INFINITE CAMPUS

Core Policy and Procedure Manual *Updated 9/20/2010*

> **Vision Statement:** Infinite Campus, our new student information system, will provide real-time information, enhanced communication with all stakeholders, and data tools that will advance student achievement.

MENU	
Census	System Admin
Enrollments	Program Flags
Student Information	Scheduling
Instruction	Special Education
Grading	Preschool
Attendance	User Communication
Health	Confidential Information
Staff Information	User Accounts
Portal	ADT, Academy Setup

Items highlighted in yellow were recently added and are up for discussions/changes by the core committee at the next meeting.

CENSUS

Registering New Families K-12 (School)	Parents will register students at their assigned schools. The school attendance secretary will complete the following steps in the registration process: • Use the Student Locator to search for the student. • If found, proceed. If not found, add the person and required information (last name, first name, gender, birth date, and race) and continue. • Enrollment detail will be provided (calendar, schedule, grade, start date, service type, and start status). • Use the Walk-in Scheduler or Section Roster to assign a schedule to the student before sending them off to class. • Submit a Records Request for new students. The parent will: • Complete a district registration form. • If the parent is unable to complete the registration form, the attendance secretary will assist the parent in getting the required information for registration. The DPP office will: • Check for new students enrolled each day using an Ad Hoc filter. • Enter household information for all new students.
Records Release	All school records releases will be completed at the school. The attendance secretary will review her Process Inbox each day. All records requests that do not pertain to the school will be deleted. (As of Fall 2009, IC support added a script that would delete all records requests that do not pertain to the user assigned school calendar.) All requests that pertain to the school will be addressed. For incoming requests, the secretary will use the wizard for all items showing.
Census Changes Made by the School	• Home phone number • Changes preferences for a Messenger contact

	• School Boundary – For the each school year up until 2012, school attendance secretaries will mark the school boundary for all K, 5th, and 8th grade students. All new households added at the Central Office will include school boundaries which will be marked by the DPP Office. After 2012, all school boundaries should be marked, and the DPP Office will mark all new school boundaries.
Census Changes Made by the District DPP	• Change a Name (Identity) • Address or Phone number change • Student Moving Out • New Blended Family • Divorce/Household Separation • Change or add Social Security Number
Change of Phone Numbers	All attendance secretaries will have rights to change the primary household phone number. The comments field should include the previous number, when it was changed, who requested the change, and who made the change.
Change of Household Information	Household changes which include other data elements besides phone number will be tracked using the custom "Census Changes" tab. The schools will enter the information to be changed. After the changes are made by the DPP Office, the "Census Changes" information will be deleted.
In- District Transfers	The school will use the STUDENT LOCATOR to search for the student. If it is discovered that the address has changed, the school attendance clerk will submit changes using the "Census Changes" tab found within Infinite Campus which will alert the DPP office that census data should be changed.
School Boundaries	All school boundaries will be entered for new students at registration by the Central Office registrar. As changes are made, the registrar will update school boundaries for the new school address.
Household Name	The household naming convention will be in the following format: Student's Last Name
Special Permission	Special permission for students will be approved and entered by the DPP office using a custom tab in IC (Special Permission). School attendance clerks can search for students with special permission at the school using an Ad Hoc filter provided by the district.
Questionable Relationships in Census	The district will use the Documents tab (Counseling) to document any census questions asked to the parent/guardian. If there is a question as to whether the individual is a legal custodian, the relationship will be added as stated on the form, but these fields will not be selected: guardian, portal, messenger.
Duplicate Students	The DPP office will run periodic reports to find and clean up duplicate students. The technology department will combine students as requested by the DPP office.
PO Boxes	If there is a street address AND a PO Box, the PO box should be marked as MAILING and SECONDARY. The street address should not be marked for either mailing or secondary.
ENROLLMENTS	
Process Inbox	The school attendance secretary will check the Process Inbox daily. She will delete all inbox messages that do not pertain to the school. For all others, she will address any records transfer issues related to her students.

Previous School	Attendance secretaries will mark where the student came from (out of district) in the COMMENTS field in the Enrollment tab as students are enrolled.
9th Grade Enrollment for Graduation Tab	If a student moves into the district and does not have a 9th grade enrollment, the high school registrar will enter an historical enrollment for the student.

