Viewing Student IEP in Parent Access

1. When you log into Parent Access and navigate to the Student Summary page, you will see a button at the bottom of the screen. "View Special Ed Documents" Click on that button.

2. A pop-up box will ask you to verify you want to navigate to IEP Direct Parent Portal. Click "OK."
   (Note: If your browser is set up to block pop-up windows, you will not be able to view the documents. Please disable pop-up blocking when you are working in Parent Access.)

3. You will see a status bar while Genesis is accessing Frontline IEP. Then your child's Special Ed documents will be listed. Click on the document you want to view.

4. When finished, click on the X in the top right corner of the screen and continue your work in Genesis.

   If you have any trouble accessing the child's IEP, please contact your case manager.