

# Print Central

The Print Central feature allows for staff to generate and print goal progress reports, in progress packets, and locked packets for multiple students.

## ***Accessing Print Central***

Print Central can be accessed the following ways:

- Upon login, the Print Central button is available in the list of options under “Where would you like to go today?”
- Top toolbar of empowEr - empowEr icon - Print Central
- Top toolbar of empowEr - Launchpad - Student Search - Print Central
- Top toolbar of empowEr - Launchpad - Print Central

## ***Create a New Print Job***

To create a new print job:

- **Choose a Program**
  - Note for Admins: Users see all programs for which they have the permission "Read Program for Accessible Students" checked in Admin – User Roles – Role Permissions – Program Permissions.
- **Choose a Document Type**
  - Current Plan – prints the current plan packet.
  - Current Plan + Progress Report – prints the current plan packet followed by the progress reports for the current plan. This option can only be used for IEP programs for goal only and goal and objective progress reports. If this option is used for any other program, the print job status will error.
    - Note for Admins: Users see this option if they have the "Read" permission checked for "Goal Progress Reports" for the selected program for either enrolled or unenrolled students in Admin – User Roles – Role Permissions – Goal Progress Permissions.
  - In Progress Packet – prints the most recently updated copy of the selected packet or form(s).
  - Locked Packet – prints the most recently locked copy of the selected packet or form(s).
  - Progress Reports Only for Current Plan – prints the locked progress reports for the current plan packet. This option can only be used for IEP programs for goal only and goal and objective progress reports. If this option is used for any other program, the print job status will error.
    - Note for Admins: Users see this option if they have the "Read" permission checked for "Goal Progress Reports" for the selected program for either enrolled or unenrolled students in Admin – User Roles – Role Permissions – Goal Progress Permissions.
- **Choose a Packet**
  - The Packet dropdown appears when the document type is "In Progress Packet" or "Locked Packet."
    - Note for Admins: Users see the list of packets for the selected program for which they have the "Read" permission checked for either enrolled or

## unenrolled students in Admin – User Roles – User Role Permissions – Form Packet Permissions.

- **Choose Forms Included**

- The Forms Included section appears when a Packet is selected.
- Use the Select All or Deselect All options or check and uncheck individual forms to choose the forms to print.
  - An option for Goals and Objectives will appear in the list if the packet contains the IEP goal wizard. If chosen, goal only and goal and objective pages are included in the print job.
  - An option for Meeting Notices will appear in the list if the packet contains the meeting scheduler. If chosen, meeting notices are included in the print job.
  - An option for Attachments will appear in all packets. If chosen, documents attached to the packet are included in the print job.
- Only forms that are active in the selected packet will print for each student.

- **Choose Students**

- My Caseload – prints the selected document for students on the user's caseload
- My Watched Students – prints the selected documents for students on the user's watched students list
- All Students Visible to Me – prints the selected documents for all students visible to the user as determined by their permissions in Admin – User Roles – User Role Permissions – Student permissions
- Search for Students - prints the selected documents for students selected in the Search for Students step.

When one of the following are selected: My Caseload, My Watched Students, or All Students of Students Visible to Me:

- **Click Print**

### Print Central

Create a New Print Job

**Program \***

IEP

**Document Type \***

Locked Packet

**Packet \*** Only the most recently locked instance of the selected packet will print for each student.

Referral

**Forms Included \***

[Select All](#) | [Deselect All](#)

Request for Initial Evaluation
   
 Letter to Parent
   
 Documentation of Parent/Guardian Contact
   
 Consent for District to Claim Medicaid Reimbursement

Only forms that are active in the selected packet will print for each student.

**Students \***

My Caseload
  My Watched Students
  All Students Visible to Me
  Search for Students
 (A red arrow points to this radio button)

Print

Phone: 844-252-4022

Page 2 of 6

Updated March 8, 2023

The print job will appear at the top of the My Previous Print Jobs table.

When Search for Students is chosen:

- **Click Next**

**Print Central**

Create a New Print Job

**Program \***  
IEP

**Document Type \***  
In Progress Packet

**Packet \*** Only the most recently updated instance of the selected packet will print for each student.  
Initial ARD

**Forms Included \***

Select All | Deselect All

IEP Amendment/Addendum Cover Page

Agreement to Change Current IEP Without ARD Meeting

ARD 1 - Determination of Eligibility

Review of Existing Evaluation Data

Student Success initiative Supp

ARD 2 - Development of IEP

Extended School Year Services Supp

Only forms that are active in the selected packet will print for each student.