STUDENT INFORMATION

Schedule	Teachers will have read access to their students' schedules unless otherwise requested by the school principal.
Grades (Middle/High)	Only school administrators, counselors, and assigned teachers will have access to real-time grades. School administrators, counselors, and designated Central Office staff will have access to posted final grades. Middle/high school teachers will only have access to student grades in their classroom. Upon principal recommendation, selected teachers may be allowed to view grades for students not in their classroom.
Grades (Elementary)	Elementary teachers will have access to student posted grades (progress report) and grades in progress (grade book) for ability level grouping.
Posting Grades	The 'progress report' (for K-8) or 'mid-term' (for 9-12) grading window will remain open year-long. Teachers will post to the progress report or midterm each time grades are entered in the grade book. This will enable parents and school officials to see real-time averages for students. When the final grading window (for grades 3-12) is opened for each term, teachers will post to the term grade.
Attendance	Teachers will mark attendance for their students. The school attendance clerk will have rights to change attendance data.
Tardies	The teacher will keep up with class tardies outside of Infinite Campus. The school attendance clerk will mark attendance tardies in the office.
Assessments	District: The following district/state assessments will be tracked in Infinite Campus: GMADE, GRADE, KCCT, DIBELS, Thinklink State assessment results will be imported by KDE while district assessments will be imported by technology staff or designee. Assessments will be viewable by teachers, counselors, and school administration. School: The following school assessments will be tracked: Grade/Gmade. These assessments will be imported by the district designee and will be viewable by counselors, school administration, and designated teachers. Middle and elementary teachers may view posted assessments; high school teachers will not be able to view posted assessments. Grade, Dibel- Stirsman Thinklink – Billy Gmade - Twila
Behavior/Discipline	Discipline will be entered by the principal designee at the school. Teachers/parents will not be able to view student behavior in the portal. Upon the principal's request, teachers will have access to submit behavior referrals.
T Codes (not T5)	The school attendance secretary will enter transportation codes for all students riding buses. The transportation department will enter bus numbers.

T5 Codes	The special education department will send notification to the transportation department when students are identified on the IEP for transportation services (listed as a related service). The transportation department will then contact the DPP Office who will enter T5 codes in the Transportation tab. The previous T code will be end dated, and the new T5 code will be given a start date.
Parking Detail	High schools will enter the parking detail for student drivers under the Transportation tab. This information will be utilized from within Ad Hoc to pull names out for drug testing. The mandatory field is the Parking Detail > Parking Permit field.
Fees	High school fees will be tracked. Elementary and middle schools may track fees at their discretion. *Examples: locker fees, driver fees, class fees, textbook rental fees, etc.*
Lockers	<u>Middle Schools:</u> Locker numbers will be entered by the teacher and will be viewable by assigned teachers. <u>High Schools:</u> Locker numbers and combinations will be entered by the registrar and will <u>not</u> be viewable by teachers.
Unfiltered Search	Teachers will have unfiltered search for students at their school.
Viewing Other School Information	School attendance clerks and principals will have read only access to student information district-wide for their appropriate grade levels. For example, elementary schools will have read only access to all elementary information that they have access to at their school. This will enable the school office to look up information on students that transfer to their school.
Contact Log – Counseling	These groups will have read, write, add access to the contact log in the Counseling module: Principals, Counselors, FRYSC, and Curriculum Coordinators. This will enable teachers to view a student's 504 plan.
Contact Log – PLP	Teachers will have rights to read, write, and add to the contact login in the PLP module.
INSTRUCTION	
Attendance	All teachers K-12 will take electronic attendance. Substitutes will send a list of absentees to the attendance clerk who will enter the attendance. The attendance clerk will use the Tech Site to upload an absentee list for automated attendance calls using Connect Ed. This will be completed before the attendance clerk changes all absences from "unknown" to "unexcused" before the end of the day. Attendance tardies will only be marked in the school office. (Exception for Preschool)
Grade Book	K-2 will use standards and grades 3-12 will use conventional letter grades.
Administration of Lockers	In high schools, lockers will be assigned and recorded in the registration process. In the middle schools, locker numbers will be assigned and recorded by teachers.
Teacher Messenger	The principal will request access to the Messenger. After principal and IC Teacher Coach training, rights will be given to both administer school messages and teacher messages within Campus. The teacher coach will provide names to the tech staff of those trained.
	Do we want to roll out text messenger/email messenger for school closings? Portal options
District and School User Messages	District appointed staff will have rights to send out district messages. The principal will have rights to send out school messages.
Seating Chart	Teachers will be trained to use the seating chart, and may choose to utilize the seating chart at their discretion.
Grades Report	We did not give this to teachers because they would need tool rights for grades for all students.
GRADING	

