



## STUDENT SERVICES DIVISION Student Education Management Systems

"Every Student, Every Classroom"

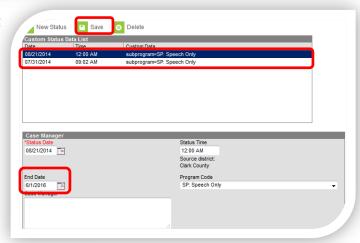
## Identifying a Student's Case Manager in Infinite Campus

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.

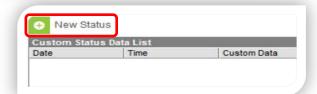
 Select the Case Manager Tab



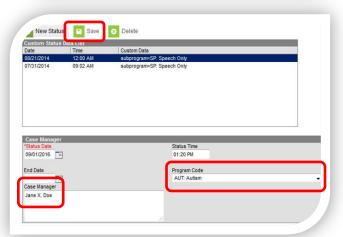
- If there are previous entries, select each entry & enter an end date. Do this for all past entries.
- 3. Select save



4. Select New Status



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



QR Case Manager Date: 160906 Page 1 of 1