



On some forms, you can add tabs that let you enter additional information on the form. For example, you can add multiple **Goal** tabs on the **Measurable Annual Goals** form of an IEP, multiple **Contact** tabs on the **Cover Page** of an IEP (see the *Importing Contacts* instructional sheet), or multiple **Notice** tabs on a PWN.

1 On the edit version of the **Student Documents** screen, click **New [Tab Name]**.

Special Services - Student Documents
 James, Sindri Example High School ID: xxxxxx Grade: 10 Case Mgr: Smiles, Mary Homeroom: Brown, Lauren
 2019 - 2020 IIEP > **6** Measurable Annual Goals ✓ Mark as Completed Print Preview
 Due: 03/19/2020 Created By: Smiles, Mary
 G **1** + New Goal + New Attachment
 NUMBER: 1 AREA:
 PRESENT LEVEL OF ACADEMIC ACHIEVEMENT AND FUNCTIONAL PERFORMANCE

Note: You can add a new tab only if you have entered information on the current tab.

Note: Tabs are not available on all forms.

The new tab displays, and **New [Tab Name]** displays with an underline.

2019 - 2020 IIEP > **6** Measurable Annual Goals ✓ Mark as Completed Print Preview
 Due: 03/19/2020 Created By: Smiles, Mary
 Goal + New Goal + New Attachment
 NUMBER: AREA:
 PRESENT LEVEL OF ACADEMIC ACHIEVEMENT AND FUNCTIONAL PERFORMANCE

2 Enter information on the tab as desired.

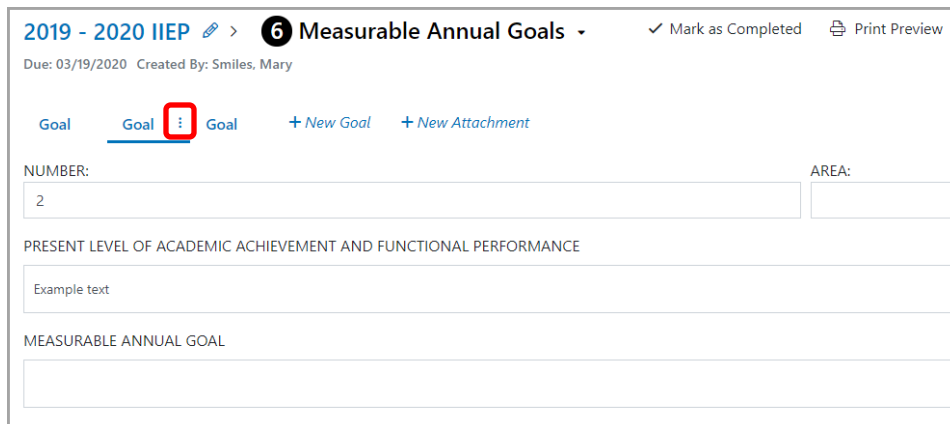
Your changes save automatically, and the tab name updates to reflect the category of the information added.




Goal Goal + New Goal + New Attachment
 NUMBER: 2
 PRESENT LEVEL OF ACADEMIC ACHIEVEMENT AND FUNCTIONAL PERFORMANCE
 Example text

**see reverse side for more information*


Form Tab Options

On the edit version of the **Student Documents** screen, beside the name of a tab, click **:** to view options for that tab.



2019 - 2020 IIEP  > **6** Measurable Annual Goals  ✓ Mark as Completed  Print Preview

Due: 03/19/2020 Created By: Smiles, Mary

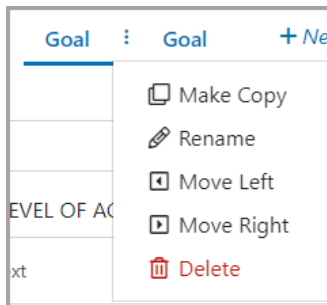
Goal **Goal**  Goal + New Goal + New Attachment


NUMBER: AREA:






PRESENT LEVEL OF ACADEMIC ACHIEVEMENT AND FUNCTIONAL PERFORMANCE

MEASURABLE ANNUAL GOAL

The form tab options drop-down list displays.



Goal  Goal + New

-  Make Copy
-  Rename
-  Move Left
-  Move Right
-  Delete

Make Copy – Click to copy the information on this tab to a new tab. The new tab name displays as **[Original Tab Name] (copy)**.

Rename – Click to rename this tab.

Note: You can also rename a tab by double-clicking the tab name.

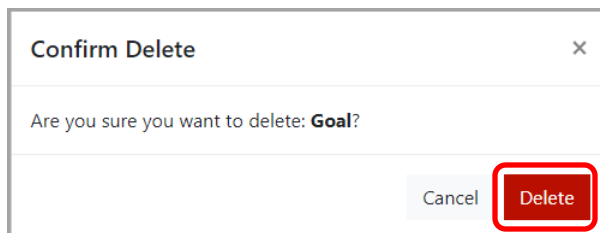
Move Left – Click to move this tab to the left.


Note: This option is available only if there are one or more tabs to the left of the current tab.

Move Right – Click to move this tab to the right.

Note: This option is available only if there are one or more tabs to the right of the current tab.

Delete – Click to delete this tab. On the **Confirm Delete** window that opens, click **Delete**.



Confirm Delete 

Are you sure you want to delete: **Goal**?

Cancel **Delete**