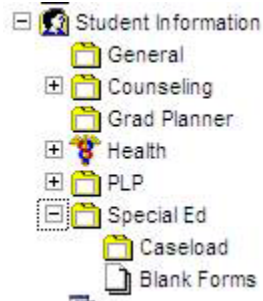


How to Add a Case Manager For Special Education Teachers

Click on Student Information then Special Ed and then search for a student on your caseload.



Click on the student's name and then click on the Team Members Tab. This student is also a speech student; Kelly has already added herself as a Service Provider. Click on Find and Link New Team Member.

Search for a:

Student

berry,

[Advanced Search >>](#)

Search Results: 2

99 [Berry, Brent E](#) #1939626949 [08/3

04 [Berry, Preston D](#) #1954122600 [0

Grade:04 #1954122600 DOB:08/13/1998 Gender:M

Summary | **Team Members** | Documents | Contact Log

Find & Link New Team Member Enter New Team Member

Start Date	End Date	Title	Name	Role
10/10/2008		(SPEDSTAFF)	Frederick, Kelly	Service Provider
08/04/2008	05/22/2009	Teacher	Duff, Kristin	View-Only
08/04/2008	05/22/2009	Teacher	Hejduk, Jennifer	View-Only
08/04/2008	05/22/2009	Teacher	Ratliff, Nancy	View-Only
08/04/2008	05/22/2009	Teacher	Scott, Pamela	View-Only
08/04/2008	05/22/2009	Teacher	Stewart, Susan	View-Only

Click on the Special Ed Staff dropdown and select your name.

On the Role dropdown, select Case Manager.

Click on Add Team Member.

Find New Team Member

Census Role

Classroom Teachers

Special Ed Staff

Advisor Staff

The only glitch found so far is if you don't click on the Team Member tab each time you select a student, you won't have the Special Ed Staff dropdown. You will also need to click on the Fetch Classroom Teachers tab to give the classroom teacher the ability to view the student's IEP.