10/25/10

**YOUR IMMEDIATE ATTENTION IS NEEDED!!!!!**

**Please disregard the How To Instructions that were given to you on 5/4/10 and follow the instructions below starting immediately.**

**YOUR IMMEDIATE ATTENTION IS NEEDED!!!!!**

**WHEN WRITING AN IEP IN INFINITE CAMPUS PLEASE FOLLOW THE STEPS BELOW**

When entering data and information in the Special Education Services and Related Services Section of the IEP leave the Service Provider section blank. The Service Position will need to be selected from the drop down. **Do Not Check The Display on Print Box.** This will allow for the correct information Service Provider (by position) to print on the IEP.