

Portal to Exceptional Education Resources (PEER)

Navigation User Guide

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Navigate to PEER

1. Go to www.fldoe.org/sso



2. Choose Educators



3. If prompted to select an organization, locate the public school district or educational organization of which you are a member from the list.
 - a. If the school district/organization is specifically listed:
 - i. Click **your school district/organization**.
 - ii. Enter the username and password used to sign into the network and proceed to log in.
 - iii. The secure welcome page is displayed with your name and authorized resources.
 - b. If the school district/organization is not listed:
 - i. Click **SSO Hosted Users**.
 - ii. Type your username and password, and then click **Sign In**.
 - iii. The secure welcome page is displayed with your name and authorized resources.

****NOTE:** Hosted account passwords expire every 90 days. Be sure to follow the additional steps outlined in the initial computer-generated password email to enable password reset and forgot password capabilities.



Sign in with one of these accounts

- | | |
|---|----------------------------------|
|  | SSO Hosted Users |
|  | Students |
|  | Florida Department of Education |
|  | Alachua County School District |
| B | Baker County School District |
| B | Bradford County School District |
| B | Brevard County School District |
| B | Broward County School District |
|  | Charlotte County School District |
| C | Clay County School District |

4. Click **PEER** under Resources & Assessments

****NOTE:** If PEER does not display, please contact your district ESE office and request access to PEER.

Student Search or Student Roster

After logging into PEER, classroom level users will be directed to **Student Roster**.

The Student Roster lists all students associated with the user:

- Students directly assigned to the teacher via course schedules
- Manually added students who have been mapped to the user

1. Click on the **name of a student** to go to the Student Dashboard.

Student Name	Student ID	Birth Date	School	Grade
TERRY ANDERSON	4433221105	11/25/2006	ESE K-8 SCHOOL	02
MAE BARRETT	4433221103	12/26/2007	ESE K-8 SCHOOL	01
BEN COLE	4433221109	9/23/2004	ESE K-8 SCHOOL	04
CHARLOTTE R DANIEL	4433221107	10/24/2005	ESE K-8 SCHOOL	03

After logging into PEER, school and district level users will be directed to **Student Search**.

2. To search for a student using Student Search, enter the first few characters of both their first and last name.
3. Click **Search**.
4. Click on the **name of a student** to go to the Student Dashboard.

****Note:** Student ID is usually the State ID (Student Number Identifier, Florida) and not the local district ID.

The screenshot shows the 'Student Search' form with the following fields: First Name (cha), Middle Name, Last Name (dan), Student ID, Grade (dropdown), School (All Schools), and a Search button. Below the form, it indicates '1 student records found' and displays a table with the following data:

Student Name	Student ID	Birth Date	School	Grade
CHARLOTTE R DANIEL	4433221107	10/24/2005	ESE K-8 SCHOOL	03

Student Dashboard

From the Student Dashboard, you can do the following:

- Edit student information
- Create a new document (EP, IEP, matrix of services, SP, prior written notice document, conference notes, progress report)
- Access an existing document
- Upload a document

The screenshot shows the 'Student Dashboard' for Charlotte R Daniel. At the top, it displays the student's name, birth date (10/24/2005), school (ESE K-8 SCHOOL), and grade (03), along with an 'Edit Student Information' button. Below this is a navigation bar with tabs: Plans, Meeting Notices, Prior Written Notices, Matrices, Conference Notes, and Uploaded Files. The 'Plans' tab is active, showing a 'Create' section with links for Individual Educational Plan (IEP), Educational Plan (EP), and Services Plan (SP). Under 'Edit Open Plan', it states 'No open plans were found for this student.' Below this is a table of plans:

Document Type	Meeting/Amendment Date
IEP	01/05/2015

A 'Create/Modify Progress Report' button is located next to the IEP row. At the bottom, a legend indicates that a blue square icon means the plan was not originally created under this student record and was moved here from another student record.

