

SpEd Students – Fields That Must Be Marked in Campus

1. Index -> Student Information -> General -> Enrollment tab
2. Click on the current line of enrollment
3. Scroll down to the Special Ed fields
4. The “Special Ed Status” field should = Y: Yes
5. The “Area of Exceptionality” is required for all SpEd students

The screenshot shows the 'Student Information' interface. On the left is a navigation tree with 'Special Ed' selected. The main window has tabs for 'Fees', 'Lockers', 'Graduation', 'Contact Log', and 'Ath'. Below these are 'Summary', 'Enrollments', 'Documents', and 'Schedule'. The 'Enrollments' tab is active, showing a table with columns for 'Special Ed Status' and 'Area of Exceptionality'. The 'Special Ed Status' is set to 'Y: Yes' and the 'Area of Exceptionality' is set to '3: Speech/Language Impairment'. Below these are fields for 'Special Ed Exit Date' and 'Special Ed Exit Reason'.

6. Make sure the student has a SpEd flag
7. Index -> Student Information -> General -> Programs tab
8. If they don't have a SpEd flag, then click the “New” button
9. Select “Special Ed” from the Program drop-down list
10. Enter a start date and click the Save button.

The screenshot shows the 'Program Participation Editor' interface. At the top, it displays 'Nickname: Special Ed', 'Grade: 02', 'DOB: 03/18/2002', and 'Gender: M'. Below this are tabs for 'Fees', 'Lockers', 'Graduation', 'Contact Log', 'Athletics', 'AdHoc Reports', and 'Waiver'. The 'Programs' tab is active, showing a table with columns for 'Program', 'Start Date', 'End Date', and 'User Warning'. A row is added with 'Special Ed' as the program and '08/01/2008' as the start date. Below the table is a 'Program Participation Detail' section with a dropdown for 'Special Ed' and a warning message: 'This program is flagged.'. Below this are fields for '*Start Date' (08/01/2008), 'End Date', 'Eligibility Start Date', and 'Eligibility End Date', each with a calendar icon. A 'User Warning' field is also present.