

# Portal to Exceptional Education Resources (PEER)

## Navigation User Guide

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## Navigate to PEER

1. Go to [www.fldoe.org/sso](http://www.fldoe.org/sso)



2. Choose Educators

A screenshot of the Florida Department of Education (FDOE) Single Sign-On portal homepage. The top left features the FDOE logo, which consists of a blue circle containing a white graduation cap and a blue path leading to it, with the text 'FLORIDA DEPARTMENT OF EDUCATION' and 'fldoe.org' below it. To the right of the logo are navigation links: 'HOME', 'ABOUT', 'NEWS', 'SUPPORT', and 'TU'. A 'Menu' dropdown is open, showing options: 'Educators', 'K-12 Students', 'Guest Access', and 'Password Reset'. The main content area has a dark blue background with a large graphic of a blue apple with a white outline of Florida inside it, labeled 'FDOE'. To the right of the apple is a yellow hand icon pointing to the text 'Single Sign-On'. Below the graphic, the text reads 'FDOE Single Sign-On' in large yellow and white letters. Underneath, a paragraph states: 'The Single Sign-On (SSO) Portal provides users within Florida's educational community with a convenient way to log into multiple state resources with one account.' At the bottom left, there is a yellow arrow icon and the text 'SELECT AN OPTION BELOW TO GET STARTED'.



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.



## MENU

My Resources

## Welcome Demo User



The resources below are available for your use based on your role and permissions. To access the resource, click the resource name.



### Resources & Assessments

- [CPALMS](#)
- [ELA Formative Assessments \(Grades K-8\)](#)
- [PEER](#)
- [MTS](#)



### Teacher & Leader Development

- [Florida School Leaders](#)



### Dashboards & Reports

No application access at this time

## 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
<a href="#">TERRY ANDERSON</a>	4433221105	11/25/2006	ESE K-8 SCHOOL	02
<a href="#">MAE BARRETT</a>	4433221103	12/26/2007	ESE K-8 SCHOOL	01
<a href="#">BEN COLE</a>	4433221109	9/23/2004	ESE K-8 SCHOOL	04
<a href="#">CHARLOTTE R. DANIEL</a>	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.

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

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

= Indicates that this 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' for a student named CHARLOTTE R DANIEL, born 10/24/2005, at ESE K-8 SCHOOL, grade 03. A button labeled 'Edit Student Information' is highlighted in the top right corner. Below the dashboard header is a navigation bar with tabs for '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.

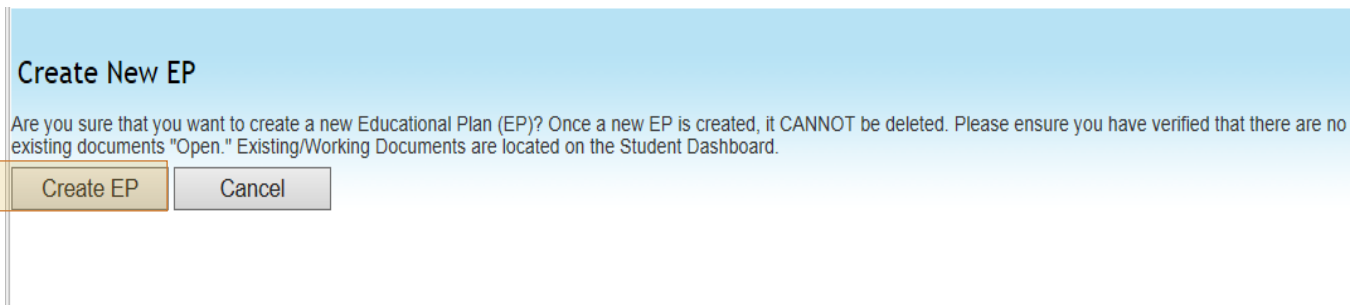
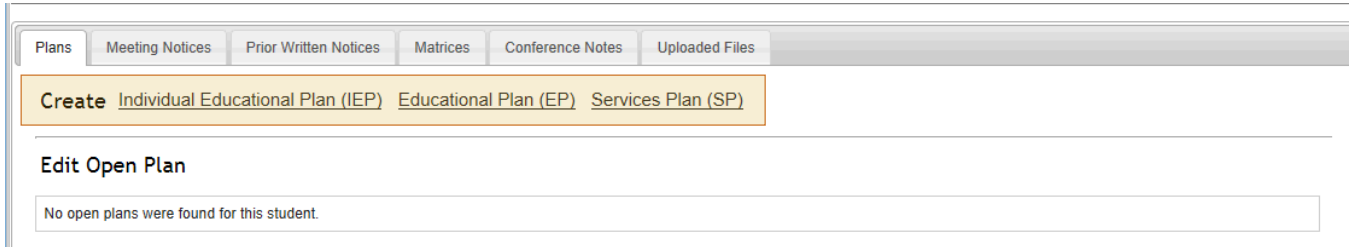
**\*\*Note:** Core data elements such as Student Name, Student (State) ID Number, Local ID, Date of Birth, Primary Language Spoken in Home, Native Language, School and Grade cannot be updated. If you find incorrect information, it must be corrected at the district level and submitted through the data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

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



## 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 \(SP\)](#)

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**Edit Open Plan**

Document Type	Meeting/Amendment Date
IEP	

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**Plans**

Document Type	Meeting/Amendment Date	
IEP	06/02/2016	<a href="#">Create/Modify Progress Report</a>
EP	06/02/2016	<a href="#">Create/Modify Progress Report</a>

= 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:

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### Uploaded Files

Delete	Category	File Name	File Size	Date Uploaded	Uploaded By
<input type="checkbox"/>	Course of Study	<a href="#">UPLOADED FILE TEST DOCUMENTATION.pdf</a>	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.

