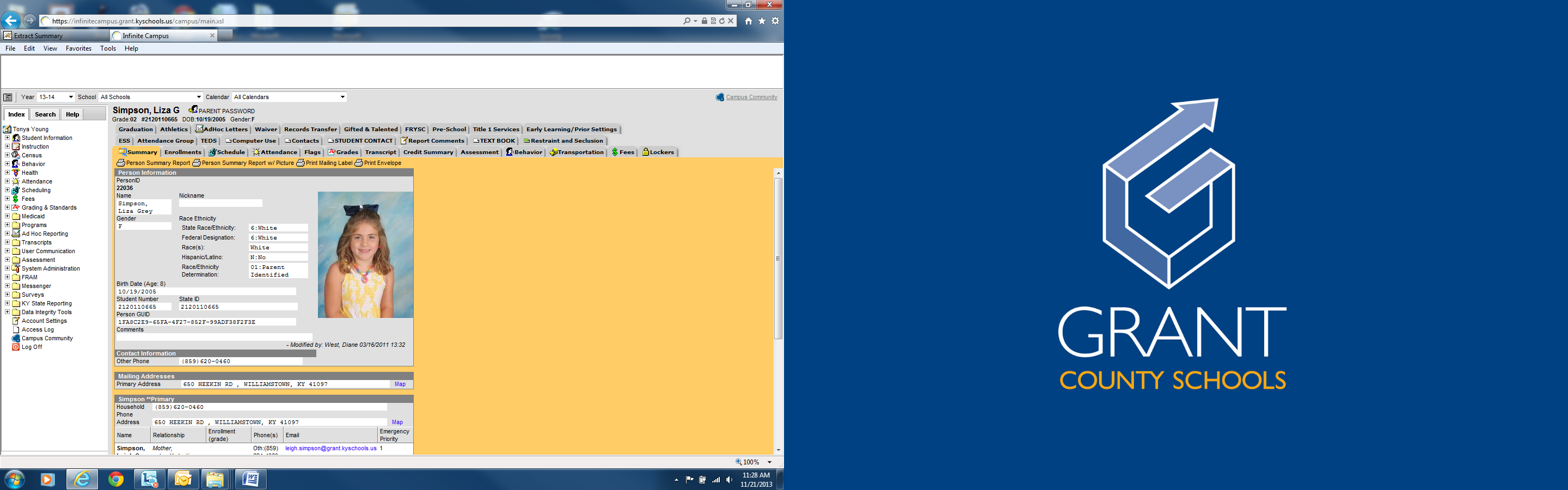
11/21/13

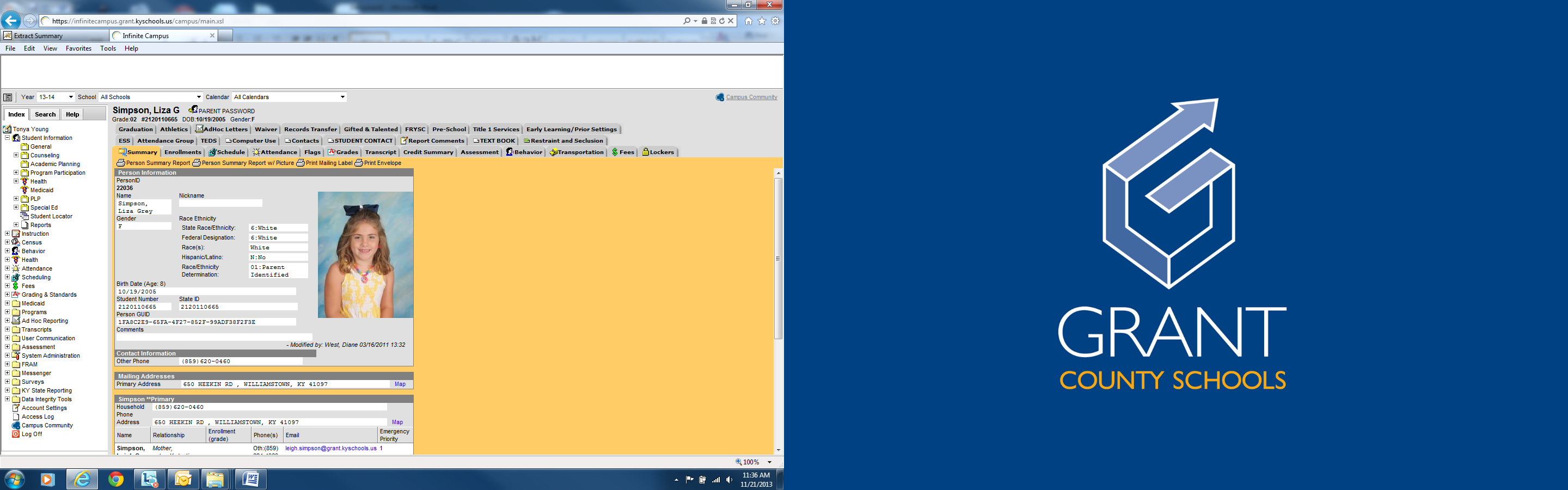
A new student verification report needs to be generated at least every other week. This will be used to verify if a new student is in the Special Education Program, Referred, Etc. You can use the schools bulletins to determine who the new students are and/or you can run the Enrollment Status report in Infinite Campus to get a listing of the New Students for a certain time period. All new students have to be verified if they are Special Education or not. See the instruction below for running this Enrollment Status Report.

