



# TN PULSE: Administration Manual

Tennessee Plans for Learning Success and Excellence  
Platform

Tennessee Department of Education | July 2023



## Table of Contents

TN PULSE Logistics.....	4
Logging into TN PULSE.....	4
Electronic End-User Agreement .....	5
Main Menu Bar.....	5
Dashboard.....	6
Message Center .....	6
Announcements .....	7
My Students.....	7
My Calendar.....	8
Students By Special Disability.....	11
School Aged Placement .....	12
Special Education Compliance .....	13
School Age Placement.....	<b>Error! Bookmark not defined.</b>
School Aged Environment .....	14
Preschool Placement.....	15
Section 504 .....	16
ILP Compliance .....	17
ILP-D .....	18
Resource Library.....	19
Students.....	19
Student Search .....	20
Domain Indicators.....	22
Recent Students.....	23
Inactive Students.....	23
My Account.....	25
My Docs.....	25
My Reports.....	26

My Info .....	26
My Notifications.....	27
Wizards .....	28
Admin/School System.....	28
Schools.....	29
Student Transfers.....	30
Required Field for Transfers.....	30
Steps to Complete the Admin Transfer Process.....	31
District A: Initiating a Transfer .....	31
Transfer Request Types .....	33
Approving a Transfer Request.....	34
Out- Of -State Student Transfer Process.....	36
User Types (Permission Groups).....	37
User Type Assign .....	38
Approving Restraint and Isolation Requests.....	40
Assign Schools.....	41
Assign Teachers.....	42
Inactive Users .....	44
External Systems.....	45
System Info.....	46
Summary .....	46
Lists .....	47
How to Use the Caseload Administration Wizard .....	48

# TN PULSE Overview and Logistics

The Tennessee Plans for Learning Success and Excellence, or **TN PULSE**, is the newly designed statewide data management system that offers a comprehensive platform to develop and house student learning plans. TN PULSE replaces the previously used EasyIEP or **EdPlan** portal with expanded functionality to serve as the system of record for Individual Education Program (IEP), Individual Learning Plans for Students with Characteristics of Dyslexia (ILP-Ds), and Individual Learning Plans for English learners (ILPs), as well as Section 504 plans.

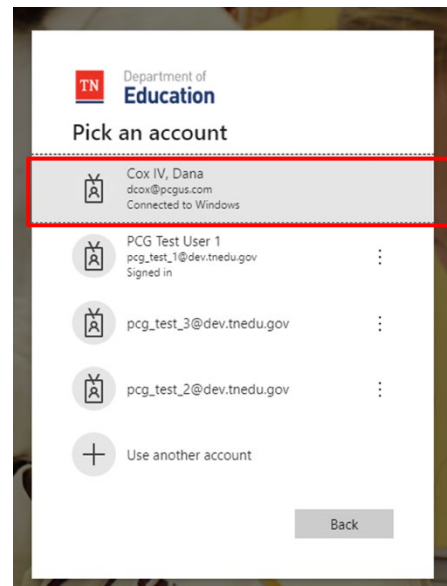
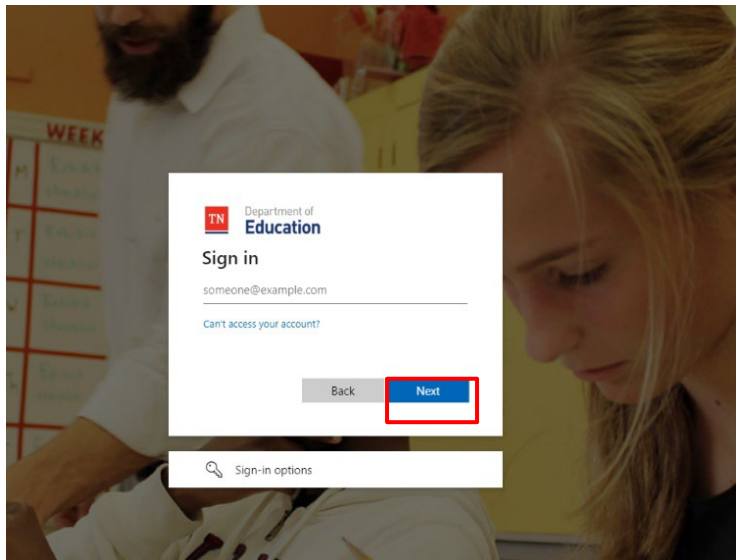
*Note:* This manual uses the term Case Manager several times when speaking about school-based individuals who are assigned students with different types of plans. However, please keep in mind ESL Specialists and 504 Chairpersons have similar roles as Case Managers and that term should be in reference to those titles as well.

## TN PULSE Log In Steps

1. Open a web browser and use the below URL for Single-Sign-On.

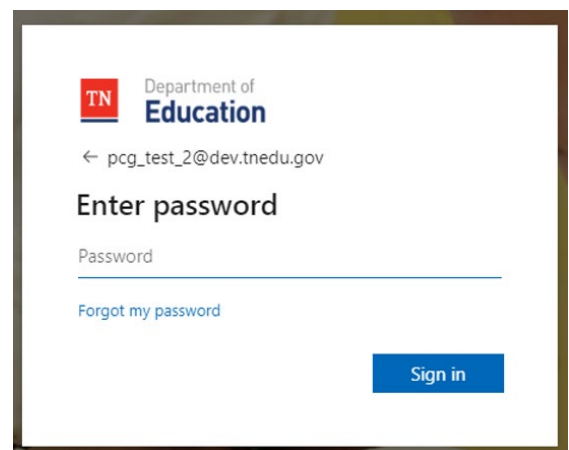
[https://tnpulse.pcgeducation.com/easyiep.plx?op=openid\\_connect\\_login&OpenID\\_Set=1](https://tnpulse.pcgeducation.com/easyiep.plx?op=openid_connect_login&OpenID_Set=1)

2. When clicking the link, the user will be redirected to the Tennessee Department of Education (department) login. Enter your email address and click **Next** to enter your password or **Pick an Account** if there are multiple accounts available.



3. When the password is entered, the user will be logged into their specific district.

*Note: The **username** is not case sensitive, but the **password** is case sensitive and must have at least eight characters. Please do not leave*



your password for others to see or select **Yes** in the box that asks, "Do you want Internet Explorer to remember this password?"

## Electronic End-User Agreement

Upon initial login to TN PULSE users must acknowledge they have read and understand the PCG End-User Agreement policy. They acknowledge this by clicking **Agree** on the initial log-in page. If a user

Public Consulting Group, LLC.  
Electronic End-User Agreement  
PCG Licensed Products

NOTICE TO END-USER: BY SELECTING 'I AGREE' BELOW, YOU AGREE TO ALL OF THE REPRESENTATIONS AND TERMS SET FORTH BELOW.

Tennessee Reference System ("the School System") has purchased a license to use a Public Consulting Group, LLC. ("PCG") electronic software product subject to the provisions of a licensing agreement between the School System and PCG ("the PCG Licensed Product"). (PCG Licensed Products include, but are not limited to: BehaviorPlus™, ClassroomTrac™, EasyEP™, and EasyTrac™.)

You, the End-User of the PCG Licensed Product, represent and agree as follows:

1. You are an employee of the School System and you are authorized by the School System to use the PCG Licensed Product.
2. You will use the PCG Licensed Product only for authorized School System purposes, at locations authorized by School System.
3. You will not share your password with any other person, and will change your password as may be required by PCG or School System.
4. You will not access or attempt to access the PCG Licensed Product software that is not intended for user access, and will not copy, transfer, reverse engineer, disassemble, decompile, distribute, modify, translate, or create derivative works of the PCG Licensed Product software or any part of the PCG Licensed Product software.
5. You acknowledge that the PCG Licensed Product is the property of PCG and is protected by copyright, trade secret and contract laws.
6. This service may contain translation powered by Google. Google disclaims all warranties related to the translations, express or implied, including any warranties of accuracy, reliability, and any implied warranties of merchantability, fitness for a particular purpose and noninfringement.

Note: Clicking on "Don't Agree" will log you out

does not acknowledge and clicks **Do Not Agree**, they are automatically logged out of TN PULSE.

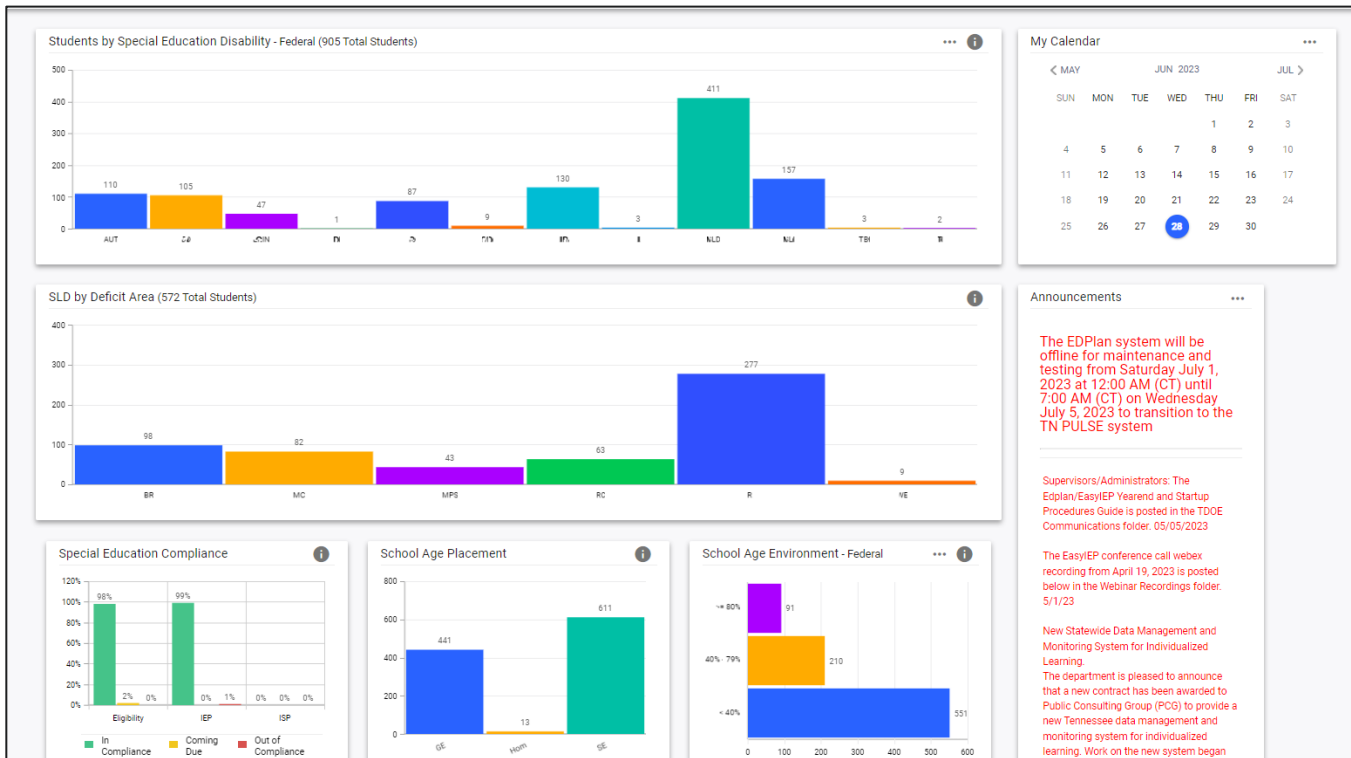
## Main Menu Bar

The **Main Menu** bar is the primary menu for navigating TN PULSE. From here, users can search for students, navigate wizards which simplify more complicated tasks through a sequence of small tasks, search for previously generated documents and reports, and other admin/school system-related functions.



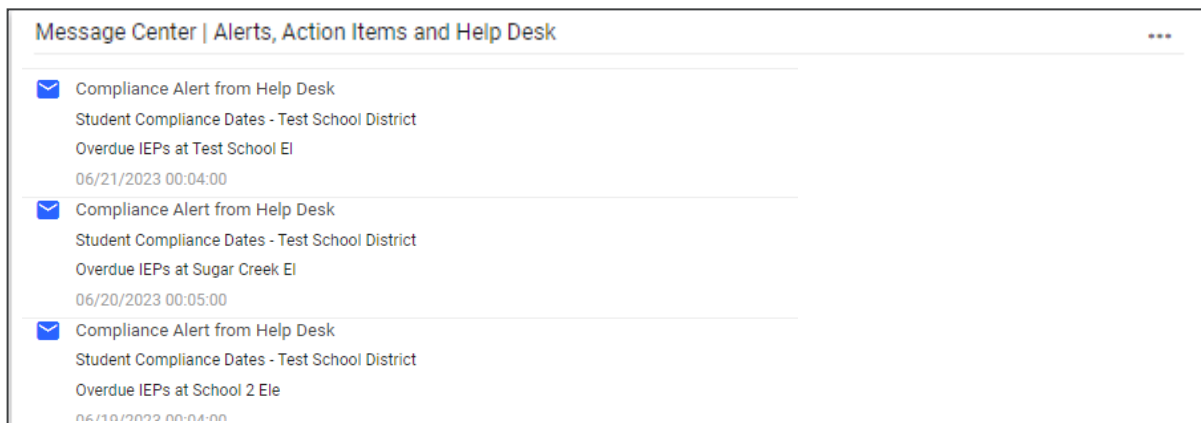
# Dashboard

The **TN PULSE Dashboard** contains widgets which will display a subset of information on students individual learning plans within TN PULSE throughout the district. The dashboard widgets will change depending on the user's role within the district and their associated permissions. Examples of widgets are displayed below. The information button on each widget defines the data that is displayed.



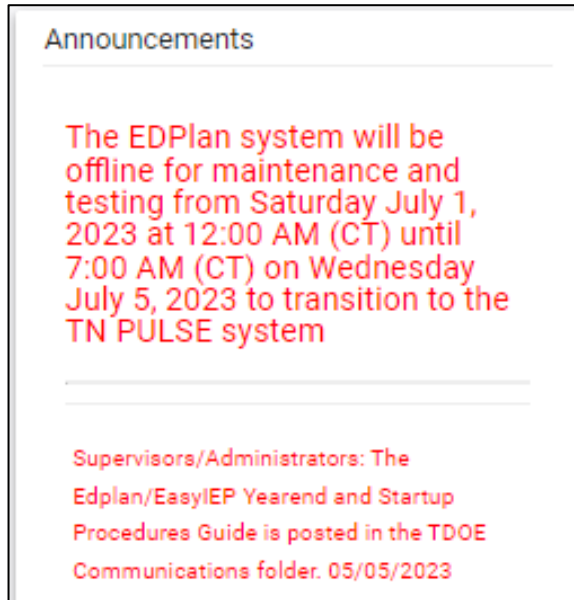
## Message Center

The **Message Center** widget lists current messages, alerts, and action items for the user to view upon sign-in. These messages may include alerts regarding overdue ILPs, compliance alerts, and other announcements pertinent to students assigned to the user's caseload.



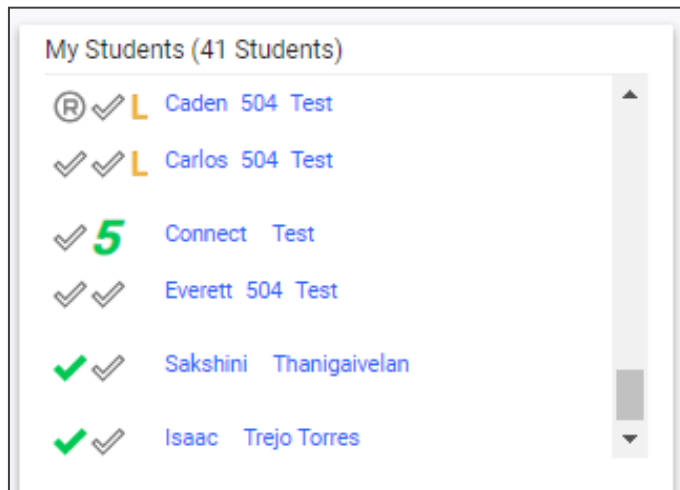
## Announcements

The **Announcements** widget displays current announcements.



