

***Division for Special Education Services***  
*2010 Early Intervening Services (EIS)*  
*User Manual*

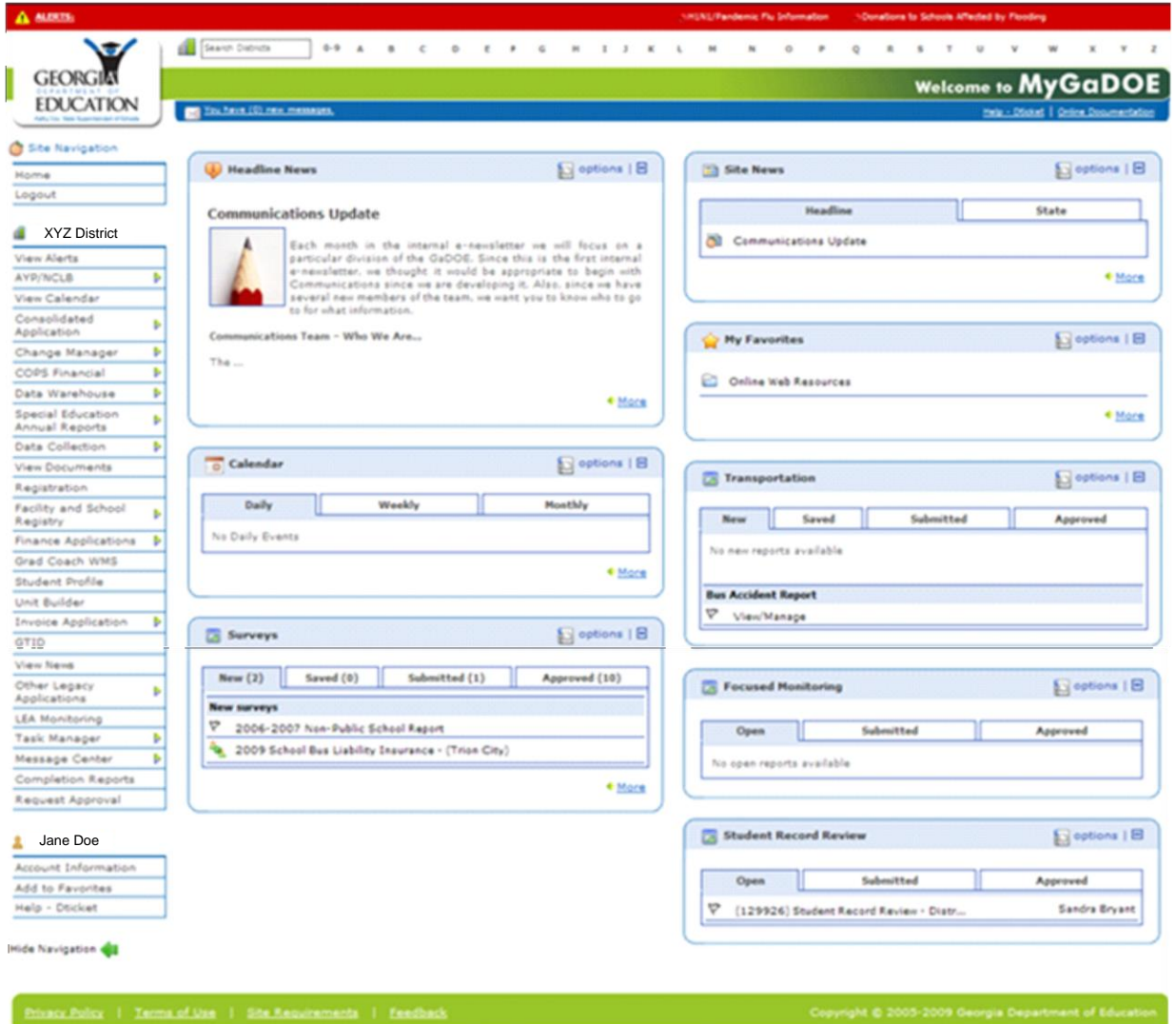
*Updated on February 25, 2010*

1. Log into the portal.

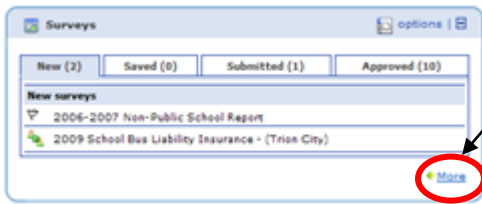


This website requires Cookies be enabled in your browser.

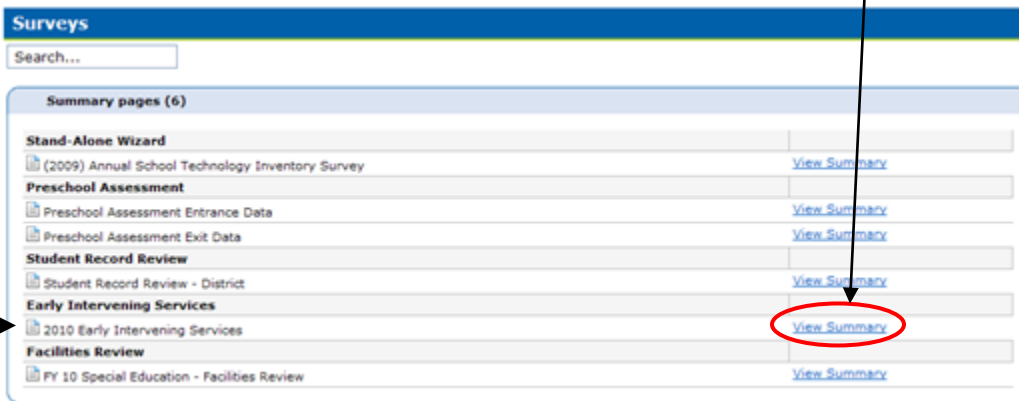
