

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).

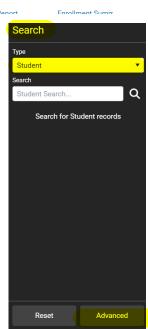
1. Retrieve Active Special Education List

a. Select the Special Ed module

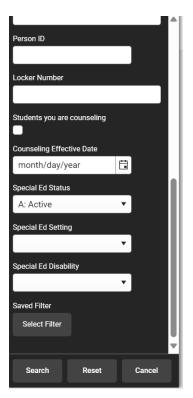
Path: Student Information > Special Ed > Special Ed Team Members > Open Student Search

Main Menu	رج عالم (Course Plan Batch Report English Learners (EL) Accommodation Type Setup English Learners (EL) Batch Update Wizard	FRYSC Group Program Setup Graduation Program Setup Program Sessions Setup Program Setup	
Student Information	>	Response to Intervention	Special Ed	Special Ed Adm
		Administration	Special Ed Caseload	Special Ed Eval Tc
Attendance Office	>	RTI Intervention Position Setup	Special Ed Contact Log	Special Ed Eval Ty
Behavior Office	>	RTI Intervention Provider Setup	Special Ed Document Editor	Special Ed Evalua
		RTI Intervention Setup	Special Ed Documents	Special Ed Plan Ty
Census	>	RTI Plan Type Setup	Special Ed Goal Monitoring	Special Ed Prefere
		RTI Preferences	Special Ed Service Log	Special Ed Proces
Communication	> [•]	RTI Template Bank Setup	Special Ed Team Members	Messages
Employee Self Service	>			Special Ed Proces
Fees	>	State Programs	Reports	
1003		Attendance Group	Activity Fligibility Report	Enrollment Summ

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.



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	
Team Member Editor		
Start Date End Date Title		
08/01/2023 06/15/2024 Teacher	r Editor End Da 06/15/2	te di la la di la cia di la cia di la cia di la cia di Role
		Start dates populate for each record based on when the student is enrolled in that teacher's class <u>unless a different start date is entered below.</u>
		Link Cancel
Link All Classroom Teachers		

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