**Caseload Tool**

**PATH:** *Student Information > Special Ed > Caseload*



Previously, the Caseload appeared as a list of students in the Index. The new Caseload tool, accessed by clicking on **Caseload (new!)** in the index, lists students in the user's caseload, for both Case Manager and Service Provider roles. The list of students in the index will appear by clicking the + icon next to the Caseload tool. Useful features of this tool include:

* Sortable columns in each table that include important dates for locked documents and special education information for each student. (special ed only)
* Additional date information available when hovering over **Last Eval** and **Last Plan** fields. (special ed only)
* Students' names link to the [Summary](https://community.infinitecampus.com/kb/pages/viewpage.action?pageId=3310249) tab in Special Ed.
* Folder icon links to the student's [Documents](https://community.infinitecampus.com/kb/display/DOC/Documents) tab.

The student list in the Caseload tool is determined by active [Team Memberships](https://community.infinitecampus.com/kb/display/DOC/Team%2BMembers) (those without an End Date or those that have an End Date that is after the current date), as well as students for whom the user is indicated as a Service Provider in an active [Document](https://community.infinitecampus.com/kb/display/DOC/Documents).