**Students \***

My Caseload  My Watched Students  All Students Visible to Me  Search for Students

**Next**



To Select students:

- **Click +**
- **Click Search** or use the search criteria to narrow the search
- **Check the box** to select students to include in the print job
- **Click Add Selected Students**

Search Students

First Name	Last Name	Age	Gender
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Grade	School Name	District ID	Only Show Enrolled Students <input checked="" type="checkbox"/>
06	<input type="text"/>	<input type="text"/>	
Case Manager/Additional Staff	Program Status	<input type="text"/>	
<input type="text"/>	<input type="text"/>		
<input type="button" value="Reset"/> <input type="button" value="Search"/>			

Check All	Full Name	Student ID	Attending School	Grade	Gender	Age
<input type="checkbox"/>	Evans, Quirt	No ID	Texas Elementary	06	Male	13
<input checked="" type="checkbox"/>	Halpert, Cece	67	Texas School	06	Female	12
<input checked="" type="checkbox"/>	McLintock, George W	56789	Texas Elementary	06	Male	17
<input type="checkbox"/>	McNally, Cord	67890	Texas Elementary	06	Male	3
<input type="checkbox"/>	Wayne, John	12345	Texas Elementary	06	Male	15
<input type="checkbox"/>	York, Kirby	321654987	Texas School	06	Male	13

The screen will return to the Select Students list.

- To remove a student from the list, click the minus icon.
- To search for additional students, click + and repeat the search process

When all students have been selected

- **Click Print**

Intensive Program of Instruction Supp  
ARD 4 - Supplementary Aids and Services

Only forms that are active in the selected packet will print for each student.

Select Students					
Full Name	Student ID	Attending School	Grade	Gender	Age
Halpert, Cece	67	Texas School	06	Female	12
McLintock, George W	56789	Texas Elementary	06	Male	17

The print job will appear at the top of the My Previous Print Jobs table.

## My Previous Print Jobs

Print jobs are available for 30 days as indicated by the Expires column. Expired print jobs will not appear on the screen.

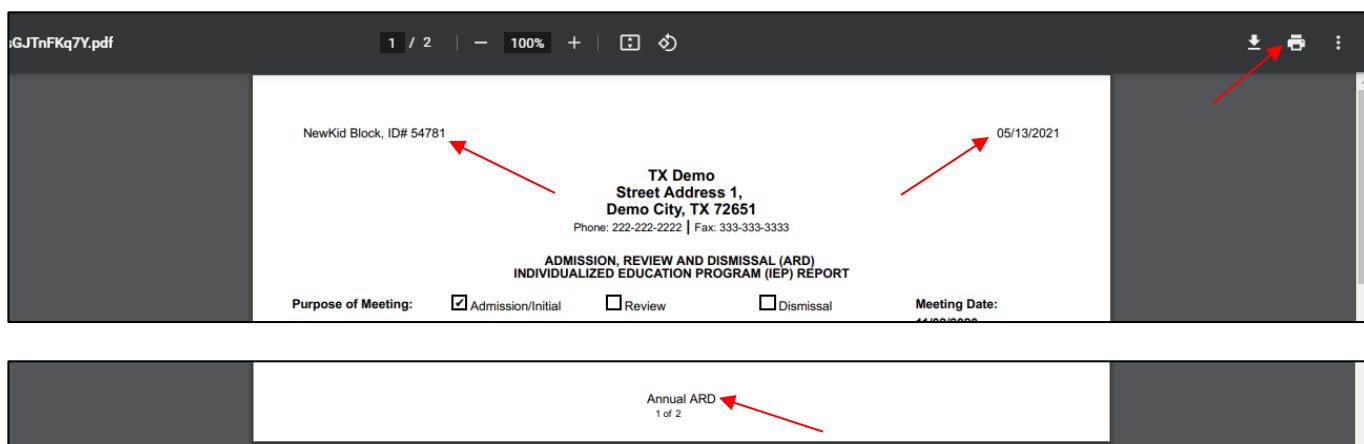
- Once the Status is Completed, click the PDF icon to open the print job for viewing and printing. Print jobs open in a new browser tab.
  - The Status column indicates the status of the print job. Statuses include:
    - Queued – The print job is waiting to move to a working status.
    - Working – The print job is in progress.
    - Error – The print job encountered an issue that caused an error. A PDF will not be generated.

- Incomplete – The print job finished but one or more students only have part of what was requested in the print job. A PDF is generated for the students that have the requested documents. For example:
  - In IEP when printing the document type Current Plan + Progress Reports, if the student has a Current Plan but no locked progress reports, the status will show Incomplete. The PDF will generate and contain the current plan only.
  - In All Programs when printing the Meeting Notice form, if the student has the packet you are trying to print but does not have a meeting notice form because staff have not created it yet or have opted to enter the event date only, the status will show as incomplete. The PDF will generate for all student that have the meeting notice form.
- Completed – The print job finished. A PDF is generated for the students that have the requested documents.
- Click the eyeball icon to view the students and forms contained in the print job.
  - Details of the print job may include the following information:
    - An error section – This section will include a list of students who were not included in the print job because of an error or because they do not have the forms being requested.
    - An information section – This section will include a list of students that are excluded from the print job because they do not have the packet that is being printed.
- Click the trashcan icon to delete the print job.

My Previous Print Jobs						
Status	Program	Document Type	Students	Created	Expires	Actions
Completed	IEP	Current Plan	All Students Visible to Me	01/31/2023 09:02 PM	03/03/2023	

Print jobs include a header and footer on all forms.

- The header includes Student Name and Medicaid ID which is left aligned. The Packet Meeting Date is right aligned. This area will be blank if the packet does not have a meeting date.
- The footer includes Packet Name in the center position.



A print job is a static item and will remain in the print history for 30 days. If changes are made to the forms in the application, a new print job should be generated.