2. You will see your portal page.



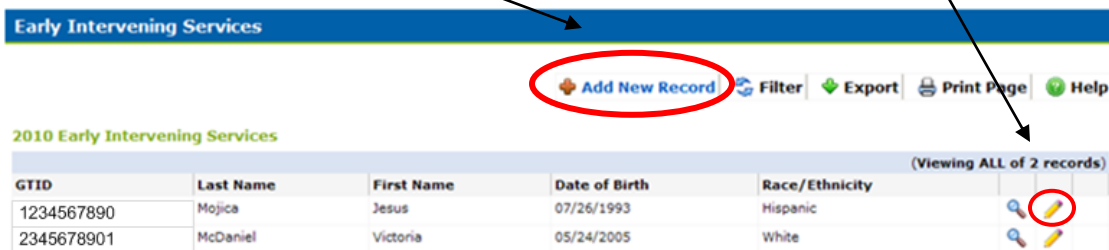
3. Look for the 'Surveys' portlet (below) and select the '[More...](#)' hyperlink.



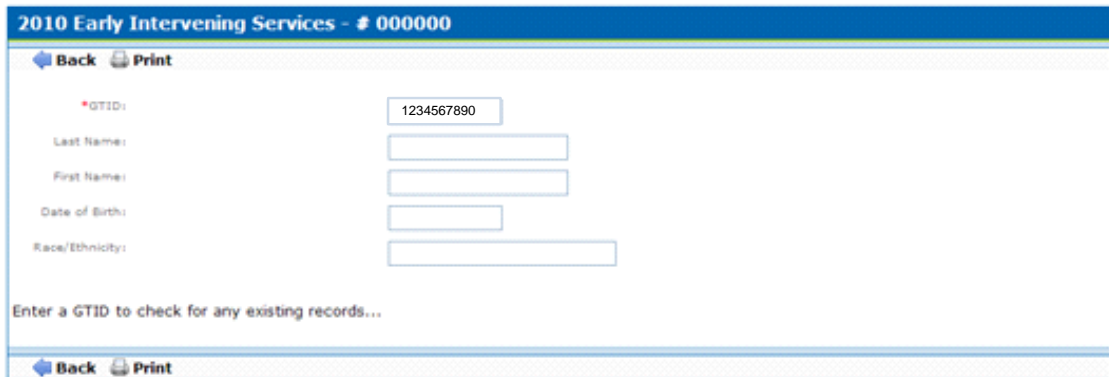
4. A list of surveys that have summary pages is displayed. Select the '[View Summary](#)' hyperlink for the survey labeled: 2010 Early Intervening Services.



