



**Millburn Township Schools**  
**Department of Special Services**  
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*Jennifer Sowa, Director*

*Brent McGuinness, Supervisor*  
*Brian Rogoff, Supervisor*

September 26, 2018

Dear Parents/Guardians,

The district's IEP software system, Frontline IEP Direct interfaces securely with the district's Student Information System - PowerSchool. All in-district parents and guardians should have PowerSchool accounts for their children.

Parents of students attending in-district schools will receive their child's IEP Progress Report within the PowerSchool Parent Portal in a secure electronic format rather than traditional paper format. IEP Progress Reports on goals and objectives are provided on the same schedule as the district Report Cards (Elementary and Middle School - 3 times a year and Millburn High School - 4 times a year). IEP goals and objectives Progress Reports will publish to the PowerSchool Parent Portal approximately 10 days after a marking period ends. Please see attached document on how to access the IEP Progress note in the PowerSchool Parent Portal. Please print a copy of your IEP Progress Note for your records. The district will not be mailing home paper copies.

Students who attend out of district placements will continue to receive progress notes from their out of district schools in the same manner as before.

Sincerely,

*Jennifer Sowa*

Jennifer Sowa

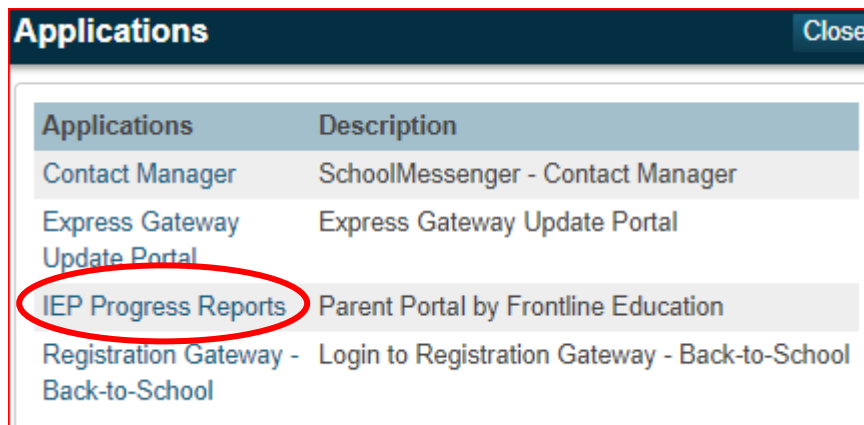
Attachment: How to access IEP goals and objectives in PowerSchool Parent Portal

## How to access IEP goals and objective progress notes in PowerSchool (for in-district students only):

1. Log into your PowerSchool Parent Portal account - <https://ps2.millburn.org>. (PLEASE NOTE: Internet Explorer is NOT a supported browser.)
2. Click on the arrow in the upper right hand corner of the PowerSchool Parent Portal screen.



3. This will open up a new Applications window. Click the [IEP Progress Reports](#) link to launch the IEP Direct Parent Portal by Frontline Education.



4. You will automatically be logged into the Frontline IEP Direct and will be able to access IEP Goals and Objective Progress Notes. IEP goals and objective progress notes will publish to the parent portal approximately 10 days after each marking period ends. They will remain available until the end of the next marking period and the new progress note publishes to the parent portal. Please print a copy of your child's progress note for your records at the end of each marking period. Hard copies will not be mailed home.

If you are having issues with your PowerSchool account, please contact the PowerSchool Administrator at your child's school. Questions about IEP progress Reporting, please contact Dana Cofrancesco in Special Services. 973-376-3600 x40164