

**Maintaining Youth Education
Information**

Ohio *RTIS*

Knowledge Base Article

Maintaining Youth Education Information

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Maintaining Youth Education Information

Overview

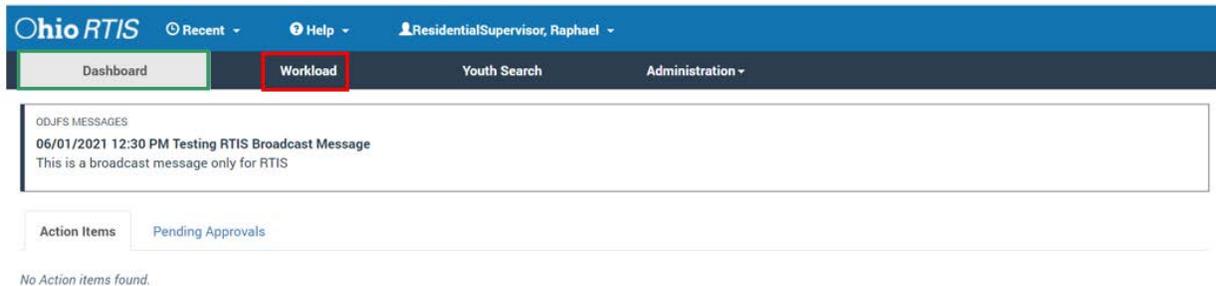
This article describes how to view and record education information, education performance, education plans and special education for children in Qualified Residential Treatment Facilities. This area allows users to access and record general education information as well as more specialized education information, such as IEPs and 504 plans.

When a Public Children Services Agency or Title IV-E Court holds custody and has placed the youth into residential treatment, education information recorded in the Statewide Child Welfare Information System (SACWIS) displays in RTIS, and vice versa.

When a youth is in a Direct Placement and a Release of Information for SACWIS has been recorded in RTIS, any available SACWIS education information for the youth will also display in RTIS.

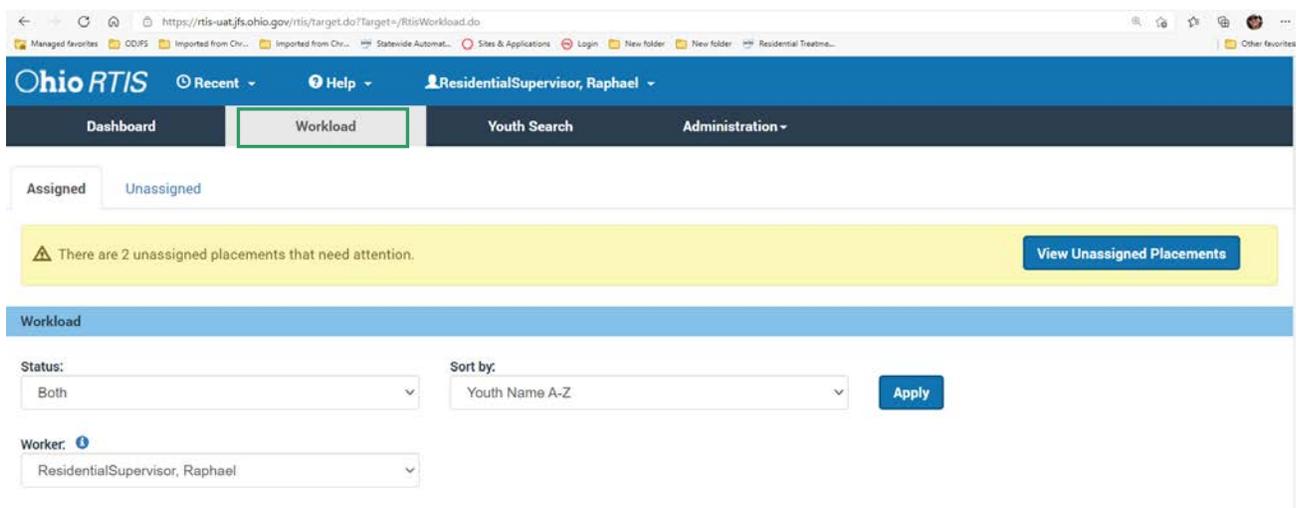
From the **Ohio RTIS Dashboard**:

1. Click, **Workload**.



The **Workload** tab screen appears.

