

Steps for Using KP Templates in TRAX

1. Go to TRAX website – <https://trax.tensigma.org/kingphilip>
2. Log in using your school user ID (last name first initial) and password

*Email Address:

*Password: [Forgot Username or Password?](#)

3. Go to “My Cases” and select the identified student
4. After you have completed the steps necessary to administer the surveys and prioritize the results (see “KP’s TRAX Transition Software Procedures” for details):
 - a. Within the My Cases tab, go to the column titled, “Plans”, then click the current school year (i.e. 2018-2019)
 - b. Then click on the tab titled “IEP Content” at the top left of the page
5. Click “New Content” (green tab) at the top left of the page
6. Use the drop-down menu to select the relevant content/section of your IEP. Generally:
 - a. **KP Student Strengths and Key Evaluations**
 - i. This format will be used for the annual IEP meeting and will be paste into the Student Strengths and Key Evaluation Results summary
 - b. **KP 3-yr re-eval statement**
 - i. This format will be used **only** during the time of the students’ 3 year re-evaluation meetings and will be paste into the Student Strengths and Key Evaluation Results Summary
7. The content is then automatically populated for you to edit directly in the TRAX software program (use the editing box on the right). Once reviewed, edited and deemed accurate by you, be sure to click “Submit” to save your information. You can then copy and paste the TRAX text into the relevant section(s) of the IEP.

*For additional login/TRAX information see the TRAX Quick Reference Guide located on their home page under TRAX resource document right after you sign in; or visit our Transition website under Staff Resources: www.kingphilip.org/transition

Examples of final TRAX content for IEPs are provided on the following page.

Example of text for Students Strengths section of IEP to be updated EACH year:

Mary's IEP Team, including Mary's parents and Mary herself were invited to take the TRAX Transition survey on 10/1/19 to identify her strengths and areas of need toward meeting future goals. Based on the results of the surveys, Mary's relative strengths were identified as the following: showing respect for self, others, and authority; being open to learning and technology; having a positive work ethic; and operating a computer with ease and confidence. These strengths may help Mary reach her postsecondary goals. In addition, Mary's identified needs include: making effective decisions; solving problems effectively; managing stress; and possessing effective interviewing skills. Addressing these needs may help Mary be more successful in school and in adult life.

Example of text for 3-year re-evaluation purpose:

As part of a 3-year re-evaluation process, Jacob's interests, strengths, and needs were assessed on 10/1/18 using the TRAX Transition Survey. Jacob, his parents, and KP staff were invited to participate in the survey. Based on this assessment procedure, Jacob has the following strengths: showing respect for self, others, and authority; being open to learning and technology; having a positive work ethic; and operating a computer with ease and confidence. These strengths may help Jacob reach his postsecondary goals. The following areas of need were also indicated: making effective decisions; solving problems effectively; managing stress; and possessing effective interviewing skills. Addressing these needs may help Jacob be more successful in school and in adult life.