



## 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.)

**DESE Applications Sign-in**

**We Are Here to Help!**  
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**Public Applications**  
[Annual Report of the County Clerk](#) ◊  
[Annual Secretary of the Board Report \(ASBR\)](#) ◊  
[ePICS](#) ◊  
[Missouri Comprehensive Data System \(MCDS\)](#) ◊  
[Nonpublic Registration Form](#) ◊  
[School Finance](#) ◊

**Sign into your account**  
Username  
Password  
[Sign in](#) [Forgot Password?](#) [Forgot Username?](#)  
[Don't have an account?](#)  
[Create Account](#)

**Secure Access**  
[Compliance Plans \(Federal and State\)](#)  
[Consultant Logs](#)  
[Core Data Collection](#)  
[DESE Applications Security Manager](#)  
[Educator Certification System](#)  
[Educator Qualifications](#)  
[Missouri Comprehensive Data System \(MCDS\)](#)  
[Special Education IMACS 2](#) ←  
[Surrogate](#)  
[Tiered Monitoring](#)  
[Virtual Learning Platform](#)

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

**Home** | **Reports** | **System Maintenance** | **Eligibility Request MSB/MSD/MSSD**

ASH GROVE R-IV - HOME

3. Select the “New MSB Eligibility Request” button.

The screenshot shows the SBOP MENU interface. At the top, there are navigation tabs: Home, Reports, System Maintenance, and Eligibility Request MSB/MSD/MSSD. Below the tabs is the SBOP MENU header. A search section contains filters for School Year (2024-25), Status (Select Status...), School Category (Select School...), and Needs Attention From (All). There are Search and Reset buttons. To the right, three green buttons are listed: New MSSD Eligibility Request, New MSB Eligibility Request (highlighted with a red arrow), and New MSD Eligibility Request. Below this is an ELIGIBILITY REQUESTS section with a message: "No SBOP submissions were found."

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.

The screenshot shows the student information form for Matthew Murdock. The form is titled "DISTRICT VIEW - MATTHEW MURDOCK" and includes tabs for Student Info, Parent / Guardian Info, LEA Contact Info, Uploads, and Finalize. The form fields are: Request Type (Eligibility Request), First Name (Matthew), Last Name (Murdock), DOB (04/16/2016, Age: 8), MOSIS Student ID (789123), Placement Category ((K-12)-Inside regular class less than 40% of time), and Disability Category (Vision Impairment). At the bottom, there are buttons for Cancel & Return and Save & Create.

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

The screenshot shows three buttons: Cancel & Return (grey), Save & Stay (green), and Save & Continue (blue, highlighted with a red arrow).

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

Missouri School for the Blind Status: In Progress

**DISTRICT VIEW - MATTHEW MURDOCK**

Student Info	Parent / Guardian Info	LEA Contact Info	Uploads	Finalize																
<b>PARENT/GUARDIAN 1</b> Parent/Guardian's First Name: <input type="text" value="Jack"/> Parent/Guardian's Last Name: <input type="text" value="Murdock"/> Parent/Guardian's Email: <input type="text" value="jmurdock@hkboxing.com"/> <small>example@email.com</small> Parent/Guardian's Phone: <input type="text" value="(314) 892-1479"/> Parent/Guardian's Address: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Street Address</td><td><input type="text" value="123 Allen St"/></td></tr> <tr><td>City</td><td><input type="text" value="St. Louis"/></td></tr> <tr><td>State</td><td><input type="text" value="MO"/></td></tr> <tr><td>Zip Code</td><td><input type="text" value="65112"/></td></tr> </table>		Street Address	<input type="text" value="123 Allen St"/>	City	<input type="text" value="St. Louis"/>	State	<input type="text" value="MO"/>	Zip Code	<input type="text" value="65112"/>	<b>PARENT/GUARDIAN 2 (OPTIONAL)</b> <span style="float: right;">Same address? <input checked="" type="checkbox"/></span> Parent/Guardian's First Name: <input type="text" value="Diane"/> Parent/Guardian's Last Name: <input type="text" value="Murdock"/> Parent/Guardian's Email: <input type="text" value="dmurdock@gmail.com"/> <small>example@email.com</small> Parent/Guardian's Phone: <input type="text" value="(314) 892-5869"/> Parent/Guardian's Address: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Street Address</td><td><input type="text" value="123 Allen St"/></td></tr> <tr><td>City</td><td><input type="text" value="St. Louis"/></td></tr> <tr><td>State</td><td><input type="text" value="MO"/></td></tr> <tr><td>Zip Code</td><td><input type="text" value="65112"/></td></tr> </table>			Street Address	<input type="text" value="123 Allen St"/>	City	<input type="text" value="St. Louis"/>	State	<input type="text" value="MO"/>	Zip Code	<input type="text" value="65112"/>
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State	<input type="text" value="MO"/>																			
Zip Code	<input type="text" value="65112"/>																			
<input type="button" value="Cancel &amp; Return"/> <input type="button" value="Save &amp; Stay"/> <input type="button" value="Save &amp; Continue"/>																				