2. Click the name link of the relevant individual.



Maintaining Youth Education Information

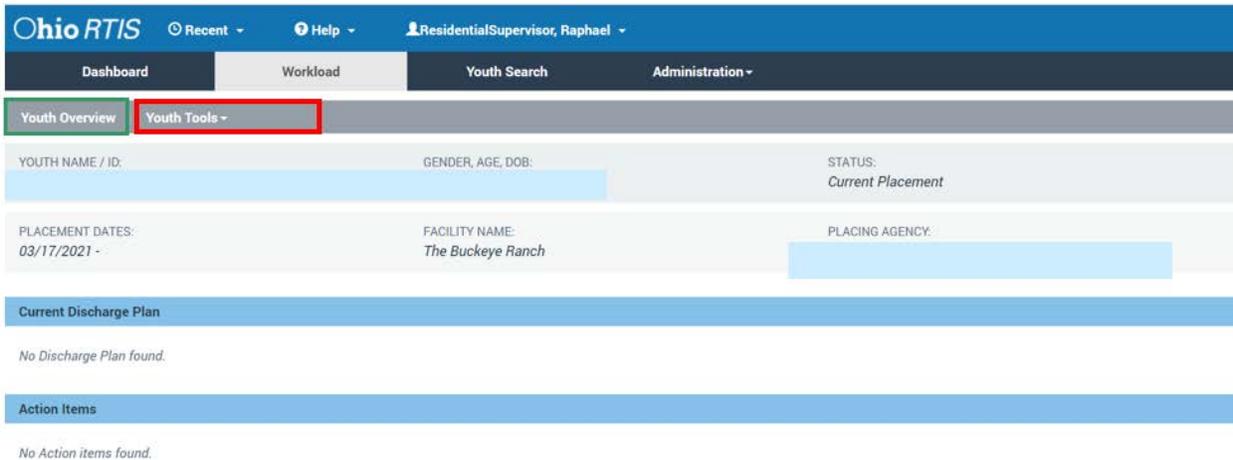
ResidentialSupervisor, Raphael Transfer Workload

<input type="checkbox"/>	Youth Name / ID	Placement Begin Date	Placement End Date	Facility	Placement Source
<input type="checkbox"/>		02/24/2021		The Buckeye Ranch	
<input type="checkbox"/>		10/14/2020		The Buckeye Ranch	
<input type="checkbox"/>		04/14/2021		The Buckeye Ranch	
<input type="checkbox"/>		07/08/2020		The Buckeye Ranch	

Assign End Assignment

The **Youth Overview** screen appears.

3. Click, **Youth Tools**.



Ohio RTIS Recent Help ResidentialSupervisor, Raphael

Dashboard Workload Youth Search Administration

Youth Overview **Youth Tools**

YOUTH NAME / ID: GENDER, AGE, DOB: STATUS: Current Placement

PLACEMENT DATES: 03/17/2021 - FACILITY NAME: The Buckeye Ranch PLACING AGENCY:

Current Discharge Plan

No Discharge Plan found.

Action Items

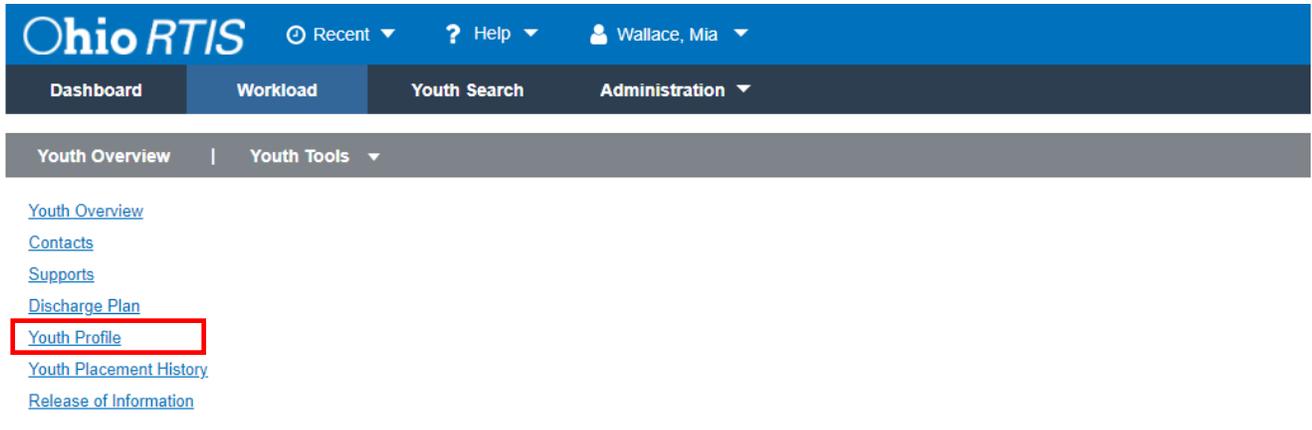
No Action items found.

The **Youth Tools** drawer will expand to show a list of options.