Progress Reports / Mid-Term Grade Reports	All schools will send home a progress report at the six week interval between terms.
Monitoring Failing Grades 3-12	The district has provided a report within Infinite Campus to show failing grades for Grades 3-12. Principals have been notified how to utilize the report.
Monitoring Failing Grades K-2	Flag BL -
Comments on Report Card for K-5	The district requires teachers to use the comment box for students less than a satisfactory grade that provides an explanation. For Grade 3, the teacher will state that the student is working below grade level in the comment box for all subjects where the student is below grade level.
Timeline for Posting Grades in Teacher Grade Book	Principals will monitor and set the policy for the timeline for posting grades. All parent calls regarding expected timelines will be referred to the school principal.
Opening Closing Grading Window	Elementary- The Central Office will open/close the grading windows. Schools will be notified of the schedule. The school principal or his/her designee will check to make sure grades are posted before the window is closed. The Central Office will post a district-wide notice to notify the schools of the timeline. Middle- The principal or his/her designee will open/close the grading window and check to make sure the grades are posted. High - The high school registrar will open/close the grading window and check to make sure grades are posted. *Principal designee will be sent to the CO in writing.
Auto-Grade	Elementary and Middle – The Central Office will run autograde after report cards are printed each term to populate the Final Grade. High – The high school registrar will run autograde for the high schools.
Printing Report Cards	Elementary- The principal or his/her designee will print and distribute report cards. Middle- The principal or his/her designee will print and distribute report cards. High - The high school registrar will print and distribute report cards.
Grades Displayed in the Portal	Grades will be shown in the portal for Grades 3-12. Grades will not be displayed for Grades K-2 since standards are graded as assessed.
Transcripts	The district will utilize the "District Transcript" as the previous "white card" that shows cumulative attendance and grades. High Schools: The high school records clerk/guidance staff will enter transcript information. The schools will post to the transcript at the end of each trimester. Teachers will not have access to transcripts. Middle / Elementary Schools: The Central Office will post to the transcript at the end of each trimester. Teachers will not have access to transcripts.
Elementary Setup for SFA Schools	The comment box can be used to accommodate SFA reporting.
Elementary Grade Level Ability Grouping Setup	Traveling with Homerooms: Assign to teacher who will teach the section. Display name should be homeroom teacher last name – dash – teacher teaching last name. This will allow the office to search by homeroom teacher last name in Walk-in Scheduler. (Example: Jane Doe's

	class is going to Smith for Reading. The section would read Doe – Smith.) Ability Group within the Same Grade: Put all students in the grade level into one section. Name it (for example) 1st Grade Team and assign all the grade level teachers to that section as a teacher. The teacher will use student groups in the Instruction module to do flexible ability grouping as needed. The office will first search for the homeroom teacher last name in Walk-in Scheduler; then they will search by grade level to pick up the sections named in this format.
504 Plans	All school guidance counselors will use the 504 Plan document in Infinite Campus and will flag all students on a 504 plan using a program flag. Teachers will have rights to VIEW the 504 plans in the Counseling module.
Special Education Teachers Entering Grades (Elementary)	Sections can be created for resource classroom upon school request and consultation with the Special Education director.
Cumulative Records	The DPP will assemble a committee to develop a permanent folder more compatible with the labels for assessment and information in Infinite Campus.
Calculating Term Grades for Transferring In Students	The district recommends that schools calculate the term grade while considering all factors and doing what is best for students. In grades 3-12, we recommend that the term grade reflects coursework from both schools using "Grading by Student".

ATTENDANCE

Teacher Marking Attendance	All K-12 teachers must mark attendance within fifteen minutes of class in the first period. All middle/high school teachers must take period attendance. All absences will be marked "unknown" until reconciled by attendance clerks. Preschool teachers will mark attendance by the end of the day.
Attendance Clerk Marking Attendance	Before attendance is reconciled, attendance clerks will create a dialer extract and import the absentees into the attendance caller program. Attendance clerks will then select all "unknown" absences and mark "unexcused" by the end of the day. All preschool absences will be marked as "excused".
Substitutes	Substitutes (Preschool through Grade 12) will send written attendance to the office to be entered by the attendance clerk.
No Shows	Students who do not enroll in a school within the district by the second day of school will be marked as a no show.

