

Individual Education Plan

Converting & Importing Existing Individual Education Plans

The process of converting and importing existing Individual Education Plans (i.e. those created in 2006-07) into the current version consists of three main processes:

A. **Converting** existing IEPs from FileMaker version 5 or 6 to version 7 or higher. (Steps 1-4)

These steps are not necessary if your previous IEPs were created using FileMaker version 7 or higher.

B. **Preparing** the existing IEPs in the old or converted file (i.e. those referred to in A. above) for importing into the replacement Individual Education Plan. (Steps 5-7)

C. **Importing** existing IEPs (i.e. those referred to in A. and B. above) into replacement (June 2008) Individual Education Plan. (Steps 8-13)

Why would you do any of the above?

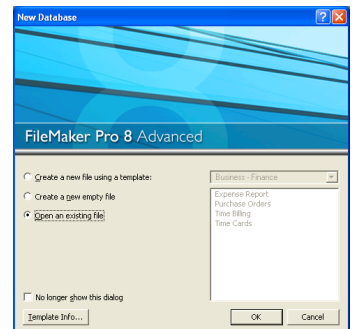
- FileMaker Pro 5 and 6 are old and are no longer supported. All jurisdictions are given regular FileMaker Pro updates to be installed in schools.
- If you have been creating IEPs in multiple files, and need to consolidate them into 1 file.

Follow the instructions below to the letter. If you have trouble, ask your tech support person for help.

A. Converting existing Version 5 or 6 IEPs to Version 7 or higher:

1. Start FileMaker Pro 7 or higher.

Just start the application FileMaker Pro – do not start by opening an Individual Educational Plan File.



2. From FileMaker you just started, open the Individual Educational Plan that has the existing IEPs created with the original IEP template.

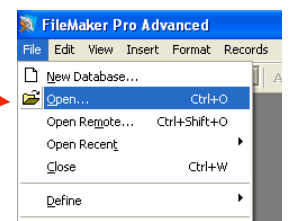
If the “New Database” Dialogue Box appears,

Select “Open an existing file”

or

Under “File” select “Open”

Navigate to your existing Individual Educational Plan File.

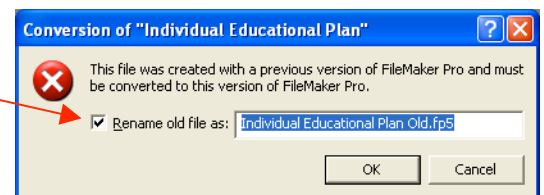


3. Accept “Rename old file as:”

Click “OK”

4. Name converted file “Individual Educational Plan xx”

Click “OK”



B. Preparing existing IEPs for import:

If you have just converted your IEPs from FileMaker 5 or 6

5. Continue to open the converted file “Individual Educational Plan xx”

Account user
Password user

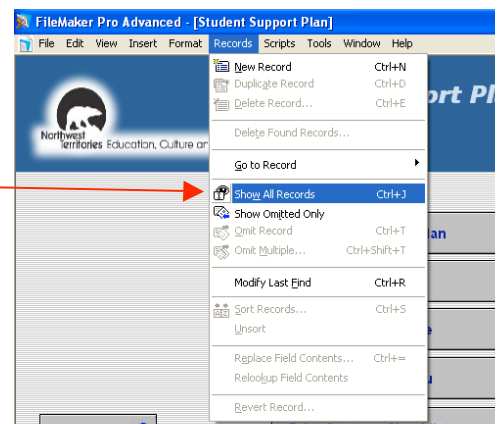
Click “OK” or “Cancel” for the next 2 or 3 error messages until you get to the main menu.

If your existing IEPs were already using FileMaker version 7 or higher

5. Rename the file that has your existing IEPs “Individual Educational Plan xx” and open it.

Account user
Password user

6. Under “Records” on the top menu bar,
Select “Show all Records”
If “Show all Records” is greyed out, ignore this step.



7. Close or Quit the converted file.

C. Importing existing IEPs:

8. Open the new (June 2008) empty copy of “Individual Educational Plan”

Account user
Password user

9. If prompted to, enter the school data.

10. From the Opening menu, select “Import/Export Menu”

11. From the Import/Export Menu, select “Import Records”

12. Find your recently converted or previous file “Individual Educational Plan xx”
Click “Open”

Account user
Password user

13. Check over your IEPs.