Go to the Index tab



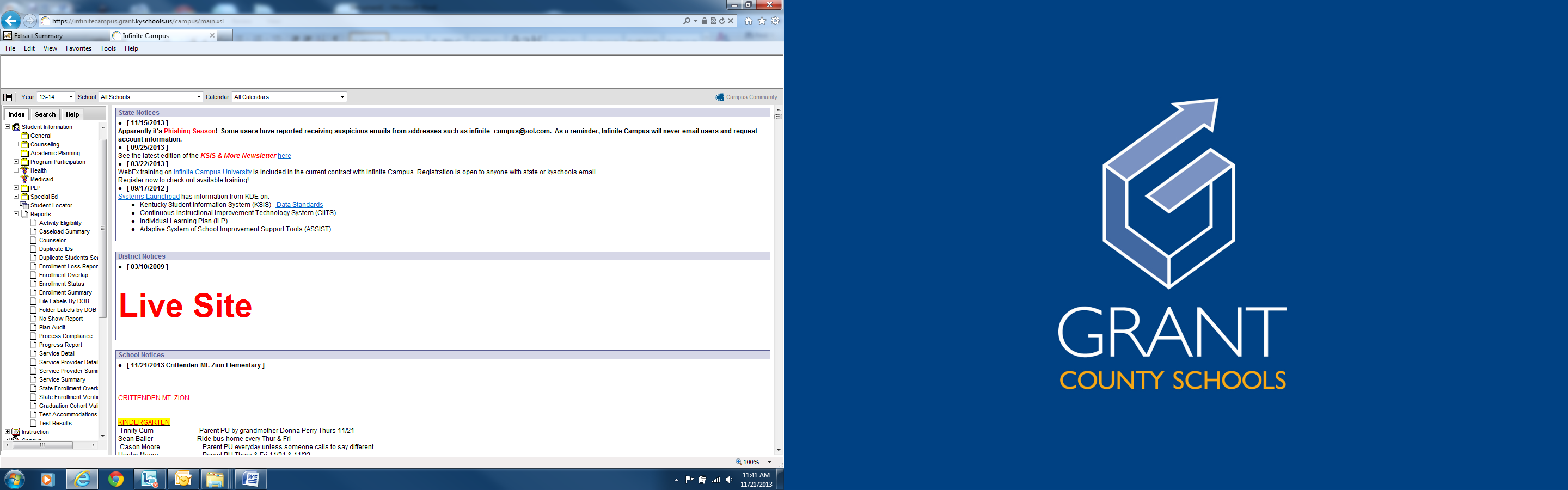
11/21/13

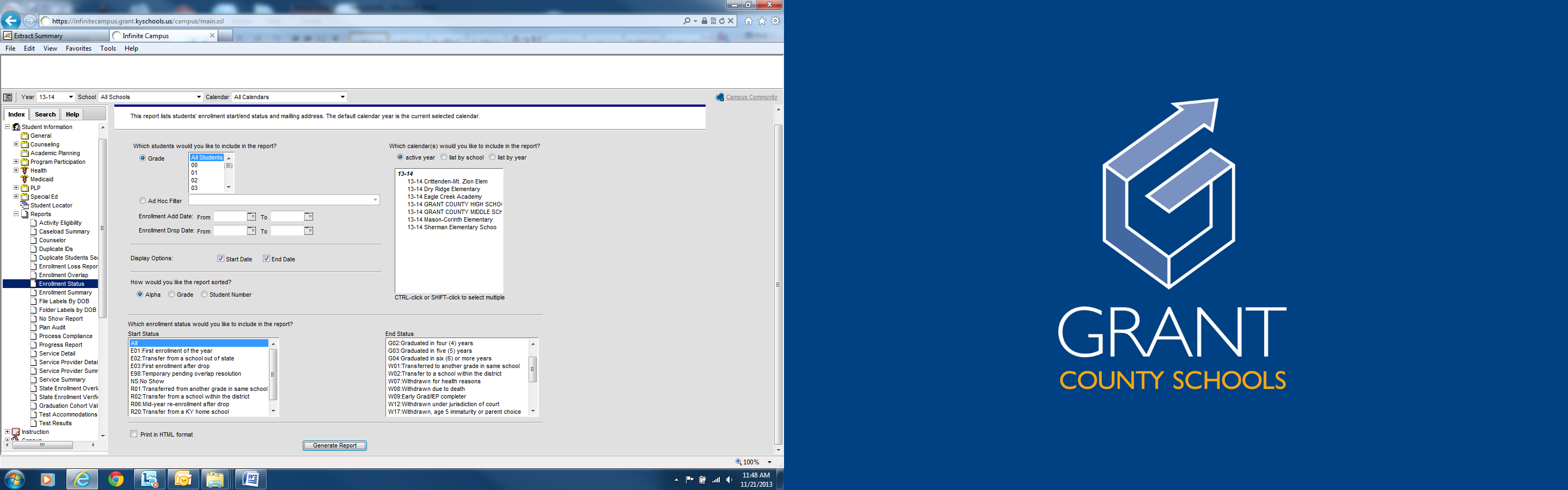
Click on + https://infinitecampus.grant.kyschools.us/campus/images/icons/studentFile.gif Student Information



11/21/13

Click on + https://infinitecampus.grant.kyschools.us/campus/images/icons/forms.gifReports



Choose https://infinitecampus.grant.kyschools.us/campus/images/icons/report.gifEnrollment Status

Enter Enrollment Add Date: From \_\_\_\_\_\_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Click Generate Report