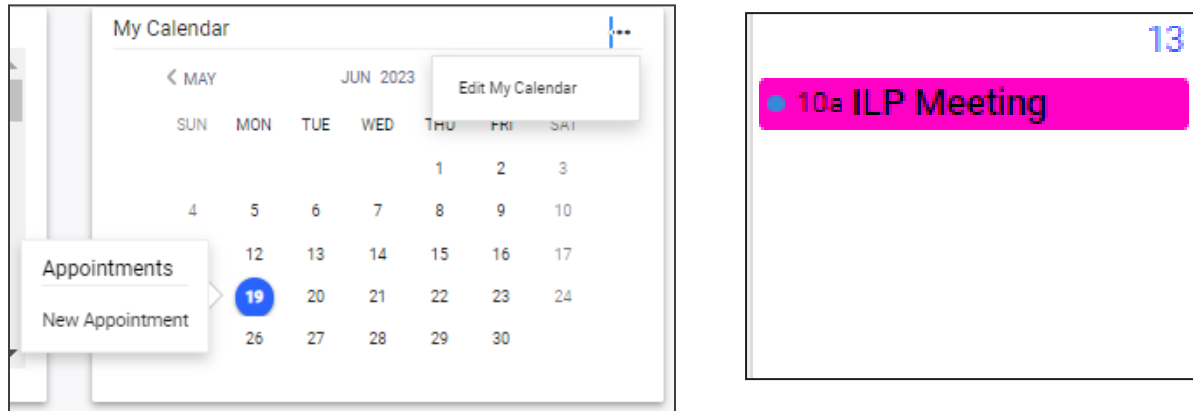
## My Students

The **My Students** widget lists students assigned to a user's caseload along with compliance symbols. Click the name of the student to navigate to the students' page.



## My Calendar

The **My Calendar** widget displays the calendar for the current month and day. To view appointments or add a new appointment, click on a date and choose **New Appointment**. A new window will appear. Enter details regarding the new appointment including the category, colored label, start and end time, etc. Click **Save** when complete, and the new appointment will now be displayed on the calendar.

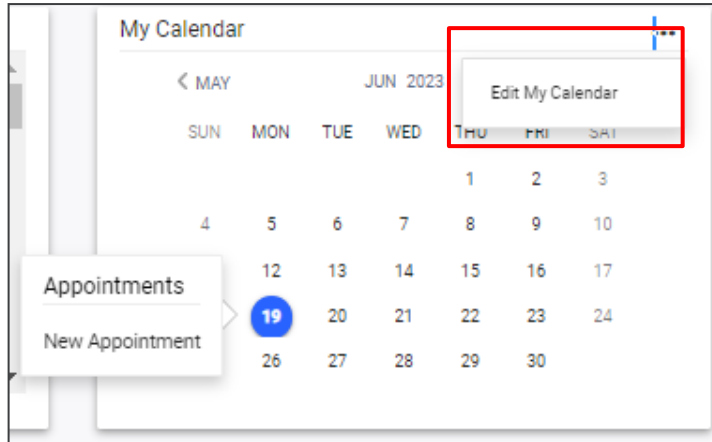


The 'Add Calendar Event' form is shown with the following fields and options:

- Event Type:** Radio buttons for 'Calendar Entry' (selected), 'Reserved Time', and 'Service'.
- Calendar Entry Details:**
  - Entry Name:** IEP Meeting
  - Category:** Meeting
  - Label:** Orange
  - Entry Date:** 06/19/2023
  - Start Time:** 12:00 PM
  - End Time:** 01:00 PM
  - All Day?:**
  - Location:** (empty field)
  - Description:** (empty text area)
- SAVE** button at the bottom right.

To edit the calendar, click the **three dots** in the upper right-hand corner and select **Edit My Calendar**.

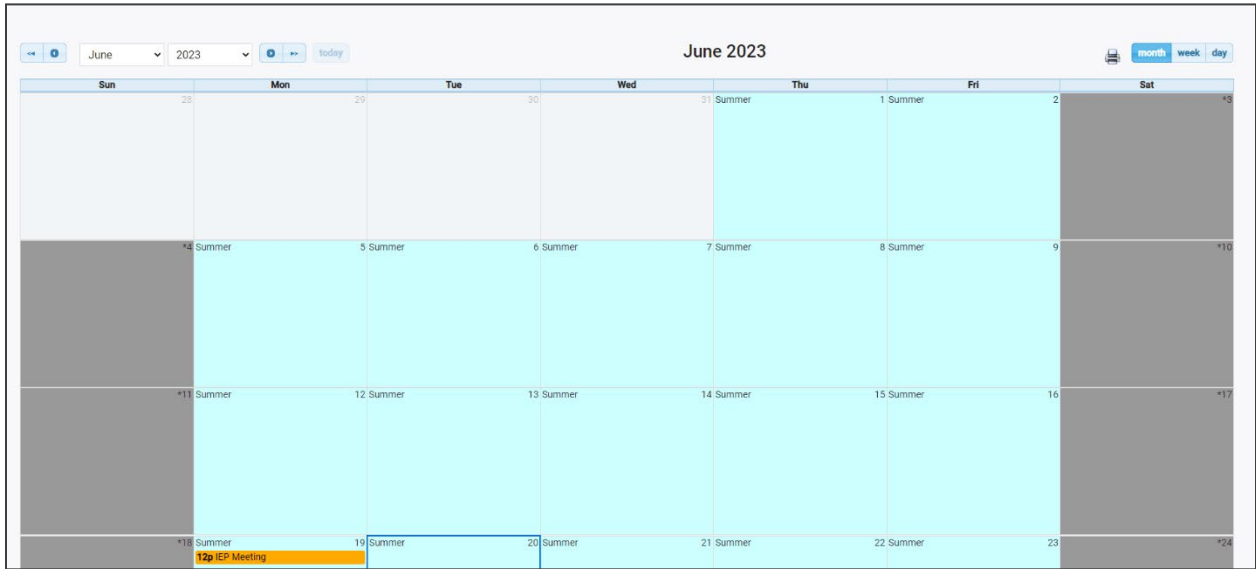




To create a calendar event or schedule services, click on a day and select the **Event Type**. Enter necessary details and click **Save** to create your event or series. The five icons in the corner offer the functionalities listed below:

	<a href="#">Print calendar</a>		<a href="#">Edit preferences and settings</a>
	<a href="#">Filter calendar entries by color, service, or school</a>		<a href="#">View all services in a separate window</a>
	<a href="#">Import/ Export</a>		

*Note: Click the **calendar** icon on the **Main Menu** bar to access the school system calendar. This will display the schoolwide calendar, including events, teacher work days, holidays, and other important dates. A **Calendar Legend** is provided at the bottom right of the calendar for reference.*



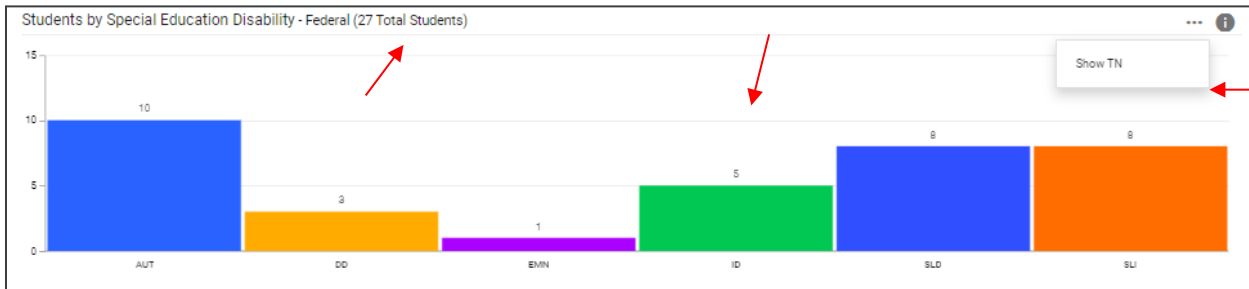
**Calendar Legend:**

- = Current Date
- = Holiday
- = Teacher Inservice
- = Snow Day
- = Summer
- \* = Services Provided
- = \* School Day
- = Teacher Workday
- = \* Abbreviated School Day
- = \* Weekend

## Students By Special Disability

The **Students by Special Education Disability** widget displays all State of Tennessee-defined disability categories with statewide totals for students who currently have final eligibility in place according to their **Primary Disability**. The disabilities used in this widget will auto-populate from the eligibility event. The total number of students is displayed above the bar for each category.

*Note: if there are no students in the category, the category will not display in the widget. (e.g., in the screenshot below there are no students on this caseload with **Other Health Impairment**(OHI) so that does not display in the widget when it appears.*



*Note: Selecting the 3 dots in the top corner, allows users to switch between a state view or Federal view*

The total number of students in all categories will be displayed in the widget header. Clicking any bar in the header will open the **TN Disability Breakdown by District** page which displays a breakdown of students by district in each disability category. From that page, users can navigate to a district site by clicking the district name.

Clicking the **info** or **"i"** icon will open a window containing additional details on the data within the widget.

**Students by Special Education Disability** ✕

The counts included in each of the individual primary disability categories, along with the total count of students, includes students who are currently Eligible within the system for each of the disability categories recognized by the Federal government. Students who are out of compliance for their IEP and/or their Eligibility Determination are included in these counts. Only students who are currently inactive or have a 'Non-Eligibility Determination' as their most recent event type are excluded from these counts.

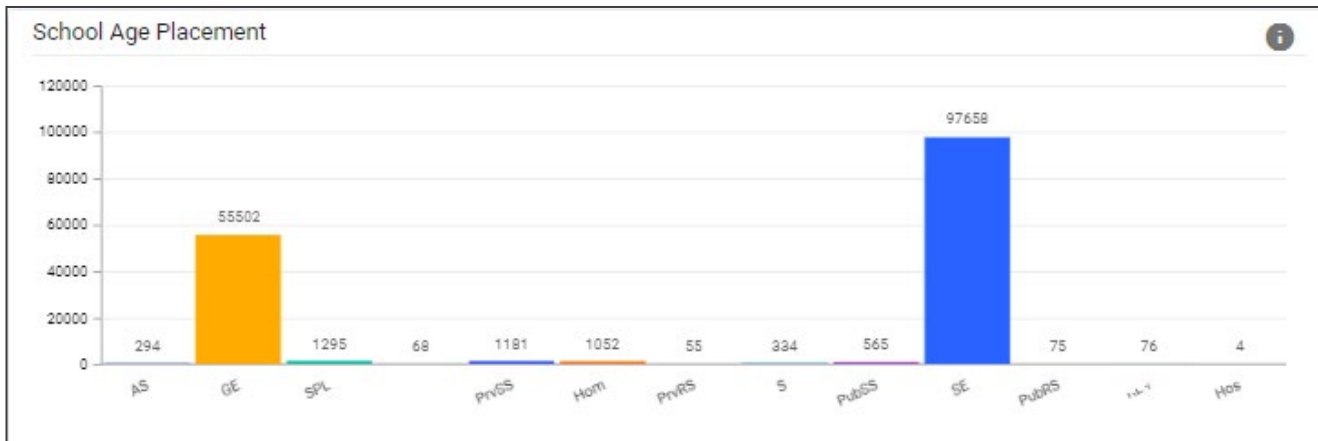
The following are the definitions of the abbreviations included in the chart:

AUT - Autism	EMN - Emotional Disturbance
OI - Orthopedic Impairments	TBI - Traumatic Brain Injury
DB - Deaf-blindness	HI - Hearing Impairments
SLD - Specific Learning Disabilities	VI - Visual Impairments
DD - Developmental Delay	ID - Intellectual Disability
SLI - Speech or Language Impairments	OHI - Other Health Impaired
MD - Multiple Disabilities	

Students with eligibility for both state and federal disability categories will receive ULN funding based on special education and related services TISA Rule 0520-12-05-.04(4)(a).

## School Aged Placement

The **School Age Placement** widget displays students throughout the state organized by **School Age Placement**. The numerical increments on the Y axis of the widget will dynamically update based on the number of students in each bar. Students are categorized based on the placement where they spend majority of their day and is auto-populated from the student's current active **IEP Event** and the **Placement** field on the **Services** page. The total count of students in all placement categories will be displayed as the last bar in the graph



Clicking any bar will open the **Placement Data Drill-Down** page which displays the breakdown of students by district in each placement. From that page, users can navigate to the district site by clicking the district name.

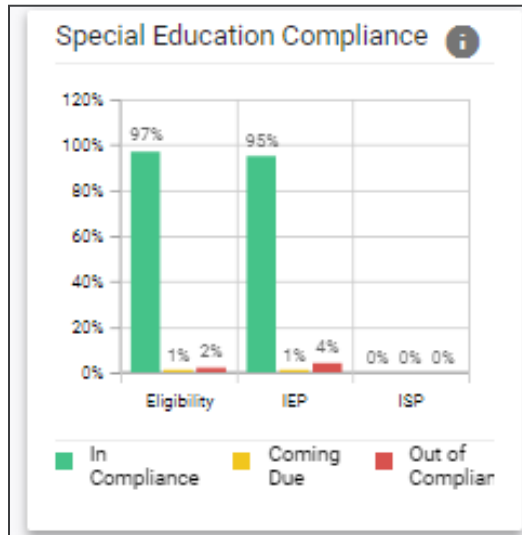
School Age Placement by District [RETURN TO DASHBOARD](#)

Show 25 entries Search: \_\_\_\_\_

District Code	District	AS	CF	GE	Hom	JS	PrvRS	PrvSS	PubSS	SPL	PubRS	RE-I	SE	Hos	Total
985	<a href="#">Achievement School District</a>	0	0	384	2	0	0	0	0	3	0	0	432	0	824
171	<a href="#">Alamo City School</a>	0	0	33	0	0	0	0	0	0	0	0	48	0	81
051	<a href="#">Alcoa City Schools</a>	2	0	97	3	1	0	0	0	0	0	0	206	0	312
010	<a href="#">Anderson County Schools</a>	0	0	441	13	0	0	0	0	0	0	0	611	0	1066
793	<a href="#">Arlington Community Schools</a>	1	0	213	4	0	0	0	0	0	0	0	495	0	713
541	<a href="#">Athens City Schools</a>	0	0	27	1	0	0	3	0	1	0	0	341	0	373
794	<a href="#">Bartlett City Schools</a>	0	0	834	10	0	0	3	0	1	1	0	806	0	1656
020	<a href="#">Bedford County Schools</a>	0	0	538	10	1	0	1	0	1	0	0	540	0	1094
172	<a href="#">Bells City School</a>	0	0	21	1	0	0	0	0	0	0	0	29	0	51

## Special Education Compliance

The **Special Education Compliance** widget displays three bars for each section: **Eligibility, IEP** and **Individual Service Plan (ISP)**. One bar represents the total percent of students in the state who are compliant, while one bar represents the total percent of students who have a due date coming within the next 30 days. The last bar represents the total percent of students past the due date for an event in the given section. The events populating this widget will be **Initial and Annual IEPs** and **Initial and Re-Evaluation Eligibilities**.



Clicking any bar will open the **Compliance Data Drill-Down** page displaying a breakdown of students by district in each compliance status. From that page, users can navigate to the district site by clicking the district name.

Special Education Compliance by District [RETURN TO DASHBOARD](#)

Overall Counts

Overall Compliance - Eligibility

Compliant	Non-Compliant
98%	2%
159267 Students	2574 Students
161841 Total Students	

Overall Compliance - IEP

Compliant	Non-Compliant
96%	4%
154143 Students	6190 Students
160333 Total Students	

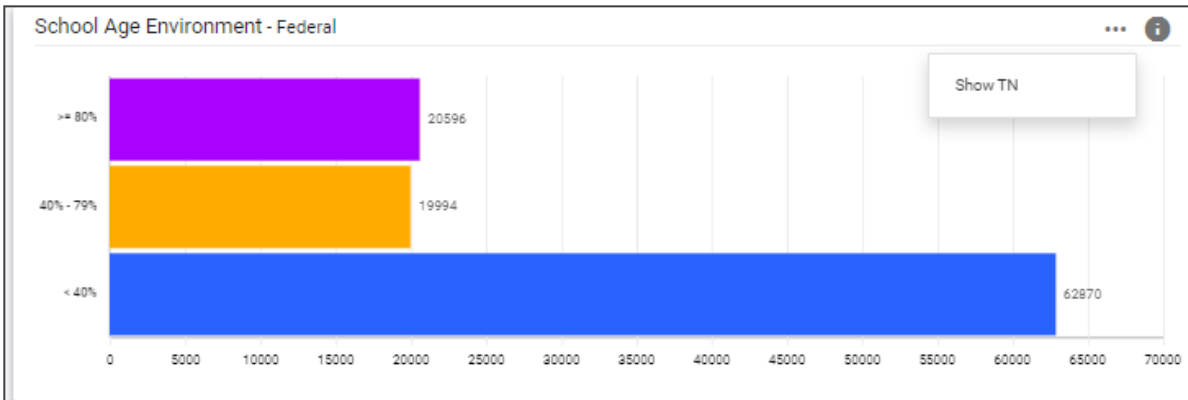
Counts by District

Show 25 entries Search: \_\_\_\_\_

District Code	District	Eligibility Compliant	Eligibility Coming Due	Eligibility Overdue	Eligibility Total	IEP Compliant	IEP Coming Due	IEP Overdue	IEP Total	ISP Compliant	ISP Coming Due	ISP Overdue	ISP Total
985	<a href="#">Achievement School District</a>	833	4	15	852	815	8	19	842	0	0	0	0
171	<a href="#">Alamo City School</a>	82	0	1	83	80	1	1	82	0	0	0	0

## School Aged Environment

The **School Age Environment** widget displays the total number of students throughout the state categorized into bars by **School-Age Environment**. The total number of students in each category will be displayed to the right of each bar. The numerical increments across the X axis of the widget will dynamically update depending on how many students are in each category.