Editing Student Information

1. Click **Edit Student Information** on the Student Dashboard.

The screenshot shows the 'Student Dashboard' header. Below the header, a row of student information is displayed: 'CHARLOTTE R DANIEL', '10/24/2005', 'ESE K-8 SCHOOL', and '03'. To the right of this row is a button labeled 'Edit Student Information'. Below the student information row is a navigation bar with tabs: 'Plans', 'Meeting Notices', 'Prior Written Notices', 'Matrices', 'Conference Notes', and 'Uploaded Files'.

2. You can add or edit the following data elements:

- a. Parent name(s)
- b. Address, City, State and Zip Code
- c. Parent Email and Phone Number

3. Click **Save Data** at the bottom of the page to update data.

****Note:** Core data elements such as Student Name, Student (State) ID Number, Local ID, Date of Birth, Primary Language Spoken in Home, Native Language, School and Grade cannot be updated. If you find incorrect information, it must be corrected at the district level and submitted through the data files to PEER.

The screenshot shows the 'Student General Information' form. On the left is a sidebar with three sections: 'External Links' (containing 'PEER Info Site' and 'Sunshine Connections'), 'General Links' (containing 'Student Roster', 'Student Dashboard', 'Documents, Forms, And Resources', 'Announcements', and 'Administrative Reports'), and 'Manually Added Students Links'. The main form area contains the following fields:

- 1. Student First Name: CHARLOTTE
- 2. Student MI: R
- 3. Student Last Name: DANIEL
- 4. Student Name Suffix: (empty)
- 5. Student(State) ID Number: 4433221107; Local ID: 8933221107
- 6. Parent/Guardian 1 First Name: JENNIFER
- 7. Parent/Guardian 1 Middle Initial: (empty)
- 8. Parent/Guardian 1 Last Name: DANIEL
- 9. Parent/Guardian 1 Suffix: (empty)

Create New Document

1. Click the **desired link (Individual Educational Plan (IEP))** from the Create menu on the Student Dashboard.
 - a. For IEPs, EPs, SPs and Matrices, you will be taken to a confirmation screen where you must confirm that you want to create the document. Once these documents are created, they cannot be deleted.
 - b. Click **Create** to begin creating the document.

The screenshot shows the top navigation bar with tabs: Plans, Meeting Notices, Prior Written Notices, Matrices, Conference Notes, and Uploaded Files. Below this is a 'Create' button followed by links for 'Individual Educational Plan (IEP)', 'Educational Plan (EP)', and 'Services Plan (SP)'. Below the links is a section titled 'Edit Open Plan' with a message box stating 'No open plans were found for this student.'

The screenshot shows a confirmation screen titled 'Create New EP'. The text reads: 'Are you sure that you want to create a new Educational Plan (EP)? Once a new EP is created, it CANNOT be deleted. Please ensure you have verified that there are no existing documents "Open." Existing/Working Documents are located on the Student Dashboard.' At the bottom are two buttons: 'Create EP' and 'Cancel'.

Access Existing Documents

The Plans tab on the Student Dashboard displays open and locked IEPs, SPs or EPs (including amendments).

The Meeting Notices, Prior Written Notices, Matrices and Conference Notes tabs also display existing documents in the same manner.

The number displayed next to the tab name indicates the number of open (not locked) documents.

The Uploaded Files tab displays files that users have uploaded into PEER.

Student Dashboard

JEREMY PATRICK 9/26/2001 ESE K-8 SCHOOL 08 [Edit Student Information](#)

Plans 1

Meeting Notices

Prior Written Notices

Matrices

Conference Notes

Uploaded Files

Create [Individual Educational Plan \(IEP\)](#) [Educational Plan \(EP\)](#) [Services Plan \(SP\)](#)

Edit Open Plan

Document Type	Meeting/Amendment Date
IEP	

Plans

Document Type	Meeting/Amendment Date	
IEP	06/02/2016	Create/Modify Progress Report
EP	06/02/2016	Create/Modify Progress Report

☐ = Indicates that this plan was not originally created under this student record and was moved here from another student record.