HEALTH

Setup	The school attendance clerk will be responsible for setting up and maintaining health records for all students at the school, including preschool students.
Health Read Only	Health professionals working within the schools will have READ ONLY rights to student health information.
Health Alerts	Conditions such as heart problems, allergies, asthma, diabetes, seizures, hearing difficulty, and kidney problems will require a health alert. These conditions are on the student registration form, so they should be entered by the attendance secretary into Infinite Campus as the student is registered. The Central Office who enters household forms will enter this information.
Conditions	The principal designee will track severe conditions such as diabetes, allergies, heart conditions, and asthma. Treatments may

	be tracked at the principal's discretion.
Immunizations	The state requirements for immunization will be entered into Infinite Campus by the attendance clerks or those currently assuming this responsibility in the school.
Screenings	The state requirements for screening will be entered into Infinite Campus. Preschool – ? • Child & Teen Checkup – Preschool health information will not be entered until they get to Kindergarten. The child/teen checkup information will be pulled from the preschool folder and provided to the school attendance secretary when preschool students transition to Grade K. Kindergarten • The school attendance secretary will enter the information from the school entrance physical including weight, height, and blood pressure. If the student attended preschool, the child & teen checkup forms will be provided to them by the preschool attendance secretary. Elementary – • Vision – Students entering school must have a vision exam which will be entered into Infinite Campus. School nurses complete annual vision screenings which will be entered into Infinite Campus by the attendance secretary. • Hearing – The speech pathologist will perform an annual hearing screening. Results will be entered by the attendance clerk. Middle School – • 6th grade Physical – The school will be issued documentation from a physician. The records will be entered by the attendance clerk. (Sometimes this is done by the 5th grade nurse.) • 8th grade Scoliosis Exam will be performed by the school nurse and entered by the attendance clerk. High School – • Vision – The school nurse will complete vision screenings for student referrals for special education services. The data is entered by the school attendance clerk. • Hearing - The speech pathologist will complete hearing screenings for student referrals for special education which will be entered by the school attendance clerk.
Contact Log	The contact log may be used at the school's discretion to document contacts with the parent.
Health Visits	Health Visits may be used at the school's discretion.
Documents	Documents may later be added.
STAFF	
Creation of Staff Accounts	Staff accounts will be created as hired in the Personnel Department.
Households	Regardless of whether the new employee teaches or not, they will need to fill out a household form during the hiring process. HR will write on the top of the form where the employee works. The form will be sent to the DPP office where the household will be built. They will be given a district employment date.
Required Fields	District Employment– Start Date, Teaching Start Year, License Number, Seniority, and Education District Assignment – School, Start Date, Type (Teacher, Administrator, etc.), Highly Qualified, and appropriate checkboxes at

	the bottom of the screen. We may also want to track Department (but first must go into System Admin > Resources > Resources > Departments to set up).
Access to Staff Information	Central Office staff, school attendance secretaries, and principals will have access to view staff information such as District Employment and District Assignments.
Retired, Resigned, or Transferred Staff	The school attendance secretary will submit an online form found within Infinite Campus that will alert the Personnel Department of any transfers. The Personnel Department will make any applicable changes in Infinite Campus.
Census My Data	Staff members will be provided with the MY DATA menu item where they can submit requests for changes in their demographics, assignment, and household information.

PORTAL

Implementation	Student Portal – Middle/high school portal accounts can be activated by the Counselor. Parent Portal – Parents will complete a Parent Portal Agreement which will be sent to the district office where the account will be verified. The district will mail a letter to the home with directions for setting up the account online.
Start of the Year	Schools will NOT send home a portal agreement with all parents. All letters will be generated from the board office for only parents who do not already have a portal account.
Portal View	The following will be viewable by parents and students within the portal: to do list, schedule, grades, attendance, health (immunizations), assessments, graduation planner, transportation, student registration, fees, reports (student schedule, missing assignments), and the IEP (if applicable). Behavior and Special Education Forms will not be available on the portal.
Communication	The principal will determine the best method of communicating the portal at their school.
User Accounts	Student Accounts: Student accounts will be mass created by an individual at the middle/high school designated as the Portal Admin. Parent Accounts: Upon request from the parent, the school will print out a summary page for the parent which includes their GUID. This will be provided to the parent along with directions explaining how to obtain the portal login. The parent must provide at least the last four digits of their social security number when registering for the portal account. The last four digits will be required for verification for all requests for support from the district.
Student Registration	This option will be available (and set by the Central Office) in the portal upon school recommendation. All courses that pertain to student selection will be marked by the school counselor (request) should the portal be utilized. The school counselor will be responsible for student registration.
Portal Support	Student questions concerning the portal will be addressed at each school. Parent portal support will be available from district technology services.
Elementary Report Cards in the Portal	Since the K-2 Report Card is a work in progress and the window is open all term, this report card will not be shown in the portal. The 3-5 Report Card will be available in the portal. No K-2 progress reports will be viewable in the portal.
Student Portal	Middle and high school counselors are responsible for adding users, deleting users, disabling accounts, enabling accounts, and forcing password changes for student portal accounts. Attendance secretaries will assume these duties in the elementary

schools.

