8/11/09

**Instructions for**

**Principals, Counselors, and other Staff**

**to access Special Education Documents**

**in Infinite Campus**

Log into Infinite Campus

Click on Search Tab – Search for Student by name and/or

Click on Search Tab – Click on Advanced Search

* Click on Special Ed
* Click on Status – Choose A: Active
* Click Search

Click on Student’s Name

Click on Index Tab

Click on Special Ed Folder

Click on Documents Tab

Look Under Plan Section

Click on IEP (The IEP that is 1st on the list is most recent/current IEP)

 When opening IEP, this message will appear

Click OK

IEP will Open

You can view IEP and/or Click on the Printer Icon to Print the IEP

Click on X to Close IEP