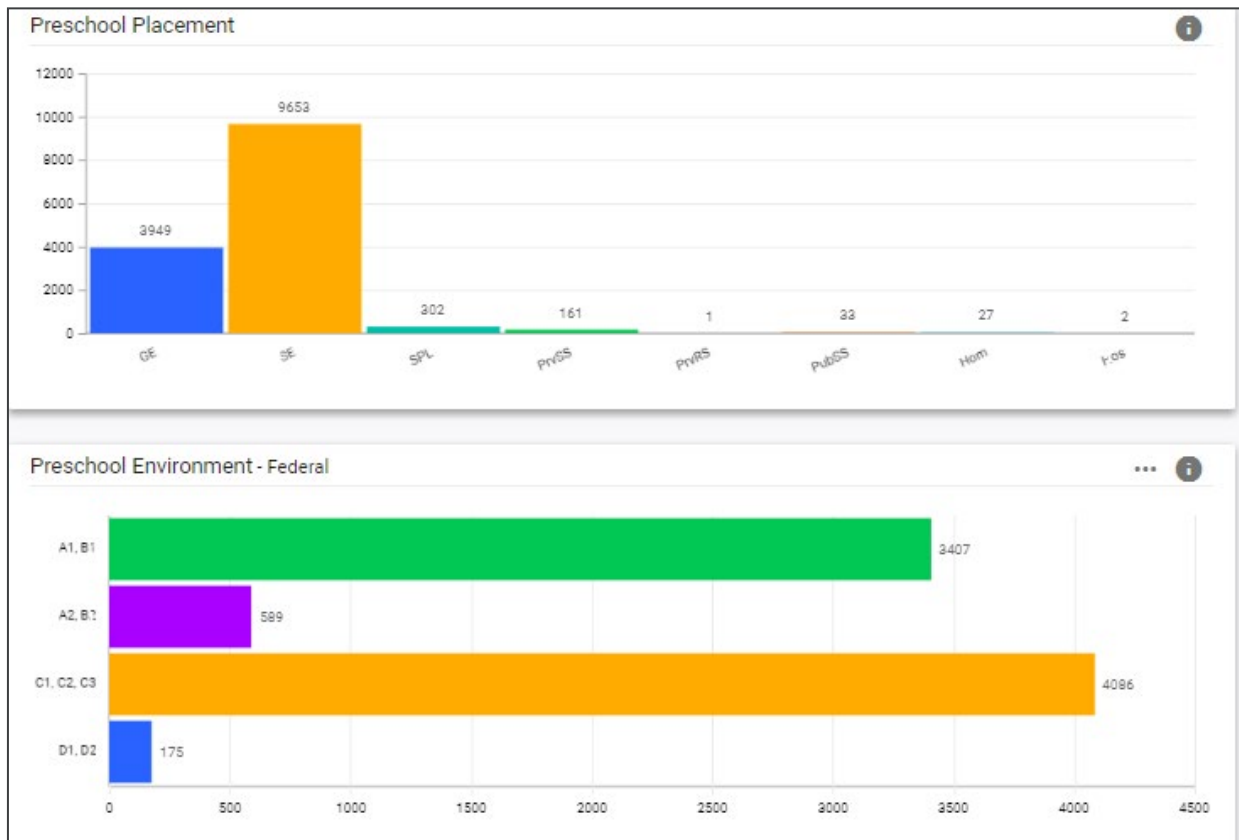
Note: Selecting the 3 dots in the top corner allows users to switch between a state view or Federal view.

Clicking any bar will open the **School Age Environment Data Drill-Down** page displaying a breakdown of students by district in each environment. From that page users can navigate to the district site by clicking the district name.

School Age Environment by District					<a href="#">RETURN TO DASHBOARD</a>
Federal					TN
Show 25 entries					Search: _____
District Code	District	< 40%	40% - 79%	>= 80%	Total
985	<a href="#">Achievement School District</a>	467	73	138	824
171	<a href="#">Alamo City School</a>	35	2	7	81
051	<a href="#">Alcoa City Schools</a>	79	71	57	312
010	<a href="#">Anderson County Schools</a>	551	210	91	1066
793	<a href="#">Arlington Community Schools</a>	232	102	42	713
541	<a href="#">Athens City Schools</a>	203	7	10	373
794	<a href="#">Bartlett City Schools</a>	618	175	180	1656
020	<a href="#">Bedford County Schools</a>	508	120	92	1094
172	<a href="#">Bells City School</a>	28	3	3	51
030	<a href="#">Benton County Schools</a>	206	85	16	500
040	<a href="#">Bledsoe County Schools</a>	198	79	34	426
050	<a href="#">Blount County Schools</a>	635	274	244	1588
274	<a href="#">Bradford SSD</a>	22	10	5	81

## Preschool Placement

The **Preschool Placement** widget displays students throughout the state organized by **Preschool Placement**. Numerical increments on the Y axis of the widget will dynamically update based on the number of students in each category. Students (ages 3 through 5 not in K) are categorized based on the placement where they spend majority of their day and is auto-populated from the student's current, active **IEP Event** and the **Placement** field on the **Services** page. The total count of students in all placement categories will display as the last bar in the widget. The A1 and B1 environments, the A2 and B2 environment, the C1, C2, and C3 environments, and the D1 and D2 environments will be combined into a single bar.



Clicking any bar will open the **Placement Data Drill-Down** page displaying a breakdown of students by district in each environment.

Preschool Environment by District [RETURN TO DASHBOARD](#)

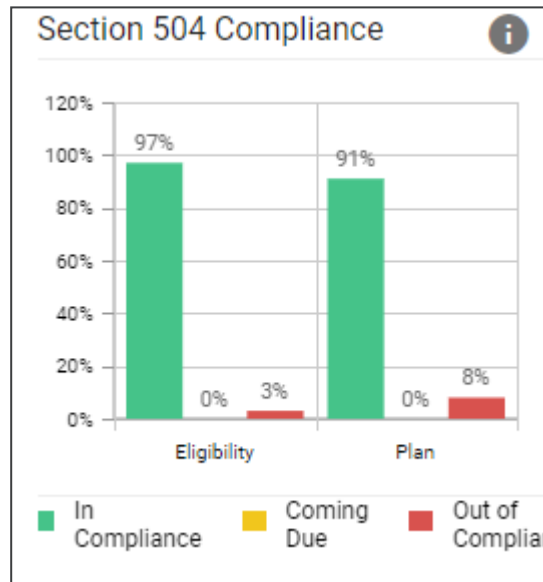
Federal TN

Show 25 entries Search: \_\_\_\_\_

District Code	District	A1, B1	A2, B2	C1, C2, C3	D1, D2	Total
985	<a href="#">Achievement School District</a>	6	2	20	4	824
171	<a href="#">Alamo City School</a>	4	1	0	1	81
051	<a href="#">Alcoa City Schools</a>	10	1	0	1	312
010	<a href="#">Anderson County Schools</a>	37	6	10	1	1066
793	<a href="#">Arlington Community Schools</a>	1	3	28	0	713

## Section 504

This panel will hold all of the widgets related to **Section 504 plans**. The panel will display or hide based on the user's permission group. By default, it will display three bars for each section - **504 Accommodation Plan** and **Eligibility**. One bar with the total percent of students in the state who are in compliance, one bar with total percent who have the due date coming in the next 30 days, and one for total percent who are past the due date for the event in the given section. Clicking the **Information** button will display more information regarding the color codes for 504 compliance.



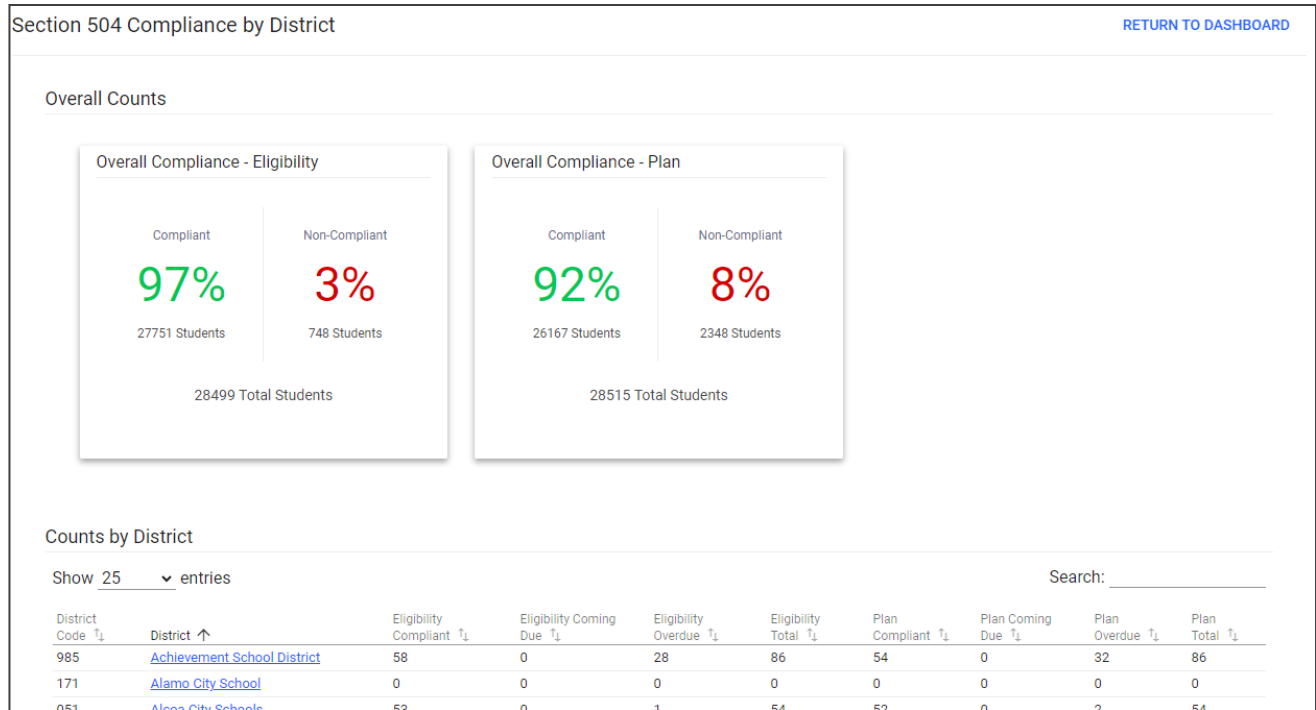
### Section 504 Compliance

Information contained in each of the columns include an unduplicated count of students served by a Section 504 plan who fall within the following categories:

- Students are currently within all timelines.
- Students are within 30 days of a timeline due date.
- Students have a timeline that is overdue by at least one day.

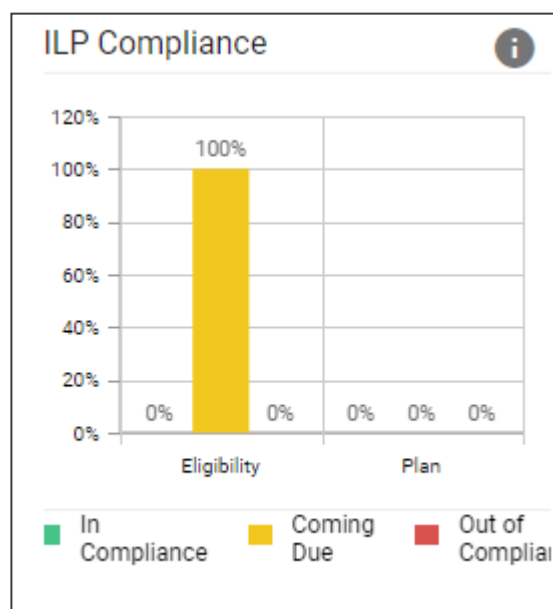
Clicking any bar will open the **504 Compliance by District** page which displays breakdown of students by district in each compliance status. From that page user can navigate to district site by clicking the district name.



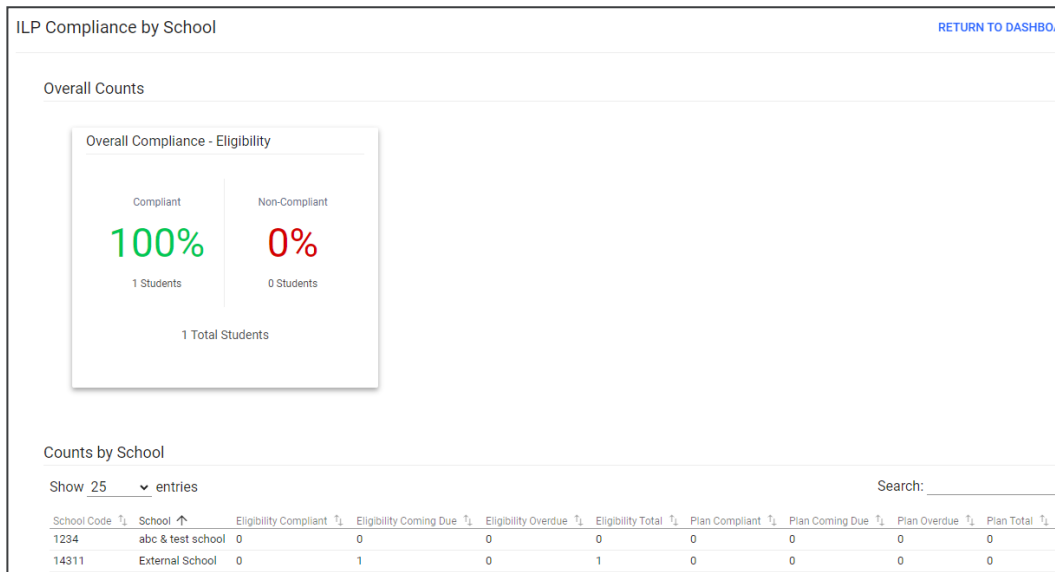


## ILP Compliance

The **ILP Compliance** widget appears or hides based on the user's permissions and displays students across the state organized by **ILP Plan Type**. The numerical increments on the Y axis of the widget will dynamically update based on the total number of students in each type. Students are categorized based on the type of ILP plan indicated on the student's current, active **ILP Event**.



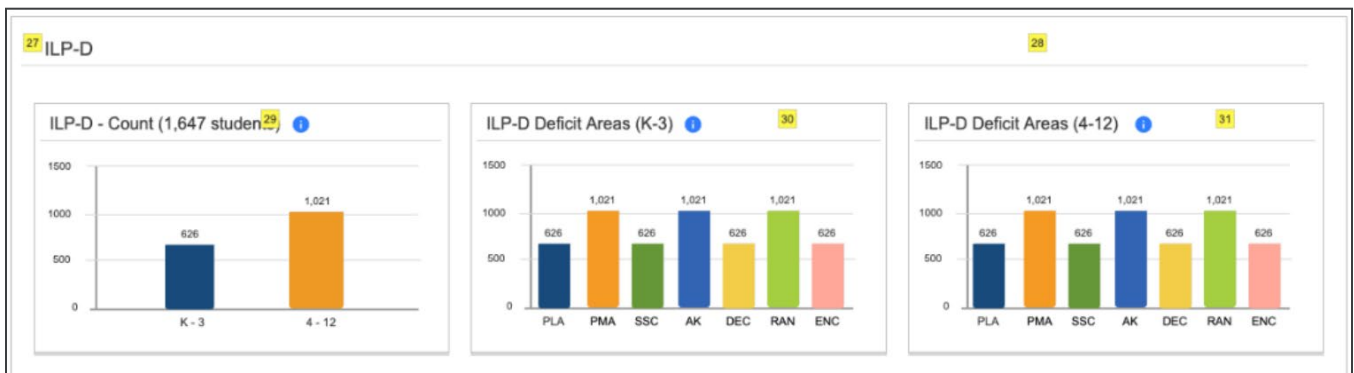
Clicking any bar will open the **ILP Counts** page which displays a breakdown of students by district in each plan type.