	Adds user accounts with the student number as the username and the birthdate (MMDDYY) as the password for students without accounts in this calendar.
○ Add Users	
○ Delete Users	Deletes all student user accounts for this calendar.
○ Disable Accounts	Disables all student user accounts for this calendar.
○ Enable Accounts	Enables all student user accounts for this calendar.
○ Force Password Change	Forces all student accounts for students in this calendar to change their passwords.

Change Accounts

Foster Parent Portal Rights	When a school attendance secretary sees a records transfer or knows a foster child has withdrawn from the school or is no longer living with a foster parent, the Central Office must be notified using the Census Changes tab. Please note in the NOTES field that the child no longer lives with the foster parent. The Central Office will end the relationship and end date the members tab for the household.
Contact Reason in Portal	A district notice to all portal users will explain how to keep their email address up to date for the Messenger. It is important NOT to remove checkmarks for the "contact reason". (high priority, attendance, behavior, general, teacher)

SYSTEM ADMINISTRATION

Staff Accounts	Generic new passwords will be set up with a forced password change to meet the required strong password policy. The district will create staff user accounts based on network login.
Student Portal Accounts	High school guidance counselors will have the ability to enable and disable student portal accounts. Middle School principals or designee will have the ability to enable and disable student portal accounts.
Custom Data	Any customization requests can be directed to technology staff.
User Groups	Role based group, calendar groups, and report groups will be established, created, and assigned by district technology staff.
Password Policy	Passwords must contain letters and numbers or alphanumeric characters with at least 8 characters. Passwords should not contain any part of the name or username.
Assessments	The technology support staff or designee will be responsible for creating assessments and importing results within Infinite Campus. The technology staff will train any designee(s).
Attendance Codes	The DPP will map attendance codes to the state codes.

Behavior	The district will create and maintain event codes and resolution types within Infinite Campus consistent district-wide.
Student Enrollments	High Schools: The high school registrars will end batch enrollments after all information is finalized. All high school students will be rolled forward by the DPP office or his/her designee. Middle/Elementary Schools: The DPP office will end batch all middle/high enrollments. All middle/elementary students will rolled forward by the DPP office or his/her designee.
Photo Import/Export	Technology staff will import staff photos into Infinite Campus.

PROGRAM FLAGS

Health Alerts	The following serious conditions will be flagged by the attendance clerk and reported to KDE via this flag: Asthma (with Inhaler), Diabetes (Type I), Seizures, Allergies (Food such as nuts, seafood, and/or epi-pen) or Insect Stings)
Other Allergies	Other allergies such as food, medication, etc. will be flagged by the attendance secretary or DPP office upon building the household.
Legal Alerts	Legal conditions such as EPO and custodial rights will be flagged by the school office or DPP office whenever identified.
SE Alerts	These are assigned by the state with a script, so the district will not be responsible for flagging students who receive special education alerts.
504 Plan Alerts	The school counselors shall assign a 504 program flag to students on a 504 plan.
Behavior Alerts	
Transportation Alerts	If a student is forbidden to be transported by any particular person, the school may utilize this flag.
Truant Alerts	The school may utilize the truant flag to identify students who have had two or more unexcused absences.
Homebound Alert	The school may utilize the homebound flag to signify a student who needs to be marked present on homebound.
Gifted	The school GT coordinators will mark program flags for gifted students.
Final Notice Flag	The DPP office will enter a Final Notice flag for students who have been served a Final Notice.

SCHEDULING

Course Catalogs	High schools will use the high school course catalog. Elementary and middle schools will use the K-8 Course Catalog. The alternate school will use the ADT course catalog. All courses within each course catalog will be set up at the district level.
Request for Courses	All courses will be set up at the district level.
Editing of Course Master	Schools will not have access to edit course master fields, grading tasks, and composite grading fields. ☑ Lock Editing of Number ☑ Lock Editing of Name ☑ Lock Editing of State Code ☑ Lock Editing of Description ☐ Lock Editing of All Other Course Master Fields Fields: Department, GPA Weight, Transcript, Type, Activity, Honors ☐ Lock Editing of Grading Tasks/Standards
Co-Lab Courses	Regular and special education co-lab students will be scheduled in co-lab courses ending in the appropriate course code. The