Navigating to Education Information

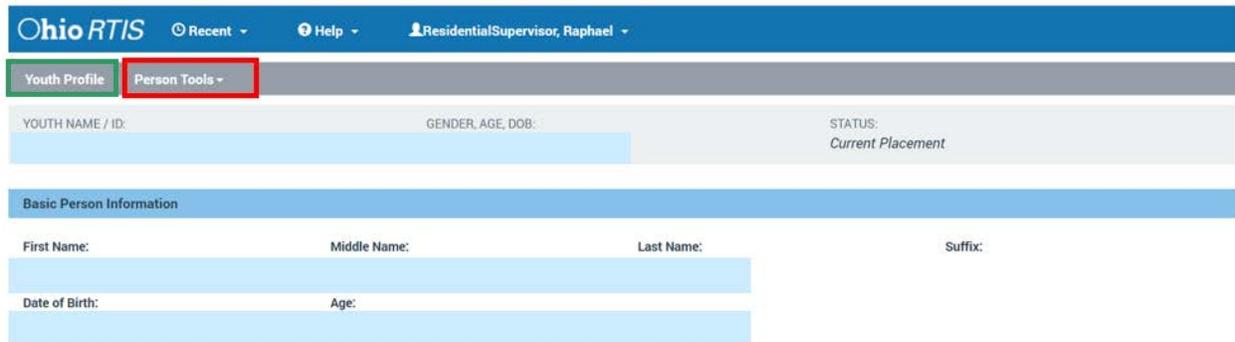
1. Click **Youth Profile**.

Maintaining Youth Education Information



The **Youth Profile** page appears.

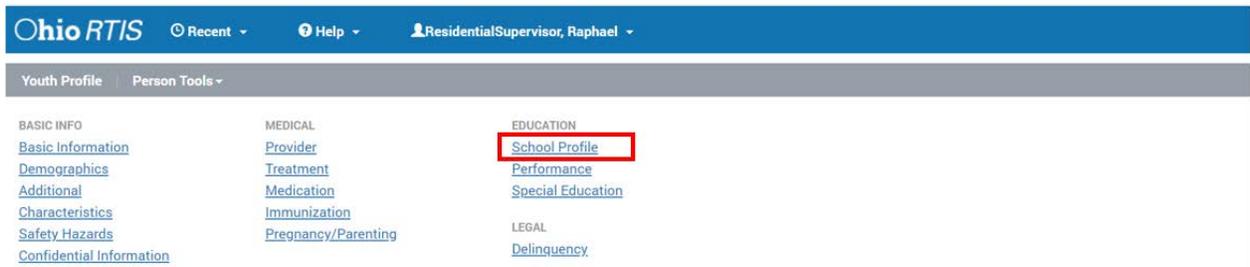
2. Click, **Person Tools**.



The drawer expands to display multiple options.

Adding a School Profile

1. Click, **School Profile**.



The **Manage Education Information** screen appears, displaying the **School Profile** tab page with the youth's **School Profile History**.

The **Financially Responsible School District** grid displays the name of the school district financially responsible for the child's education. This is view only information that is unable to be edited.

Maintaining Youth Education Information

Note: If there is no school district recorded as being financially responsible, this grid will be empty.

Entering Preschool to Grade Twelve School Details

This area allows users to add Preschool to Grade Twelve school information.

1. Click **Add School**.

Ohio RTIS Recent Help ResidentialSupervisor, Raphael

Manage Education Information
Workload > Youth Overview > Person Profile

YOUTH NAME / ID: GENDER, AGE, DOB: STATUS: Current Placement

School Profile Performance Special Education

Financially Responsible School District

Name	Start Date	End Date
COLUMBUS CITY	12/09/2019	
COLUMBUS CITY	09/10/2019	12/02/2019

Preschool To Grade Twelve School History

Include Created in Error

School Name	Type	District Name	Beginning Grade	Start Date	End Date
edit The Buckeye Ranch School	Primary	SOUTHWEST LOCAL	Eighth	10/19/2020	
edit Waggoner Road Junior High	Primary	REYNOLDSBURG CITY	Eighth	08/27/2020	10/19/2020
edit Wedgewood Middle school	Primary	COLUMBUS CITY	Seventh	09/10/2019	10/15/2019

Add School

Postsecondary School History

No Postsecondary School History found.

Include Created in Error

Add Postsecondary School

Close

The **Add School Information** screen appears.

Note: All required information is designated with a red asterisk.

2. Select the appropriate **School District** from the drop-down menu, or enter the name of the school district in the **Other District** textbox.
3. Enter the **School Name**.
4. Select a **Category**.
5. Select a **Type**.

Note: The information icon displays the following information: "The Primary school is the main school in which the child is enrolled. A Secondary school refers to an

Maintaining Youth Education Information

education setting the child attends in addition to the Primary School such as technical school, college, etc.”

6. Enter the **Start Date** of this school details record
Note: Click on the calendar to select the date.
7. Enter the **End Date**, if applicable.
8. Select a **Beginning Grade** from the drop-down menu.
9. Select the **Ending Grade** from the drop-down menu (if applicable).
10. Click **Search Address** to select the address of the school.

Add School Information

Workload > Youth Overview > Person Profile > School Profile

YOUTH NAME / ID: _____ GENDER, AGE, DOB: _____ STATUS: *Current Placement*

School Details

School District: * OR Other District:

School Name: *

Category: * Type: *

Start Date: *  End Date: 

Beginning Grade: * Ending Grade:

Address:
No address has been recorded.

Search Address

School Contact: Phone: Ext:

Reason for Withdrawal/Transfer:

500 characters remaining

Created By: _____ Created Date: _____
Modified By: _____ Modified Date: _____
Source System Code: _____

Maintaining Youth Education Information

The **Address Search** screen displays.

