

Date: March 26, 2009

## Special Education Infinite Campus Question and Answer

**Question:** Why does my 'Service Providers' drop list display all Special Education teachers in the district, as opposed to only those teachers assigned to that school?

**Answer:** This can be resolved by following these steps:

- System Administration
- Preferences
- System Preferences
- Enable Team Member List to Populate from Classroom Teachers should be set to 'Yes'



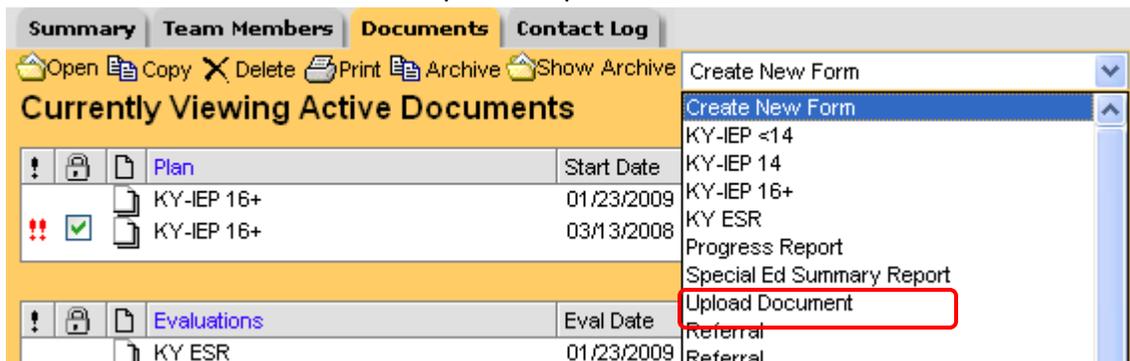
**Question:** Where can I find the referral form?

**Answer:** The referral form is located on our website

<https://education.ky.gov/specialed/excep/forms/Pages/Special-Education-Forms---Due-Process.aspx>

You can complete the form in Microsoft Word, and then upload the document into the Special Education section of the SIS for future reference. To do so, follow these steps:

- Student Information | Special Education
- Documents Tab
- Select Upload Document
- Browse to find document on your computer



**Question:** The KY ESR Editors do not have KY specific information in them, where do I enter that data?

**Answer:** The KY ESR in the system currently does not have KY specific data elements. The only editor that should be used is the Evaluation Header Editor; *no other editors should be used at this time.*

**Question:** How do we create an addendum to the IEP in Infinite Campus?

**Answer:** Process for Addendum to the IEP is posted on the following website, <http://www.education.ky.gov/KDE/Instructional+Resources/Exceptional+Children/Student+Information+System-Special+Education/>

**Question:** When creating a draft IEP prior to annual review meetings the eligibility date on the new IEP is pulling from the old KY ESR, what is the solution?

**Answer:** Prior to starting a draft IEP, users must first create and save a new KY ESR with the *anticipated* date for eligibility determination. After this new KY ESR is created and saved, a draft IEP can be created that will be auto-populated with the Eligibility Determination Date from the new KY ESR. Once both are created in this manner, a revision in the KY ESR to the Eligibility Determination field will be reflected in the new IEP as well.

**Question:** When working in FDF documents, i.e., Conference Summary, the system times out and the data entered is lost, how can this be prevented?

**Answer:** Any work done in an adobe FDF or a Java portion (grade book, schedule wizard, and cube builder) does not count as activity to keep the user active in Campus. Any user in the grade book or in an FDF should be saving their work at more regular intervals than 60 minutes. Saving counts as activity and will restart the 60 minute count down.

**Question:** On the IEP, Transfer of Rights Editor, NaN is displayed for the Date student reaches age of majority, how can this be resolved?

**Answer:** You are getting this because the Student Demographics Editor is empty, you must open this editor and refresh from demographics, upon doing so the date will populate on the Transfer of Rights editor.