



eSped



Group	Title	Description	Dates	Location	Critical or Recommended
eSped	RMTS/SHARS Training	state required training for RMTS; district training for SHARS billing	8/10/15; 8:00, 9:30, 11:00, 1:00, 2:30	1011, 1012 ISC	
eSped	eSped New User Training: Special education teachers, all levels	Basic navigation; FERPA; completing required IEP components for special education services	8/11/15; 8:00-12:00	1011, 1012 ISC	
eSped	eSped Refresher Training: Special education teachers, all levels	For returning users. FERPA; Running reports, Document Share, Summer Updates to system, Common problems, Q&A	8/11/15; 1:00-4:00	1011, 1012 ISC	
eSped	eSped New User Training:Administrators, all levels	Basic navigation, FERPA; setting preferences, accessing student files in ARD and 504, running basic reports	8/13/2015; 8:00-12:00	1011 ISC	
eSped	eSped Refresher Training:Administrators, all levels	For returning users. FERPA; Running reports, Document Share, Summer Updates to system, Common problems, Q&A	8/13/2015; 1:00-4:00	1011, 1012 ISC	
eSped	eSped/e504/SHARS open lab for elementary users	Open lab to address selected topics (to be determined by surveys) answer questions from users, problem solve issues*	9/16/15 12:30-4:00 (dates may vary depending on early release calendar)	1011 ISC	
eSped	eSped/e504/SHARS open lab for secondary users	Open lab to address selected topics (to be determined by surveys) answer questions from users, problem solve issues	9/24/14 7:00-10:00	1011 ISC	
eSped	eSped/e504/SHARS open lab for elementary users	Open lab to address selected topics (to be determined by surveys) answer questions from users, problem solve issues	10/7/14 12:30-4:00 (dates may vary depending on early release calendar)	1011 ISC	

eSped	eSped/e504/SHARS open lab for secondary users	Open lab to address selected topics (to be determined by surveys) answer questions from users, problem solve issues	10/15/14 7:00-10:00	1011 ISC	
eSped	eSped/e504/SHARS open lab for elementary users	Open lab to address selected topics (to be determined by surveys) answer questions from users, problem solve issues	12/2/15 12:30-4:00 (dates may vary depending on early release calendar)	1011 ISC	
eSped	eSped/e504/SHARS open lab for secondary users	Open lab to address selected topics (to be determined by surveys) answer questions from users, problem solve issues	12/10/15 7:00-10:00	1011 ISC	
eSped	eSped/e504/SHARS open lab for elementary users	Open lab to address selected topics (to be determined by surveys) answer questions from users, problem solve issues	1/27/16 12:30-4:00 (dates may vary depending on early release calendar)	1011 ISC	
eSped	eSped/e504/SHARS open lab for secondary users	Open lab to address selected topics (to be determined by surveys) answer questions from users, problem solve issues	2/25/16 7:00-10:00	1011 ISC	
eSped	eSped/e504/SHARS open lab for secondary users	Open lab to address selected topics (to be determined by surveys) answer questions from users, problem solve issues	3/17/16 7:00-10:00	1011 ISC	
eSped	eSped/e504/SHARS open lab for elementary users	Open lab to address selected topics (to be determined by surveys) answer questions from users, problem solve issues	3/30/16 12:30-4:00 (dates may vary depending on early release calendar)	1011 ISC	
eSped	eSped/e504/SHARS open lab for secondary users	Open lab to address 2016-17 transportation and selected topics (to be determined by surveys) answer questions from users, problem solve issues	4/21/16 7:00-10:00	1011 ISC	
eSped	eSped/e504/SHARS open lab for secondary users	Open lab to address 2016-17 transportation and selected topics (to be determined by surveys) answer questions from users, problem solve issues	5/19/16 7:00-10:00	1011 ISC	
eSped	eSped/SHARS training for ESY	Training for ESY employees for SHARS and goal/objective updates	5/13/2016 8:00 -12:00	ESY campuses	

		* Topics to include: data collection/documentation in class and in system; PLAAFP construction/editing; documentation for SHARS billable services; continuity throughout the ARD/504 document; documentation and process when students are not making sufficient progress; running more specific reports/exporting to excel; transportation documentation/compliance; ESY documentation & compliance; ...			
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