



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FLORIDA

LAURA E. PINCUS
DIRECTOR


JANIS ANDREWS, Ed.D.
ASSISTANT SUPERINTENDENT

EXCEPTIONAL STUDENT EDUCATION
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September 29, 2011
Bulletin #P-14024-CLS/ESE

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Action By:
Information Only

TO: All Principals
FROM: Judith Klinek, Chief Academic Officer 
SUBJECT: LIQUIDOFFICE/INDIVIDUAL EDUCATION PLAN

The Departments of Instructional Technology (IT) and Exceptional Student Education (ESE) are offering professional development opportunities in accessing the LiquidOffice/Individual Education Plan (IEP) platform and developing the IEP in the LiquidOffice format.


In continuation of the 2010-11 LO/IEP sessions presented by the Department of IT, five additional morning sessions will be offered throughout the school year to provide instruction to access the IEP through the LiquidOffice platform.

The professional development offerings are available to ESE staff whose responsibilities include IEP development. Participants may register via Course Registration under Technology. All sessions will take place at the IBIS - 2 Training Room located at the District Office.

Training dates for the FY11 school year are as follows:

Wednesday, October 12, 2011	8:30 – 11:30 a.m.
Thursday, November 10, 2011	8:30 – 11:30 a.m.
Wednesday, January 11, 2012	8:30 – 11:30 a.m.
Tuesday, February 21, 2012	8:30 – 11:30 a.m.
Tuesday, March 13, 2012	8:30 – 11:30 a.m.

WFM:JK:JA:LEP:MK:jb

Approved: 
William F. Malone., Superintendent