

## Creating, Saving and Uploading Special Education Forms for Infinite Campus

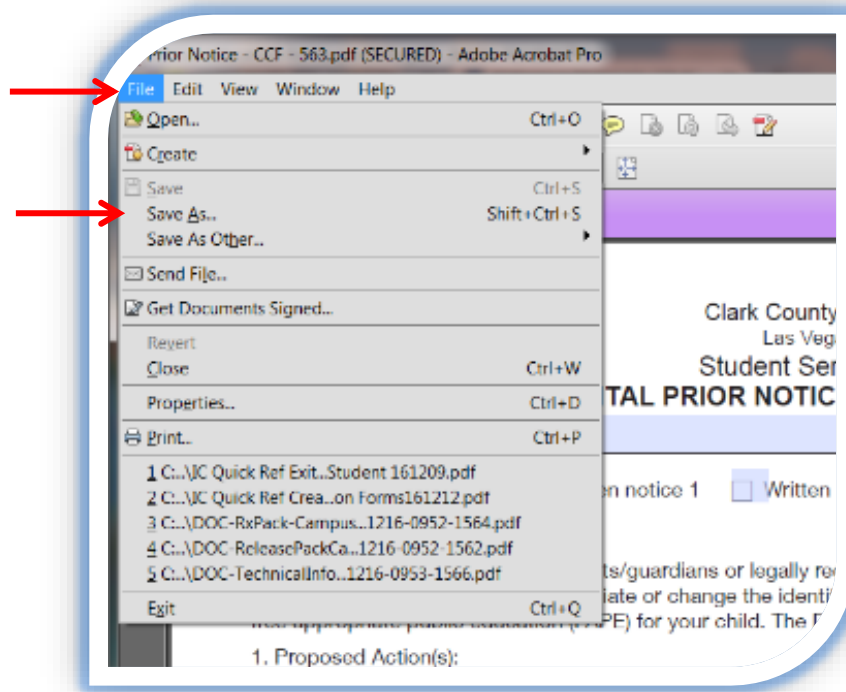
1. Go to [sems.ccsd.net](http://sems.ccsd.net) > Reference Material > Infinite Campus > Special Education Forms.

### INFINITE CAMPUS

Infinite Campus User Guide [Download](#)

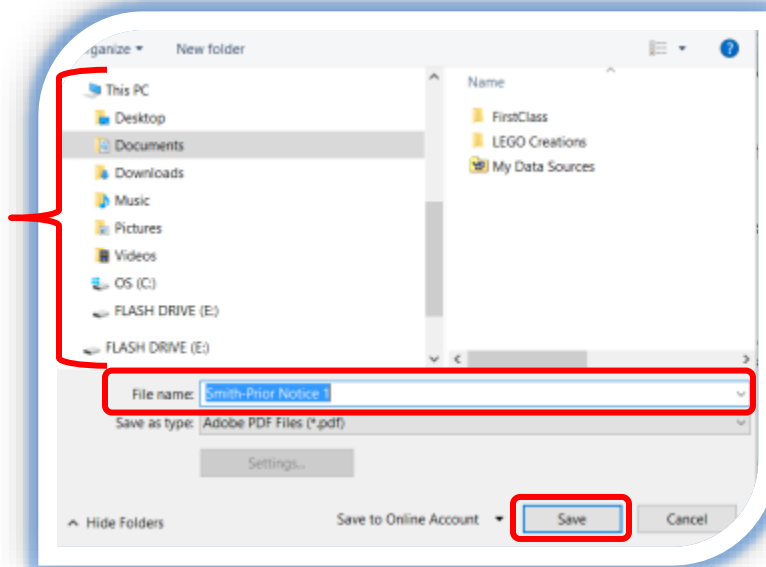
**Special Education Forms** [Download](#)

2. Download the **Special Education** form needed.
3. Complete the **Special Education** form.
4. To save the **Special Education** form, Select **File**, and Select **Save As**. **Special Education** forms **Do NOT Lock**.

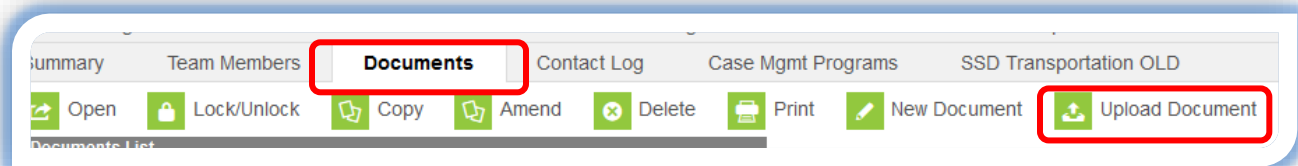


5. A pop-up will occur. On the left, choose where you want to save your form. In the **File Name** text box, type in the name of the form. **(Use *Special Education Forms Naming Convention Handout*)**. Add the student's name at the beginning of the file name! Select **SAVE**.

