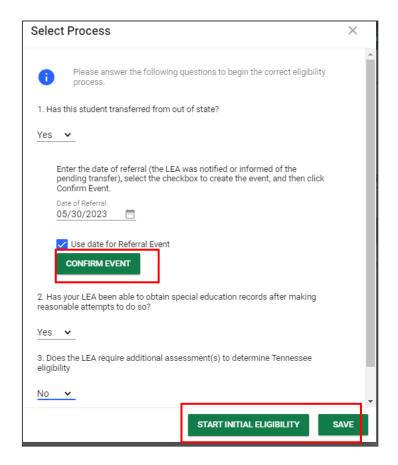After selecting a student, click **Special Education Menu** then **Eligibility** in the light blue student menu.

A pop-up will appear. Answer the following questions to begin the correct eligibility process. If **No** is selected in the dropdown, there are no further questions. Click **Save** then **Start Initial Eligibility** to begin the initial consent process.

Note: If the student has transferred from out-of-state, the system will direct users to **Start Re-Evaluation** versus starting an **Initial Eligibility**.

If **Yes** is selected in the dropdown, the user will be directed to answer additional questions about the student's out-of-state transfer. For question 3, if **Yes** is selected, the Initial Eligibility button will not display, but instead, the system will guide users to **Start Re-Evaluation.** For question 3, if No is selected, click the start initial eligibility button to finalize the Tennessee eligibility report. *Note: To use the **Date of Referral** for the **Referral Event**, check the box below and select **Confirm Event**.*

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Referral and Request for Initial Consent

Special Education Referral Overview

After you have answered **No** regarding the student's out-of-state transfer and clicked **Save**, select **Start Initial Eligibility**. Select the **Referral and Request for Initial Consent** tile on the Initial Eligibility Process page.
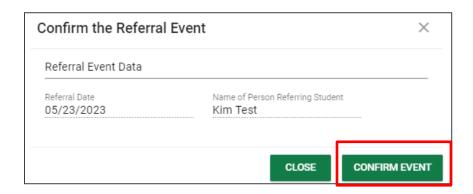

The Special Education Referral Overview section allows users to verify student information as well as add the **referral date**, **person referring the student,** and the **suspected primary disability**.

Note: If the **Date of Referral** for the **Referral Event** was selected on the previous pop-up window, that date will automatically populate below. The parent names, primary language, and contact number will auto-populate with data from the Team page. The Primary Language of the student will pull from the Personal Info page. Once completed, click **Save** and then **Confirm Referral Event**.

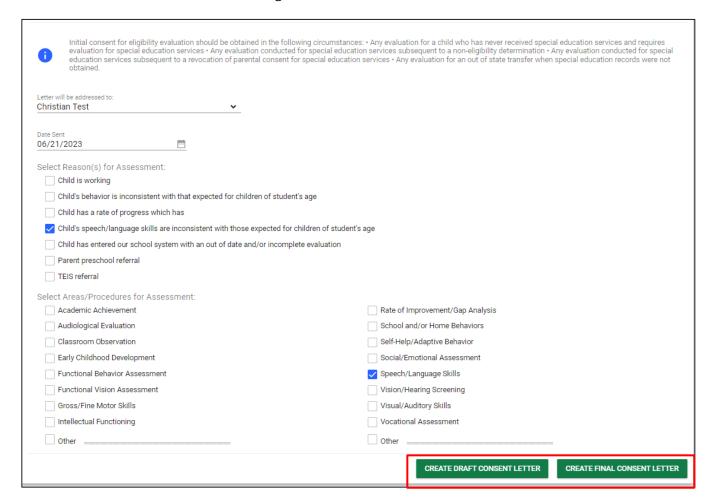A pop-up will appear. Select **Confirm Event**.