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

[Home](#)
[Reports](#)
[System Maintenance](#)
Eligibility Request MSB/MSD/MSSD

**SBOP ELIGIBILITY REQUEST**

SBOP Home Missouri School for the Blind

**DISTRICT VIEW - MATTHEW MURDOCK**

Student Info	Parent / Guardian Info	LEA Contact Info	Uploads	Finalize
<b>LEA Contact's First Name:</b> <input type="text"/>				
<b>LEA Contact's Last Name:</b> <input type="text"/>				
<b>LEA Contact's Email:</b> <input type="text"/> <small>example@email.com</small>				
<b>LEA Contact's Phone:</b> <input type="text" value="###) ###-####"/>				
<input type="button" value="Cancel &amp; Return"/> <input type="button" value="Save &amp; Stay"/> <input type="button" value="Save &amp; Continue"/>				


- 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.”





Missouri School for the Blind Status: In Progress

**DISTRICT VIEW - MATTHEW MURDOCK**

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

SBOP UPLOADS Filter By: Select a Status... Upload Type: Select an Upload Type...

 New Upload

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

- 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:  No file chosen

- 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...

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.

**SBOP ELIGIBILITY REQUEST**

SBOP Home Missouri School for the Blind Status: In Progress

**DISTRICT VIEW - MATTHEW MURDOCK**

Student Info
Parent / Guardian Info
LEA Contact Info
Assessments
Assignment Reports
Uploads
Finalize

Submit

Cancel & Return
Save & Stay

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

ELIGIBILITY REQUESTS					
Name ^	DOB	Submission Date	Status	Needs Attention From	Action
Barbara Gordon	09/22/2015	12/17/2024	Submitted	MSSD	
Kara Kent	09/22/2016	12/17/2024	Withdrawn	N/A	
Matthew Murdock	04/16/2016	12/17/2024	Submitted	MSB	

- 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.

ELIGIBILITY REQUESTS					
Name ^	DOB	Submission Date	Status	Needs Attention From	Action
Barbara Gordon	09/22/2015	12/17/2024	Submitted	MSSD	
Matthew Murdock	04/16/2016	12/17/2024	Withdrawn	N/A	

## 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

### DESE Applications Sign-in

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#### Public Applications

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- [Annual Secretary of the Board Report \(ASBR\)](#)
- [ePeGS](#)
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- [Nonpublic Registration Form](#)
- [School Finance](#)

#### Sign into your account

  
  
 [Forgot Password?](#)  
[Forgot Username?](#)  

Don't have an account?

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

- ## Secure Access
- [Compliance Plans \(Federal and State\)](#)
  - [Consultant Logs](#)
  - [Core Data Collection](#)
  - [DESE Applications Security Manager](#) 
  - [Educator Certification System](#)
  - [Educator Qualifications](#)
  - [Missouri Comprehensive Data System \(MCDS\)](#)
  - [Special Education IMACS 2](#)
  - [Surrogate](#)
  - [Tiered Monitoring](#)
  - [Virtual Learning Platform](#)

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

5. Select “Edit User Access”

	Username	First Name	Last Name	Date of Birth	Primary Email	Status	Educator Id
	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 