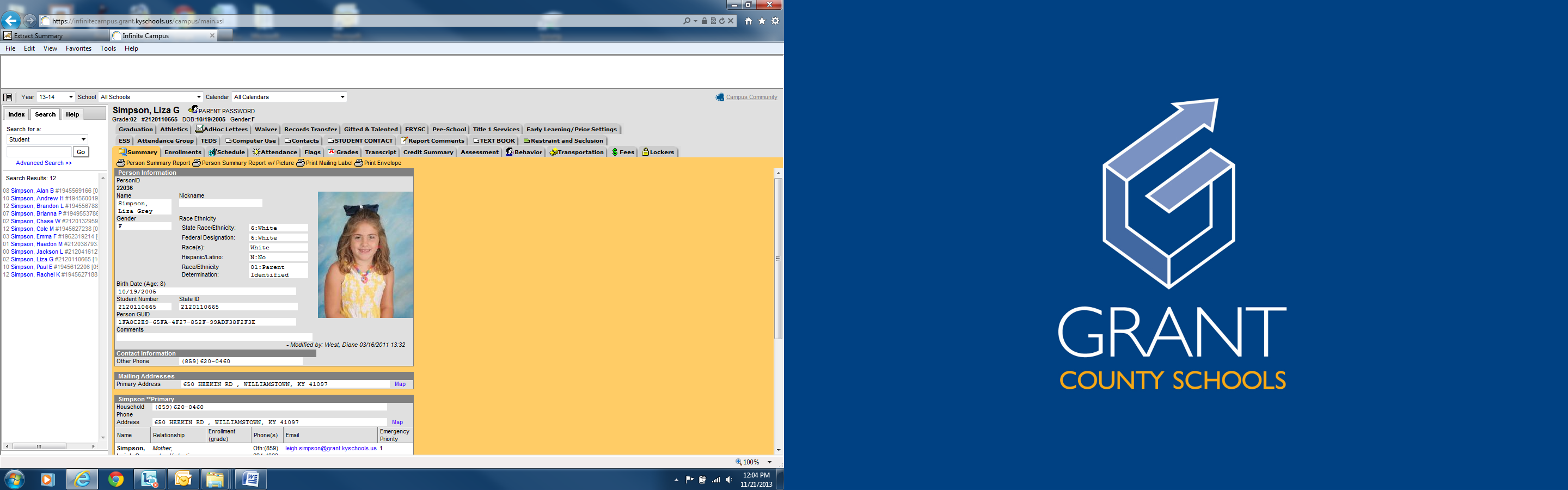
11/21/13

Once you have the list of newly enrolled you will then need to check each one to determine if a student was enrolled in Special Education, Referred, Dismissed, etc. in the prior district. Follow the instructions below to determine the status in the previous district.

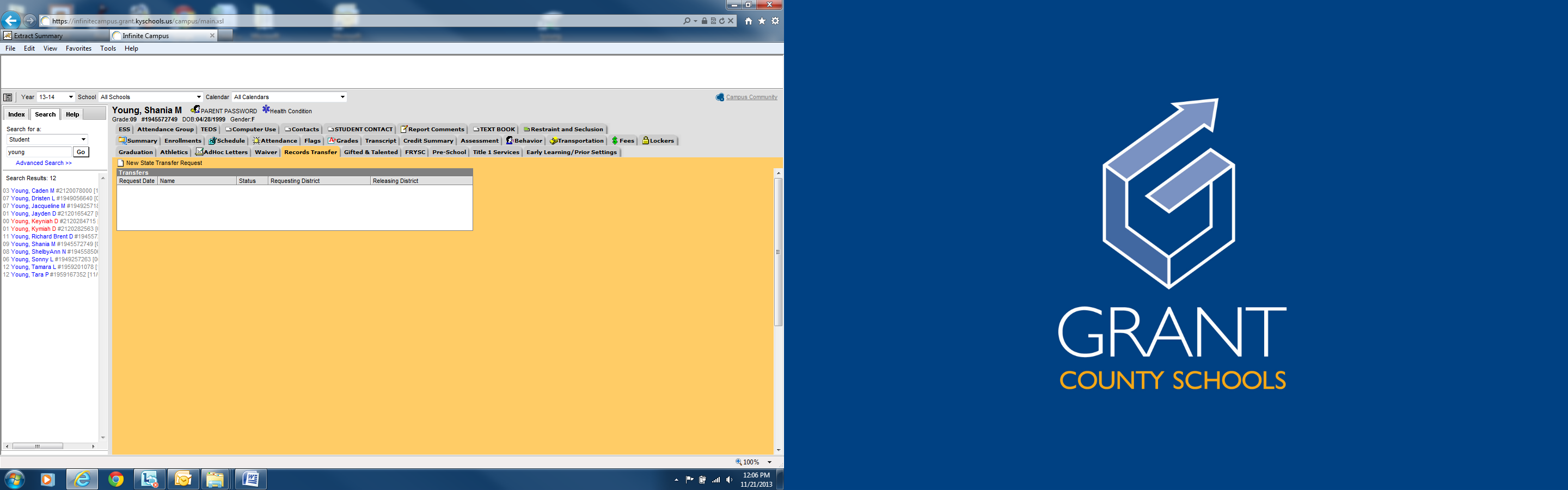
If the student is from out of State, you will need to check the folder and/or talk to the enrollment clerk at our district school to determine if there is any Special Education paperwork. In some cases, you might need to contact the previous school to research and obtain this information.

If the student enrolls from a school in the state of Kentucky, please follow the steps shown below to determine the status of the student.

