



EdPlan Connect: Broward County Public Schools Parent Portal

A Guide for Parents

EdPlan Connect allows parents and guardians to access students' IEP documents. This guide provides an overview of EdPlan Connect and explains how parents can review documents through the portal.

Important note: In order to receive alerts and access the parent portal, parents must have both an email address and a 10-digit phone number in EdPlan.

The Process for Parents to Review Documents

Parents can use the EdPlan Connect parent portal anytime, but it is commonly used if they are unable to attend an IEP meeting. Whenever a final IEP document is created for a student in EdPlan. This section covers the process for reviewing documents through the parent portal.

1. When a final IEP document is created, an automated email invitation with a link to access the parent portal is sent out overnight to all parents of the student in EdPlan. An IEP team member can also send an ad hoc email invitation at any time through the parent's information page in EdPlan. Either way, the email that the parent receives will be similar to this one:

From: edplanconnect@browardschools.com <edplanconnect@browardschools.com>
Subject: You have an EdPlan Connect Action Item

To Michael Test, Parent of Olivia Test,

Please login to your EdPlan Connect Parent Portal account to view your awaiting action items.

This email is intended only for the individual to whom it is addressed and may contain access to confidential information, including information from educational records. If you are not the intended recipient, you are hereby notified that any access to records with this communication or any dissemination, distribution, copying, or storage of this communication is strictly prohibited and may violate applicable federal and state laws. If you have received this communication in error, please immediately call the ESE Department at 754-321-3400 to report this issue.

To access your action item(s), please click the following link to log in to School Board of Broward County's portal: [EdPlan Connect](#)

Thank you,

School Board of Broward County



Please do not respond to this email as it is from an automated email account that is not monitored. If you have questions or concerns, please reach out to School Board of Broward County.

2. After clicking on the link in the email, the parent will be taken to the EdPlan Connect parent portal to authenticate his or her identity, per FERPA requirements, by requesting and using an Access Code. The

parent can choose to receive the access code by text message, voice call, or email. If the parent has more than one phone number in EdPlan, then the parent will have the option to select which phone number to use when selecting the text or voice call methods. The Access Code request page will look like this:

The screenshot shows a web interface for EdPlan by PCG Education. The main heading is "EasyIEP Connect" for the "School Board of Broward County". Below the heading is a logo for "Student Education & Support Services" featuring a red apple with a white "SE" inside. The question "How would you like to receive access code?" is followed by three radio button options: "Text Message", "Voice Call" (which is selected), and "E-Mail". Below this, the instruction "Select the phone number you wish to use:" is followed by a single radio button option: "###-###-4302". At the bottom left of the form is a green button labeled "Request Access Code".

3. When the parent selects one of the three methods for receiving the access code, he or she clicks the "Request Access Code" button (the green button in the picture above) and allows 1-2 minutes to receive the access code via the selected method. If the email method is selected, the parent will receive an Access Code email like this:

From: edplanconnect@browardschools.com <edplanconnect@browardschools.com>
Subject: New EdPlan Connect Parent Portal Access Code

To Michael Test, Parent of Olivia Test,

Broward County Schools utilizes the EdPlan Connect Parent Portal to provide parents/guardians access to their students' information. You will access the Parent Portal by entering the following Access Code into the Parent Portal login page. This Access Code is valid for 15 minutes.

Access Code: 17533163

This email is intended only for the individual to whom it is addressed and may contain access to confidential information, including information from educational records. If you are not the intended recipient, you are hereby notified that any access to records with this communication or any dissemination, distribution, copying, or storage of this communication is strictly prohibited and may violate applicable federal and state laws. If you have received this communication in error, please immediately call the ESE Department at 754-321-3400 to report this issue.

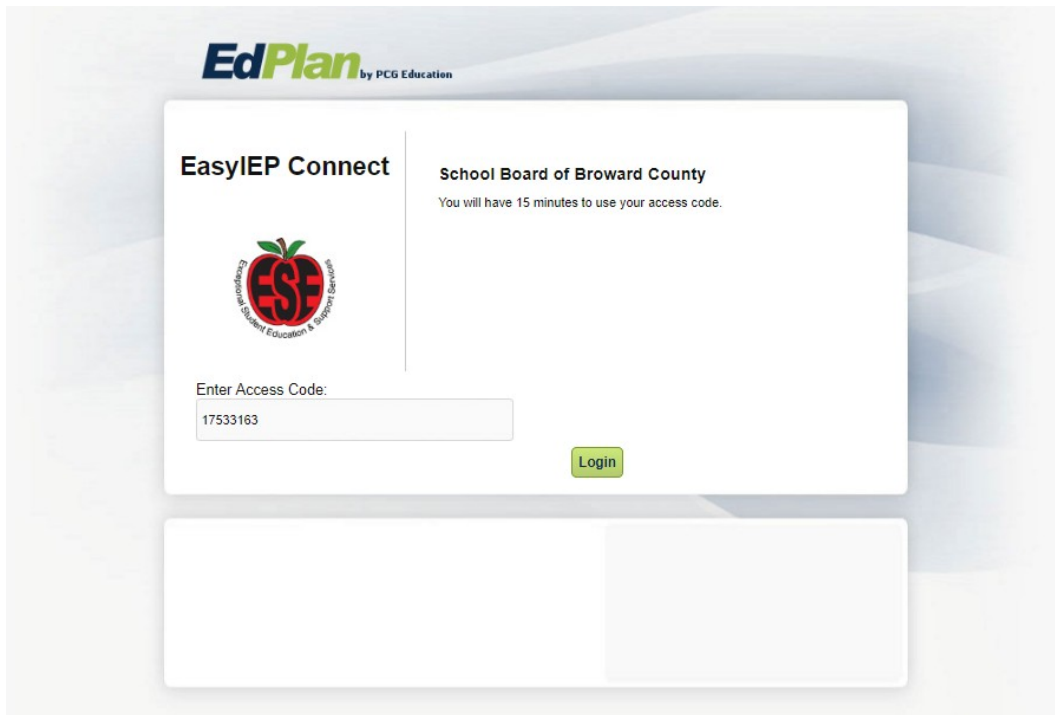
Thank you,

School Board of Broward County



Please do not respond to this email as it is from an automated email account that is not monitored. If you have questions or concerns, please reach out to School Board of Broward County.