5. The Summary Display for your district will be displayed. Select the pencil icon, to modify a record or select '[Add New Record](#)' to access the student Georgia Test Identifier (GTID) search, which will allow you to enter or modify an EIS record.



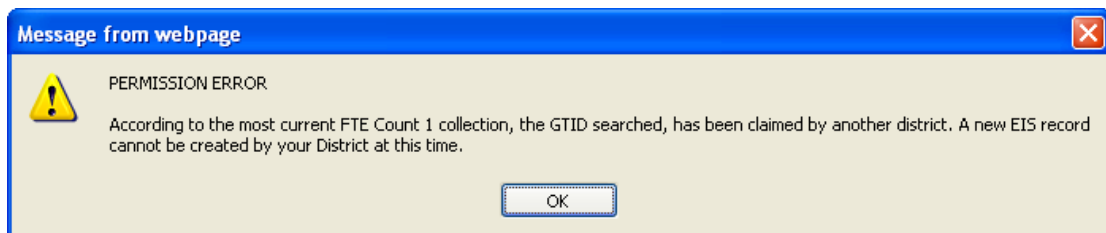
- When selecting 'Add New Record', an unpopulated record will display, which will allow the user to enter a student GTID. Enter the GTID for the student you wish to enter an EIS record, then click anywhere on the screen.



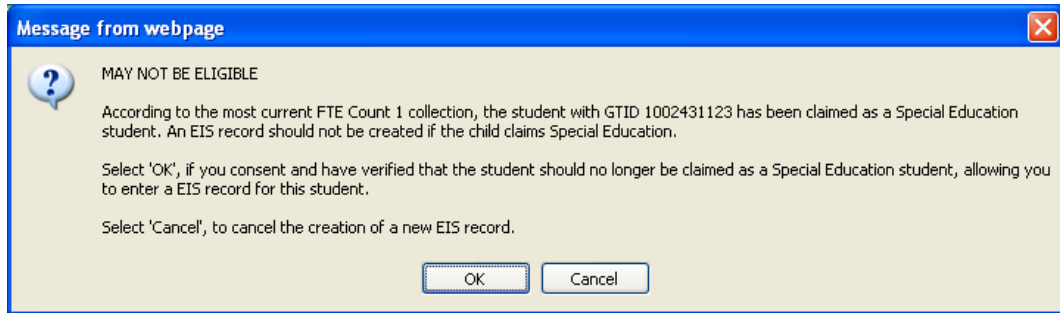
The screenshot shows a web form titled "2010 Early Intervening Services - # 000000". At the top left, there are "Back" and "Print" buttons. The form contains several input fields: "GTID:" with the value "1234567890", "Last Name:", "First Name:", "Date of Birth:", and "Race/Ethnicity:". Below these fields is a text prompt: "Enter a GTID to check for any existing records...". At the bottom left, there are "Back" and "Print" buttons.

- If the district enters a GTID for a student who has not been previously claimed, the below message will be displayed. ***Districts can only enter EIS records for students presently claimed by the district and cannot view or modify records of students who are claimed by other districts.***

Once the 'OK' button has been executed, the GTID search clears out; another search may be performed at this time. Or the user may use the 'Back' button to return to his/her summary display.



