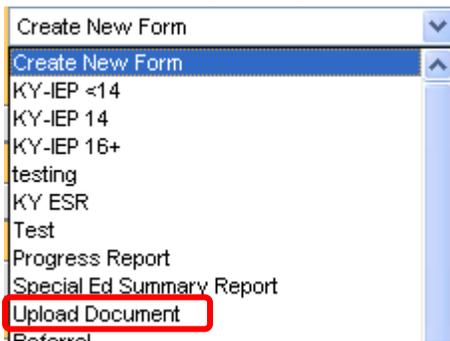
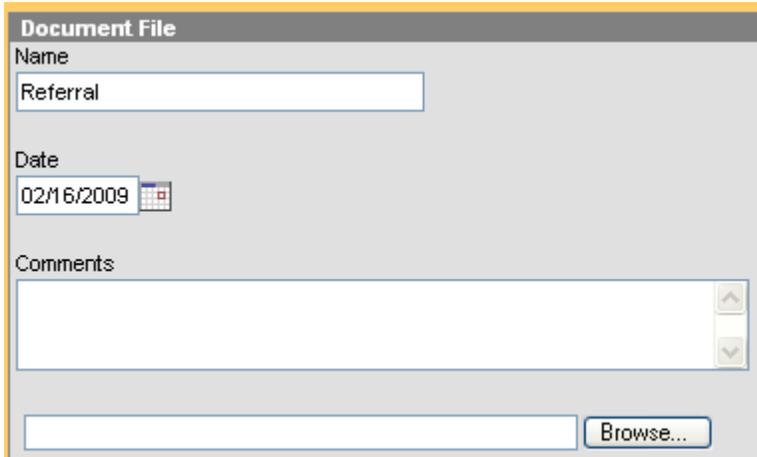


## Process for Uploading Forms in Infinite Campus

1. Download the Word version of any form from KDE website, <http://www.kentuckyschools.org/KDE/Instructional+Resources/Exceptional+Children/Forms+and+Documents/Special+Education+Forms+--+Due+Process.htm> to your desktop for completion.
2. Complete the Interactive form for the student
3. Save the form to your desktop or hard drive
4. Open the Infinite Campus Product
5. Search and find student
6. Add student to appropriate staff caseload OR system administrator will have to upload referral form in student record
7. Path – Student Information | Special Education | Documents Tab
8. Choose from drop list 'Upload Document'



8. Name document, i.e., referral (with some type of student identifier)
9. Click 'Browse' button



10. Find completed referral document for selected student
11. Save
12. Document will now be available under student record

