

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

## Special Education Record View for CTE Teachers



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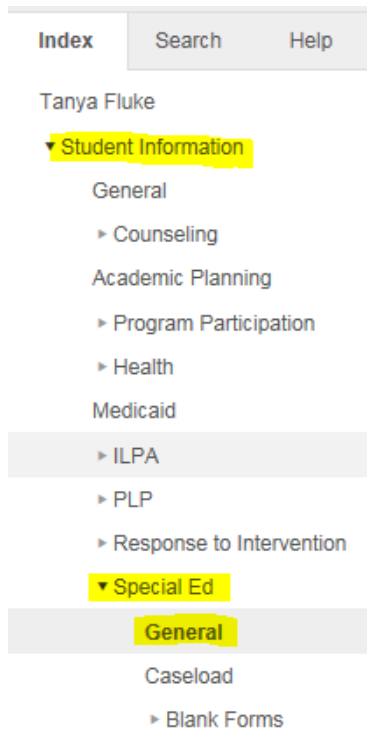
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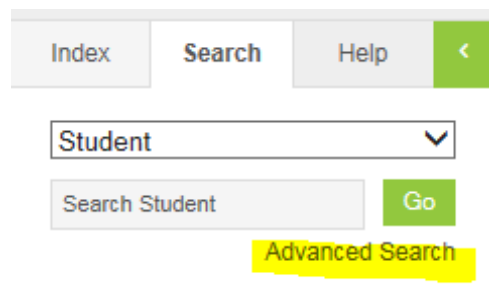
CTE Teachers must be added as a Team Member to a student's Special Education record to enable them view of a student special education record. These instructions will walk a CTE Principal through the steps to retrieve a list of active special education students and how to add the CTE teachers as Team Members to the special education record, which will enable view of the 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. Begin the process to 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.

- 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 shows a software interface with a 'Team Members' tab selected. At the top, there are navigation tabs: 'Summary', 'Team Members', '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, there is a button labeled 'Fetch Classroom Teachers' which 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](mailto:ktssupport@education.ky.gov).