## ILP-D

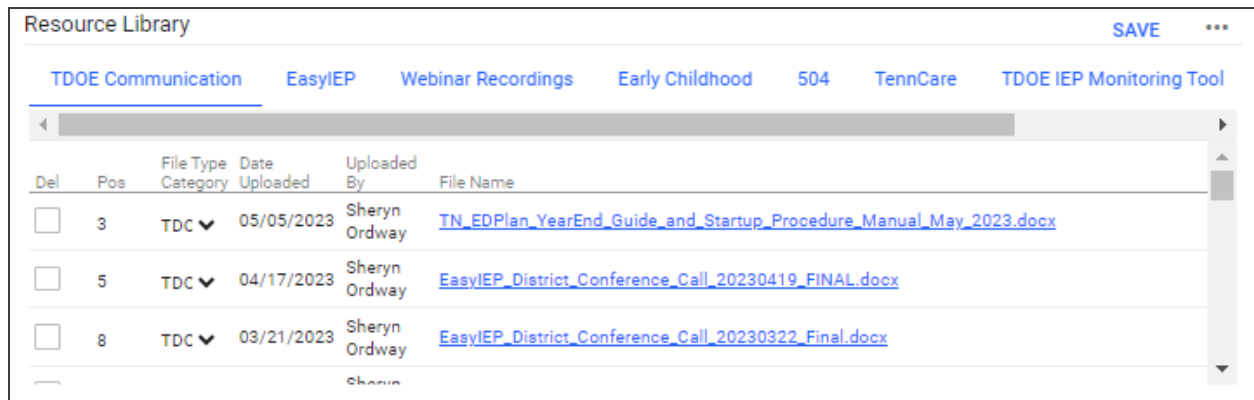
The **ILP-D** widget contains all the data related to students in the school district with an ILP-D. The panel will appear or hide based on the user's permissions and displays students across the state organized by **ILP-D Plan Type** for kindergarten through third grade students or those in Grades 4 through 12. The numerical increments on the Y axis of the widget will dynamically update based on the total number of students in each bar. Students are categorized based on the Deficit Area indicated in the ILP-D and auto-populates from the student's current, active **ILP-D Event**. Each student with an ILP-D is monitored and is screened three times per year through the universal reading screener process. Students exit an ILP-D with consistent performance on the universal reading screener that exceeds the qualifying criteria for an ILP-D or when a student's parent refuses services through an ILP-D. Reference the Dyslexia Resource Guide for more information.

Numerical increments on the Y axis of the widget will dynamically update based on the total number of students in each category. Students are categorized based on the **ILP-D Plan Type** and auto-populate from the student's current, active **ILP-D Event**. Clicking any bar will open the **ILP-D Deficit Areas** page which displays a breakdown of students by district in each grade grouping.



## Resource Library

At the bottom of the **Main Menu** page, various documents are available to users in the **Resource Library** widget for viewing or downloading. View a document by selecting the name of the document indicated by a blue hyperlink. If desired, documents can be saved to an individual computer when opened.

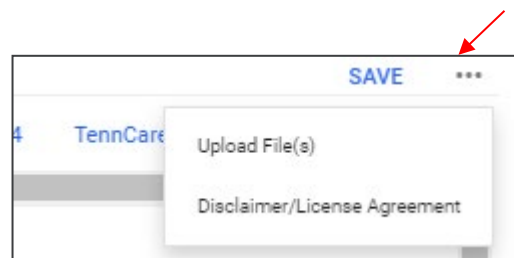


The screenshot shows the 'Resource Library' widget with a 'SAVE' button and three dots in the top right corner. Below the title bar are several tabs: 'TDOE Communication', 'EasyIEP', 'Webinar Recordings', 'Early Childhood', '504', 'TennCare', and 'TDOE IEP Monitoring Tool'. The 'TDOE Communication' tab is selected. A table lists documents with columns for 'Del', 'Pos', 'File Type', 'Date Uploaded', 'Uploaded By', and 'File Name'. Three documents are visible:

Del	Pos	File Type	Date Uploaded	Uploaded By	File Name
<input type="checkbox"/>	3	TDC	05/05/2023	Sheryn Ordway	<a href="#">TN_EDPlan_YearEnd_Guide_and_Startup_Procedure_Manual_May_2023.docx</a>
<input type="checkbox"/>	5	TDC	04/17/2023	Sheryn Ordway	<a href="#">EasyIEP_District_Conference_Call_20230419_FINAL.docx</a>
<input type="checkbox"/>	8	TDC	03/21/2023	Sheryn Ordway	<a href="#">EasyIEP_District_Conference_Call_20230322_Final.docx</a>

The documents and reports are divided into folders in the **Resource Library** widget. All memos and procedural documents from the department, along with documents and manuals related to the use of TN PULSE will be included in the Resource Library. Districts may upload documents for their specific district in the **District Documents** folder. If the district has purchased additional applications from PCG, more folders will be available. Documents commonly uploaded to this widget include TN PULSE User Manuals, district-specific forms, Behavior Intervention Plan forms, Functional Behavior Assessment forms, etc.

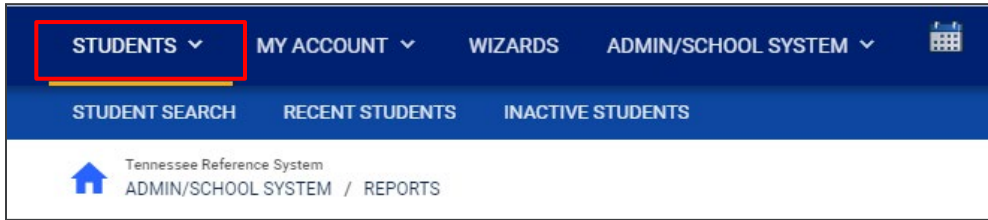
Click the **three dots** in the corner of the widget. Select **Upload File(s)** to locate the file on the computer or network.



After the file is located, click the **Upload File(s)** button at the bottom of the screen.

## Students

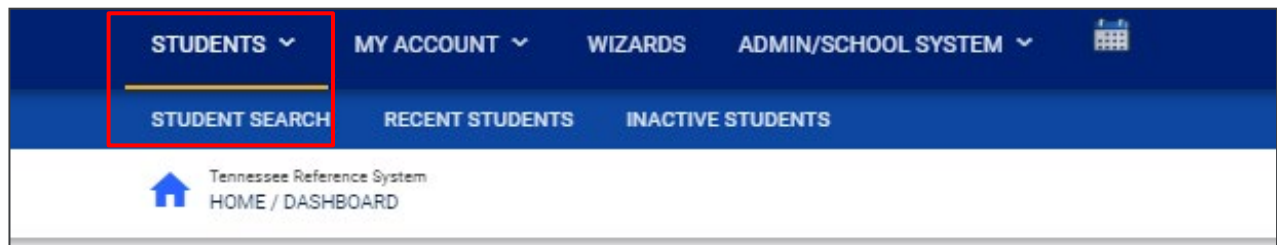
The **Students Menu** allows users to search for recent and inactive students.



## Student Search

All students enrolled in the district's [SIS package](#) (e.g., PowerSchool, Skyward, etc.) and imported into TN PULSE are included. Students who are supported by one or more of the five individual education or learning plans (IEP, ISP, ILP, ILP-D, Section 504) will be indicated by the respective **Domain Indicator**. A certain number of students appear on the screen depending on the search criteria. Narrow the search by entering the first three or more letters of the child's last name and selecting the check box for the appropriate **Domain**. The student search screen will appear differently based on each user's permissions. Some users are only able to view their individual caseload.

1. From the **Main Menu**, select **Students**, then click **Student Search**.



2. Enter search criteria, such as **Student Last Name**. Select a **Grade Level**, **Domains**, **Additional Programs**, and/or **School** to narrow the search. If the search results provide a list too large for one page, enter an alphabetical range in the last name field (e.g., "a...m"). This allows the user to see a portion of the students at one time. Click **View Students**, or select **View My Caseload** button to display an individualized user's caseload. Clicking **Advanced Search** will display a window provided more options to filter students.

**Student Criteria**

[VIEW MY CASELOAD](#) [ADVANCED SEARCH](#)

Student Last Name   Exact Match

Student First Name   Exact Match

Student Middle Name   Exact Match

State ID Number   Exact Match

Student ID   Exact Match

Date of Birth

Grade Level

School

Only include Students where I am Case Manager

Medicaid Status

Include Inactive Students

Additional Programs

English Second Language (ESL)  Parentally Placed Private School

Early Childhood Placement

Domains

IEP  ISP

Section 504  ILP

ILP-D

Sort By

Open Results in a New Window

[VIEW STUDENTS](#)

▼ Status

General Ed  Child Study  Referral

Evaluation  Eligibility  Special Ed

IEP  ISP  Section 504 Referral

Section 504 Eligible  Section 504 Plan  LEP Referral

LEP Identification  LEP Plan

▼ Additional Programs

English Second Language (ESL)  Parentally Placed Private School  Early Childhood Placement

▼ Compliance Status

	Compliant	Warning	Overdue
Initial Consent for Eligibility Evaluation Received	<input type="checkbox"/> ✓	<input type="checkbox"/> ⚠	<input type="checkbox"/> ⚠
Parent Consent	<input type="checkbox"/> ✓	<input type="checkbox"/> ⚠	<input type="checkbox"/> ⚠
Eligibility Determination	<input type="checkbox"/> ✓	<input type="checkbox"/> ⚠	<input type="checkbox"/> ⚠
IEP	<input type="checkbox"/> ✓	<input type="checkbox"/> ⚠	<input type="checkbox"/> ⚠
ISP	<input type="checkbox"/> ✓	<input type="checkbox"/> ⚠	<input type="checkbox"/> ⚠
Transfer	<input type="checkbox"/>	<input type="checkbox"/> ⚠	<input type="checkbox"/> ⚠
Section 504 Parent Consent	<input type="checkbox"/> 5	<input type="checkbox"/> ⚠	<input type="checkbox"/> ⚠
Section 504 Eligibility	<input type="checkbox"/> 5	<input type="checkbox"/> ⚠	<input type="checkbox"/> ⚠
Section 504 Plan	<input type="checkbox"/> 5	<input type="checkbox"/> ⚠	<input type="checkbox"/> ⚠
ILP-D Eligibility	<input type="checkbox"/> D	<input type="checkbox"/> ⚠	<input type="checkbox"/> ⚠
ILP-D	<input type="checkbox"/> D	<input type="checkbox"/> ⚠	<input type="checkbox"/> ⚠

Note: To narrow the search even further, click **Advanced Search** to filter by **Disabilities, Related Services, Additional Programs**, etc.

3. The student's record or a list of students that meet the selected criteria appears.
4. Select the name of the student to open the student's record.

Each student record displays a separate column for first name, middle name, and last name. Users have the ability to sort by a student's first or last name. Once a user clicks on the name of the student, the student's personal information page appears.

Select a Student										PRINT RESULTS	EXPORT RESULTS	SEARCH AGAIN
CP ↑	State ID ↑	First Name ↑	Middle Name ↑	LastName ↑	Date of Birth ↑	School ↑	Grade ↑	Serving School ↑	Case Manager ↑	Domains ↑		
✓✓	123456	Benjamin		Test	09/28/2018	abc	K		Emma Test			
T ✓		Blake1		Test	12/09/2000	SS	10		Jennifer Test Stem	IEP		
✓✓	161215	Bobby		Test	08/01/2017	abc	K		Jennifer Test Stem	IEP		
E ✓	123456711111	Bruce		test	06/15/2001		11					
E ✓	TESTBUG	Bug	Bunny	Test	04/01/2014	SS	02		Jennifer Test Stem			
E ✓	2650676	Calvin	David	Test	02/08/2000	SS	10		Jennifer Test Stem			
T ✓	0239230	Cam	Bell	Test	08/03/2000	SS	10		Jennifer Test Stem	IEP		

### Domain Indicators

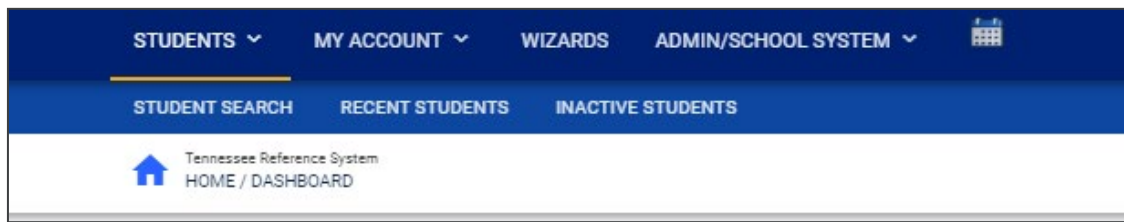
Search results or caseloads will display a column of symbols indicating a student's current domain status. The domain symbol indicators and descriptions are listed below.

Select a Student										PRINT RESULTS	EXPORT RESULTS	SEARCH AGAIN		
Del ↑	CP ↑	LastName ↑	First Name ↑	Middle Name ↑	Age ↑	State ID ↑	Student ID ↑	Grade ↑	School ↑	Last Elig ↑	Last IEP ↑	Dis ↑	Case Manager ↑	Domains ↓
<input type="checkbox"/>	ST ✓✓	Test	Alicia	Bagelly	15 Years	ABT8334	ABT8334	11	SS	01/01/2021	07/23/2013	SLD		IEP 504
<input type="checkbox"/>	ST L ✓✓	Test	Amanda		9 Years	0000001	0000001	03	ES	03/01/2023	04/21/2023	SI,TBI		ILP-D 504
<input type="checkbox"/>	T ST ✓✓	Test	Andy	Notebook	19 Years	ABC1230	ABC1230			12/08/2016	12/08/2016	LI		ILP 504
<input type="checkbox"/>	ST ✓✓	Test	Alice		14 Years	3333332	3445322	09	abc	03/27/2023	08/07/2019	SLD		IEP ISP
<input type="checkbox"/>	T ✓✓	Test	Angela		17 Years	TEST09876	TEST09876	08	TEST	01/17/2019	08/07/2019	SLD		IEP ILP-D

Symbol	Description
IEP	Students with an Individualized Education Plan (IEP)
ISP	Students with an Individualized Service Plan (ISP)
504	Student with a Section 504 Plan
ILP-D	Students with an Individual Learning Plan-Dyslexia (ILP-D)
ILP	Students with an Individual Learning Plan (ILP)

## Recent Students

The **Recent Students** section will list students a user has recently searched for via **Student Search**.

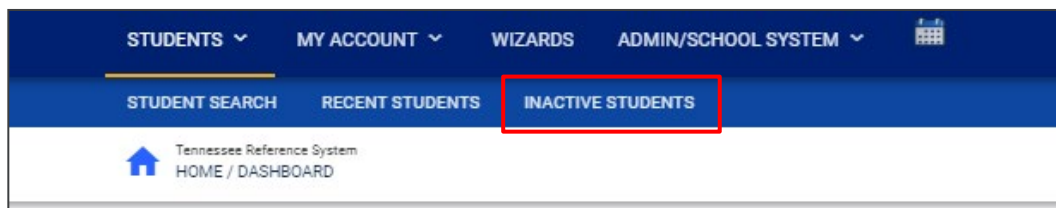


Select a Student [PRINT RESULTS](#) [EXPORT RESULTS](#) [SEARCH AGAIN](#)

Last Accessed	CP	State ID	First Name	Middle Name	LastName	Date of Birth	School	Grade	Serving School	Case Manager	Domains
06/19/2023 14:18:02	✓ 5	33333332	Alice		Test	09/02/2008	abc	09		Emma Test	IEP
06/19/2023 13:18:48	✓ 5 L	0000001	Amanda		Test	03/01/2014	ES	03		Jennifer Briggs	IEP 504
06/19/2023 13:04:38	⚠ 5		Denise		Test	05/01/2008	SS	04		Emma Test	
06/19/2023 13:04:08	⚠ ✓	123456	Benjamin		Test	09/28/2018	abc	K		Emma Test	

Showing 1 to 4 of 4 entries [Previous](#) [1](#) [Next](#)

## Inactive Students



For users with the appropriate access and permissions to search for inactive students, click the **Inactive Students** tab from the **Students Menu**. This search allows users to search by **Last Name, Date of Birth, Student or State ID Number, Exit Reason, and Dates Exited**. To search exact wording, select the checkbox next to **Exact Match**. Click **View Inactive Students** to view a list of inactive students who meet the criteria provided.

The screenshot shows a search form for inactive students. It includes the following fields and options:

- Last School Attended: All Schools (dropdown)
- Student Last Name: test (text input)  Exact Match
- Student First Name: (text input)  Exact Match
- Student Middle Name: (text input)  Exact Match
- Date of Birth: (calendar icon)
- Student ID: (text input)  Exact Match
- State ID Number: (text input)  Exact Match
- Students Exited After: (calendar icon)
- Students Exited Before: (calendar icon)
- Exit Reason: -Any- (dropdown)
- Sort List By: Student's Last Name (dropdown)

A green button labeled 'VIEW INACTIVE STUDENTS' is located at the bottom center of the form.

Select a student by clicking on the student's name to be directed to his/her Student Information and Documents page.

Student ID	State Code	Name	Date of Birth	School	Date Exited	Reason for Exiting
TESTSTUDENT218	TestStudent218	<a href="#">Abel 504 Test</a>	03/26/2008		01/24/2019	Moved, Known to be Continuing
TESTSTUDENT436	TestStudent436	<a href="#">Ace 504 Test</a>	03/26/2008	KACS	12/22/2020	Reached Maximum Age
96344	96347	<a href="#">Adam 504 Test</a>	10/13/2004		01/09/2017	Moved, Known to be Continuing
ADELETEST	USIADELETEST	<a href="#">Adele Test</a>	03/18/2006	PRIV	05/04/2014	Moved, Known to be Continuing
TESTSTUDENT155	TestStudent155	<a href="#">Adeline 504 Test</a>	03/26/2003	TCLC	05/19/2021	Moved, Known to be Continuing

After a student is selected, the user will see the chart below. Each tab will display read-only information regarding a student's demographic information and other details about specific learning plans the students may have. Click each **tab** to review information.

