

Polaris Classic Educator Implementation Guide

What is Polaris?

Polaris is a planning and progress monitoring tool that streamlines the IEP process from start to finish. It helps you turn assessment data into drafted present levels in minutes, build IEP roadmaps aligned to student needs, and collect and organize goal data from the activities you're already doing in class.

Initial Set up

This section walks you through everything you need to get started, from licensing and registration to managing students and configuring your instructional tools.

- **Accept your License**
 - [How to Register](#)
- [How to Seat an Existing Student](#)
- [How Do I Manage Students Students as a Service Provider?](#)

Planning an IEP Roadmap (Draft IEP)

Polaris centers your work around [IEP Roadmaps](#), which organize everything you need for upcoming IEPs. On the IEP Roadmaps screen, you'll see all students you've seated in Polaris and the status of their roadmaps. When you start an IEP for a student, Polaris will first ask where they are in the IEP cycle.

For students with an IEP due in the **next 60–90 days**, you'll choose [Plan a New IEP](#). You'll then:

- Enter or estimate the IEP start/end dates (these can be edited later).
- Select **areas of focus** (e.g., English, Math) where the student has needs.

This creates an IEP roadmap where Polaris will guide you through pulling in data, drafting present levels, selecting goals, and identifying accommodations.

Using ULS Data to Draft Present Levels

Polaris uses existing ULS data such as **Observational Profiles** and **Benchmark Assessments** to help you draft rich, data-driven present levels.

Within the roadmap, you can:

- Add the [Observational Profile](#) (for example, K–12 Student Learning) if it has already been completed in ULS.
 - If it's complete, Polaris will automatically begin drafting present level language using this data.
 - If it's not complete, you can launch it from Polaris, then return to see the impact on present levels.
- Add [Benchmark Assessments](#) suggested by Polaris based on the profile and areas of focus.
 - Completed benchmarks further refine and strengthen present levels.
 - If benchmarks haven't been delivered yet, you can assign or deliver them and then pull that data in

Each time you add a profile or benchmark, you can jump into the **Write** section to see how Polaris is combining that information into draft present level statements.

[How Can I Use My ULS Profiles and Benchmarks to Write an IEP in Polaris?](#)

Setting Goals, Accommodations, and Modifications

Once you've established solid present levels, Polaris will suggest **SMART goals** aligned to the data you've added.

- You can select from suggested goals, decide whether to include associated objectives, and then customize **mastery criteria** so they match your district expectations and student needs.
- Polaris will also suggest **accommodations and modifications** consistent with the data and focus areas you've selected, helping you build the remaining IEP components more efficiently.

By the time these steps are completed, much of your IEP content—from present levels through goals and supports—is drafted and ready for district formatting or final edits.

Once the IEP meeting is complete, you can finalize your roadmap in Polaris to begin progress monitoring.

Tracking Progress for Existing IEPs (Active IEP Roadmap)

For students who **do not** have an IEP due in the next 60–90 days, Polaris still supports your day-to-day work by allowing you to enter goals from your [Existing IEP](#).

In this pathway, you:

- Enter the current IEP dates and areas of focus.
- Type in the existing IEP goal text and mastery criteria.

This doesn't create a full new IEP but it **pulls your current goals into Polaris** so you can begin **progress monitoring** right away. That means you can centralize all your goal data for the entire caseload, not just students with upcoming meetings.

Once goals are entered, you're ready to start collecting data from instructional activities, probes, or classroom tasks.

Progress Monitoring & Data Collection

With either a new IEP roadmap or current IEP goals in place, Polaris helps you:

- Collect goal data as you teach (using the activities and routines you already have).
- Track progress toward mastery over time.
- Refer back to the roadmap to see how data, goals, and accommodations connect.

This makes it easier to speak to growth, adjust instruction, and prepare for annual reviews or progress reports.

Next Steps & Ongoing Implementation

Over the next **30–60–90 days**, a realistic implementation plan might be:

- **First 30 days:**
 - Add and seat students.
 - Start at least one roadmap for a student with an IEP due soon.
- **Next 30 days:**
 - Continue building roadmaps for upcoming IEPs.
 - Enter existing IEP goals for students whose meetings are further out, so you can begin progress monitoring.
 - Use Polaris to pull in assessment data and refine present levels
- **By 90 days:**
 - Have most or all of your caseload entered into Polaris.

- Be actively using Polaris for both drafting and monitoring.

Best Practices

- Use the [Caseload Document](#) to decide whether each student should be set up with a **Draft IEP** roadmap or **Active IEP** quick entry.
- [Should I Enter an Existing IEP or Start a New IEP?](#)
- [How to Track Timelines and Statuses in Polaris](#)
- [Collaborate with Parents/Caregivers in Polaris](#)

Resources

- [Polaris - Knowledge Base articles](#)
- [Smart Start](#)