	primary teacher for the section will be the regular classroom teacher; the assigned special education teacher will be listed as the secondary teacher. If a CIA is assigned to a student, case load workers will be assigned as secondary teachers.
Course Naming Convention for High School Courses	1 – AP 2 – Honors 3 – Regular 4 – Co-lab 5 – Resource 6 – EBD 7 – FMD 8 - Coop 9 – 9th District courses will be named with 7 digit numbers. The first six digits will be the state valid course number. The last digit will vary depending on elementary, middle, and high school courses.
Course Naming Convention for Middle School Courses	1 –6th Grade Collab 2 –7th Grade Collab 3 - 8th Grade Collab 4 – All Male 5 – All Female 6 – 6th Grade 7 – 7th Grade 8 – 8th Grade 9 –Enrichment District courses will be named with 7 digit numbers. The first six digits will be the state valid course number. The last digit will vary depending on elementary, middle, and high school courses.
Course Naming Convention for Elementary School Courses	1 –1st Grade 2 – 2nd Grade 3 – 3rd Grade 4 – 4th Grade 5 - 5th Grade 6 – Preschool 7 –Head Start 8 - 9 – District courses will be named with 7 digit numbers. The first six digits will be the state valid course number. The last digit will vary depending on elementary, middle, and high school courses.
Course Naming Conventions for ADT	ADT will use the high school courses. Middle school courses will use a generic state code as assigned in the high school course catalog.
Online Registration	Online registration may be available for high/middle school students for scheduling upon school preferences.
Elementary School Scheduling	The elementary attendance clerk will schedule the students into a self-contained classroom. The guidance counselor will schedule the students into academic core subject areas in the Gradebook non-instructional period.
Performance Partial Day	Qualifying students who need a partial day to recover credits for graduation may be enrolled in a Novel Stars Performance

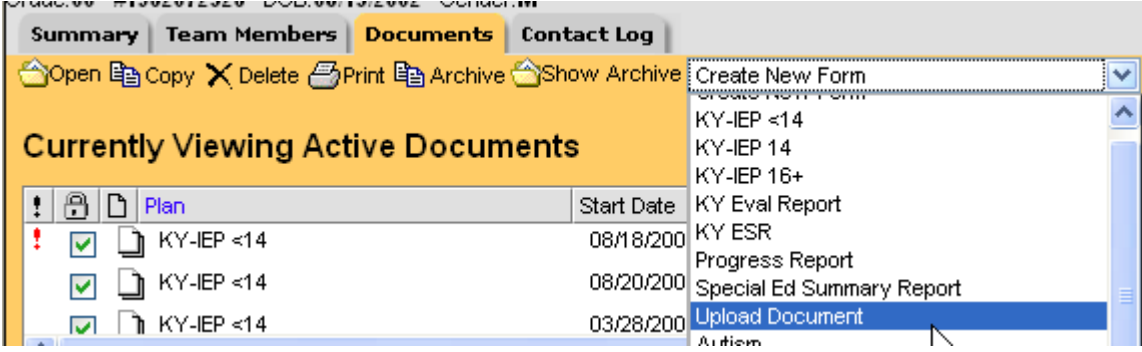|	
Courses	based course (#9099990) for night school at the alternate school. The DPP office will alter the enrollment for the student and assign them to a partial day attendance group. The student will be enrolled in a Novel Stars course. Attendance will be marked by the alternate school teacher and reconciled by the home school attendance secretary.