Student Information
Special Education
Section 504
ILP
ILP-D
Student History

**Student Information**

First Name	Bonnie	Middle Name	
Last Name	Test	Student ID	6875867
State ID		DOB	11/22/2014
Age	8	Gender	F
Race	Black or African American	Hispanic Ethnicity	No
Primary Language		Document Language	

**Enrollment**

School	Sample School	Serving School	
Grade	3rd Grade		

Documents created for Adam 504 Test (School Year: View All) VIEW ALL

Del	Doc ID	Date Generated	Generated By	Document	Batch	Status	1	Change Tab	Signatures
<input type="checkbox"/>	2589276	12/07/2016	Ashley Y Test	<a href="#">504-EasyFax Other Cover Sheet</a>	PDF	<input type="checkbox"/>	<input type="checkbox"/>	<span style="border: 1px solid gray; padding: 2px;">▼</span>	
<b>E</b>	2589223	12/07/2016	Ashley Y Test	<a href="#">504 - Eligibility Report (Eligible) (inactive)</a>	PDF	<input type="checkbox"/>	<input type="checkbox"/>	<span style="border: 1px solid gray; padding: 2px;">▼</span>	
<input type="checkbox"/>	2589005	12/07/2016	Ashley Y Test	<a href="#">504 - Invitation for a Meeting (inactive)</a>	PDF	<input type="checkbox"/>	<input type="checkbox"/>	<span style="border: 1px solid gray; padding: 2px;">▼</span>	
<b>E</b>	2534479	10/20/2016	Ashley Y Test	<a href="#">504 - Consent for Evaluation (inactive)</a>	PDF	<input type="checkbox"/>	<input type="checkbox"/>	<span style="border: 1px solid gray; padding: 2px;">▼</span>	

An 'E' in the 'Del' column indicates that the document is associated with an Event. A 'C' in the 'Del' column indicates that the document is associated with a Parent Contact. In either case, the document can't be deleted until the associated event or contact is deleted. An 'A' in the 'Del' column indicates that the document is associated with another Document and will be deleted when the associated document is deleted.

(4 Documents)

UPDATE THE DATABASE
VIEW DOCUMENT BATCH

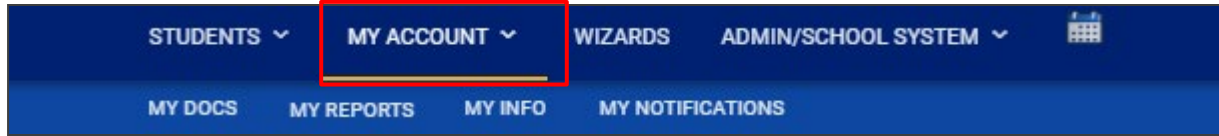
UPLOAD EXTERNAL ATTACHMENT(S)

CHANGE FAX LABELS



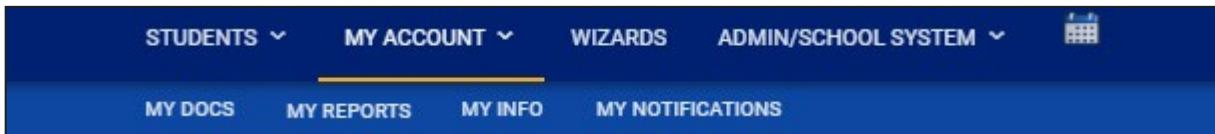
# My Account

The **My Account** menu allows users to review documents, reports, account information, and notifications.



## My Docs

The **My Docs** tab displays the Case Manager's student's documents. This tab allows Case Managers to view and print all documents for students on their caseload.

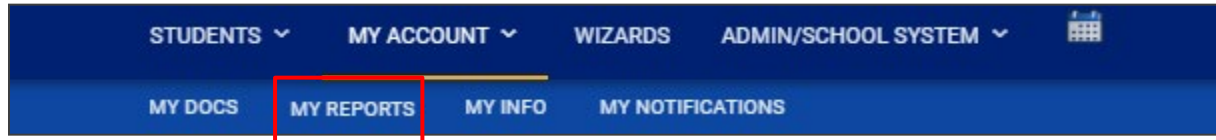


The **My Docs** tab lists all documents the Case Manager has created for the student or those previously created by someone else within the past year, including draft documents that have not expired, or a subset of those documents if the search page was used or if coming to this section from the **Progress Report Wizard**. This page appears immediately after running the **Progress Report Wizard** and can always be accessed using the **My Docs** tab in the menu above. To print a document, click **Document Type** in the list, then use the **printer** icon that appears in the toolbar directly above the document itself. To print documents in a batch, use the checkboxes to select individual documents or click **Check All** to select all documents listed.

At the top of the table are two buttons: 'CHECK ALL' (highlighted with a red box) and 'CHECK NONE'.

Date Created	Created By	Student	Batch	Document	Year / Report Pd	Status
06/18/2023	Emma Test	Denise Test	<input checked="" type="checkbox"/>	<a href="#">Section 504 Eligibility Report</a>	PDF	Accepted
06/17/2023	Emma Gonsalves	Benjamin Test	<input type="checkbox"/>	<a href="#">Timeline Extension Report (New)</a>	PDF	(Draft)
06/17/2023	Emma Gonsalves	Benjamin Test	<input checked="" type="checkbox"/>	<a href="#">Timeline Extension Report (New)</a>	PDF	Proposed
06/17/2023	Emma Test	Denise Test	<input type="checkbox"/>	<a href="#">Eligibility Report - Eligible</a>	PDF	Accepted
06/16/2023	Emma Test	Denise Test	<input checked="" type="checkbox"/>	<a href="#">Timeline Extension Report (New)</a>	PDF	(Draft)
06/16/2023	Emma Test	Denise Test	<input type="checkbox"/>	<a href="#">Invitation to Meeting</a>	PDF	(Draft)
06/16/2023	Emma Test	Denise Test	<input type="checkbox"/>	<a href="#">Consent for Initial Assessment</a>	PDF	

## My Reports

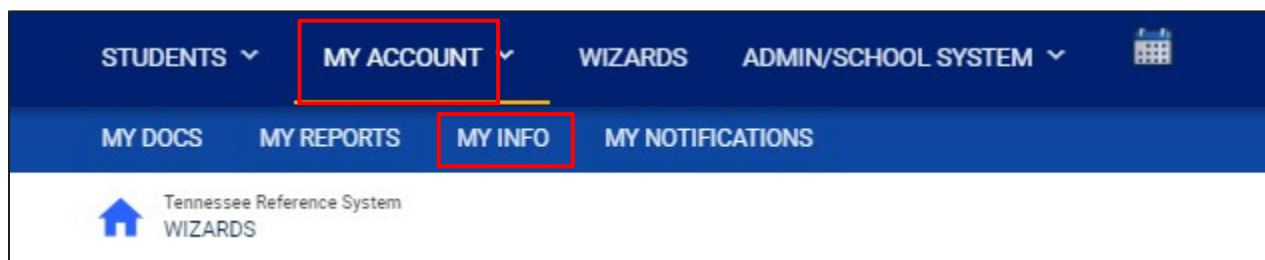


The **My Reports** tab lists all reports an ILP Team member has created for the student or those previously created by someone else within the past year including draft documents that have not expired.

Report	Date Created	Created By	Report Level		
			System	School	User
<a href="#">Personnel Report Table 2 Details (PDF)</a>	04/30/2023 23:32:00	Jennifer Stem	Yes		
<a href="#">Personnel Report Table 2 Details (XLS)</a>	04/30/2023 23:32:00	Jennifer Stem	Yes		
<a href="#">Personnel Report Table 2 Details (XLS)</a>	04/30/2023 23:22:00	Jennifer Stem	Yes		
<a href="#">Personnel Report Table 2 Details (PDF)</a>	04/30/2023 23:21:00	Jennifer Stem	Yes		
<a href="#">Contacts Report (XLS)</a>	03/23/2023 14:05:00	Jennifer Stem	Yes		
<a href="#">Accommodations Report (PDF)</a>	12/10/2022 10:25:00	Jody Hughes	Yes		

## My Info

The **My Info** tab allows users to view and edit their demographic information. Click **My Account** from the **Main Menu** bar, then select **My Info**.



To set a new password, enter the current password, then click **Set My Forgotten Password Question**. Users can edit email, password, address, etc. Click **Save**.

Update Information [SET MY FORGOTTEN PASSWORD QUESTION](#)

---

Please enter your password Current Password  
\*\*\*\*\*

---

Update Password Information

To change your current password, enter the new password in both of the following areas (See [How to choose a good password](#))

New Password Confirm New Password

---

User Information

First Name Marcus Middle Name E Last Name Test Suffix \_\_\_\_\_

User Code 429444

Title Director Email Marcus.Test@mnps.org Provider NPI Number \_\_\_\_\_

Home Phone \_\_\_\_\_ Notification ▼ Work Phone \_\_\_\_\_ Notification ▼

Address \_\_\_\_\_ City Nashville State TN ZipCode 37204

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Calendar Options

Calendar Synchronization  Email Calendar Events to Outlook

Minutes Before Alerting Calendar Events 15

**SAVE**

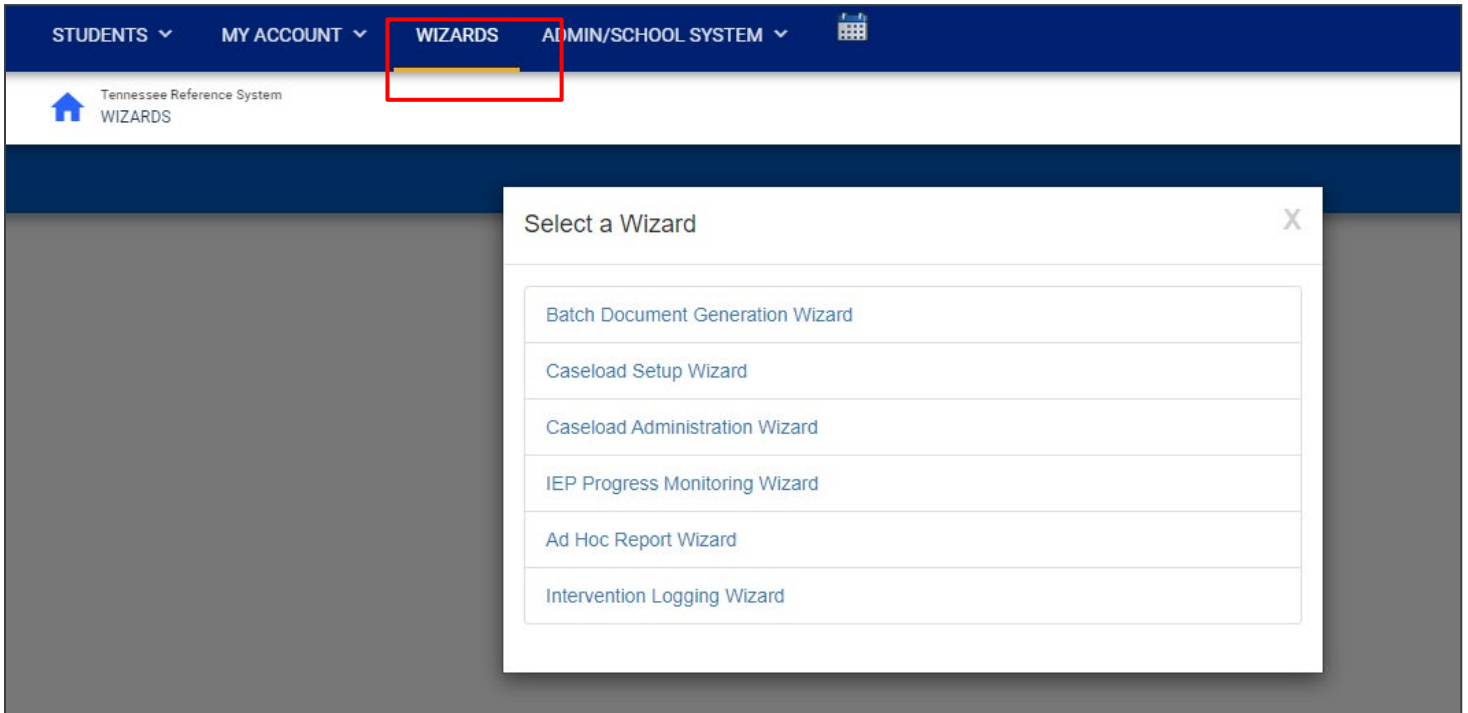
## My Notifications

The **My Notifications** tab displays all notifications pertaining to students such as alerts, weekly reminders, overdue compliance alerts etc. If the user has unread messages, a **New Messages** section will appear at the top of the page. Below any new messages, a **Previous Messages** section will display all messages the user has previously sent or received. To mark messages as read, click each checkbox individually or select **Check All**.

New Messages										
Mark as Read?										
<input checked="" type="checkbox"/>	<input type="checkbox"/>	From	Site	ID	Domain	Date	Message Type	Subject	Message	Age (hr:min)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Help Desk	tnstatedemoref	8209343	General	05/21/2023 02:46:00	Alert	EDPlan Reminder	Weekly Reminder to send out no...	29 days, 9 hr
<input type="checkbox"/>	<input type="checkbox"/>	Help Desk	tnstatedemo4	8209050	General	05/21/2023 02:46:00	Alert	EDPlan Reminder	Weekly Reminder to send out no...	29 days, 9 hr
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Help Desk	tnstatedemo3	8208757	General	05/21/2023 02:45:00	Alert	EDPlan Reminder	Weekly Reminder to send out no...	29 days, 9 hr
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Help Desk	tnstatedemo2	8208464	General	05/21/2023 02:45:00	Alert	EDPlan Reminder	Weekly Reminder to send out no...	29 days, 9 hr
<input type="checkbox"/>	<input type="checkbox"/>	Help Desk	tnstatedemo1	8208169	General	05/21/2023 02:44:00	Alert	EDPlan Reminder	Weekly Reminder to send out no...	29 days, 9 hr
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Help Desk	tnstatedemoref	8187479	General	05/14/2023 05:35:00	Alert	EDPlan Reminder	Weekly Reminder to send out no...	36 days, 6 hr
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Help Desk	tnstatedemo4	8187185	General	05/14/2023 05:34:00	Alert	EDPlan Reminder	Weekly Reminder to send out no...	36 days, 6 hr

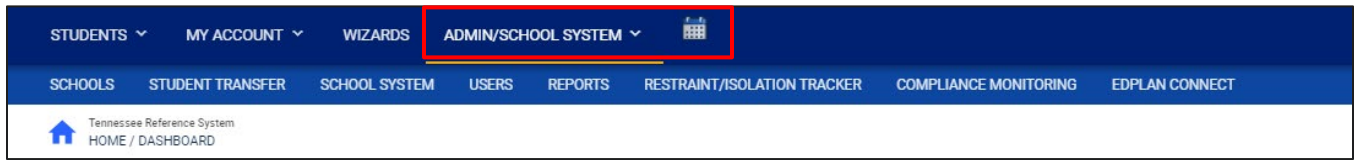
# Wizards

The **Wizards Menu** will direct users to a list of Wizards, or a set of simplified, sequential controls for guiding users through a complex task, offered within TN PULSE. Depending on the user's permissions, this list may vary. A few examples are shown below. Additional user guides will be provided with details on the Wizard functionality.



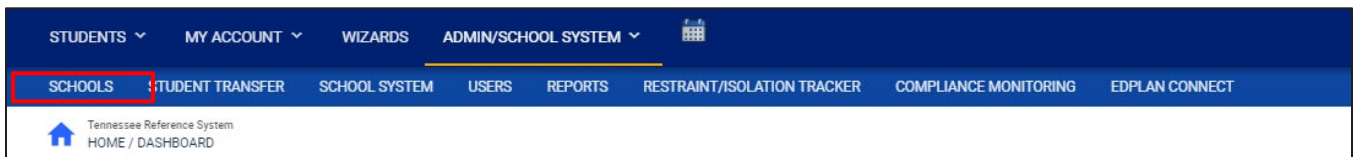
## Admin/School System

The **Admin/School System Menu** allows admin to view, edit, and manage areas of TN PULSE from an administrator viewpoint, including student transfers, managing school information across the district, reporting, managing users, compliance monitoring, etc.