11. Type the address in the **Address Lookup** search box.
12. Click **Search**.

Address Search

Workload > Youth Overview > Person Profile > School Profile > Add School Information

YOUTH NAME / ID: GENDER, AGE, DOB: STATUS: Current Placement

Domestic Address Search Foreign Address Search

Address Details

Address Lookup:
Enter at least 8 characters to get address suggestions

[PO Box or Manual Search Criteria](#)

Search Clear Form

The **Domestic Address Search Results** grid displays.

13. Click **select** beside the appropriate address.
14. If the appropriate address is not in the results, click **Add New Address**.

Domestic Address Search Results

Result(s) 1 to 3 of 3 / Page 1 of 1

	Address	Valid	County	Geo Code	Hazard
select	4200 E 5th Ave Columbus OH 43219 1851	Yes	Franklin	None	No
select	4200 E 5th Ave Columbus OH 43219 1851	Yes	Franklin	None	No
select	4200 E 5th Ave Columbus OH 43219 1851	Yes	Franklin	None	No

[Add New Address](#)

The **Add School Information** screen appears.

Note: If you select **Change Address**, the address search screen displays again. If you select **Clear Address**, the address is cleared and the system displays, **No address has been recorded**.

1. Enter the **School Contact, Phone** and **Ext**.
2. If the child has been withdrawn or transfers, enter the details for the **Reason for Withdrawal/Transfer** in the textbox.
3. If the school details have been entered incorrectly or in error, the **Created in Error** checkbox can be checked. Once this has been checked, the record is marked created in error and cannot be edited. It will no longer display on the School profile page.

Maintaining Youth Education Information

- Click **Save** to save the record and return to the school profile page. If you click cancel, the record will not save and you will return to the school profile page.

Note: At the bottom of the page displays the name of who created/modified the record and the date of when it was **Created** or **Modified**. Additionally, the **Source System Code** displays the name of the system from where the information originates (i.e. RTIS or SACWIS).

Add School Information

Workload > Youth Overview > Person Profile > School Profile

YOUTH NAME / ID: _____ GENDER, AGE, DOB: _____ STATUS: *Current Placement*

School Details

School District: * AKRON CITY OR Other District: _____

School Name: * xxxxxxxxxxxx

Category: * Intellectual/Developmental Disabilities Type: * Primary

Start Date: * 06/01/2021 End Date: _____

Beginning Grade: * Tenth Ending Grade: _____

Beginning Grade: * Tenth Ending Grade: _____

Address:
4200 E 5th Ave Columbus, OH 43219-1851

Change Address **Clear Address**

School Contact: _____ Phone: _____ Ext: _____

Reason for Withdrawal/Transfer:

500 characters remaining

Created By:	ResidentialSupervisor, Raphael	Created Date:	06/23/2021
Modified By:	ResidentialSupervisor, Raphael	Modified Date:	06/23/2021
Source System Code:	RTIS		

Save **Cancel**

Maintaining Youth Education Information

The **Manage Education Information** screen appears.

1. Click, **Add Postsecondary School**.

Manage Education Information
Workload > Youth Overview > Person Profile

✔ Your data has been saved.

YOUTH NAME / ID: GENDER, AGE, DOB: STATUS: Current Placement

School Profile Performance Special Education

Financially Responsible School District

Name	Start Date	End Date
LEIPSIC LOCAL	11/19/2020	

Preschool To Grade Twelve School History

Include Created in Error

School Name	Type	District Name	Beginning Grade	Start Date	End Date
edit xxxxxxxxxxxx	Primary	AKRON CITY	Tenth	06/01/2021	
edit Summit Academy	Secondary	YOUNGSTOWN CITY	Tenth	11/19/2020	
edit Leipsic High School	Secondary	LEIPSIC LOCAL	Tenth	09/01/2020	11/19/2020

Add School

Postsecondary School History

No Postsecondary School History found.

Include Created in Error

Add Postsecondary School

The **Add Postsecondary School Information** screen appears.

Entering Postsecondary School Information

1. Enter the **School Name** in the textbox.
2. Select a **Category** from the dropdown.
3. Enter the **Start Date**
4. Enter the **End Date** (If applicable).
Note: If an end date is entered, you will be required to make a selection from the **End Reason** drop-down menu.
5. Select an **Anticipated Certification or Degree** from the drop-down menu.
6. If an end date has been entered, select an End Reason from the drop-down menu.
7. Enter the **Program of Study** in the textbox.
8. Click **Search Address** to select the address of the school.

Maintaining Youth Education Information

Add Postsecondary School Information

Workload > Youth Overview > Person Profile > School Profile

YOUTH NAME / ID: Foreman, Joshua Vincent / 7743085	GENDER, AGE, DOB: Male, Age 16, 11/04/2004	STATUS: Current Placement
---	---	------------------------------

Postsecondary School Details

School Name: *

Category: *

Start Date: * 

End Date: 

Anticipated Certification or Degree:

End Reason:

Program of Study:

Address:
No address has been recorded.

