



KTS DATA EXCHANGE GUIDANCE DOCUMENT

KENTUCKY DEPARTMENT OF EDUCATION

SPECIAL EDUCATION RECORD VIEW FOR TECHNICAL SCHOOL TEACHERS

FOR THE KTS DATA EXCHANGE

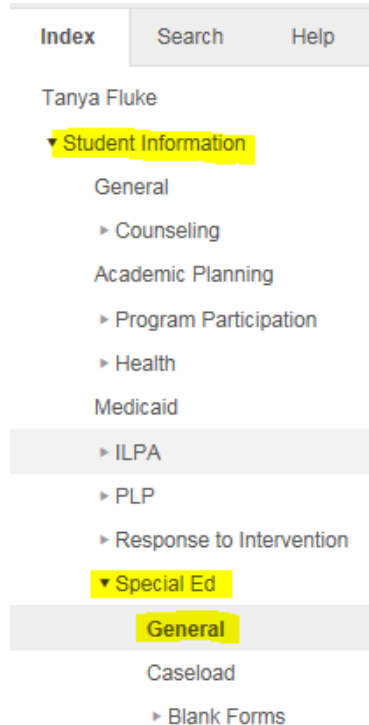
This document guides users through the process to allow technical school teachers to view special education records (IEPs) for their students

➤ SPECIAL EDUCATION RECORD VIEW FOR CTE TEACHERS

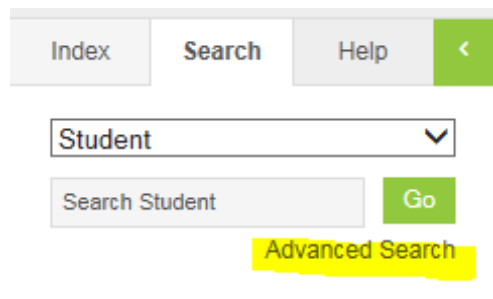
CTE teachers must be added as a Team Member to a student's special education record to enable them view of a student special education record. These instructions will walk a technical school principal through the steps to retrieve a list of special education students, and how to add the technical school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



b. Select Search > Student > Advanced Search



- c. Upon selection of the Advanced Search tool, 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*. Click Search.

Campus Search

Search for a record being tracked in Campus by using search fields or by selecting a current (Example: A student filter cannot be applied to a Census Person Search). You may search school-wide.

Student Search

Last Name

First Name

Student Number

SSN

Grade

Birth Date

Gender

StateID

Person ID

Locker Number

Special Ed

Status

Setting

Disability

Counselor

Students that you are Counseling

Effective Date:

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 Fetch Classroom Teachers by selecting the first student in the Search Results area.

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 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 student education module, and then select the Team Member tab.

Student, Andrew T

Grade: 11 #678912345 DOB: 03/24/1997 Gender: M

Summary **Team Members** Documents Contact Log

Person Information

PersonID
16671

Name
Student,
Andrew Thomas

Nickname

Gender
M

Race Ethnicity

State Race/Ethnicity: WH:White, not Hispanic No Ima

Federal Designation: 6:White

Race(s): White

Hispanic/Latino: N:No

Race/Ethnicity Determination: 01:Parent Identified

Birth Date (Age: 17)
03/24/1997

Student Number
678912345

State ID
118338

Person GUID

- b. Select the “Fetch Classroom Teachers” button at the bottom of the Team Members tab to retrieve the assigned teachers. The page refreshes and the teachers are added. Select Save when finished.

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. Teachers will now be able to view their student’s special education records and IEPs. For questions, email ktssupport@education.ky.gov