Confirm the Referral Event ✕

Referral Event Data

Referral Date
05/23/2023

Name of Person Referring Student
Kim Test

CLOSE   **CONFIRM EVENT**

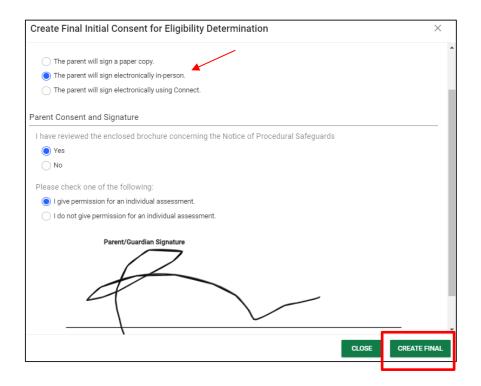## *Initial Consent for Eligibility Determination*

The Initial Consent for Eligibility Evaluation section allows users to create the draft or final **Consent Letter**. This must be requested in the following circumstances:

- Any evaluation for a child who has never received special education services and requires evaluation for special education services.
- Any evaluation for an out of state transfer when special education records were not obtained.
- Any evaluation for a child who has never received special education services and requires evaluation for special education services.
- Any evaluation conducted for special education services subsequent to a revocation of parental consent for special education services.

Complete the **Reasons for** and **Areas/Procedures for Assessment** fields and click **Create Draft Consent Letter** or **Create Final Consent Letter**. This letter will be sent to the parent/guardian requesting an evaluation to determine whether a child has a disability where Special Education and Related Services are needed. A PDF version of the letter will generate in a new tab.
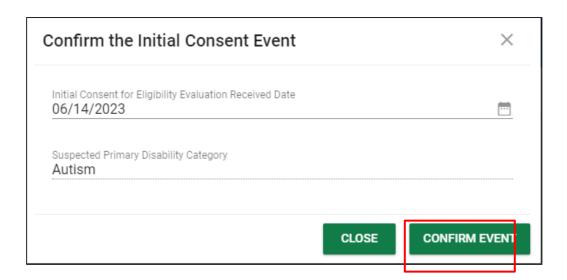
Once **Create Final Consent Letter** is selected, a pop-up will appear. Select how the parent will sign their consent. If the parent will sign the consent **electronically, in-person**, a signature text box will appear. Check **Yes** or **No** if the parent has reviewed the enclosed brochure concerning the **Notice of Procedural Safeguards.** Click the radio button if the parent gives permission or denies permission for the individual assessment. Have the parent sign and then click **Create Final**. A PDF version of the completed consent will generate in a new tab.

Confirm Initial Consent Event

To confirm the initial consent for eligibility evaluation was received, click **Confirm Receipt of Initial Consent**.
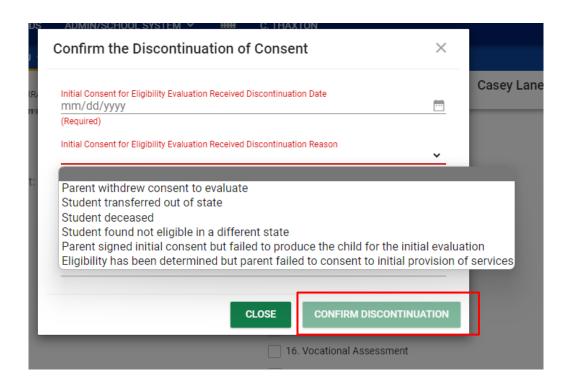

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A new pop-up will appear. Add the date then select **Confirm Event** and the responses will populate in the fields provided. If the parent signs the consent electronically, in-person, only the date and Suspected Primary Disability Category fields need to be completed.