School Contact: Phone: Ext:

Reason for Withdrawal/Transfer:

500 characters remaining

Created By: Created Date:

Modified By: Modified Date:

Source System Code:

The **Address Search** screen displays, defaulted to the **Domestic Address Search** tab screen.

9. Type the address in the **Address Lookup** search box to locate the school address.
10. Click, **Search**.

Maintaining Youth Education Information

Address Search

Workload > Youth Overview > Person Profile > School Profile > Add Postsecondary School Information

YOUTH NAME / ID: Foreman, Joshua Vincent / 7743085 GENDER, AGE, DOB: Male, Age 16, 11/04/2004 STATUS: Current Placement

Domestic Address Search Foreign Address Search

Address Details

Address Lookup:

[PO Box or Manual Search Criteria](#) ▼

The **Domestic Address Search Results** grid displays.
11. Click **select** on the appropriate address result.

Address Search

Workload > Youth Overview > Person Profile > School Profile > Add Postsecondary School Information

YOUTH NAME / ID: GENDER, AGE, DOB: STATUS: Current Placement

Domestic Address Search Foreign Address Search

Address Details

Address Lookup:

[PO Box or Manual Search Criteria](#) ▼

Domestic Address Search Results

Result(s) 1 to 3 of 3 / Page 1 of 1

	Address	Valid	County	Geo Code	Hazard
select	4200 E 5th AVE Columbus OH 43219 1851	Yes	Franklin	None	No
select	4200 E 5th Ave Columbus OH 43219 1851	Yes	Franklin	None	No
select	4200 E 5th Ave Columbus OH 43219 1851	Yes	Franklin	None	No

Maintaining Youth Education Information

The **Add Postsecondary School Information** screen appears.

12. If the appropriate address is not in the results, click **Add New Address**.

Note: If you select **Change Address**, the address search screen displays again. If you select **Clear Address**, the address is cleared and the system displays, **No address has been recorded**.

13. Enter the **School Contact**, **Phone** and **Ext.** in the text boxes.

14. If the child has been withdrawn or transfers, enter the details for the **Reason for Withdrawal/Transfer** in the text box.

15. If the school details have been entered incorrectly or in error, the **Created in Error** checkbox can be checked. Once this has been checked, the record is marked created in error and cannot be edited. It will no longer display on the School profile page.

16. Click **Save** to save the record and return to the school profile page. If you click cancel, the record will not save and you will return to the school profile page.

Add Postsecondary School Information
Workload > Youth Overview > Person Profile > School Profile

YOUTH NAME / ID: GENDER, AGE, DOB: STATUS:
Current Placement

Postsecondary School Details

School Contact: Phone: Ext.:

Reason for Withdrawal/Transfer:
500 characters remaining

Created in Error

Created By: Lastname, Firstname Created Date: <MM/DD/YYYY>
Modified By: Lastname, Firstname Modified Date: <MM/DD/YYYY>

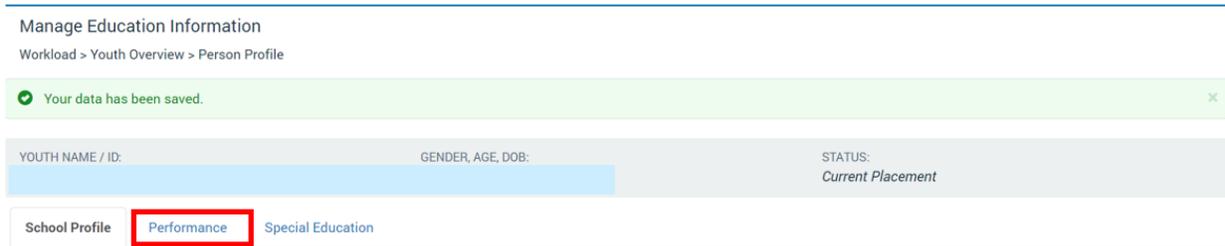
Source System Code: <value>

Save Cancel

Maintaining Youth Education Information

The **Manage Education Information** screen appears.