Go to the Search Tab to find the student

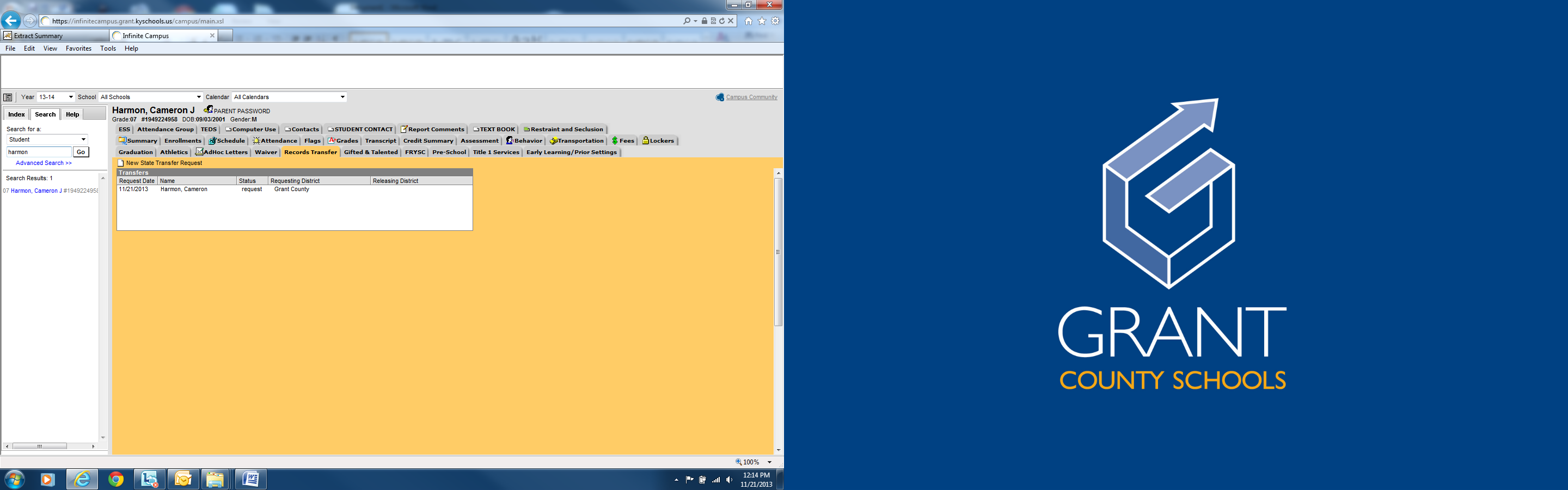


Once you find your student go to the Records Transfer Tab. If this section is blank, you will need to contact the enrollment clerk at the school and ask them to request records electronically.