Upload a File

1. Click **Browse...** to locate the desired file you want to upload.
2. Select **desired category** from the drop-down list.
3. Click **Upload**.
 - a. The file is now available to view from the Uploaded Files table.

Plans **1**

Meeting Notices

Prior Written Notices

Matrices

Conference Notes

Uploaded Files

Upload File

File:

No file selected. Category:

Uploaded Files

Delete	Category	File Name	File Size	Date Uploaded	Uploaded By
<input type="checkbox"/>	Course of Study	UPLOADED FILE TEST DOCUMENTATION.pdf	080.5 KB	7/19/2016 3:38:17 PM	DISTRICTUSER01@FILLER.NET

Delete an Uploaded File

1. Check the **Delete** checkbox next to the desired file.
2. Click **Apply**.
 - a. The file is no longer available to view from the Uploaded Files table.

****Note:** Only the user that uploaded the file can delete the file from PEER.

Uploaded Files

Delete	Category	File Name	File Size	Date Uploaded	Uploaded By
<input checked="" type="checkbox"/>	Course of Study	UPLOADED FILE TEST DOCUMENTATION.pdf	080.5 KB	7/19/2016 3:38:17 PM	DISTRICTUSER01@FILLER.NET

Plan Dashboard

All IEPs, EPs, SPs and Matrices have a Plan Dashboard (the matrix has a Matrix of Services Dashboard).

An “open” plan or matrix may be viewed as a draft, modified, or locked.

Navigation through an open plan can be completed using:

1. Previous and Next links at the bottom and top (EPs, IEPs, SPs) of the page.
 - a. Do not use the back button of your web browser to navigate through PEER.
2. Plan Links on the left-hand side of the page.

General Links

- [Student Search](#)
- [Student Dashboard](#)
- [Documents, Forms, And Resources](#)
- [Announcements](#)
- [Administrative Reports](#)
- [PEER Search](#)

Manually Added Students Links

- [Add New Student](#)
- [Search Manually Added Students](#)

IEP Links

- [Student Information](#)
- [Plan Dashboard](#)
- [Plan Information](#)
- [Special Considerations](#)
- [General Factors and Assessment Data](#)
- [Present Levels, Goals, and Objectives](#)
- [Special Education](#)
- [Related Services](#)
- [Supplementary Aids and Services](#)

Plan Dashboard

Plan Information

Meeting Date:	6/17/2015
Duration Date:	6/16/2016
Created/Updated:	6/17/2015 by SUNSHINELIVE\Bethany.Mathers
Current Status:	Draft

Recent Activity

Date	User	Plan Area	Action
9/4/2015 2:50 PM	SUNSHINELIVE\89DISTRICTUSER01	IEP Plan Dashboard	View
9/4/2015 2:50 PM	SUNSHINELIVE\89DISTRICTUSER01	Plan Information	View

[View Full History](#)

Printable Documents

The following documents can be downloaded in PDF format for this plan by clicking the corresponding button below.

View PDF	Draft IEP
View PDF	Meeting Participants

[« PREVIOUS \[Student Information \]](#) | [NEXT » \[Plan Information \]](#)

A “locked” plan may be viewed as a final document, amended, or used to create a progress report.