1. Click the **Performance** tab at the top of the page



Manage Education Information
Workload > Youth Overview > Person Profile

✔ Your data has been saved. ×

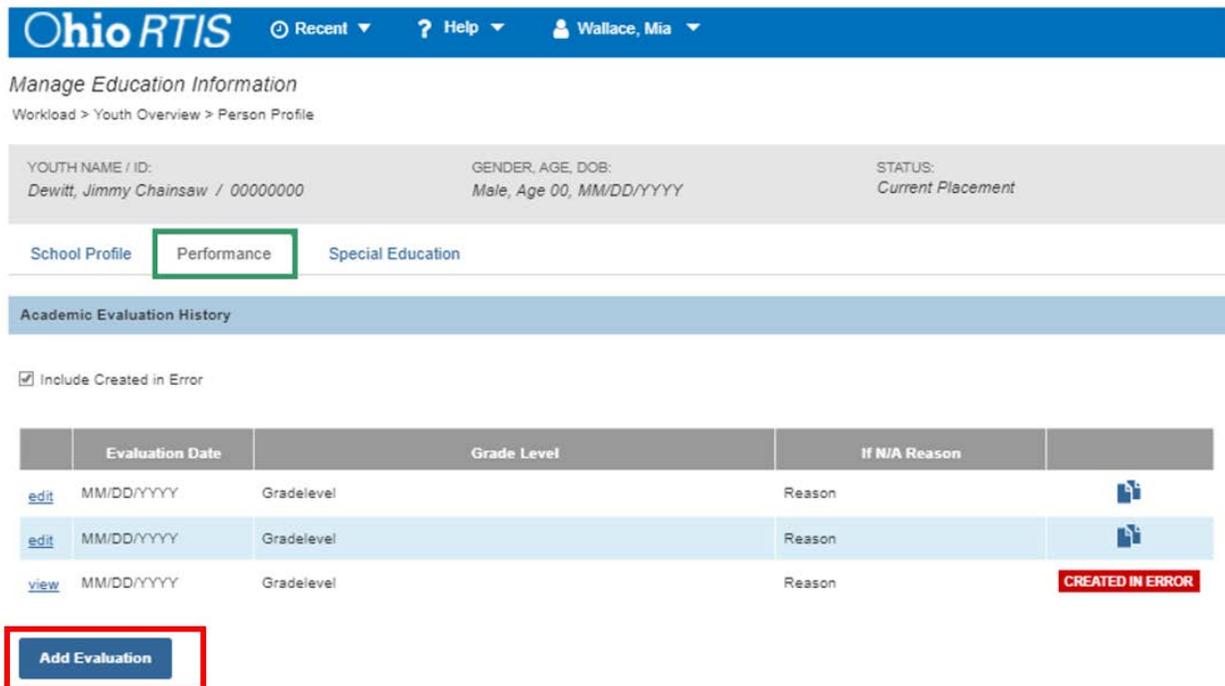
YOUTH NAME / ID: GENDER, AGE, DOB: STATUS:
Current Placement

School Profile **Performance** Special Education

Adding School Performance Information

The **Performance** tab page displays.

1. Click the **Add Evaluation** button.



Ohio RTIS Recent Help Wallace, Mia

Manage Education Information
Workload > Youth Overview > Person Profile

YOUTH NAME / ID: GENDER, AGE, DOB: STATUS:
Dewitt, Jimmy Chainsaw / 00000000 Male, Age 00, MM/DD/YYYY Current Placement

School Profile **Performance** Special Education

Academic Evaluation History

Include Created in Error

	Evaluation Date	Grade Level	If N/A Reason	
edit	MM/DD/YYYY	Gradelevel	Reason	
edit	MM/DD/YYYY	Gradelevel	Reason	
view	MM/DD/YYYY	Gradelevel	Reason	CREATED IN ERROR

Add Evaluation

Maintaining Youth Education Information

The **Add Academic Evaluation** page displays.

Adding Academic Evaluation Information

2. Enter the **Evaluation Date**.
3. Select **Grade Level** from the drop-down menu.

Note: If the **Grade Level** selected is N/A, the **If N/A Reason** textbox displays and is required. If the reason selected is Other, then the **Explain** textbox is required.

4. Select the appropriate checkboxes, as needed, regarding the youth's performance.
5. Enter narrative information into the **Performance Details** textbox.

The screenshot shows the 'Academic Evaluation' form with several fields highlighted by red boxes:

- Evaluation Date:** A date picker field with a calendar icon.
- Grade Level:** A dropdown menu.
- Checkboxes:** Two checkboxes: Youth has repeated this grade and Youth's educational needs require further assessment.
- Explain:** A large text area with a '1000 characters remaining' indicator.
- Performance Checkboxes:** Six checkboxes: Youth is a high achiever, Youth makes good grades, Youth desires postsecondary education, Youth achieves at grade level, Youth likes school, and Youth achieves below grade level, Youth struggles with school.
- Cognitive Functioning:** A dropdown menu.
- Performance Details:** A large text area with a '3000 characters remaining' indicator.

6. Select frequency of problems in the **Behavioral** and **Academic** drop-down menus, as applicable.
7. Enter narrative information into the **Behavior Problems/Social Adjustment** textbox.
8. Select the appropriate checkboxes, as needed, regarding the youth's attendance.
9. Enter narrative information in the **Describe Youth's Attendance** textbox.
10. Enter narrative information in the **Educational Setting** textbox.

Maintaining Youth Education Information

School Problems

Behavioral: Academic:

Behavior Problems / Social Adjustment:

3000 characters remaining

School age youth misses school (or has missed school) for prolonged periods
 Academically behind due to poor attendance

Describe Youth's Attendance:

3000 characters remaining

Describe how the current educational setting is appropriate for the youth's needs, or what actions are being taken to arrange for immediate enrollment in an appropriate educational setting: [\(expand full screen\)](#)

4000 characters remaining

11. Select the appropriate checkboxes for **Tutoring Needs**.

Note: If Other is checked, a textbox displays and is required to save.