Discontinuation of Consent

If the **Initial Consent for Eligibility** needs to be discontinued, under the **Confirm Initial Consent** section, select **Enter Discontinuation of Consent**. When selected, complete the questions provided. Enter the date and choose a discontinuation reason in the dropdown provided. If there is a discontinuation letter, upload the file in the space provided. Click **Confirm Discontinuation.**

Additional Documents

The **Additional Documents** section allows users to create an **Invitation to Meeting** or **Prior Written Notice**.
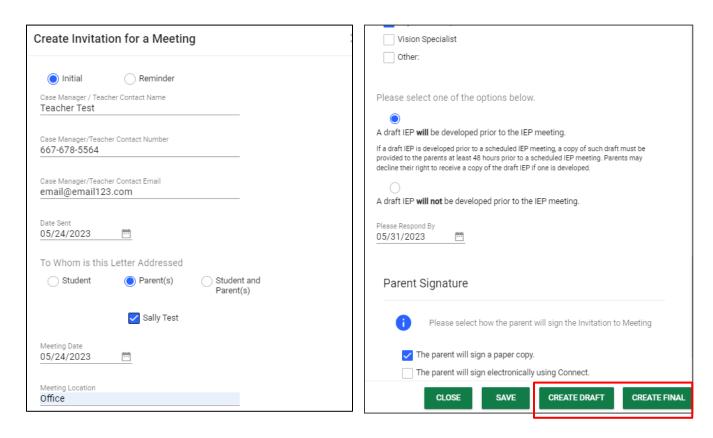

The **Invitation to Meeting** document is a tool that can be used to formally invite the parent(s)/guardian(s) and/or student to a meeting to discuss the student's educational needs. The Invitation to Meeting includes the following information:

- Ability to indicate if this is an **initial request** or a **reminder**
- **Case Manager/Teacher Contact Name**
- **Case Manager/Teacher Contact Number**
- **Case Manager/Teacher Contact Email**
- **Date Sent**
- **To Whom is this Letter Addressed**

- Users have the option to select whether the invitation to meeting will be addressed to the student, parent(s), or the student and parent(s).
- **Meeting Location**
- **Meeting Time**
- **Meeting Reasons**
- **Meeting Invitees**, and
- If a **draft IEP will/will not be prepared** prior to the meeting.
- Users also have the ability to accept the invitation or request another meeting at a mutually agreed time and location.

Complete the required fields and select **Save,** then **Create Draft** or **Create Final**. The PDF version of the document will generate in a separate tab.

A **Prior Written Notice (PWN)** is a written statement from the school district informing the parent(s) of a decision(s) proposing or refusing to initiate or change the identification, evaluation, educational placement, or the provision of a free appropriate public education (FAPE) of the student.

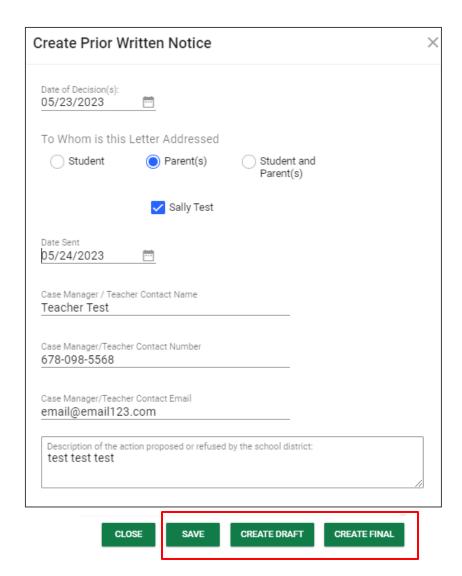The PWN includes the following information:
- **Date of Decision(s)**

- This field replaces **Meeting Date** on the previous form. The terminology changed because not all decisions included in the PWN require an IEP team meeting.
- **To Whom is this Letter Addressed**
  - Users have the option to select whether the PWN will be addressed to the student, parent, or the student and parent.
- **Date Sent**
- **Case Manager/Teacher Contact Name**
- **Case Manager/Teacher Contact Number**
- **Case Manager/Teacher Contact Email**
- **Descriptions of Decision(s)**