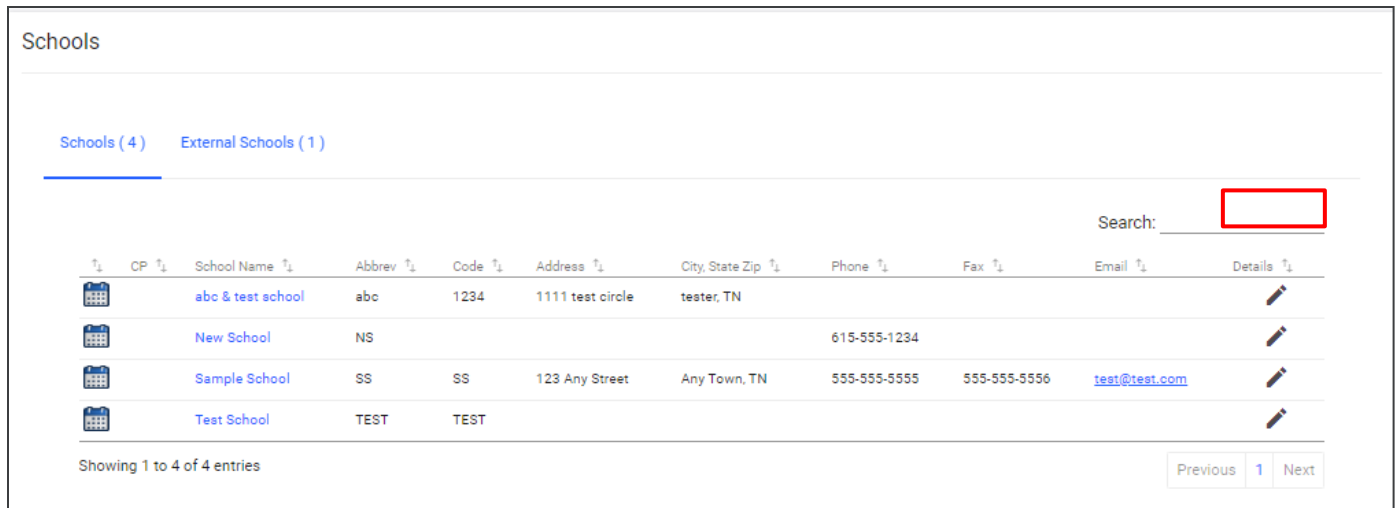


## Schools

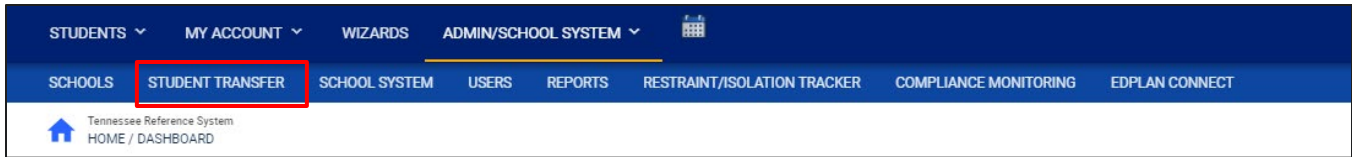
The **Schools** tab allows users to view individual school information for schools within the district



Admin can view school information by clicking on an individual school name or the **pencil** icon under **Details**. This will open a new window. Click **View School Changes** to enter the criteria for the school changes entered in the system such as student transfers



# Student Transfers



In TN PULSE, staff are now able to initiate and approve transfers directly with one another across districts. Requesting two levels of approval ensures data integrity by requiring both districts to confirm a student has a record in their district and are transferring the correct student's information. Further placing responsibility to transfer students at the district-level rather than state level means that transfers can take place in more timely manner during periods of increased student transfer volume, such as the beginning of the school year.

If users experience issues with the district-initiated transfer process, district staff still has the ability to request student transfers through the **Message Board**. The previous school district must first **inactivate** the student. Please contact the previous school district and request the student inactivation. Next, submit a request to the **Message Board** to transfer student demographics, documents and workspace information. Each transfer request message can have a maximum of five student records. For those districts with a large percentage of their student population moving to another district (e.g., city vs. county schools), please send a message to the **ZenDesk Message Board** and request instructions on how your district can handle a mass transfer.

- **Active** student records cannot be transferred. Please ensure the previous district inactivates the student record before posting a transfer request.
- To request an **IEP transfer**, include the student's name, date of birth and previous school district.
- When a student is transferred to a new district, a new IEP is finalized to create an option of service in the new district. Users must first update the providers and service dates selected on the **Services** page. The IEP goals and objectives dates and details must also be updated before a current IEP can be finalized.
- When transferring a student between district sites, the intention is to leave the data as-is in the original site, while any new data added by the student's former district is included. The transfer process will not modify any existing data in the original site, (e.g., new dates for services, etc.) if that data was included in the student's record prior to the first transfer. Workspace, documents and events are transferred while historical data remains unmodified.

## ***Required Field for Transfers***

All TN PULSE administrator users have permission to request and approve transfers. The below fields are required to initiate a transfer request.

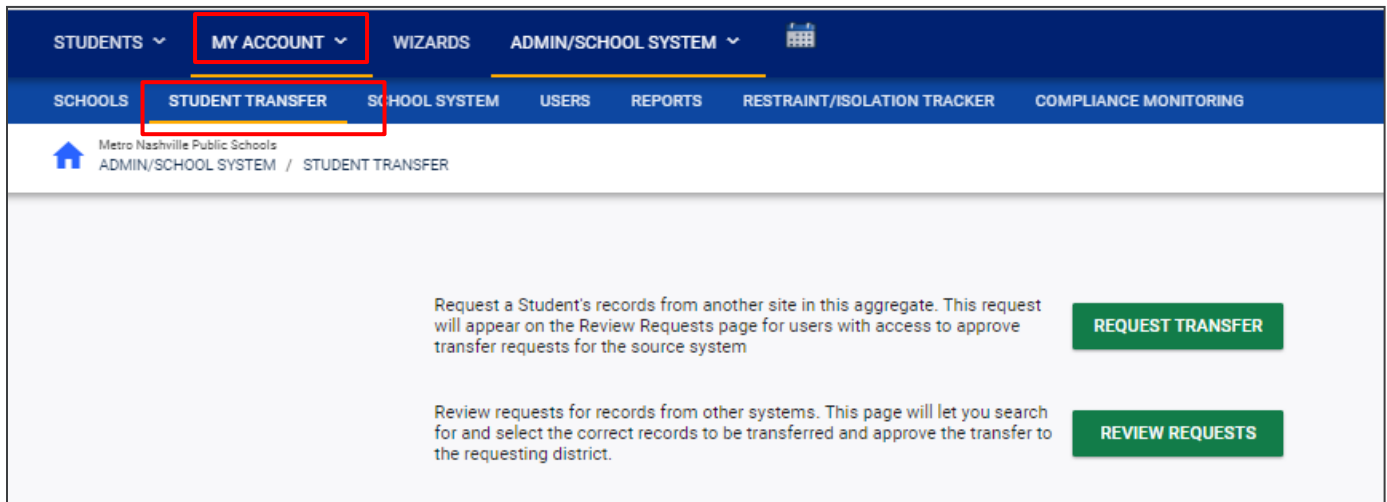
### **REQUIRED FIELDS FOR STUDENT TRANSFER REQUEST**

- ▶ Student First Name
- ▶ Student Last Name
- ▶ Student State ID
- ▶ Student Date of Birth

# Steps to Complete the Admin Transfer Process

## *District A: Initiating a Transfer*

To initiate a student transfer, the receiving school district will request a student's records from the student's current school district by selecting the Admin/School System Menu and clicking **Student Transfer**. The admin user will then select **Request Transfer**. The user must complete all required fields for the student(s) whose records are being requested. Admin users can submit up to five students per request, either from the same or different school districts.



Districts may also use the **Notes** field to include any relevant notes with the transfer request.

Enter the student's information and click **Request Student Transfer**. The user will be prompted to find and select the existing student file from their current district to include the transferred record.

A screenshot of the 'Request Student Transfer' form. The form has a light blue header with the text: 'Please enter the Source District, Student's First and Last Name, State ID and Date of Birth.' Below the header, there are several input fields. The 'Source District' field is a dropdown menu with 'TN ezUI IEP Testing Site' selected and a red asterisk. The 'Requested Transfer Date' field is a date picker with '06/06/2023' selected and a red asterisk. The 'Name' field is split into 'First' and 'Last' sub-fields, with 'Banks' in the first and 'Test' in the second. The 'Transfer 1:' section includes a 'State ID Number' field with 'E7TT06SA80' and a 'Date of Birth' field with '01/31/2014'. At the bottom, there is a 'Note:' field with a large text area and a small 'abc' icon in the bottom right corner.

Users also have the option to only transfer the student's records while keeping the student active in the source system. Check the box if this option is preferred.

Just transfer Student's records Student will remain active in the source system.

**REQUEST STUDENT TRANSFER(S)**

This will load a student search page with the requested student's information auto-populated. Click **View Notes** to see any relevant notes available for the transfer request.

Transfer Request Details				
Source District:	TN ezUI IEP Testing Site	Destination District:	TN 504 Testing Site	
Requested Transfer Date:	06/06/2023	Date of Request:	06/06/2023 (0:0-1 Ago)	
Name:	Banks Test			
Student ID:	State ID Number:	E7TT06SA80	Date of Birth:	01/31/2014
<b>VIEW NOTES</b>				

Click **Select Existing Destination Student** to request an existing record from the student's current district to add to the transfer record. Select which data should be transferred from the previous district by checking the appropriate boxes. The student's personal information will always be transferred. Click **Check All** if all existing student records should be transferred.

A new Student will be created in TN 504 Testing Site:

**SELECT EXISTING DESTINATION STUDENT**

Please Indicate Which Data Should be Transferred:

NOTE: Personal Information will always be transferred

**CHECK ALL** **CHECK NONE** **RESET**

<input checked="" type="checkbox"/> Parents	<input type="checkbox"/> Transportation Services	<input type="checkbox"/> Limited English Proficiency Services
<input checked="" type="checkbox"/> Documents	<input type="checkbox"/> Nursing Services	<input type="checkbox"/> Invoices
<input type="checkbox"/> Assessments	<input type="checkbox"/> Transition Plan	<input type="checkbox"/> Immunizations
<input type="checkbox"/> Narratives	<input type="checkbox"/> Transition Services	<input type="checkbox"/> Early Intervention Disabilities
<input type="checkbox"/> Discipline	<input type="checkbox"/> Custom Data	<input type="checkbox"/> Early Intervention Services
<input type="checkbox"/> Participations	<input type="checkbox"/> Evaluation Components	<input type="checkbox"/> Nursing Diagnoses
<input type="checkbox"/> Accommodations	<input type="checkbox"/> Contacts	<input type="checkbox"/> Incidents
<input type="checkbox"/> Goals and Objectives	<input type="checkbox"/> Section 504 Disabilities	<input type="checkbox"/> Daily Attendance
<input type="checkbox"/> Special Ed Services	<input type="checkbox"/> Section 504 Participations	<input type="checkbox"/> Threat Assessment
<input type="checkbox"/> Related Services	<input type="checkbox"/> Section 504 Accommodations	<input type="checkbox"/> Service Authorization
<input type="checkbox"/> Supplemental Aids	<input type="checkbox"/> Section 504 Life Activities	<input type="checkbox"/> Courses and Grades
<input type="checkbox"/> Medications	<input type="checkbox"/> Section 504 Services	



Select which type of **event(s)** will be transferred from the previous school district. Users have the option to only transfer the student’s records and keep the student active in the source system. Check the box if this option is preferred. Once complete, select **Schedule Student Transfer** to formally schedule the transfer.

Please select the types of events to be transferred

Transfer	Event Type
<input checked="" type="checkbox"/>	Non-Grouped Events
<input checked="" type="checkbox"/>	Special Ed Events
<input checked="" type="checkbox"/>	Section 504 Events
<input checked="" type="checkbox"/>	Medicaid Events
<input checked="" type="checkbox"/>	Health Services Events
<input checked="" type="checkbox"/>	Limited English Proficiency Events
<input checked="" type="checkbox"/>	Provision of Services Parental Consent Events

Just transfer Student's records Student will remain active in TN ezUI IEP Testing Site.

**SCHEDULE STUDENT TRANSFER**

**CANCEL TRANSFER REQUEST**

### ***Transfer Request Types***

**Transfer Request Types** in TN PULSE are grouped together into the following three categories:

- ▶ **Students Requested to Transfer from Current District**
  - This section lists transfer details for students requested by another school district from the current district.
  - The sending district administrator will use this section to review requests from receiving districts.
- ▶ **Students with Pending Request for Transfer to Current District**
  - This section lists transfer details for students requested by the current school district from other districts.
- ▶ **Students with Approved Request for Transfer to Current District**
  - This section lists transfer details for students requested by the current school district from other districts that have approval from the other districts for transfer.
  - The receiving district administrator will use this section to complete the student transfer following sending district approval.

## Approving a Transfer Request

Select **Review Requests** to review and approve pending transfers from requesting districts.

In the scenario shown below, the district administrator in District B or the **sending district**, will select **Details** next to the student information under the first section, Students with Pending Request for Transfer to (selected district) will show. This will display student information for the requested transfer. Select **Find Student to Transfer**.

This will load the student search page with the transfer student's information auto-populated. The user can simply select the student's name to pull up the student(s) who matches the criteria.

Next, the user will see a page displaying all student Transfer Request Details for review. Once complete, select **Approve Transfer Request**. If the student is still active in District B, they will need to select the **Reason for Exiting** and confirm the **Transfer** and **Exit Dates**.

### Transfer Request Details

Destination District:	TN 504 Testing Site	Requested Transfer Date:	06/06/2023	Date of Request:	06/06/2023 (0:08 Ago)
Contact Phone:	901-200-1234	Contact Fax:	901-200-1235	Contact E-Mail:	
Name:	Banks Test				
Student ID:		State ID Number:	E7TT06SA80	Date of Birth:	01/31/2014

[VIEW NOTES](#)

[FIND STUDENT TO TRANSFER](#)

NOTE: To deny a transfer request, please give a reason via the "View Notes" button.

TN ezUI IEP Testing Site  
ADMIN/SCHOOL SYSTEM / STUDENT TRANSFER
Banks Test

### Transfer Request Details

Destination District:	TN 504 Testing Site	Requested Transfer Date:	06/06/2023	Date of Request:	06/06/2023 (0:11 Ago)
Contact Phone:	901-200-1234	Contact Fax:	901-200-1235	Contact E-Mail:	
Name:	Banks Test				
Student ID:		State ID Number:	E7TT06SA80	Date of Birth:	01/31/2014

[VIEW NOTES](#)

### Student Selected for Transfer

Name:	Banks EG Test				
Student ID:	60708	State ID Number:	E7TT06SA80	Date of Birth:	01/31/2014

[CLEAR SELECTED STUDENT](#)

This Student will have to be made inactive in TN ezUI IEP Testing Site.  
Please fill in the following exiting information for this Student:

Transfer Date:

Date Exited:

Reason for Exiting:

[APPROVE TRANSFER REQUEST](#)

NOTE: To deny a transfer request, please give a reason via the "View Notes" button.

## Out- Of -State Student Transfer Process

When a student transfers from out-of-state and there is evidence the student has a disability (e.g., the LEA receives a recent copy of the **IEP** or **Eligibility Report**), the current school district must provide the student with services comparable to those described in the previous school district's IEP. If the school district does **not** receive a recent copy of the out-of-state IEP or Eligibility Report, the LEA is not obligated to provide comparable services.

The student is actively enrolled in TN PULSE and should continue to receive comparable IEP services, if provided, until an updated **Eligibility Determination** is completed. This information below is intended to provide guidance to local education agencies (LEAs) regarding required procedures to determine Tennessee eligibility for students with disabilities who transfer from another state.