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### Uploaded Files

Delete	Category	File Name	File Size	Date Uploaded	Uploaded By
<input checked="" type="checkbox"/>	Course of Study	<a href="#">UPLOADED FILE TEST DOCUMENTATION.pdf</a>	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.

The screenshot displays the Plan Dashboard interface. On the left, there are three vertical navigation menus: 'General Links', 'Manually Added Students Links', and 'IEP Links'. The 'IEP Links' menu is highlighted with an orange border and contains the following items: Student Information, Plan Dashboard, Plan Information, Special Considerations, General Factors and Assessment Data, Present Levels, Goals, and Objectives, Special Education, Related Services, and Supplementary Aids and Services. The main dashboard area on the right is titled 'Plan Dashboard' and includes a 'Plan Information' section with the following details: Meeting Date: 6/17/2015, Duration Date: 6/16/2016, Created/Updated: 6/17/2015 by SUNSHINELIVE\Bethany.Mathers, and Current Status: Draft. Below this is a 'Recent Activity' table with columns for Date, User, Plan Area, and Action. The table shows two entries for 9/4/2015 2:50 PM, both performed by SUNSHINELIVE\89DISTRICTUSER01, one for 'IEP Plan Dashboard' and one for 'Plan Information', both with a 'View' action. A 'View Full History' link is provided below the table. The 'Printable Documents' section indicates that documents can be downloaded in PDF format. Two document entries are listed: 'Draft IEP' and 'Meeting Participants', each with a 'View PDF' button. At the bottom, there are navigation links: « 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 <a href="#">Amend</a> <a href="#">Download Read-Only Version (Excel Format)</a>

[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**

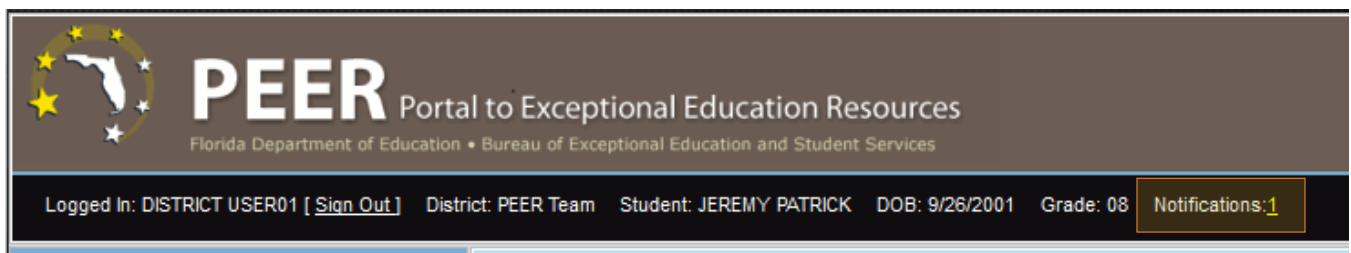
The following documents can be downloaded in PDF format for this plan by clicking the corresponding button below.

<a href="#">View PDF</a>	Final IEP
<a href="#">View PDF</a>	Meeting Participants
<a href="#">View PDF</a>	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.



The header features the PEER logo on the left, which includes a map of Florida and stars. To the right of the logo, the text reads "PEER Portal to Exceptional Education Resources" and "Florida Department of Education • Bureau of Exceptional Education and Student Services". Below this, a dark navigation bar contains the following information: "Logged In: DISTRICT USER01 [ Sign Out ]", "District: PEER Team", "Student: JEREMY PATRICK", "DOB: 9/26/2001", "Grade: 08", and "Notifications: 1". The number "1" in the Notifications field is highlighted with a yellow box.

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
<a href="#">Acknowledge</a>	The student's school was changed from ESE K-8 SCHOOL to ESE K-8 SCHOOL.	8/28/2015 8:49:00 AM
<a href="#">Acknowledge</a>	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><b>Update: Florida Standards Alternate Assessment</b>            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><b>Performance Task</b>            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><b>Datafolio</b>            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: <a href="https://fsaa-training.onlinehelp.measuredprogress.org/wp-content/uploads/sites/8/2016/03/ResourcesGuidetoAssessforIEPTeams_Final_22916.pdf">https://fsaa-training.onlinehelp.measuredprogress.org/wp-content/uploads/sites/8/2016/03/ResourcesGuidetoAssessforIEPTeams_Final_22916.pdf</a>).</p> <p><b>Important Considerations:</b>            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 <a href="http://www.fl DOE.org/core/fileparse.php/7690/uri/0070122-qualityieps.pdf">http://www.fl DOE.org/core/fileparse.php/7690/uri/0070122-qualityieps.pdf</a>
12/17/2015	The 2015 edition of the Matrix of Services Handbook is now online and available to download at <a href="http://www.fl DOE.org/core/fileparse.php/7690/uri/2015MatrixServices.pdf">http://www.fl DOE.org/core/fileparse.php/7690/uri/2015MatrixServices.pdf</a>
12/17/2015	<p><b>OSERS Policy Guidance on Free Appropriate Public Education (FAPE)</b>            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 <a href="http://www2.ed.gov/policy/speced/guid/idea/memosdcltrs/guidance-on-fape-11-17-2015.pdf">http://www2.ed.gov/policy/speced/guid/idea/memosdcltrs/guidance-on-fape-11-17-2015.pdf</a>.</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:

2. Student MI:

3. Student Last Name:

4. Student Name Suffix:  
(*Jr., II, etc.*)

5. Student(State) ID Number:  Local ID:   
(*blank if unknown*) (*optional*)

6. Parent/Guardian 1 First Name:

## 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

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