Complete the required fields and select **Save** then **Create Draft** or **Create Final**. The PDF version of the document will generate in a separate tab.
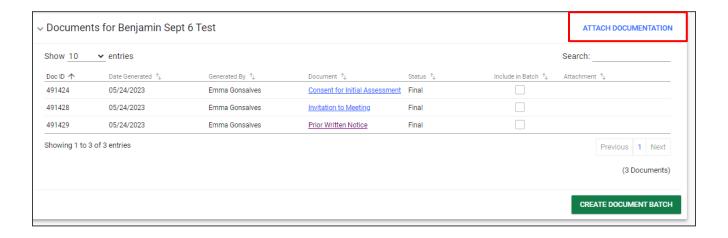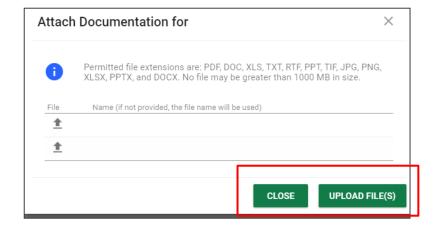

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Once final drafts of the documents are created, the date of completion will populate in the **Date Created** field.

Documents

The documents section lists current documents generated for the student. Clicking the hyperlink under the document column will open the document in PDF format in a separate tab. Users can attach necessary documents by selecting **Attach Documentation**. A pop-up will display to attach files. Select **Upload Files** and click **Close** when completed. The list of uploaded documents will display in this section.

Timeline Extension

Evaluation, Eligibility Placement Timeline Extension Request

The section is an optional process for districts if they need to request a timeline extension. Click the **Timeline Extension** tile in the Eligibility section under the **Special Education Menu**.

After completing all required fields, the assessment/certifying specialist will upload a signed copy of the Parent Agreement via the Upload(ed) Signed Copy of Parent Agreement section at the bottom of page. Click **Create Draft**.

▶ Assessment personnel then creates the final document which triggers the electronic request for approval from the TDOE. Districts have the option of requiring assessment personnel to notify a district representative when a draft extension request is generated. At that point, district personnel would have the ability to generate the final document.

▶ Once received, state personnel either accepts or rejects the extension request.

▶ District personnel responsible for creating the final version of the document receive an email notification that a message is available within TN PULSE which provides the results of the request and the newly approved due date for evaluation (when applicable). If approved, the student's projected eligibility due date and compliance symbol reflect the revised due date.
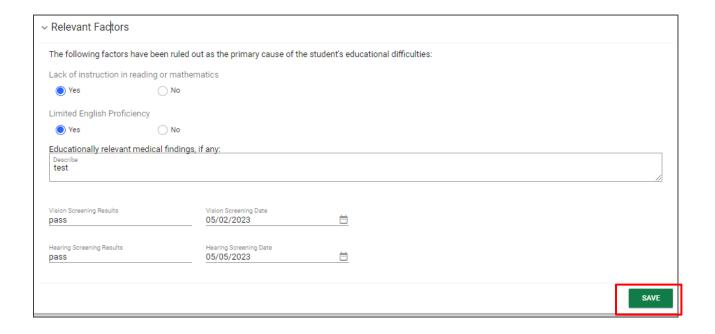
▶

Evaluation, Eligibility Placement Timeline Extension Request

Date of Request
05/23/2023

Referral Date

Initial Consent for Eligibility Determination Date (formerly known as the Written Parental Permission Received Date):

Student's evaluation, eligibility determination, and placement time frame were proposed to be completed within 60 calendar days from this date or by:

Requested Eligibility Due Date (please note: timeline extensions are approved in 30-day increments from original eligibility determination deadline:

05/23/2023

Acceptable Reasons for Extended Eligibility Timeline (You must have submitted and been approved for a timeline extension to select any of these three options.):

- ● Specific Learning Disability Evaluations: Pursuant to 34 CFR 300.309(c)There is written mutual agreement on an extended timeframe by the child's parents and a group of qualified professionals. (LEAs must receive a parent signed copy of this form to upload when applying for the timeline extension.)