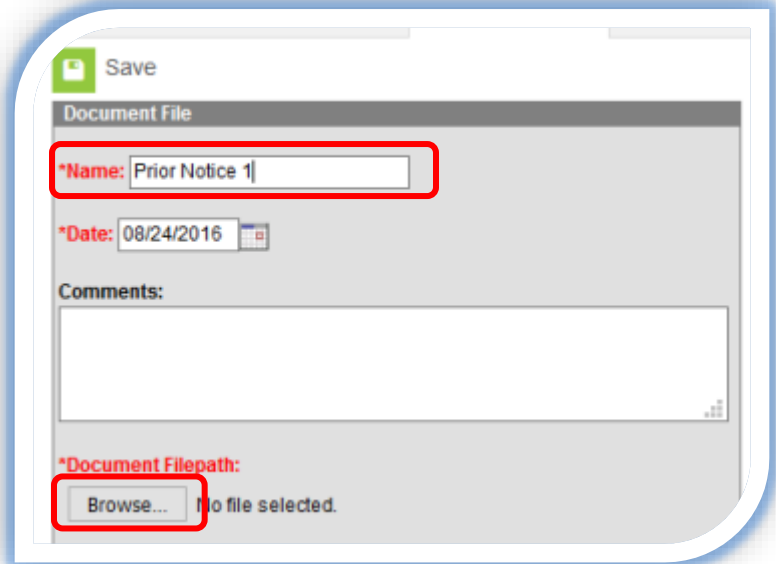
To see the **Special Education Forms Naming Convention Handout**, click [here](#).



6. **Print** the form. **Close** the form.
7. Select the **Documents** tab, Select **Upload Document**. A window opens up.

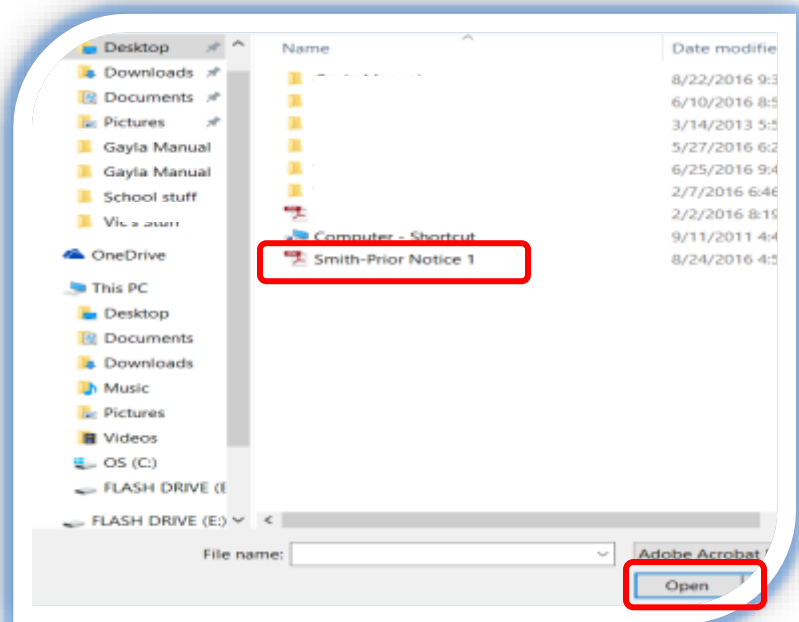


8. Type in the name of the Document  
(use the **Special Education Forms  
Naming Convention Handout**)



9. Select **Browse**.

10. Locate the Simple form  
and Select **Open**.



The file you selected will be listed to the right of the word “Browse.” If you chose the wrong file, select Browse again and find the new one. The new one will override the old one.

11. Select **Staple** or **Associate**, depending on which form you chose. Use the **IC Quick Reference Stapling and Associating Forms**.

**\*Document Filepath:**  
Browse... No file selected.

**Organization Options:**

☐ Staple this document to an existing form

☐ Associate this document with a specific form type and year

### Stapling:

1. Select “**Staple this document to an existing form**”.
2. Select the correct **Document Year** from the drop list.
3. Select the + sign to open up the Plans.
4. Select the **correct plan** that this form should be stapled to.
5. Select **SAVE**.

**Save**

**Document File**

**\*Name:** Prior Notice 1

**\*Date:** 08/24/2016

**Comments:**

**\*Document Filepath:**  
Browse... Smith-Prior Notice 1.pdf

**Organization Options:**

☒ Staple this document to an existing form

Document Year: 2016-2017

☐ Plans (2)

☒ NV IEP 2016 With Transition (10/16/2016-10/15/2017)

☐ NV SPED Data Entry Plan (10/16/2015-10/15/2016)

☐ Associate this document with a specific form type and year

**Associating:**

1. Select **“Associate this document with a specific form type and year”**.
2. Select the correct **Document Year**.
3. Select the correct folder to place the form in: **Plan, Evaluation, Form, or Progress Report**.
4. Select **SAVE**.

The screenshot shows a web-based form titled "Document File". At the top left, there is a "Save" button with a green icon, which is highlighted by a red rectangular box. Below the title, there are fields for "\*Name:" (containing "Temporary Placement") and "\*Date:" (containing "08/24/2016"). A "Comments:" section with a text area follows. Then, the "\*Document Filepath:" section shows a "Browse..." button and the filename "Smith-Temporary Placement.pdf". The "Organization Options:" section is highlighted by a red bracket. It contains two checkboxes: "Staple this document to an existing form" (unchecked) and "Associate this document with a specific form type and year" (checked). Below the second checkbox is a "Document Year:" dropdown menu set to "2016-2017". At the bottom, there are four radio button options: "Plan", "Evaluation", "Form", and "Progress Report".

To see the **IC Quick Reference Special Education Forms Stapling and Associating Forms**, click [here](#).

**\*\*\*Special Education Forms do NOT lock!**