12. Select the appropriate checkboxes under **Graduation Information**, as needed.

13. Selected checkboxes must have a date entered as well.

14. Select the appropriate checkboxes under **School Activities**, as needed.

Note:

- If Other is checked, a textbox displays and is required to save.
- If the IEP/504 plan information has been entered in error, the **Created in Error** checkbox can be checked. Once this has been checked, the record is marked created in error and cannot be edited. It will no longer display on the Special Education page.

Maintaining Youth Education Information

Tutoring Needs

<input type="checkbox"/> English	<input type="checkbox"/> Science / Biology	<input type="checkbox"/> Reading
<input type="checkbox"/> English as Second Language	<input type="checkbox"/> Math	<input type="checkbox"/> Spelling
<input type="checkbox"/> Foreign Language	<input type="checkbox"/> History / Geography	<input type="checkbox"/> Writing
<input type="checkbox"/> Study Skills		
<input type="checkbox"/> Other		

Graduation Information

<input type="checkbox"/> Youth is 18, and will graduate prior to 19th birthday	<input type="checkbox"/> Highschool Diploma Received	<input type="checkbox"/> GED Certification Received
Expected Graduation Date: <input type="text"/> 	Graduation Date: <input type="text"/> 	GED Date: <input type="text"/> 

School Activities

<input type="checkbox"/> Softball	<input type="checkbox"/> Lacrosse	<input type="checkbox"/> Drama
<input type="checkbox"/> Baseball	<input type="checkbox"/> Soccer	<input type="checkbox"/> Music/Band
<input type="checkbox"/> Football	<input type="checkbox"/> Volleyball	<input type="checkbox"/> Choir
<input type="checkbox"/> Tennis	<input type="checkbox"/> Track & Field	<input type="checkbox"/> Mentor
<input type="checkbox"/> Basketball	<input type="checkbox"/> Field Hockey	<input type="checkbox"/> Volunteer
<input type="checkbox"/> Clubs	<input type="checkbox"/> Other	

Created in Error

Entering Suspension/Truancy/Expulsion Records

1. Click **Add Record** button.

Suspension / Truancy / Expulsion History

No Suspension / Truancy / Expulsion History found.

Include Created in Error

Add Record

Maintaining Youth Education Information

The **Suspension/Truancy/Expulsion Information** page displays

1. Make a selection from the **Type** dropdown
2. Make a selection from the **Grade Level** dropdown
3. Enter a **Start Date**
4. Enter an **End Date**, if applicable
5. Enter narrative information into the **Explanation** textbox.
6. Click, **Save**.

Suspension / Truancy / Expulsion Information

Type: *

Grade Level: *

Start Date:

End Date:

Explanation: *

3000 characters remaining

Created By:

Created Date:

Modified By:

Modified Date:

Source System Code:

The **Manage Education Information** screen appears.

1. Click the **Special Education** tab at the top of the page.

Manage Education Information

Workload > Youth Overview > Person Profile

Your data has been saved.

YOUTH NAME / ID: GENDER, AGE, DOB: STATUS:

School Profile Performance **Special Education**

Maintaining Youth Education Information

Entering Special Education Information

The **Special Education** page displays

1. Click the **Add ETR** button.

The screenshot shows a navigation bar with three tabs: 'School Profile', 'Performance', and 'Special Education'. The 'Special Education' tab is selected and highlighted with a green border. Below the navigation bar is a blue header for 'Evaluation Team Report (ETR) History'. Underneath, it says 'No ETR History found.' There is a checkbox labeled 'Include Created in Error' which is unchecked. At the bottom of this section, a blue button labeled 'Add ETR' is highlighted with a red border.

Adding an Evaluation Team Report (ETR)

The **Add ETR Details** page displays.

2. Enter the **ETR Date**. (Required)
3. Make a selection from the **Originating School District** dropdown or enter information in the **Other District** textbox.
4. Click, **Save**.

The screenshot shows the 'Add ETR Details' page. At the top, there is a breadcrumb trail: 'Workload > Youth Overview > Person Profile > Special Education'. Below this is a header section with three fields: 'YOUTH NAME / ID', 'GENDER, AGE, DOB', and 'STATUS: Current Placement'. The main section is titled 'ETR Information'. It contains an 'ETR Date:' field with a calendar icon, which is highlighted with a red box. Below this are two options for the 'Originating School District': a dropdown menu (highlighted with a red box) and an 'Other District:' text box. At the bottom of the form, there are fields for 'Created By', 'Created Date', 'Modified By', 'Modified Date', and 'Source System Code'. A dark grey bar at the very bottom contains a blue 'Save' button (highlighted with a red box) and a white 'Cancel' button.

Maintaining Youth Education Information

The **Manage Education Information** screen appears.