****Note:** The Amend button only appears for locked plans that have not already been amended.

****Note:** The Progress Report button does not appear if the initiation date of the plan is in the future.

Plan Dashboard

Plan Information

Meeting Date:	1/5/2015
Duration Date:	1/5/2016
Created/Updated:	1/28/2015 by SUNSHINELIVE\89DISTRICTUSER01
Current Status:	Locked Amend Download Read-Only Version (Excel Format)

[Create/Modify Progress Report](#)

Recent Activity

Date	User	Plan Area	Action
9/4/2015 3:19 PM	SUNSHINELIVE\89DISTRICTUSER01	IEP Plan Dashboard	View
1/28/2015 6:20 PM	SUNSHINELIVE\89DISTRICTUSER01	IEP Plan Dashboard	View
1/28/2015 6:15 PM	SUNSHINELIVE\89DISTRICTUSER01	IEP Plan Dashboard	View
1/28/2015 6:15 PM	SUNSHINELIVE\89DISTRICTUSER01	Finalize Plan	Modify
1/28/2015 6:14 PM	SUNSHINELIVE\89DISTRICTUSER01	Plan Information	View

[View Full History](#)

Document Archive

The following documents can be downloaded in PDF format for this plan by clicking the corresponding button below.

View PDF	Final IEP
View PDF	Meeting Participants
View PDF	Final Least Restrictive Environment

PEER Header and Notifications

The PEER header lists the username of the person accessing the record, the district, student details and whether notifications exist.

1. Click the **number** next to Notifications.

**PEER** Portal to Exceptional Education Resources
Florida Department of Education • Bureau of Exceptional Education and Student Services

Logged In: DISTRICT USER01 [[Sign Out](#)] District: PEER Team Student: JEREMY PATRICK DOB: 9/26/2001 Grade: 08 Notifications: **1**

Changes to core data, such as district, school, and student name are displayed under Student Notifications.

Student Notifications		
<input type="checkbox"/> = Indicates that this notification has not yet been viewed.		
Acknowledge	Notification	Date
Acknowledge	The student's school was changed from ESE K-8 SCHOOL to ESE K-8 SCHOOL.	8/28/2015 8:49:00 AM
Acknowledge	The student's school was changed from ESE K-8 SCHOOL to ESE K-8 SCHOOL.	6/18/2015 1:09:41 PM

Documents, Forms, and Resources

This component includes:

- Procedural Safeguards
- FDOE publications, such as the Guide for FCAT Accommodations
- Team forms, such as the Parent Input Form
- Administrative information, such as the PEER office hours and incident report
- Quick-Start Guides that can be printed for training

****Note:** The training videos are no longer available.

Documents, Forms, and Resources						
Procedural Safeguards	Publications	Graduation Resources	EP/IEP/SP Team Forms	Administrative	Quick-Start Guides	Training Videos
Procedural Safeguards						

Announcements

1. Click **Announcements** under General Links to view important messages from PEER Support.

Announcements	
Please review the announcements below for important information about the PEER application.	
Date Entered	Message
03/23/2016	<p>Update: Florida Standards Alternate Assessment Florida's alternate assessment program now consists of two pathways for assessing students with significant cognitive disabilities: the FSAA—Performance Task, which is similar to the former Florida Alternate Assessment, and the FSAA—Datafolio, a systematic method of data collection of student activities aligned to specific standards.</p> <p>Performance Task Beginning with the 2016-17 administration, the FSAA—Performance Task will be available to students in two modes: Paper-based and Computer-based. IEP teams will need to consider how their student participates in daily instruction to determine the most appropriate format of assessment.</p> <p>Datafolio This method of assessment was developed in response to the need to support the small subset of students with the most significant cognitive disabilities who do not have an identified formal mode of communication and may be working at pre-academic access levels.</p> <p>To learn more about these options and the process for determining which students may be more appropriately assessed by participating in the FSAA—Datafolio, please review the attached resource (accessible online at: https://fsaa-training.onlinehelp.measuredprogress.org/wp-content/uploads/sites/8/2016/03/ResourcesGuidetoAssessforIEPTeams_Final_22916.pdf).</p> <p>Important Considerations: Teachers of students being assessed with the Datafolio will be required to attend a specialized face-to-face training the week of July 25th, 2016. Students who use the Datafolio will begin participating in data collection activities in early fall 2016.</p>
12/17/2015	The 2015 edition of Developing Quality Individual Educational Plans: A Guide for Instructional Personnel and Families is now online and available to download at http://www.fldoe.org/core/fileparse.php/7690/urlt/0070122-qualityieps.pdf
12/17/2015	The 2015 edition of the Matrix of Services Handbook is now online and available to download at http://www.fldoe.org/core/fileparse.php/7690/urlt/2015MatrixServices.pdf
12/17/2015	<p>OSERS Policy Guidance on Free Appropriate Public Education (FAPE) The cornerstone of the Individuals with Disabilities Education Act (IDEA) is the entitlement of each eligible child with a disability to a free appropriate public education (FAPE) that emphasizes special education and related services designed to meet the child's unique needs and that prepare the child for further education, employment and independent living. The primary vehicle for providing FAPE is through an appropriately developed individualized education program (IEP) that is based on the individual needs of the child. This policy letter clarifies that IEPs for children with disabilities must be aligned with state academic content standards for the grade in which a child is enrolled. The policy letter can be found at http://www2.ed.gov/policy/speced/guid/idea/memosdcltrs/guidance-on-fape-11-17-2015.pdf.</p>

