

Kentucky Technical System (KTS) and Infinite Campus (IC) Automated Data Exchange Project

Special Education Record View for CTE Teachers



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August 2015

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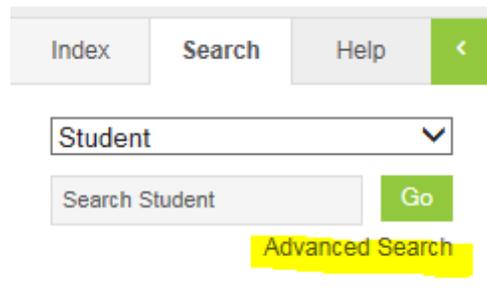
CTE Teachers must be added as a Team Member to a student’s Special Education record to enable them view of a student special education record. The instructions below explain the steps a CTE Principal must take to retrieve a list of active special education students and add the CTE teachers as Team Members to the special education record. These two steps will enable CTE teacher to view a student’s IEP.

1. Retrieve Active Special Ed List

- a. Select the Special Ed module



- b. Select Search > Student > Advanced Search



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

A list of active special education students will populate in the Search Results area, on the left side of the screen. Select the first student in the Search Results area to begin the process to Fetch Classroom Teachers by.

2. Fetch Classroom Teachers

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

- a. With the first student in the Search Results area selected, the student education module will display. Select the Team Members tab.

- b. Click the “Fetch Classroom Teachers” button at the bottom of the Team Members tab to retrieve the assigned teachers. The page will refresh and the teachers will display. The teachers in the display will have read-only access to the student’s Special Education record.

The screenshot displays the 'Team Members' tab of a software application. At the top, there are navigation tabs: 'Summary', 'Team Members' (selected), 'Documents', and 'Contact Log'. Below these are four action buttons: 'Find & Link New Team Member', 'Enter New Team Member', 'Print Active Only', and 'Print All'. The main area is titled 'Team Member Editor' and contains a table with the following data:

Start Date	End Date	Title	Name	Role
01/01/2015		Physical Therapist	Harrison, Clint	Service Provider
01/01/2015			Johnson, Karen	Case Manager
01/01/2015		Guardian - Mother	Smith, Helen	Read-Only
01/01/2015		Guardian - Father	Smith, Sam	Read-Only

At the bottom of the interface, a button labeled 'Fetch Classroom Teachers' is highlighted with a red rectangular box.

- c. Select the next student in the Search Results area to continue. Follow step 2 for each student in the Search Results area. CTE teachers will then be able to view their student’s special education records and IEPs.

For questions, email ktssupport@education.ky.gov.