Adding an Individualized Education Plan (IEP)/504

1. Click the **Add IEP/504** button.

The screenshot shows the 'Manage Education Information' screen. At the top, there is a breadcrumb trail: 'Workload > Youth Overview > Person Profile'. Below this, there are fields for 'YOUTH NAME / ID:', 'GENDER, AGE, DOB:', and 'STATUS: Current Placement'. There are three tabs: 'School Profile', 'Performance', and 'Special Education', with 'Special Education' being the active tab. Below the tabs is a section titled 'Evaluation Team Report (ETR) History' with a checkbox for 'Include Created in Error'. A table shows one entry with 'Date ETR Completed' as '06/08/2021' and 'Originating School District' as 'AKRON CITY'. Below the table is an 'Add ETR' button. Below that is a section titled 'Individualized Education Plan (IEP) History/ 504 Plan History' with a message 'No IEP / 504 Plan History found.' and another 'Include Created in Error' checkbox. At the bottom, the 'Add IEP/504' button is highlighted with a red box.

The **Add IEP/504 Details** screen appears.

1. Select from the **Plan Type** drop-down menu. (Required)
2. Select from the **School District** drop-down menu or enter information in the **Other District** textbox. (Required)
3. Enter the **Effective Date**.
4. Enter the **Expiration Date**
5. Enter narrative information in the **Participant(s)** textbox.
6. Enter information in the **Special Education Contact**, **Phone**, **Ext.** and **Email** textboxes, as applicable.
7. If the IEP/504 plan information has been entered in error, the **Created in Error** checkbox can be checked. Once this has been checked, the record is marked created in error and cannot be edited. It will no longer display on the Special Education page.

Maintaining Youth Education Information

Adding an IEP/504 Amendment

8. Click **Add Amendment**.

Add IEP/504 Details

Workload > Youth Overview > Person Profile > Special Education

YOUTH NAME / ID: _____ GENDER, AGE, DOB: _____ STATUS: *Current Placement*

IEP / 504 Details Information

Plan Type: *

School District: *

OR **Other District:**

Effective Date:

Expiration Date:

Participant(s):

2000 characters remaining

Special Education Contact:

Phone: **Ext:** **Email:**

Created in Error

Amendment History

No Amendment History found.

Add Amendment

Created By:	Forrester, Todd	Created Date:	04/22/2020
Modified By:	ResidentialSupervisor, Raphael	Modified Date:	06/28/2021
Source System Code:	SACWIS		

Save **Cancel**

Maintaining Youth Education Information

The **Add IEP/504 Amendment** screen appears.

1. Enter the **Amendment Date**
2. Enter narrative information in the **Amendment Participant(s)** textbox.
3. Select from the **Amending School District** drop-down menu, or enter text in the **Other District** textbox.
4. Enter narrative information in the **Reason for Amendment** textbox.
5. Click, **Save**.

Add IEP/504 Amendment
Workload > Youth Overview > Person Profile > Special Education > IEP/504 Details

YOUTH NAME / ID: GENDER, AGE, DOB: STATUS:
Current Placement

Amendment Information

Amendment Date: 

Amendment Participant(s):

Amending School District: * OR Other District: 2000 characters remaining

Reason for Amendment:

1000 characters remaining

Created By: Created Date:
Modified By: Modified Date:

The **Edit IEP/504 Details** screen appears.
Click, **Save**.

Edit IEP/504 Details
Workload > Youth Overview > Person Profile > Special Education

Maintaining Youth Education Information

Add Amendment

Created By: Forrester, Todd Created Date: 04/22/2020
Modified By: ResidentialSupervisor, Raphael Modified Date: 06/28/2021
Source System Code: SACWIS

Save

Cancel

The **Manage Education Information** screen appears.

Entering Special Education Designation(s)

1. Select the appropriate checkbox under **Special Education Designation**
Note: The system will validate that no more than 1 of the check-boxes is checked.
 2. Enter **Enrolled Date**, if applicable
 3. Select from the **Achievement Level with Special Education** dropdown, if applicable.
 4. Enter narrative information in the **Explain** textbox, if applicable.
Note: If the **Youth enrolled in Special Education** checkbox is checked, the fields in steps #2-4 are required to save.
1. Select all applicable conditions from the **Available Categories** push box.
 2. Click **Add** to finish selecting all applicable conditions.
 3. Enter narrative information in the **Explain** textbox, as applicable.

Manage Education Information

Workload > Youth Overview > Person Profile

Special Education Designation

- Youth enrolled in Special Education
- Youth eligible but not enrolled in Special Education
- Youth not eligible for Special Education

Enrolled Date:



Achievement Level with Special Education:

Explain:

3000 characters remaining

Maintaining Youth Education Information

Basis for Special Education Eligibility Determination

Available Categories:

Remove Add All Add

Option 1
Option 2
Option 3

Selected Categories:

Remove Remove All

Explain: [\(expand full screen\)](#)

10000 characters remaining

If you need additional information or assistance, please contact the SACWIS Help Desk at: 614-466-0978, select #3, then select #5.