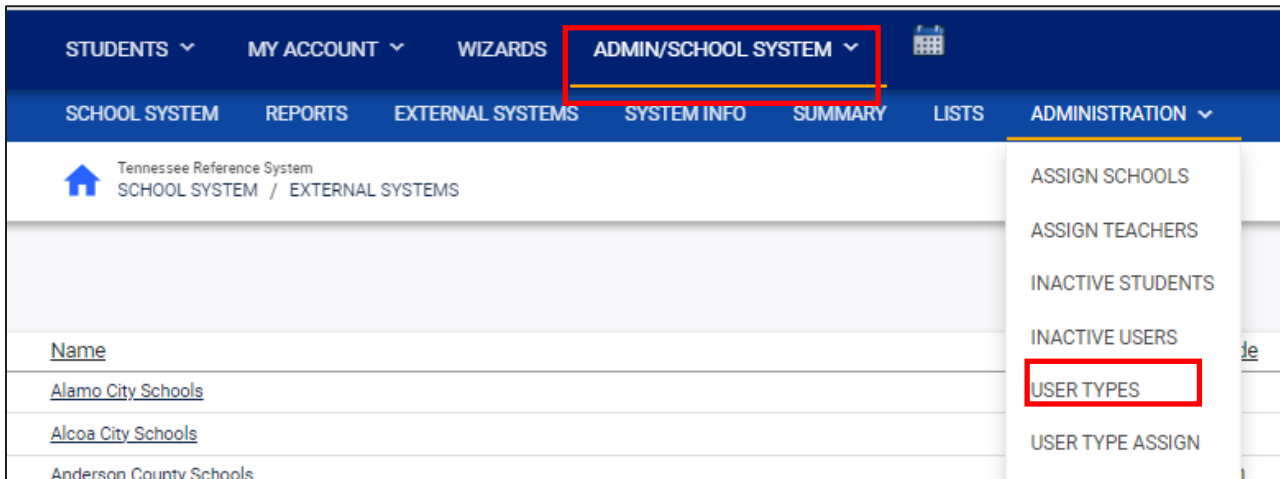
- 1) When a student transfers to a local education agency (LEA) in Tennessee from another state, the team will need to **request and review** transferring records in a timely manner, (e.g., meet within 10 school days of enrollment) and provide comparable services based on the most recent individualized education program (IEP) from the date of enrollment until which time the Tennessee IEP is finalized. IEP teams are recommended to document all attempts to obtain student records in the **TN-Planning for Unique Learning Success and Excellence (PULSE)** contacts' section.
- 2) If an out-of-state transfer student's records, including the most recent psychological or speech and language report(s) and IEP, are complete and sufficient and the team agrees no additional assessment is necessary for determining Tennessee eligibility, the IEP team will complete an **eligibility report**. The **referral date** will be entered as the date the school district was made aware that the student previously received special education services, and the **consent** date will auto-populate within the TN PULSE system to reflect the referral date. The team should upload all out-of-state records including the appropriate Tennessee assessment documentation forms to the student's **TN PULSE documents' tab**. The IEP team should discuss the current IEP, determine if any changes need to be made based on current present levels of academic achievement and functional performance, and create a new IEP either adopting the current IEP or developing/implementing a new IEP. A **Prior Written Notice (PWN)** must be written documenting the team decisions.
- 3) If an out-of-state transfer student's records are received by the school district but are found to be **not complete or insufficient** for determining Tennessee eligibility, the IEP team will conduct a **Reevaluation Summary Review (RSR)** to determine what assessments are necessary to determine eligibility. The referral date will be entered as the date the school district was made aware that the student previously received special education services, and the consent date will be entered as the date the parent/legal guardian signed consent for additional assessment via the RSR. The IEP team should

consider the need to provide comparable services from the date of enrollment and document all decisions, including the outcome of the RSR meeting, via a **Prior Written Notice**.

- 4) When assessments are complete, the IEP team will reconvene to review evaluation results and determine eligibility according to Tennessee state disability definitions and standards. At this time, an eligibility report will be completed and signed to reflect the eligibility or non-eligibility. If the student is found eligible, an IEP will also be created within **30 calendar days** to reflect the eligibility date and data collected from the reevaluation/assessment.
  
- 5) If an **out-of-state transfer student's records** are unable to be obtained after reasonable attempts to retrieve them, the IEP team will consider the information provided by the parent as a request for an **initial evaluation**. The team will obtain initial consent via the **Initial Consent Form** and complete the evaluation and eligibility determination within **60 calendar days**. If the student is found to be eligible, the IEP team will reconvene to finalize the IEP within **30 calendar days** from the date of the eligibility determination.

### *User Types (Permission Groups)*

- 1. From the **Main Menu**, select **Admin /School System**. Click **School System**, and then select **User Types**.



2. Click on the **User Type** to review the permissions.

ID	User Type	Code	# Users	Assoc with All Schools	Assoc with All Grades	Can Be Case Manager	Can Be IEP Team Member	Can Be Plan Creator
217	<a href="#">SEA 1-Stop Support Staff 10</a>	SEA10	0	Yes	Yes	Yes	Yes	Yes
216	<a href="#">SEA Administrator 2</a>	SEA2	1	Yes	Yes	Yes	Yes	Yes
215	<a href="#">SEA IEP Administrator 3</a>	SEA3	0	Yes	Yes	Yes	Yes	Yes
214	<a href="#">SEA 504 Administrator 4</a>	SEA4	0	Yes	Yes	Yes	Yes	Yes
213	<a href="#">SEA ILP Administrator 5</a>	SEA5	0	Yes	Yes	Yes	Yes	Yes
212	<a href="#">SEA ILP Administrator 6</a>	SEA6	0	Yes	Yes	Yes	Yes	Yes
211	<a href="#">SEA ILP-D Administrator 7</a>	SEA7	1	Yes	Yes	Yes	Yes	Yes
210	<a href="#">SEA Monitoring Administrator 8</a>	SEA8	0	Yes	Yes	Yes	Yes	Yes

3. This screen displays a quick snapshot of permission levels for this user type. To view the specific permissions, click **View Permissions**.

EdPlan/EasyIEP Administrator 2014

Name:	EdPlan/EasyIEP Administrator 2014
Assoc with All Schools:	yes
Assoc with All Grades:	yes
Can Be Case Manager:	Yes
Can Be IEP Team Member:	Yes
Can Be RTI CaseManager:	No
Can Be RTI Team Member:	No
Can Be Plan Creator:	Yes
Can Be BP Team Member:	Yes
Can Be Committee Chairperson:	Yes
Can Be Section504 Team Member:	Yes
AR Type Code:	DistrictRTI
Grades:	All

[VIEW PERMISSIONS](#)
[VIEW DOCUMENT PERMISSIONS](#)
[VIEW REPORT PERMISSIONS](#)
[VIEW EVENT PERMISSIONS](#)

### *User Type Assign*

From the **Main Menu**, select **Admin /School System**. Click **School System**, and then select **User Type Assign** under the **Administration** tab.



STUDENTS ▾ MY ACCOUNT ▾ WIZARDS ADMIN/SCHOOL SYSTEM ▾

SCHOOL SYSTEM REPORTS EXTERNAL SYSTEMS SYSTEM INFO SUMMARY LISTS ADMINISTRATION ▾

Tennessee Reference System  
SCHOOL SYSTEM / EXTERNAL SYSTEMS

- ASSIGN SCHOOLS
- ASSIGN TEACHERS
- INACTIVE STUDENTS
- INACTIVE USERS**
- USER TYPES
- USER TYPE ASSIGN

Name

[Alamo City Schools](#)

[Alcoa City Schools](#)

[Anderson County Schools](#)

The **User Type Assign** tab shows the hierarchy of different **User Types** in TN PULSE. This page is view-only for district staff.

A "yes" indicates that users with the user type on the LEFT are allowed to create and edit users with the user type on the TOP

	SEA 1-Stop Support Staff 10	SEA Administrator 2	SEA IEP Administrator 3	SEA 504 Administrator 4	SEA ILP Administrator 5	SEA ILP Administrator 6	SEA ILP-D Administrator 7	SEA Monitoring Administrator 9	SEA Monitor 9	SEA System Administrator 1	RTI School Based Staff	General Ed Staff	RTI District Administrator	RTI Interventionist	EdPlan/EasyIEP Administrator 2014	Psychologist 2014	Certifying Specialist 2014	Related Service Provider 2014	District-wide Consultant 2014	School/District Lead 2014
SEA 1-Stop Support Staff 10	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
SEA Administrator 2	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
SEA IEP Administrator 3	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
SEA 504 Administrator 4	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
SEA ILP Administrator 5	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
SEA ILP Administrator 6	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
SEA ILP-D Administrator 7	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
SEA Monitoring Administrator 9	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No

# Approving Restraint and Isolation Requests

- 1) From the **Main Menu** page, select **Admin/School System**, then **Restraint and Isolation Tracker**.



- 2) Filter by **Incident Type**, incident status, **Incident School** and **Date Range** to pull up the list of incidents. To pull up the list of drafts, select **Draft** from the **Incident Type** dropdown, and select **Update Incident Table**.

The screenshot shows a filter form for incidents. It includes the following fields:
 

- Incident Type:** A dropdown menu with 'Restrains' selected.
- Incident Status:** A dropdown menu with 'Draft' selected.
- Incident School:** A dropdown menu with 'Sample School' selected.
- Date Range:** Two input fields labeled 'From:' and 'To:', each with a calendar icon to its right.

 At the bottom left of the form, there is a green button labeled 'UPDATE INCIDENT TABLE' which is highlighted with a red rectangular box.

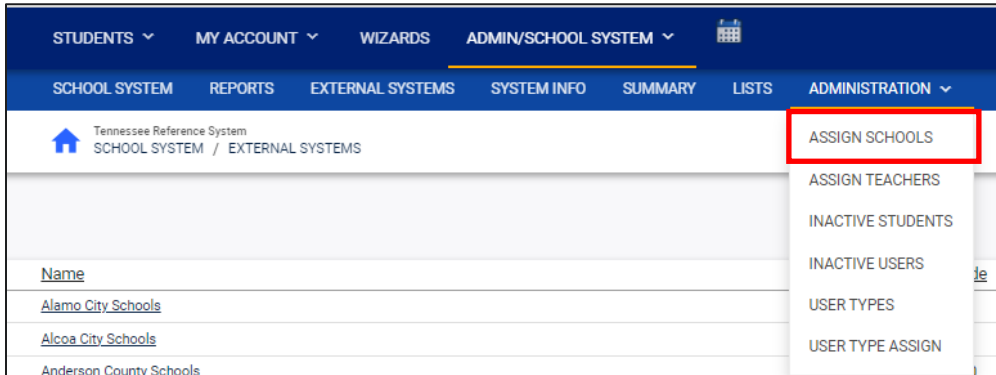
- 3) A list of results will display. Select **Details** to review the incident request and approve.

Del	<a href="#">Incident Type</a>	<a href="#">Incident Date</a>	<a href="#">Created By</a>	<a href="#">School</a>	<a href="#">Student</a>	<a href="#">Status</a>	<a href="#">Details / Approve</a>
<input type="checkbox"/>	Restraint	05/15/2018	Jennifer Test Test	Sample School	Jenny Test Test	Draft	<a href="#">DETAILS</a>
<input type="checkbox"/>	Restraint	12/21/2022	Wendy Kleinman	Sample School	Aaron Test	Final	<a href="#">DETAILS</a>
<input type="checkbox"/>	Restraint	12/21/2022	Wendy Kleinman	Sample School	Wyatt Test	Final	<a href="#">DETAILS</a>
<input type="checkbox"/>	Restraint	05/08/2023	Micah S Denton	Sample School	Abbie Ffs Test	Draft	<a href="#">DETAILS</a>



# Assign Schools

From the **Main Menu**, select **Admin /School System**. Click **School System**, and then select the **Administration** tab, and then **Assign Schools**.



The **Assign Schools** page allows users to assign a new school or grade to students, saving time from going to each student's **Personal Info** page.

Search by grade level, additional programs, schools, etc. To see only students on your caseload, select the checkbox next to **Case Manager**. Select **View Students**.

A screenshot of a search and filter form for the 'Assign Schools' page. The form contains several input fields and checkboxes. The fields are: 'Student Last Name', 'Student First Name', 'Student Middle Name', 'State ID Number', 'Student ID', 'Date of Birth' (with a calendar icon), 'Grade Level' (set to '2nd Grade'), and 'School' (set to 'All Schools'). To the right of each of the first five fields is a checkbox labeled 'Exact Match'. Under 'Additional Programs', there are three checkboxes: 'English Second Language (ESL)' (checked), 'Early Childhood Placement', and 'Parentally Placed Private School'. Under 'Case Manager', there is a checked checkbox for 'Only include Students where I am Case Manager'. There is also an unchecked checkbox for 'Include Inactive Students'. Under 'No Case Manager', there is an unchecked checkbox for 'Only Students with no Case Manager currently assigned.'. At the bottom, there is a 'Sort List By' dropdown menu set to 'Student's Last Name'. At the very bottom of the form, there are two green buttons: 'VIEW STUDENTS' (highlighted with a red box) and 'REVIEW CASELOADS'.

A list of students will appear. Change the **Grade** and **School** using the dropdown menus provided. Enter the **Change Date** and the reasons for the **Grade Change** and **School Change**. Select **Update the Database**.

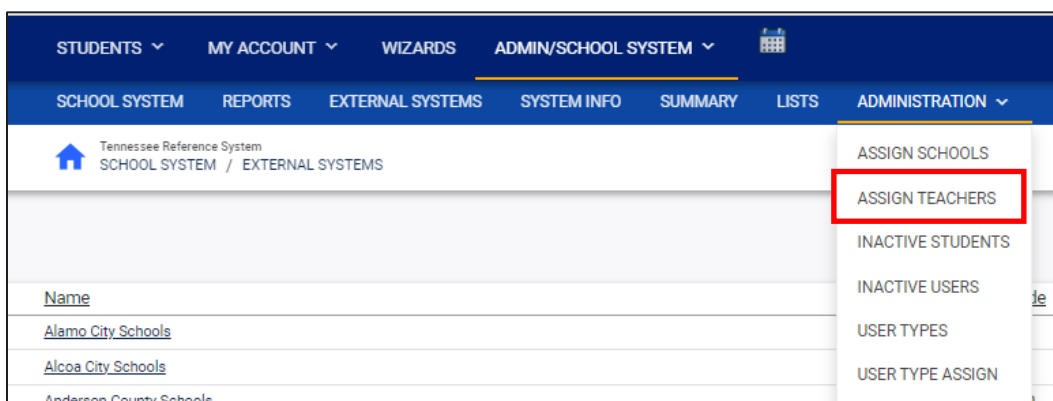
Note: When a Student's School is changed, any Team members, including the case manager, will be dropped from the Team if they are not associated with the Student's new School.

Student	Grade	School	Change Date	Grade Change Reason	School Change Reason
Bug Bunny Test	2nd Grade	Sample School	06/28/2023		
Fir Test	2nd Grade	Sample School	06/28/2023		
Mickey Mouse Test	2nd Grade	Sample School	06/28/2023		
Minnie Mouse Test	2nd Grade	Sample School	06/28/2023		
Penelope Test	2nd Grade	Sample School	06/28/2023		
Randall 121 Test	2nd Grade	Sample School	06/28/2023		
Randall 3-Dec Test	2nd Grade	Sample School	06/28/2023		
Tina Test	2nd Grade	abc & test sch	06/28/2023		
Z-Julia GPM Test	2nd Grade	Sample School	06/28/2023		

**UPDATE THE DATABASE**

## Assign Teachers

From the **Main Menu**, select **Admin /School System**. Click **School System**, and then click the **Administration** tab to select **Assign Teachers**.



The **Assign Teachers** page allows users to assign a case manager to students on individual student records, saving time from going to each student's **Team/Parents** page. It is recommended to wait until all students have a current school and grade level event prior to assigning a case manager.

Search by grade level, additional programs, schools, etc. To see only students on your caseload, select the checkbox next to **Case Manager**. Select **View Students**.

Student Last Name:   Exact Match

Student First Name:   Exact Match

Student Middle Name:   Exact Match

State ID Number:   Exact Match

Student ID:   Exact Match

Date of Birth:

Grade Level:  ▼

School:  ▼

Additional Programs:  English Second Language (ESL)  Early Childhood Placement  
 Parentally Placed Private School

Case Manager:  Only include Students where I am Case Manager

Include Inactive Students:

No Case Manager:  Only Students with no Case Manager currently assigned.

Sort List By:  ▼

**VIEW STUDENTS**

**REVIEW CASELOADS**

A list of students will display. To assign students to another teacher, select another case manager from the **Case Manager** dropdown list. Select **Update the Database** when complete.

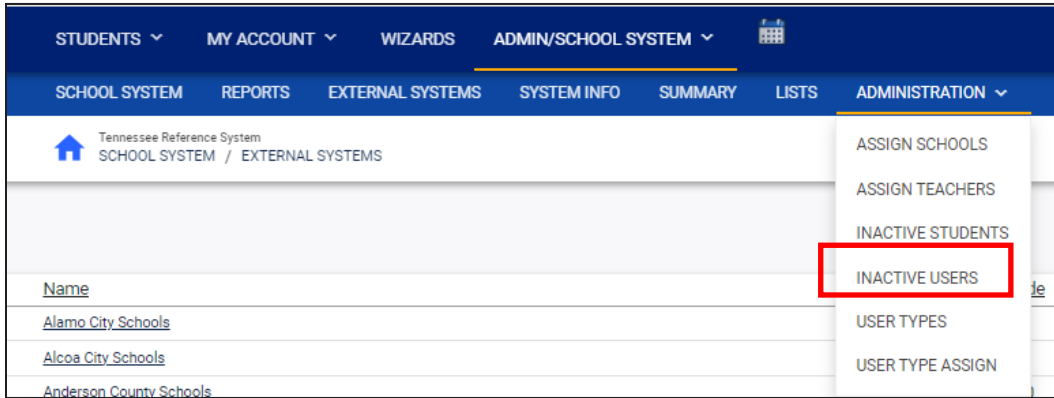
Note: Students with no School assigned will not appear in this list. You will have to assign a School to them first.

