![Missouri DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION]

Submitting an Eligibility Request to Missouri School for the Blind (MSB)

To Complete an Eligibility Request to Missouri School for the Blind

1. Log into the DESE Applications Sign-in and select Special Education IMACS 2 from the secure access list. (Instructions for giving a user access to Special Education IMACS 2 are at the end of this document.)

2. From the Home Page of IMACS select the "Eligibility Request MSB/MSD/MSSD" tab.

3. Select the "New MSB Eligibility Request" button.

4. Enter in the student information and use the dropdowns to select the correct Placement Category and Disability Category. Then select "Save & Create" to continue.

5. After selecting "Save & Create" the buttons will change to "Cancel & Return," "Save & Stay," and "Save & Continue."

6. Enter the student's parent/guardian information. Select the "same address" check box if the parents have the same address. Select "Save & Continue."

7. Fill out the LEA Contact Information. Select "Save & Continue."

8. The "Requested" uploads are required for the submission of the Eligibility Request. Add these uploads by selecting the pencil icon in the "Action" column for each upload. If you need to submit documents in addition to the required documents, select the green arrow icon next to "New Upload."

DISTRICT VIEW - MATTHEW MURDOCK

| Student Info | Parent / Guardian Info | LEA Contact Info | Uploads | Finalize |

SBOP UPLOADS

🔼 New Upload   Filter By: Select a Status... ▾   Upload Type: Select an Upload Type... ▾

SBOP Uploads

Upload Title	Status	Date Uploaded ▾	Date Updated ▾	Uploaded By	LEA Comment	MSB Comment	Action
IEP	Requested						✏️
Evaluation Report	Requested						✏️
Justification of Placement	Requested						✏️
Immunization Records	Requested						✏️
Eye Report	Requested						✏️

Previous 1 Next   Number of Records 10 ▾

9. A pop-up box will appear, put the title of the document, add a comment if necessary, and select the correct document by clicking the "choose file" button. When this is completed select "Save."

SBOP UPLOAD FOR CASANDRA WEB

Upload Type	IEP ▾
Upload Title	IEP
Request Status	Requested
LEA Comment	
MSB Comment	
Upload File	Choose File No file chosen

Save   Cancel

10. The status of the upload will change. Any comments made can be seen by hovering over the paper icon under the LEA Comment column. Edits to the upload can be made by selecting the pencil icon in the Action column. When completed with uploads select "Save & Continue."

Filter By: Select a Status... ▾

SBOP Uploads

Upload Title	Status	Date Uploaded ▾	Date Updated ▾	Uploaded By	LEA Comment
Eye Report	Submitted	12/17/2024 1:53:36 PM	12/17/2024 1:53:36 PM	JONES, SHARON	📄
Immunization Records	Submitted	12/17/2024 1:53:28 PM	12/17/2024 1:53:28 PM	JONES, SHARON	📄
Justification of Placement	Submitted	12/17/2024 1:53:18 PM	12/17/2024 1:53:18 PM	JONES, SHARON	
Evaluation Report	Submitted	12/17/2024 1:53:10 PM	12/17/2024 1:53:10 PM	JONES, SHARON	📄
IEP	Submitted	12/17/2024 1:52:49 PM	12/17/2024 1:52:49 PM	JONES, SHARON	📄

Previous 1 Next   Number of Records 10 ▾

11. On the finalize page there are options to "Cancel and& Return," "Save & Stay," and "Submit."
   a. "Cancel & Return" will send you to the SBOP Home screen.
   b. "Save & Stay" will keep all your progress and keep the eligibility request open.
   c. "Submit" will send the eligibility request to MSB for review and processing, and the status will change to "Submitted."

   Once submitted no edits can be made to the request unless it is sent back to you from MSB.

12. On the SBOP home page the student is on the Eligibility Requests list.

   a. To view or edit a request, select the magnifying glass icon under the Action column.
   b. To withdraw a request, select the red person icon with the slash through it. If a request is withdrawn, it cannot be re-submitted.
   c. To delete an eligibility request you must withdraw the request and then select the trashcan icon to delete. A request should only be deleted if it was entered in error.

To Give User Access to Special Education IMACS 2.0

1. Give the user who will be submitting the eligibility request access to IMACS 2.0 in DESE Applications Security Manager
2. The District Security Manager logs into DESE Applications System

3. Select DESE Applications Security Manager from the "Secure Access" list

4. Search for the user on the "User Search" page.

User Search

Search ● All Users   ○ Your Users

Username		Email
First Name		Last Name
Date of Birth		Status

Search   Clear Search

5. Select "Edit User Access"

	Username	First Name	Last Name	Date of Birth	Primary Email	Status	Educator Id
Edit User Information Edit User Access View User Access	bwayne	Bruce	Wayne	3/30/1989	bat***@***.***	Active	193927

6. Scroll to Special Education IMACS 2, and select "User Access," and save.

Special Education IMACS 2   ^