# NPS SEAS Instructions
# Archiving a Forms Packet

Once an IEP has been accepted and signed by the parent and the rest of the IEP team, the IEP Packet should be archived. When this is done, you will still have a copy to complete progress reports or make changes and amendments. The copy that is archived will retain the name of the Teacher of Record who was responsible for writing that IEP. If an IEP is not archived before a Teacher of Record is changed, the new Teacher of Record appears on all documents.

To archive the IEP Packet:
1. Open the appropriate IEP Packet from the Forms Packet Tab.
2. Be sure your IEP Goal pages are included in the Packet.
    a. If not, click on Add Form.
    b. Insert Goal/Progress Page.
    c. Insert all Goal/Progress pages.
3. SAVE
4. Click on the Archive/File button (the file folder with the lock) in the blue bar.
    a. You may get a message that some pages are not saved and will not be included in the archived documents. If so, click on the Exit button and save those pages that were not included.
    b. Once you have completed saving all documents, click the Archive/File button.
5. In the User Date box, enter the date the IEP was written.
6. Click Archive Forms Packet.
7. Click OK.
8. You will return to the Packet you had selected. You may make changes to this packet and your archived copy is protected.