SPECIAL EDUCATION

Unfiltered Search	All special education teachers and related service providers will have unfiltered search for the school calendars they are assigned.
State Reporting Fields	The SPED Admin group will mark the Special Education State Reporting fields (under the enrollment tab) for all new placements and disability changes. SPED teachers are able to view this information.
IEPs	Teachers may view IEPs from their class rosters. The IEP will also be available on the portal. SPED Teachers will have the ability to LOCK an IEP. No IEP changes can be made without an ARC meeting. The Director of Special Education and her administrative secretary will have the ability to unlock an IEP. IEPs will not be deleted, but will be archived.
Locked IEPS	Special Education teachers may request access to locked IEPS using the online form found within Infinite Campus.
Access to IEPs	Special education teachers will utilize "Fetch Classroom Teacher" in order for regular education teachers to view student IEPs within ten school days of beginning a new year.
Evaluation Editor	SPED Admin will upload psychological reports using the "Upload Document" link. SPED Admin will complete Evaluation Editor screen.
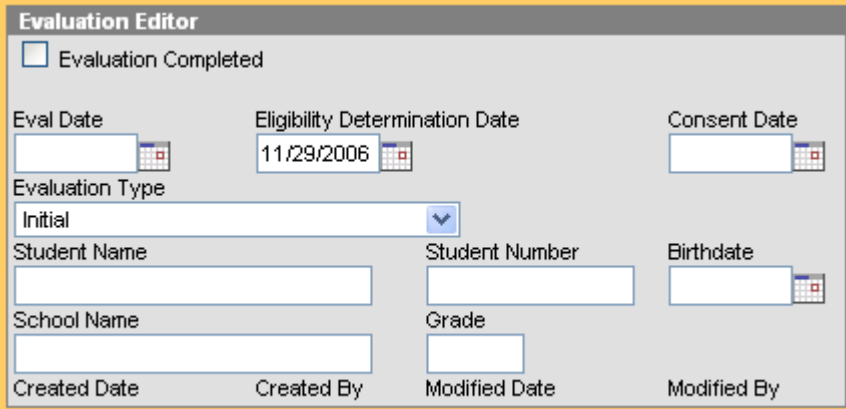
	Evaluation Editor ☐ Evaluation Completed Eval Date Eligibility Determination Date Consent Date [____] 11/29/2006 [____] Evaluation Type Initial ▼ Student Name Student Number Birthdate [____] [____] [____] School Name Grade [____] [____] Created Date Created By Modified Date Modified By
Caseloads	At the end of each school year, all special education teachers will end date all current students on their caseload to allow new teachers to create current year caseloads.
Filters/Queries	The Director of Special Education and technology support staff will have the ability to create filters/reports to be shared to the SPED Teacher user group.
Behavior	SPED Teachers will have the ability to view behavior.
Contact Log	SPED teachers will use the Contact Log. Regular education teachers will have access to read/write information in the Contact Log, including documentation on referrals. Preschool teachers will use the Contact Log.
Archiving Data	All documents other than current year will be archived.
Special Education Staff	Special Education teacher transfers will be entered into Infinite Campus by the Personnel Department.
Student Demographics	Special Education teachers shall submit an online form to request a special education student address change. The form will be received by the Special Education Administrative Secretary who will make changes and notify the DPP of any changes.
State Reporting Fields	SPED Admin will have the ability to change fields such as race, gender, and ethnicity which are used in SPED state reporting by selecting People > Identity. All three changes noted above can be accomplished by editing the current identity in the Identities Editor.
Eligibility, Evaluation, and Consent Dates	School psychologists will enter eligibility date, evaluation date, consent date on the Evaluation Reports.
Forms	SPED Teachers will not have rights to delete forms. They will need to submit an online form found within Infinite Campus to request that a form is deleted.
Records Transfer	The attendance secretary should go ahead and import all Special Education records in the records transfer process.
PRESCHOOL	
Calendar	The district will create a separate calendar for preschool students at their enrolled schools. Access to this calendar will be provided to the DPP office, Special Education office, and the respective preschool teachers. This will enable the SPED department to better track attendance and their requirements centrally.

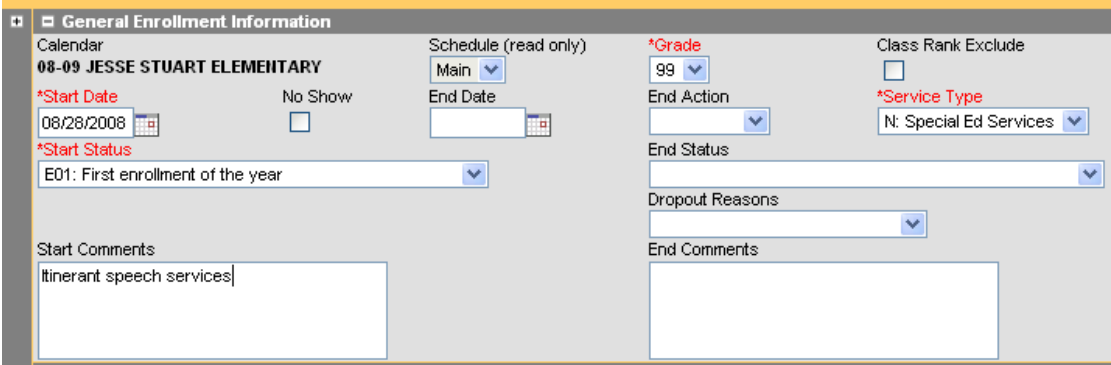|	
Preschool Enrollment	The Director of Special Education will give a new school year enrollment to students who are currently being evaluated for services. If the next year calendar is not yet built, the director will give the student an enrollment at one of the elementary schools which can later be changed. This will enable all screening documentation to be collected for the student to avoid future duplication of forms. In the "Start Comments" box, it will be noted that the student is in the referral process.
Preschool Students who do not Qualify	If the student does not qualify for services, SPED Admin will mark "Not Eligible" in the Special Ed Status drop-down and will enter a "Special Ed Exit Date". The SPED Admin will then enter an end date for the enrollment which corresponds exactly to the start date.
Household	The household enrollment form will be completed by preschool parents at the meeting where they qualify for preschool services. Households for preschool students will be built over the summer prior to the first day of school.

