

### To Create the Domains Meeting:

1. Create New IEP/Event
2. Enter New Date (This should be the date of the meeting you are scheduling.)
3. Select "Domains Meeting" for purpose.
4. On the forms selection window, uncheck box for "Consent for Initial Evaluation" if this is a Reevaluation or "Consent for Reevaluation" if this is an Initial Evaluation.
5. When finished with the Domain meeting, you will edit the date/type of meeting to change to an Initial or Reevaluation.
  - Click on the Gear Icon on the right side.
  - Select Edit Date/type
  - Enter NEW DATE (date of IEP meeting)
  - IEP Meeting type:
    - ◆ Select Initial Evaluation or Reevaluation
  - Select forms needed for the meeting
    - ◆ Documentation of Evaluation Results
    - ◆ Any eligibility determination forms
6. You will need to add a New IEP/Event for the IEP meeting for the Initial IEP or the Annual Review