Student	School	Grade	Case Manager
Bug Bunny Test	SS	02	Jennifer Test Stem ▼
Fir Test	SS	02	Jennifer Test Stem ▼
Mickey Mouse Test	SS	02	Jennifer Test Stem ▼
Minnie Mouse Test	SS	02	Jennifer Test Stem ▼
Penelope Test	SS	02	Jennifer Test Stem ▼
Randall 121 Test	SS	02	Jennifer Test Stem ▼
Randall 3-Dec Test	SS	02	Jennifer Test Stem ▼
Tina Test	abc	02	--none-- ▼
Z-Julia GPM Test	SS	02	Jennifer Test Stem ▼

**UPDATE THE DATABASE**

# Inactive Users

From the **Main Menu**, select **Admin /School System**. Click **School System**, and then select **Inactive Users** under the **Administration** tab.

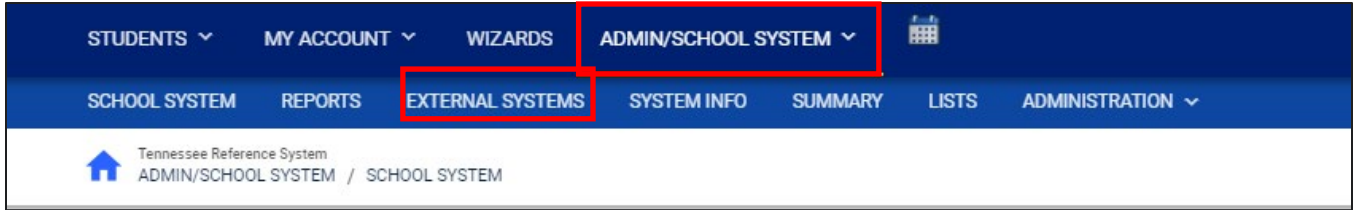


This section allows admin to review users in TN PULSE and deactivate users that no longer provide special education services in the district. Search by **User Last Name** or **User Code**. Click **View Inactive Users**. A list of users will appear. Click on the name of the user to deactivate.

Enter the termination date and click **Update the Database**. If this is a user who has already been deactivated that needs to be re-activated, click **Re-activate This User In The Database**.

# External Systems

From the **Main Menu**, select **Admin /School System**. Click **School System**, and then select **External Systems**.



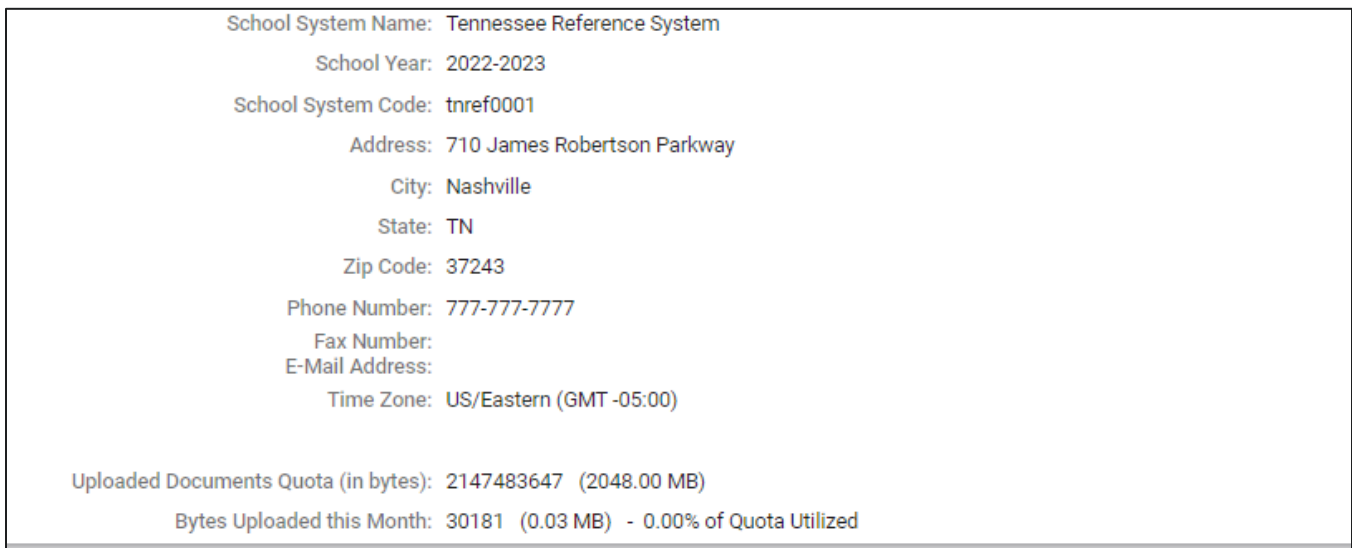
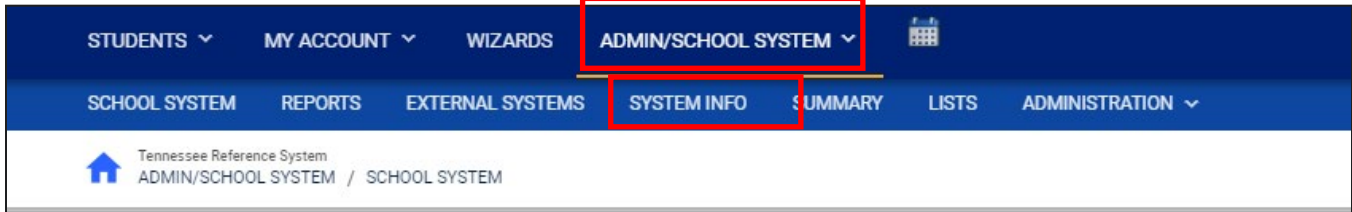
This screen displays a sample list of the **external school systems** currently setup in the District site. This is a complete list of all systems in Tennessee. If an external system is missing from the site, please submit a request to the Message Board to have the system added. More information can be viewed by clicking on the name of the external school system.

ID	Name	Code	Address	Phone	Email
65	<a href="#">Alamo City Schools</a>	171			
66	<a href="#">Alcoa City Schools</a>	051			
67	<a href="#">Anderson County Schools</a>	010			
68	<a href="#">Athens City Schools</a>	541			
69	<a href="#">Bedford County Schools</a>	020			
70	<a href="#">Bells City Schools</a>	172			

School System Name: Alamo City Schools  
School System Code: 171  
State Operated Program: No  
Address:  
City, State, ZipCode:  
Phone Number:  
Fax Number:  
E-Mail Address:  
Notes

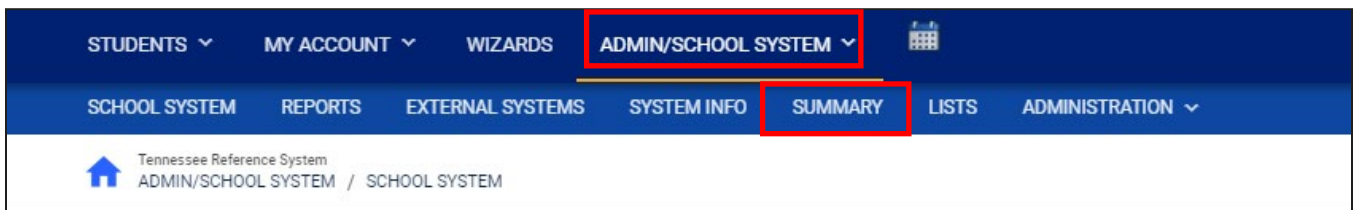
# System Info

From the **Main Menu**, select **Admin /School System**. Click **School System**, and then select **System Info**. The **School System** information is entered by the TN PULSE Help Desk. Please contact the message board and request the changes for school system information if there is a change needed.



# Summary

From the **Main Menu**, select **Admin /School System**. Click **School System**, and then select **Summary**.



The **Summary** section allows users to view a simple summary of the number of schools, students, teachers, and users at the school they are assigned to. Click the hyperlinks below the numbers in the box to view other summary information.

Number of Schools: 5

Number of Users: 93

Number of Teachers: 78

Number of Students: 347

[Students by School](#)  
[Students by Teacher](#)  
[Students by Grade Level](#)  
[Teachers by School](#)  
[Students by Disability](#)

## Lists

From the **Main Menu**, select **Admin /School System**. Click **School System**, and then select **Lists**.

The **Lists** page controls the drop-down menus found in TN PULSE and is managed by PCG.

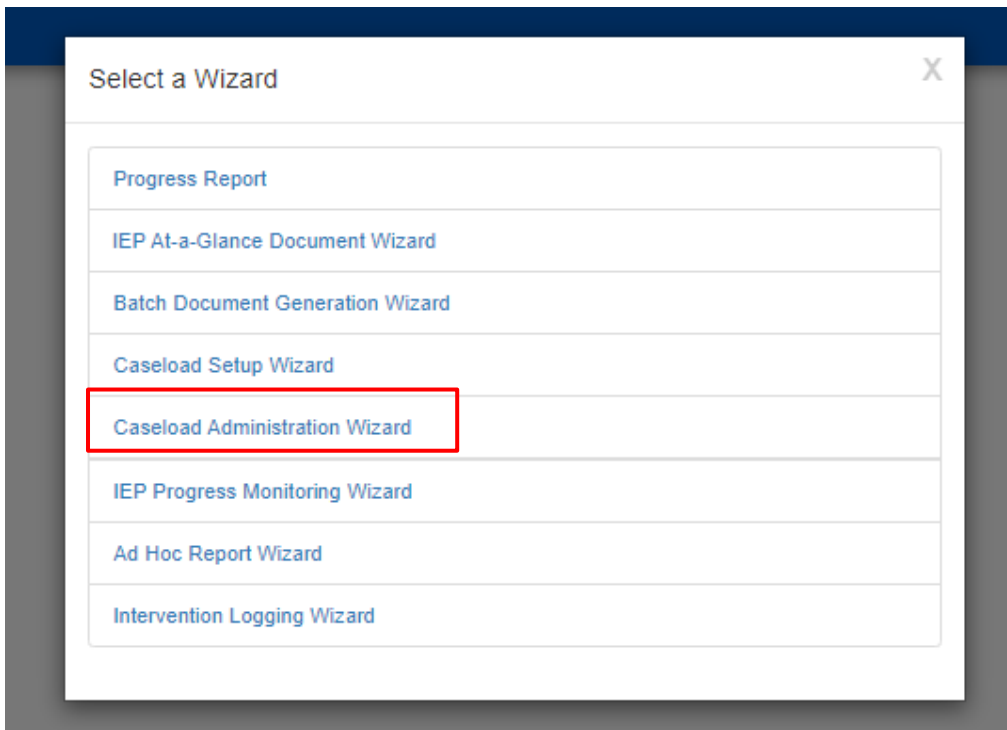
Managed By	List Name	download	Max Len	Extra Fields	Category List
~tniep tnref	AccommodationCategories	text	PDE 96	Code, SIFCode	
~tniep tnref	Accommodations	text	PDE 900	Code, ExtractCode, ParticipationArea	AccommodationCategories *
~tniep tnref	AdditionalPrograms	text	PDE 96	Code, AllowManual, DisplayEarlyChildhood	
~tniep tnref	AdditionalUBServiceTypeCodes	text	PDE 64	Code, Level	ServiceTypes *

# How to Use the Caseload Administration Wizard



1) From the **Main Menu**, select the **Wizards** tab.

2) Click **Caseload Administration Wizard**.



3) Search for the user by **School, User Type, Last Name, Title**, and/or **User Code**, or manually entering the name. Click **View User(s)**.



School:

SEA 1-Stop Support Staff 10       Related Service Provider 2014  
 SEA Administrator 2                       District-wide Consultant 2014  
 SEA IEP Administrator 3                       School/District Lead 2014  
 SEA 504 Administrator 4                       Special Educator 2014  
 SEA ILP Administrator 5                       School Staff 2014  
 SEA ILP Administrator 6                       School Administrator 2014  
 SEA ILP-D Administrator 7                       Outside Provider/Contracted Providers 2014  
 SEA Monitoring Administrator 8               Restraint/Isolation Facilitator 2014  
 SEA Monitor 9                                       State Monitor 2014  
 SEA System Administrator 1                       IT User 2014  
 RTI School Based Staff                               IEP Team Member No Login 2014  
 General Ed Staff                                       Restraint/Isolation Participant 2014  
 Rtl District Administrator                               No Login 2014  
 Rtl Interventionist                                       504 Service Provider  
 EdPlan/EasyIEP Administrator 2014               504 District Admin  
 Psychologist 2014                                       504 School-Based User  
 Certifying Specialist 2014

User Type(s):  
(check none to match all)

User Last Name:   Exact Match

User First Name:   Exact Match

Title:   Exact Match

User ID:   Exact Match

Sort List By:

4) Click the name to select the user enter the user's **Caseload Domain** from the dropdown menu.

STUDENTS MY DOCS MY REPORTS WIZARDS ADMIN/SCHOOL SYSTEM MY INFO

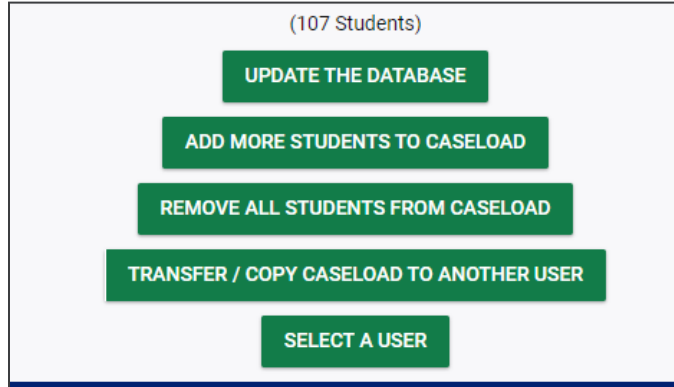
TN 504 Testing Site WIZARDS (Select a User)

Name	Schools	Students		Title	User Type
		Case Manager	Team Member		
<u>Jennifer Test Test</u>	-All-	6	135	SPED Supervisor	EdPlan/EasyIEP Administrator 2014

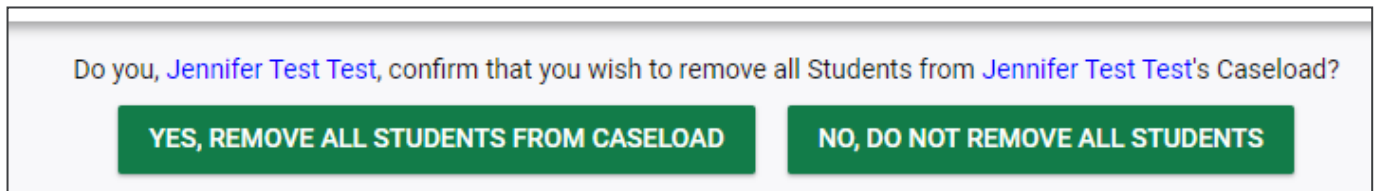
(1 Users)

- The Current Caseload page appears.
- Use the **Check All** and **Check None** buttons as needed.

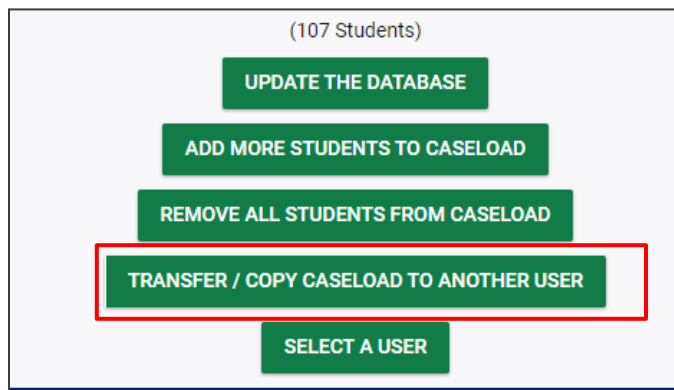
- 5) Select **Update the Database** to save information and leave the page.
- 6) Click **Add More Students to Caseload** to search for additional students to include in a user's caseload.
- 7) To remove students from a user's caseload, select **Remove All Students from Caseload**.



- 8) A confirmation page will appear asking users to confirm the removal. Select **Yes, Remove All Students from Caseload** or **No, Do Not Remove All Students**.



- 9) To transfer or copy a caseload, select **Transfer/Copy Caseload to Another User**.



- 10) To copy a caseload, select **Copy** from the first dropdown menu, and then select the user from the second dropdown menu.

When Copy is selected, only Students where Jennifer Test Test is not the Case Manager will be copied, as a Student may not have more than one Case Manager at one time.

I want to  Jennifer Test Test's Special Education Caseload to the following user:

**REVIEW STUDENTS AND CONTINUE**

- 11) To transfer a caseload, select **Transfer** from the first dropdown menu, and then select the user from the second dropdown menu.

When Copy is selected, only Students where Jennifer Test Test is not the Case Manager will be copied, as a Student may not have more than one Case Manager at one time.

I want to  Jennifer Test Test's Special Education Caseload to the following user:

**REVIEW STUDENTS AND CONTINUE**

*Note:* When **Transfer** is selected, the dropdown menu will display only users with access to all schools associated with students on the source user's caseload.

- 12) Click **Review Students and Continue**.



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