- Students presently receiving special education services and supports are not eligible to receive EIS. If the district enters the GTID for a child with a disability based upon the most current district data collection, then an error message will be displayed. ***If you receive this error message, please validate that this child is no longer receiving special education services and supports.*** If the child is no longer coded S-type (Special Education), then select 'OK' to continue entering an EIS record, **OR** select 'Cancel' to return to the GTID Search.



9. If the child has been claimed by the district and no EIS record exists for the child, the student GTID information will automatically populate. This is considered the '*student's main EIS record*'. Select the '[Save](#)' button to save the record.

A screenshot of a web form titled "2010 Early Intervening Services - # 000000". At the top, there are buttons for "Save", "Save & Exit", "Back", and "Print". The "Save" button is circled in red. Below the buttons are input fields for: "GTID:" (1234567890), "Last Name:" (Doe), "First Name:" (Jane), "Date of Birth:" (08/12/1999), and "Race/Ethnicity:" (White). At the bottom, there is a text input field "Enter a GTID to check for any existing records..." and another set of buttons: "Save", "Save & Exit", "Back", and "Print". The "Save" button at the bottom is also circled in red.

Once the '[Save](#)' button has been executed, the user can add the Entrance and/or Exit record for the student searched, by executing the green '[Add New Entrance/Exit](#)' button at the bottom of the display.

A screenshot of the same web form, now titled "2010 Early Intervening Services - # 054515". The form fields are populated with the same data as the previous screenshot. At the top right, there is a button labeled "Add New Record". At the bottom, there is a section titled "EIS Entrance/Exit Log (Total: 0)" with a green button labeled "Add New Entrance/Exit" circled in red. An arrow points from the text above to this button. There are also "Back" and "Print" buttons at the bottom.

The below is displayed, once the user has executed the green 'Add New Entrance/Exit Record' button. The Application automatically extracts the child's district, school and grade level based upon the most current district data collection and populates the information in the EIS record.

2010 Early Intervening Services - # 054515 Add New Record

Back Print

OTID: 1234567890

Last Name: Doe

First Name: Jane

Date of Birth: 08/12/1999

Race/Ethnicity: White

EIS Entrance/Exit Log (Total: 0)

**EIS Entrance/Exit Log (New)**

District: Bartow County

School: Taylorsville Elementary School

Grade level on Entrance: Fifth Grade

EIS Start Date: [Date Picker]

Grade Child Exited: Select a grade

EIS Exit Date: [Date Picker]

Exit Reason: [Dropdown]

If Other, Please explain: [Text Area]

Is S-Type: Yes

Submit: Save & Submit

Back Print

To complete the Entrance Record:

1. Enter the date the child entered into the EIS program by selecting the date selector.
2. Select the 'Save & Submit' button at the bottom of the display when finished.
3. The user can still go in and modify the Entrance date, only until the Exit information has been entered and saved.
4. The user can enter the entrance and exit information at the same time.

To complete the Exit Record:

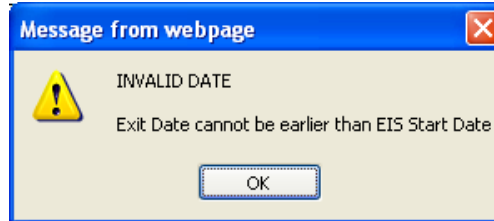
1. Select the grade the student is in when he/she leaves the EIS program.

NOTE: The grade level cannot be less than the grade level at the time of entering into the EIS program. If it is, the below message will be displayed.



2. Select the date the child left the EIS program.

NOTE: The exit date cannot be earlier than the EIS entrance date, or the following message will be displayed.



3. Select the reason the child left the EIS program from the provided drop down menu.
4. If 'Other' has been selected from the reason the child left the EIS program drop down menu, provide a brief explanation.
5. When finished with the Exit Record, select the 'Save & Submit' button at the bottom of the record display.
6. Once the 'Save & Submit' button has been executed, the Entrance and Exit Record are considered complete. The district user cannot modify the Entrance information once the Exit information has been saved, but they can still modify the exit information, as long as the district still claims the child and a new EIS record has not been created for the child.

