



KTS DATA EXCHANGE GUIDANCE DOCUMENT

KENTUCKY DEPARTMENT OF EDUCATION

SPECIAL EDUCATION RECORD VIEW FOR TECHNICAL SCHOOL TEACHERS-NEW LOOK

FOR THE KTS DATA EXCHANGE

This document guides users through the process to allow technical school teachers to view special education records (IEPs) for their students

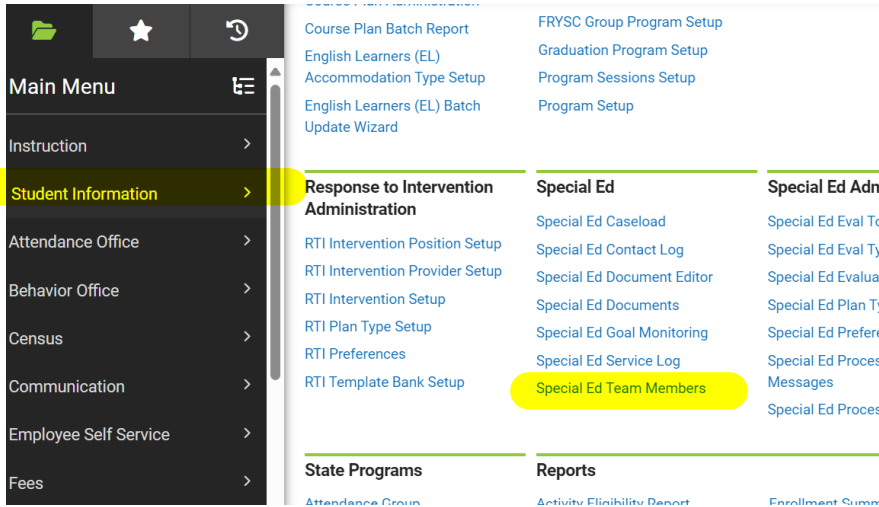
➤ SPECIAL EDUCATION RECORD VIEW FOR CTE TEACHERS

CTE teachers must be added as a Team Member to a student's special education record to enable them view of a student special education record. These instructions will walk a technical school principal through the steps to retrieve a list of special education students, and how to add the technical school teachers as Team Members to the special education records, which will enable view of the student's Individualized Education Program (IEP).

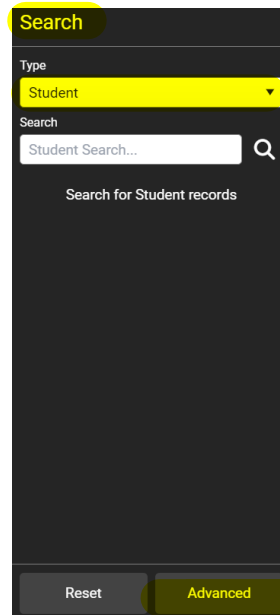
1. Retrieve Active Special Education List

- a. Select the Special Ed module

Path: Student Information > Special Ed > Special Ed Team Members > Open Student Search



- b. Select Search > Student > Advanced Search



- c. Upon selection of the Advanced Search tool, the Campus Search box will appear in the main menu area of Infinite Campus. Select A:Active from the Status dropdown. The Effective Date should be *on or after the first day of school*. Click Search.

Person ID
 Locker Number
 Students you are counseling
 Counseling Effective Date
 month/day/year
 Special Ed Status
 A: Active
 Special Ed Setting
 Special Ed Disability
 Saved Filter
 Select Filter
 Search Reset Cancel

A list of active special education students will populate in the Search Results area, on the left side of the screen. Begin the process of Link All Classroom Teachers by selecting the first student in the Search Results area.

2. Link All Classroom Teachers

The Link All Classroom Teachers option adds all of the student’s teachers to their team. This option adds each Primary Teacher assigned to a course section in which the student is scheduled to view the student’s education plan.

- a. Select the first student in the Search Results area to view the Special Ed Team Members module, and then click Link All Classroom Teachers. Click Link.

Find & Link New Team Member Enter N

Start Date	End Date	Title
08/01/2023	06/15/2024	Teacher

Link All Classroom Teachers

Link All Classroom Teachers Date Override

Start dates populate for each record based on when the student is enrolled in that teacher's class unless a different start date is entered below.

Start Date: []

Link Cancel

b. Select the next student in the Search Results area to continue. Follow step 2 for each student in the Search Results area. Teachers will now be able to view their student's special education records and IEPs. For questions, email ktssupport@education.ky.gov