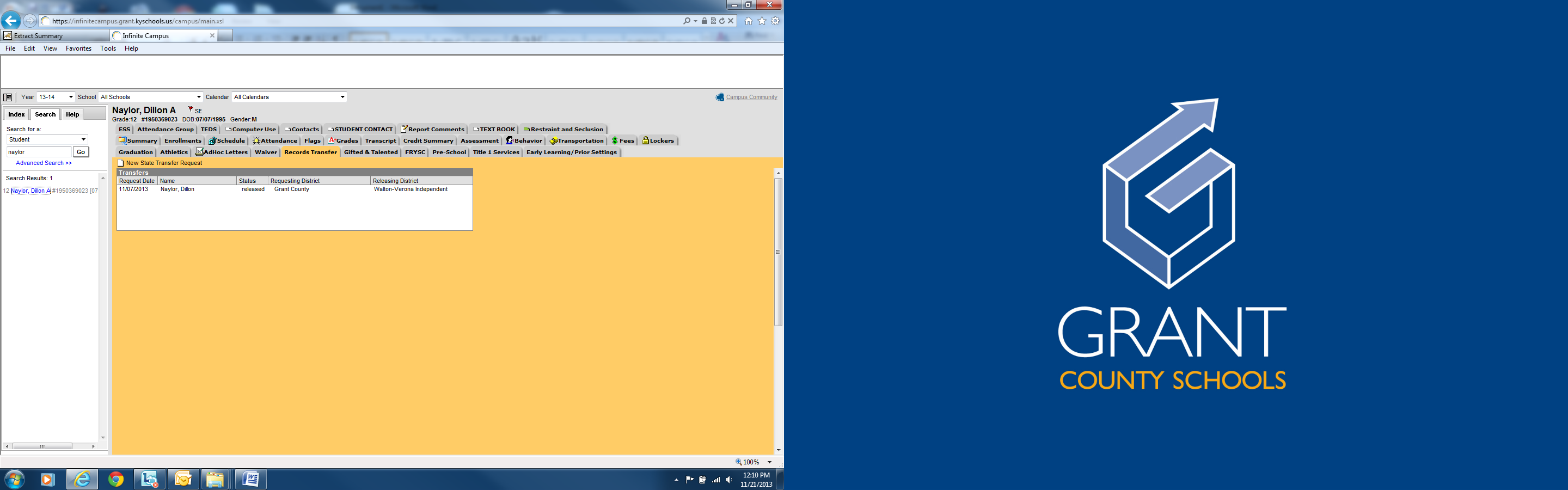


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If records have been requested and not released, you will see the following screen.

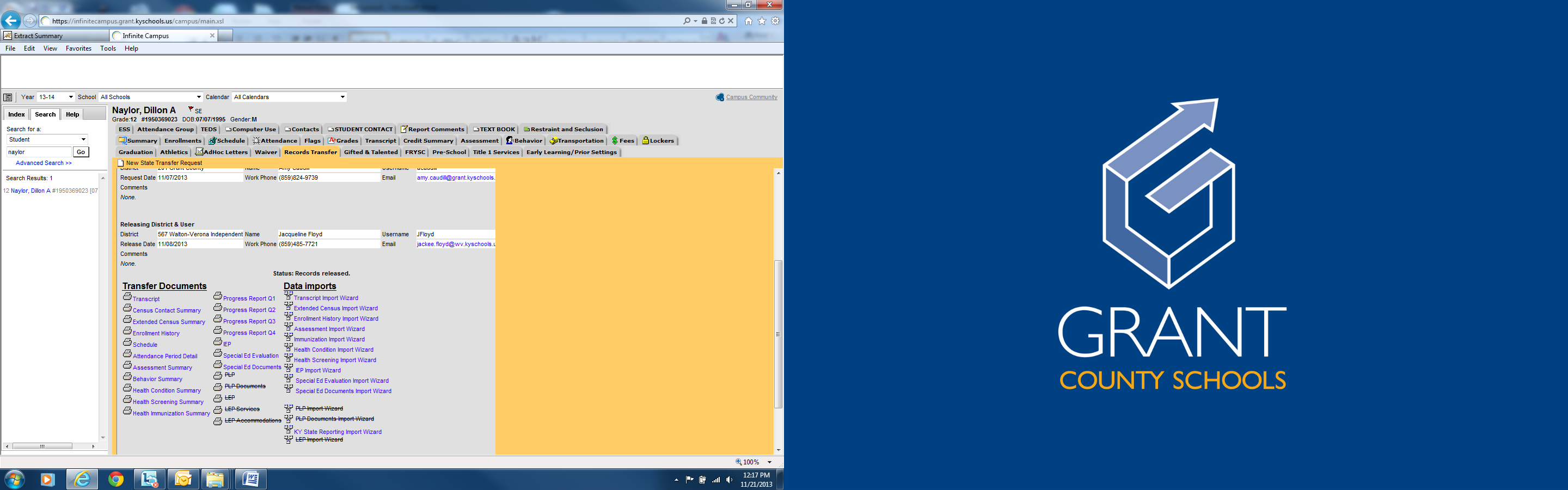


If the records have been requested electronically and released, you will see a screen that looks like this.



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Once the records are released, you will need to open to the screen that stores the electronically released records.



You will then be able to tell if there are any Special Education Documents for the new student. You can then research to see if the student is currently enrolled in Special Education, Dismissed, etc.

Note:

Please remember even if the student is dismissed and there is Special Education Documents available in the records transfer these documents need to be uploaded.

Please remember that if a student has Special Documents and it isn’t evident that the student was dismissed it is the receiving district’s responsibility to determine if this student is a Special Education Student or not.

Please remember that the School Psychologist will need to be made aware of all new Special Education Students with the exception of Speech only. For Speech only students you will need to notify the Speech Therapist. Either the School Psychologist or the Speech Therapist depending on the disability will determine if the students meets all the criteria to qualify. Either the School Psychologist or the Speech Therapist will advise what needs to be done in regards to the new student.

Please remember to update the New Special Education List that can be found on the E201GHome Server.