2010 Early Intervening Services - # 054515 Add New Record

Back Print

GTID: 1234567890  
 Last Name: Doe  
 First Name: Jane  
 Date of Birth: 08/12/1999  
 Race/Ethnicity: White

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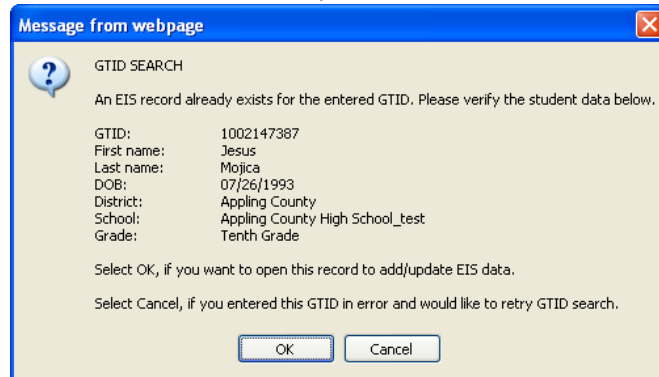
EIS Entrance/Exit Log (Total: 1)

**EIS Entrance/Exit Log (1)** Show/Hide

District: Bartow County  
 School: Taylorsville Elementary School  
 Grade level on Entrance: Fifth Grade  
 EIS Start Date: 03/16/2009  
 Grade Child Exited: Fifth Grade  
 EIS Exit Date: 11/10/2009  
 Exit Reason: Made progress  
 If Other, Please explain:  
 Is S-Type: Yes  
 Submit:  Submitted on 01/07/2010 by Patsy Dorrrough (patsy.dorrrough@bartow.k12.ga.us)

Back Print

10. If the child has been claimed by the district and an EIS record already exists for the student GTID searched, the below message will be displayed. The user should validate that this is the correct record for the child he/she wish to modify an EIS record. The user can select 'OK' to create an EIS record, or 'Cancel' to conduct a new GTID search.



11. If the user selects 'Cancel', the student information is cleared to allow the user to conduct a new GTID search.



- If the user selects 'OK' from the Student GTID validation message (*step 10*), the student's information will be displayed within the student EIS record. The EIS record history will be accessible, as well as, the ability to enter a new EIS record for the student providing the prior record has been fully completed (if applicable).

All EIS Entrance and Exit records for the child being viewed are indicated by the blue highlighted row on the below display, labeled 'EIS Entrance/Exit Log'. To view the record, select the green 'Show/Hide' button to the left of the blue highlighted bar.

Expanded View:

Note: The last person, who entered EIS information regarding the selected child, will be displayed at the bottom of the page view.

To add a new EIS Entrance/Exit record, select the green 'Add New Entrance/Exit' button at the bottom of the display.

To collapse the historical record, select the green 'Show/Hide' button at the upper right of the historical record.

2010 Early Intervening Services - # 054513 Add New Record

Back Print

OTISID: 1234567890  
Last Name: Doe  
First Name: Jane  
Date of Birth: 07/26/1993  
Race/Ethnicity: Hispanic

EIS Entrance/Exit Log (Total: 1) Show/Hide

EIS Entrance/Exit Log (1)

District: Apping County  
School: Apping County High School\_test  
Grade level on Entrance: Second Grade  
EIS Start Date: 12/08/2008  
Grade Child Exited: Third Grade  
EIS Exit Date: 01/04/2010  
Exit Reason: Other  
If Other, Please explain: test 007

Is S-Type: No  
Submit: Save & Submit Submitted on 01/05/2010 by John Smith (Jsmith@xyzDistrict.com)

Add New Entrance/Exit

Back Print

END PROCESS