**2/13/14**

**Instructions for Creating/Updating/Maintaining New Special Education Student Report**

It is important that any new students that enroll with us that currently qualify as Special Education, were once Special Education, that were referred to Special Education and didn’t qualify, etc. need to be listed on the New Special Education Student Report. Please be sure to list in the Notes section any information/findings regarding Special Education on all new students that have moved into our district

To find the Special Education Student Report: It will be found on the Staff-E201ghome folder on the server. Open this folder: go to Special Services-Special Education-New Special Education Student-2013-2014-New Student List.

To obtain a list of all new students that have enrolled go into IC----General-Reports—Enrollment Status—Enter an Enrollment Add Date From: \_\_\_\_\_\_\_\_\_\_\_\_To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

****

The students shown on this list will be the students that will need to b verified if there is any Special Education records for them.

Please See Page 80 of the Special Education Data Standards for direction on the Transfer of Student Special Education Records in Infinite Campus.