4. Once the parent receives the Access Code email, the parent copies the Access Code and pastes it into the Parent Portal Login page like this, being careful not to leave any blank spaces after the code.



5. The parent then clicks the green Login button and is taken to the To-Do List page. The To-Do List is where any documents awaiting review are displayed. From here the parent can click on the blue IEP document link to review the document.

Student	Date Submitted	Proposed Document	Action	Respond
Olivia Test	01/07/2019	IEP	Generated Final IEP	Review
Olivia Test	01/07/2019	IEP	Generated Final IEP	Review
Olivia Test	01/07/2019	IEP	Apply Parent Response for Proposed IEP	

Navigating the Other Parts of EdPlan Connect

When a parent logs in to the parent portal, his or her landing page is the To-Do List. However, the parent can navigate to other parts of EdPlan Connect by clicking on the different options in the blue menu bar. This section describes these other parts of EdPlan Connect.

- **My Information:** From this page parents have the option to edit and save their email addresses and phone numbers. They may also opt out of EdPlan Connect entirely. If parents want to change the name or address they have stored in EdPlan Connect, then they should contact their ESE specialist.

My Information

Name: Michael Test, Parent of Olivia Test | Relationship: Parent | Email: name@domain.com

Home Phone: 5555554302 | Work Phone: ###-###-#### | Cell Phone: ###-###-####

Address: _____

City: _____ | State: _____ | Zip Code: _____

Please remove my access to the EasyIEP Connect application. I prefer to have documents delivered by mail or in person. I understand that I will not be able to login again once this is set.

To update this information please contact your school's ESE Specialist.

SAVE MY INFORMATION

➤ **Completed Actions:** The parent can also click on the Completed Actions link in the blue bar to review any previous actions he or she has completed.

Completed Actions

Action	Student ID	Student	School	Description	Event / Document	Date Completed
3	ABC123	Abram Eligibility Test	School Board of Broward County	Apply Parent Response for Proposed IEP	IEP	01/03/2019
2	ABC123	Abram Eligibility Test	School Board of Broward County	Apply Parent Response for Proposed IEP	IEP	12/28/2018

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➤ **Service Plan Info:** The Service Plan Info page displays eligibility and IEP dates, disabilities, and information about the student's services.

Eligibility Dates: 08/14/2018 - 08/14/2021
 IEP Dates: 01/02/2019 - 01/01/2020
 Disabilities: Emotional or Behavioral Disability, Autism Spectrum Disorder

Services

Service Class	Service	Begin Date	End Date	Frequency	Extended School Year	Doctor Authorization
Special Ed Services	Consultation in Independent Functioning	01/02/2019	01/01/2020	1 times/wk	No	
Special Ed Services	Direct Language Therapy	01/02/2019	01/01/2020	30 min/wk	1 times/wk	No
Special Ed Services	Intensive Instruction in Language Arts	01/02/2019	01/01/2020	250 min/wk	5 times/wk	No
Special Ed Services	Intensive Instruction in Reading	01/02/2019	01/01/2020	250 min/wk	5 times/wk	No
Special Ed Services	Specialized Instruction in Braille	01/02/2019	01/01/2020	50 min/wk	1 times/wk	No
Related Services	Audiological Services	01/02/2019	01/01/2020	30 min/sch yr	1 times/sch yr	No
Related Services	Counseling Services	01/02/2019	01/01/2020	60 min/mon	2 times/mon	No
Related Services	Orientation and Mobility Training	01/02/2019	01/01/2020	30 min/wk	1 times/wk	No
Related Services	School Nursing Services	01/02/2019	01/01/2020	30 min/mon	1 times/mon	No
Supplemental Aids & Services	*Other-Written notes, outlines, study guides	01/02/2019	01/01/2020	5 times/wk	No	

- **Documents:** By clicking Documents, the parent will be able to review any documents associated with his or her student as well as the type of event associated with the document in EdPlan. Clicking on the blue document names will open those documents for review.

Student's Documents

Select School Year
2018

School Year	Date Finalized	Document	Associated Event	Attachment
2018	01/06/2019	IEP-At-a-glance (IEP)		
2018	01/06/2019	IEP	Proposed IEP	
2018	01/06/2019	Eligibility Determination	Proposed Eligibility Determination	
2018	01/04/2019	Eligibility	Proposed Eligibility Determination	
2018	01/04/2019	Evaluation Planning	Referral	
2018	01/03/2019	IEP-At-a-glance (IEP)		
2018	01/03/2019	IEP	Proposed IEP	
2018	01/03/2019	Eligibility	Proposed Eligibility Determination	
2018	01/03/2019	Medicaid Parental Consent Easy Fax Form	Proposed Medicaid Parental Consent	

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