

## Identifying a Student's Case Manager in Infinite Campus

The Case Manager tab must be updated at the beginning of each school year and whenever a student's program changes or the Case Manager changes. This critical information is used to help determine special education units for your school.

1. Select the **Case Manager** Tab

2. If there are previous entries, select each entry & enter an end date. Do this for all past entries.

4. Select **New Status**

5. Type your name in the **Case Manager** field (as it appears in InterAct)
6. Select the Program Code dropdown and select the student's program (not the student's disability)
7. Select Save