Add New Student (Manually Added Students)

1. Click **Add New Student** under Manually Added Student Links.
 - a. Manually adding students should be used in limited circumstances when a document must be created before the student has been reported to PEER.
 - b. Unlike the student information uploaded to PEER through the Student Demographic file that the district sends, the student information for manually-added students is always editable.
2. The required fields are student first name and last name.
 - a. If you do not have all the student's details, you can still add him or her into PEER.
3. Click **Save Data** button. You will arrive at the Student Dashboard for the manually-added student.

****Note:** Accessible only by school and district level users.

Add New Student	
1. Student First Name:	
<input type="text"/>	
2. Student MI:	
<input type="text"/>	
3. Student Last Name:	
<input type="text"/>	
4. Student Name Suffix: (Jr., II, etc..)	
<input type="text"/>	
5. Student(State) ID Number: (blank if unknown)	Local ID: (optional)
<input type="text"/>	<input type="text"/>
6. Parent/Guardian 1 First Name:	
<input type="text"/>	

Search Manually Added Students

The manually added student search is used to search only for students who were added manually into PEER.


Once you determine that a student record cannot be found through the regular “Student Search”, you should use the Manually Added Student Search to search for the student record.

1. To search for a student, enter the first few characters of both their first and last name.
2. Click **Search**.
3. Click on the **name of a student** to go to the Student Dashboard.

****Note:** Accessible only by school- and district-level users.

Manually Added Student Search

First Name:	Middle Name:	Last Name:	Student ID:	
john				Search

 = Indicates that a manually added student's plans have moved to their PEER counterpart. Click the student name to see where their plans have been moved to.

Student Name	Student ID	Birth Date	School	Grade
John Doe View Log	00000060947T	12/25/2000	Granopla Middle School	6
John Doe	00000060948T	5/26/1992	Leon High	12
JOHN M THOMAS	2100004545	5/10/1998	BELL ELEM	07
John Doe	00000060975T	5/26/1992	Leon High	12
John Applesauce	305420997473T	2/2/2002	drs	05
John Tucker	00000061286T	11/17/1994	Godby High School	10
John D Jones	417335477538T	11/11/1990	Godby	12
John Z. Doe	00000062458T	12/25/2001	Demo School	05
John Doe	443879080531T	7/28/2011		
john smith	450542724849T	12/4/2012	LRHS	09
John Z Doe	00000063125T	5/1/2005	A School	KG
John Smith	48041258633	10/25/2000	East Lake Elementary	03
John Z Doe	00000063128T	12/25/2001	Demo School	05
John Smith	489637384158T	1/1/2001		03
John Q Public	8900011122	4/26/2009	PEER Early Start	PK
Johnny IEP	DEMO123	5/11/2012	Demo Elem.	04