



See Incomplete Documents in SameGoal



How To Series by LACA

Step 1: Go to Reports < Special Education Management/IEP/SP Caseload

samegoal plus Bulk Update Collaborators [Details](#)

Recent Caseload All

Deadlines Students / create new Users Settings

Reports ←

My Students BOONE, AIDEN

IEP/SP Caseload

Reports / Special Education / Management / IEP/SP Caseload

Report Description: The lead for current IEPs/SPs.

Document: IEP SP

Document Status: Includes data from complete/incomplete documents in SameGoal
 Complete Incomplete →

Building: H... J... L... L...

[Advanced](#)

→

Step 2: You can click on the document and complete the document.

OR-

1. Select All
 2. Go To Documents
 3. Choose Incomplete
- See the Screenshot below:



See Incomplete Documents in SameGoal cont...



How To Series by LACA



The screenshot shows the SameGoal Pro interface. On the left, a sidebar contains navigation options: Recent Caseload, All (highlighted with a red box and arrow), Deadlines, Students / create new, Users, Settings, and Reports. Below this is a 'My Students' section with a list of students: Aaron, Scarlet; Abbott, Jonathan (Jon); and Acosta, Zoey (SE). The main content area displays a list of documents for 'Aaron, Scarlet'. At the top of this list, there are several filter buttons: 'Show: All Docs' (highlighted with a red box), 'Form Filter', 'Building Filter', and date range filters. A dropdown menu is open under 'Show: All Docs', with 'Show: Incomplete' selected and highlighted in yellow. Other options in the menu include 'Show: Complete', 'Show: All Docs', 'Show: Deleted', and 'Show: Owner'. The document list includes items like 'Referral for Acceleration', 'Written Notice to Parents', 'Specially Designed Instruction Log', and 'Improvement and Monitoring Plan (Fall 2016)', each with a checkbox and a star icon.

- **Reminder:** this will only show 50 documents per page to view all the documents you may have to use the < button to scroll to the next 50 documents. Refer to the below screenshot as an example:

This screenshot shows the bottom portion of the SameGoal Pro interface. It focuses on the pagination controls at the bottom right, which are highlighted with a red box. The controls show '1 - 50 of 868' documents, with left and right arrow buttons for navigation.