

What are the District Required Forms (IEP/EMIS Set)?

District Required Forms are forms that your district and the SSEM system require for EMIS reporting. The set consists of the following forms:

- Required forms are: PR07P1, PR07P2, PR07P3, PR07P6, PR07P7
- Optional Forms (that the system pulls if present) are: PR02P1, PR02P2, PR07P4, PR07P5, PR07P8, PR06P2

How do my Goals display on the Progress Report?

When you create a goals form, PR-07P2, the system automatically creates a corresponding Progress Report mapped to these Goals. The information is also automatically saved on the Progress Report.

Why am I required to open the Progress Report and SAVE the form to view the goals? (Why must I open the form prior to finalization or merge).

In version 3.3.0, the software automatically saves the data on the Progress Report so users no longer have to open the form to save the information to it.

My form looks fine in Print Merge, so why doesn't my text print (only the blank form prints)?

Check your printer. The text on the form will print in blue if you are using a color printer (or a printer with color capabilities). If you are out of blue ink, the form will print in black but the text will not print. Either replace your color cartridge or go into the properties of the printer and select "Black & White." This will print your form in black and your text in dark gray (and since black cartridges are often cheaper than color, it could save you some money).

Why shouldn't I finalize a Progress Report?

The finalization process makes the forms in the packet un-editable and since the progress report is an ongoing document that gets updated periodically finalizing it would not be a good idea until the end of the IEP term.

How do I unselect a value from a drop-down menu?

At the bottom of all drop-down menus there is a blank value. To unselect a value from the list, scroll to the bottom and select the blank value. Don't forget to save your changes.

Why do I get a message that my form cannot be saved? What do I do about it?

Adobe reader version 7 does not allow PDF documents to be automatically saved on a user's computer and displays a message that it cannot save. This does not affect SSEM users since the data that is entered on the form is saved to the SSEM software database and not on the user's personal computer.

When I click on the form icon (to open or edit a form) nothing happens – Why?

Most likely there is a pop-up blocker stopping the form from appearing since forms are opened in a separate browser window. Most, if not all, pop-up blocker applications notify the user when a pop-up has been blocked, either by showing a message or a graphic of some sort. The user can alter the pop-blocker settings to allow pop-ups from the special services web-site or uninstall the blocker all together. The most common pop-up blockers are Internet Explorer, Google toolbar, Yahoo! Toolbar, and Norton Antivirus software. Ask your building tech person for help if needed. However, if you are reading this message you are probably ok.

How do I get the student demographics changed?

The student demographic information is pulled directly out of your student information system (SIS, DASL, eSIS) which updates ProgressBook and SSEM nightly. If student demographic information needs changed, contact your building secretary or other designee. Once they make the change, the information will be updated in SSEM the next day.

How can I rename a form?

The simple answer is that you can't. If a user wants to rename the form they would need to use the "create from the existing" function of SSEM and create the new form with the name that they want while pulling all keyed data off the previous form.

When is the attachment page used?

The IEP attachment page can be used as an additional page to any form. Anytime you run out of room on any form you can use the attachment page to enter the additional information. Users can create an unlimited number of attachment pages.

What do I do if all my text doesn't fit in the box?

The IEP Attachment page is available in case any section of the IEP needs more information than can fit on the form. Simply create the IEP Attachment page and continue typing. There are also attachments pages available for Evaluations and Prior Written Notice.

Why and when do we finalize?

It is important to finalize forms once they are complete. Reports and EMIS data can only be run off of finalized forms. Also, general ed teachers with read-only access to SSEM can only see finalized forms.

You will want to check with your director but IEP packets are most commonly finalized after the IEP meeting has been held and any corrections from the meeting have been made in the SSEM system.

What are the System Requirements for SSEM?

Operating System	Recommended Browser Version	Acrobat Reader Version†	Application Usage
Mac OS 9.1 – 10.2.1	Internet Explorer 5	5.0.5	Form Wizard Mode
Mac OS 10.2.2 – 10.2.7	Internet Explorer 5	6.0.1	Form Wizard Mode
Mac OS 10.2.8 - 10.3.3	Internet Explorer 5	6.0.1	Form Wizard Mode
Mac OS X 10.3.4 ***	Safari v1.2.3	7.0.5	PDF Mode or Form Wizard Mode
Windows 95*	Internet Explorer 6.0	5.0.5	Form Wizard Mode
Windows 98	Internet Explorer 6.0	5.0.5	Form Wizard Mode
Windows 98 SE	Internet Explorer 6.0	6.0.1	PDF Mode or Form Wizard Mode
Windows ME	Internet Explorer 6.0	6.0.1	PDF Mode or Form Wizard Mode
Windows 2000 Pro	Internet Explorer 6.0	6.0.1	PDF Mode or Form Wizard Mode
Windows 2000 SP 2	Internet Explorer 6.0	7.0.5	PDF Mode or Form Wizard Mode
Windows XP	Internet Explorer 6.0.2800.1106.xpsp2	7.0.5	PDF Mode or Form Wizard Mode
Windows XP SP 2	Internet Explorer 6.0.2900.2180.xpsp_sp2	7.0.5	PDF Mode or Form Wizard Mode

How do I know the forms in the SSEM software are compliant from ODE?

Before a new or revised state model procedure form is loaded into the SSEM software, they changes are submitted to ODE/OEC for review and approval.