How to Enter Legal and Medical Program Flags in Infinite Campus

Programs flags can be assigned to a student to indicate special information about a student. A little icon will appear next to the student's name in the header bar.

The district requires the school attendance clerk to add program flags for medical and legal alerts.

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Attendance Group TEDS I					

- Medical alerts for serious conditions such as diabetes, allergies, heart conditions, and asthma
- Legal alerts such as EPO and custodial rights

<u>How:</u>

- 1. Search for the student.
- 2. From the **Programs** tab, select the **New** link.

Summary Enrolli	nents 🚮 Sche	dule 🂢 Atter	dance	Programs	A+Grades	Transcrip		
Program Participation Editor Note: one curriculum program allowed per student								
Program	Start Date	End Date	User War	ning				

3. Select the **Program** to assign to the student from the dropdown list.



4. Enter the Start Date for the program. This will be defaulted to the current date. Enter an Eligibility Start Date, if applicable. Enter a User Warning for the program. The information entered here will appear to users that hover over a flag attached to a student. For example, if a student has a physical education restriction, when hovering, the user will be able to quickly view this user warning. Enter a Description for the program.

Detail		
End Date	Eligibility Start Date	Eligibility End Date
	End Date	End Date Eligibility Start Date

5. Click the Save icon when finished.