Preschool Registration	Qualifying preschool students will be entered into the system in April/May and provided an entry date by the Special Education department. The headstart contracted staff will: • Work with the Special Education department to ensure an accurate student listing on the first few days of school. The school preschool teacher will: • Fill out on online form for any new preschool students who arrive after the initial day of preschool. The form will be emailed to the DPP Office who will ensure the student is enrolled in the correct school. • Fill out an online form for any Food Services changes • Fill out an online form for any preschool student transfers • Document any parent contact using the Special Education > Contact Log.
Health Records	Health records will NOT be entered for preschool students until they transition to Kindergarten. The preschool teacher will enter screenings (Child & Teen checkup, Hearing, and Vision) and immunization in the Health tab.
Preschool Referrals	When registered at the school, the Special Education department will enter a new enrollment for the student. In the "Start Comments" box, it will be noted that the student is in the referral process.
Itinerant Speech Services	The Special Education department will mark "N: Special Ed Services" as the Service Type for partial day speech students. They will add "Itinerant speech services" in the Start Comments field.
Attendance	Preschool teachers will take daily attendance which will be monitored by the Special Education director.
Preschool Checklist Custom Tab	The preschool teachers will use the checklist to verify required information is on file for preschool students.

USER COMMUNICATION

District Communications	District administration will determine who will post district communications.
School Communications	The school principal or his/her designee will be responsible for posting school announcements.

ACCESS TO CONFIDENTIAL INFORMATION

Student Social Security Numbers	Write access: Attendance clerks, Census Read access: High School Counselors , Principals, Central Office, Census

Staff Information (including SS#)	Write access: Personnel Department
	Read access: Attendance clerks, Central Office, Census
Free/Reduced Lunch Status	Write access: Food Services (although a script updates the status overnight through an automated script)
	Read access: Food Services will keep a list of those who have signed a confidentiality agreement and will forward names to the tech department who will place the user in the Read Only Meal Status group. Based on what has been provided by Food Services, these groups will have access at the school level: principal, guidance, assessment coordinator, secretary, FRYSC coordinator, and curriculum coordinator.
Student Grades	Write access: Teachers (for students rostered to them), High School Registrars
	Read access: Counselors , Central Office, Census
Access to Grade Book Usage Report	Grading & Standards > Reports > Grade Book Usage Report
	Principals will have access to this report. Upon their recommendation, this report may be shared with another in their building.

USER ACCOUNTS

New Accounts	New hires will be added to Infinite Campus when hired by the Personnel Department.
CIA Accounts	Instructional assistants will have read only access to Infinite Campus. CIAs will not be assigned to a section/course for taking attendance or entering grades.
Long Term Subs	The sub will receive an IC login attached to the teacher account. An end date will be provided for the last day of their assignment. This will enable both the sub and teacher to view the account as needed.
Special Education Teachers Entering Grades (Elementary)	Sections can be created for resource room classes upon school request.
Online Support with Infinite Campus	Three support people from the district are designated to input support tickets for Infinite Campus. At this time, these individuals can do this on behalf of the schools:
	Brad Johnson, Shari Winstead, Laura James

ADT PROCEDURES

Attendance	The ADT secretary will give the student an enrollment start date and enroll them in a Homeroom course that takes attendance in Period 1.
	Period attendance will not be taken.
Scheduling	The ADT counselor notifies the home school counselor to determine a schedule.
	The home school counselor enters the schedule into Infinite Campus (both middle and high)
	No ADT courses will award credit or post to the transcript.
Transcript	The high school counselor will manually enter all transcript information.
	ADT will have read only rights to the transcript.
	The CO will manually enter all transcript information for middle school students.
Grading	ADT will use pacing guides to determine course content for each assigned course.
	ADT will ensure that grades are posted for the entire student schedule.
Courses	The High School Course Catalog will be copied to ADT.

	Middle school courses will be added: MS English, MS Math, MS Science, MS Reading, MS Social Studies, MS Exploratory, MS Health, MS PE
ACADEMY PROCEDURES	
Scheduling	Students will be provided an enrollment with an R2 code (Transfer from within the district) If students graduate early, no student enrollments will be end dated.
Attendance	No attendance or truancy will be marked in Infinite Campus
Transportation Codes	All students will receive a T code of NT.
Graduation Tab	The Academy will enter information in the graduation tab as it will appear on the diploma. If the student graduates early, enter the end date for this tab but not end date the enrollment.
Grading	The instructor will use 'Grading by Student' to enter a final grade for each student. They will then post to the transcript. The grading window for 'Final Grade' will stay open the entire year.