- ○ The parent repeatedly failed or refused to produce the child for the evaluation

- ○ The child transferred from the district that obtained consent prior to an eligibility determination. The receiving district has made progress towards completing the evaluation

Evidence to support the need for a timeline extension:

Have the parents agreed to an extension of the 60 calendar day timeline?
● Yes   ○ No

Referring Assessment Person   Position

Upload(ed) Signed Copy of Parent Agreement

Upload File ⬆

CREATE DRAFT   CREATE FINAL   SAVE

Eligibility Determination

Relevant Factors

Click on the **Eligibility Determination** tile in the Eligibility section under the **Special Education Menu**. This section allows users to notate factors that have been ruled out as the primary cause of the student's educational difficulties. Click **Yes** or **No** indicating if the student had a lack of instruction in reading or math, or if he/she has limited English proficiency. Provide any educationally relevant medical findings that may impact the student's educational experience in the text box provided. Include the vision and hearing screening results along with the appropriate dates. Click **Save**.

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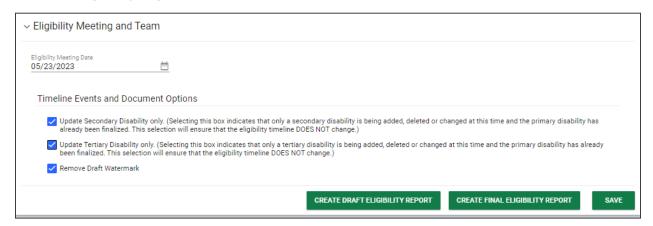
Current Eligibility Disabilities

The purpose of this section is to document the student's current disability and eligibility status. Select **Yes** or **No** to determine if the student meets the criteria for a disability consistent with Tennessee State Regulations, and if the disability adversely impacts the educational performance in his/her learning environment.

The user will select if the student is eligible for Special Education because he/she **meets the eligibility standards,** she/he is eligible, but **parents decline services**, or they are **not eligible**. Based on selected responses, some other responses may be required. Follow the steps provided and click the box labeled *'Evaluation results are documented, and the student's documentation is attached'* once the file is uploaded via PDF. **Click Save** once all required fields are completed.

Based on information from a variety of sources that have been documented and carefully considered, the IEP team has determined:

This student meets the criteria for a disability consistent with Tennessee State Regulations
- ● Yes   ○ No

The disability adversely impacts educational performance in his/her learning environment
- ● Yes   ○ No

● This student is Eligible for Special Education because s/he meets the State of Tennessee's eligibility standards for the disability/disabilities selected above:

Primary
Specific Learning Disability ⌄

Deficit Areas
- ☐ Basic Reading Skills   ☐ Reading Fluency
- ☐ Reading Comprehension   ☐ Written Expression
- ☐ Math Calculation   ☐ Math Problem Solving
- ☐ Oral Expression   ☐ Listening Comprehension

Secondary ⌄

Tertiary ⌄

○ This student is Eligible for Special Education because s/he meets the State of Tennessee's eligibility standards for: however, the student's parent/guardian is declining services. This student will not receive special education or related services

○ This student is Not Eligible for Special Education because s/he does not meet state standards for a disability.

Date Eligibility Report was given to parents:

Date
mm/dd/yyyy 🗓

If the parent(s) did not attend, the person responsible for forwarding and explaining the Eligibility Report to the parents along with their rights:

Person Responsible

☐ Evaluation results are documented and the student's disability determination documentation is attached.
(Required)

⚠ No documents have been uploaded yet for this student.

Upload File :
⬆

SAVE

Eligibility Meeting and Team

The **Eligibility Meeting and Team** section's purpose is to **Create Draft and Create Final** pages, allowing you to note the date of the meeting as well as attendees. Enter the meeting date and select the document options by checking the boxes next to the desired option(s). Select **Create Draft Eligibility Report** or **Create Final Eligibility Report**

Create a Non-Eligibility Document

The following provides justifications for creating a **Non-Eligibility document**

▶ If the child is evaluated for Part B Special Education Services and is found non-eligible, create an **Eligibility-Not-Eligible document** and select the **This student is Not Eligible for Special Education because s/he does not meet state standards for a disability** option.

▶ If the child is evaluated for Part B Special Education Services and is found eligible but the parent refuses special education services, create an **Eligibility-Not Eligible document** and choose the **This student Is Eligible for Special Education because s/he meets the State of Tennessee's eligibility standards for: _____; however, the student's parent/guardian is declining services**. **This student will not receive special education or related services** option. If the parent later requests the student be reconsidered for special education services, the student will be treated as an initial referral.

▶ If the child has a current Eligibility and IEP and the parent refuses services, generate an **Eligibility -Not Eligible document** and choose the **This student is Eligible for Special Education because s/he meets the State of Tennessee's eligibility standards for: _____; however, the student's parent/guardian is declining services. This student will not receive special education or related services** option. If the parent later requests the student be reconsidered for special education services, the student will be treated as an initial referral.

▶ If the child has a current Eligibility and IEP and the parent withdraws the student to attend a private school or homeschool, the team should:
  o The student's eligibility should remain active, and a **Services Plan may be developed** for special education services offered by the school district. Even if a services plan is not developed or the parent declines a service plan, the LEA is required to reevaluate every three years.

Additional Documents

This section allows users to create two additional documents: **Invitation to Meeting** and **Prior Written Notice**. Once a final version of the document is created, the **Date Created** field will populate.
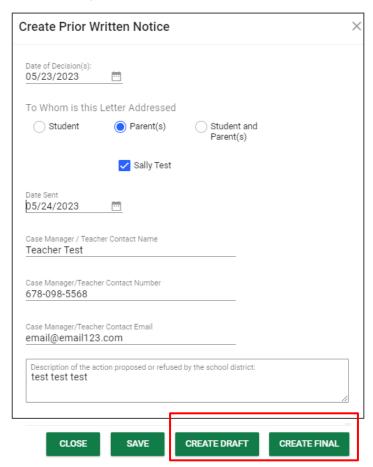

Prior Written Notice

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The PWN includes the following information:
- **Date of Decision(s)**
  - This field replaces **Meeting Date** on the previous form. The terminology changed because not all decisions included in the PWN require an IEP team meeting.
- **To Whom is this Letter Addressed**
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- **Date Sent**
- **Case Manager/Teacher Contact Name**
- **Case Manager/Teacher Contact Number**
- **Case Manager/Teacher Contact Email**
- **Descriptions of Decision(s)**

Complete the required fields and select **Save** then **Create Draft** or **Create Final**. The PDF version of the document will generate in a separate tab.
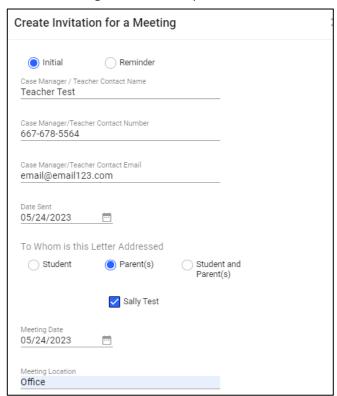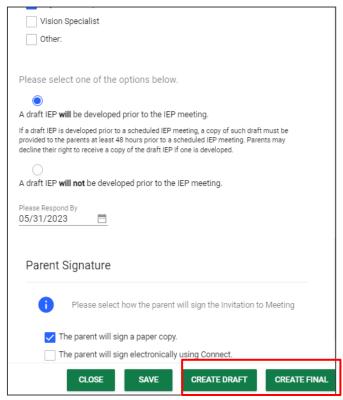

Invitation to Meeting

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- **Case Manager/Teacher Contact Number**
- **Case Manager/Teacher Contact Email**
- **Date Sent**
- **To Whom is this Letter Addressed**
  - Users have the option to select whether the invitation to the meeting will be addressed to the student, parent(s), or the student and parent(s).
- **Meeting Location**
- **Meeting Time**

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- **Meeting Reasons**
- **Meeting Invitees**, and
- If a **draft IEP will/will not be prepared** prior to the meeting.
- Users also have the ability to accept the invitation or request another meeting at a mutually agreed time and location.

Complete the required fields and select **Save,** then **Create Draft** or **Create Final**. The PDF version of the document will generate in a separate tab.
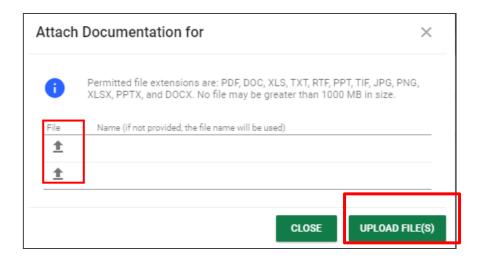

Documents

Once an Eligibility document is generated, or other documents within the **Eligibility Process** page are generated, it will display under the **Documents** section(s) within the **Eligibility** process. Navigate to the bottom of the **Eligibility Determination** section or the **Referral and Request for Initial Consent to view** documents pertaining to Eligibility**.** Other documents created will also be displayed there. To access a document, **click the blue hyperlink** and a **PDF version** of the document will generate in a new tab. All districts have the ability to upload external documents. Users also have the option to attach items such as signature pages to the documents that have been created in TNPulse, as well as uploading documents for addition to the student's electronic file.

To **attach** a document, select **Attach Documentation**. Your files will open in another tab, and you'll select the file to add and click upload.
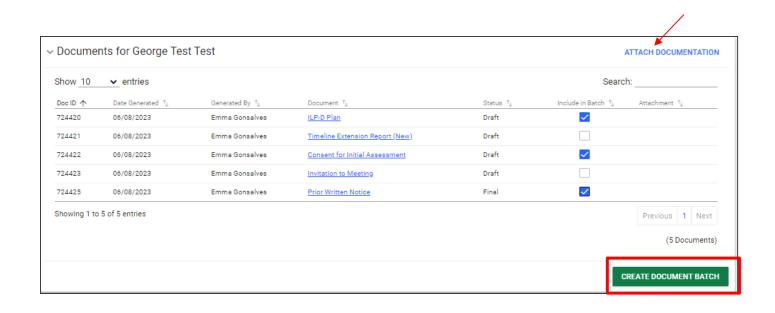

Enter a document name or description of the uploaded file. If a name is not selected, the original file name will be used. Select the **arrow** or **Upload File(s)** button to attach file. Once uploaded, the document will appear on the same line as the document selected.

The **Create Document Batch** tool allows users to select specific student documents and print at one time.

To print a document batch:
1. Check the boxes next to the desired documents.
2. Select **Create Document Batch.**
3. The documents will generate a single PDF file in a new tab to print or save.

Documents for George Test Test

ATTACH DOCUMENTATION

Show 10 ∨ entries

Search: _____

Doc ID ↑	Date Generated ↑↓	Generated By ↑↓	Document ↑↓	Status ↑↓	Include in Batch ↑↓	Attachment ↑↓
724420	06/08/2023	Emma Gonsalves	ILP-D Plan	Draft	☑	
724421	06/08/2023	Emma Gonsalves	Timeline Extension Report (New)	Draft	☐	
724422	06/08/2023	Emma Gonsalves	Consent for Initial Assessment	Draft	☑	
724423	06/08/2023	Emma Gonsalves	Invitation to Meeting	Draft	☐	
724425	06/08/2023	Emma Gonsalves	Prior Written Notice	Final	☑	

Showing 1 to 5 of 5 entries

Previous 1 Next

(5 Documents)

CREATE DOCUMENT BATCH