CCSD
CLARK COUNTY
SCHOOL DISTRICT

How to Search for All Students with Disabilities at a School in Infinite Campus AND
Review Special Education Data

1. If the school in which you want to search for students is not displayed, select the **School** dropdown at the top, then select your School from the **School** drop-down
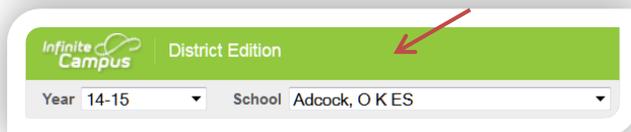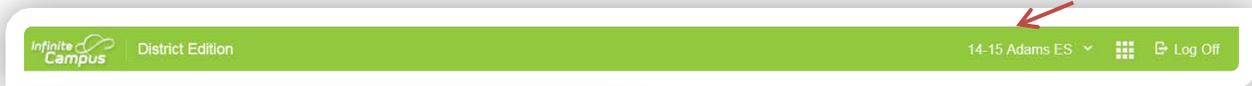
2. Select the **Search** tab from the navigation panel on the left, then select **Advanced Search**
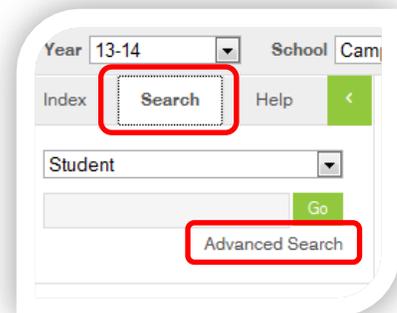
3. Choose **Yes** from the **Special Ed Status** drop-down, then click **Search**
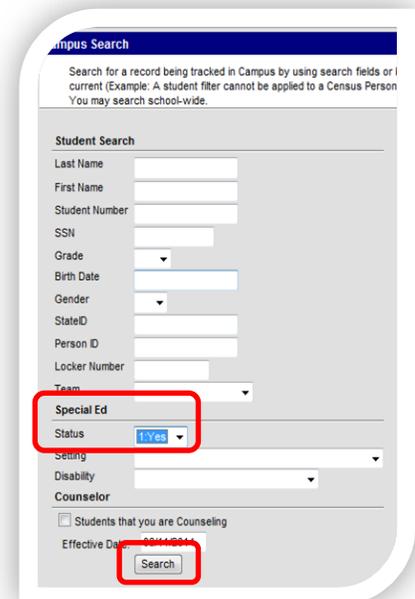
4. A list of students will appear in the navigation panel to the left (*identifying student information is blacked out*) with the number of **Search Results** at the top of the list.

   Select the desired student (**Note**: If there are multiple pages, scroll through each page using the page navigation buttons above the list)
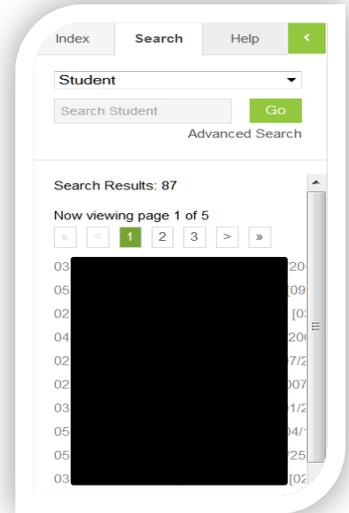
5. To view the student's special education information, select the **Index** tab, then select **Student Information** > **General** from the navigation panel, then select the **Enrollment** tab. Click on the student's <u>current</u> enrollment.
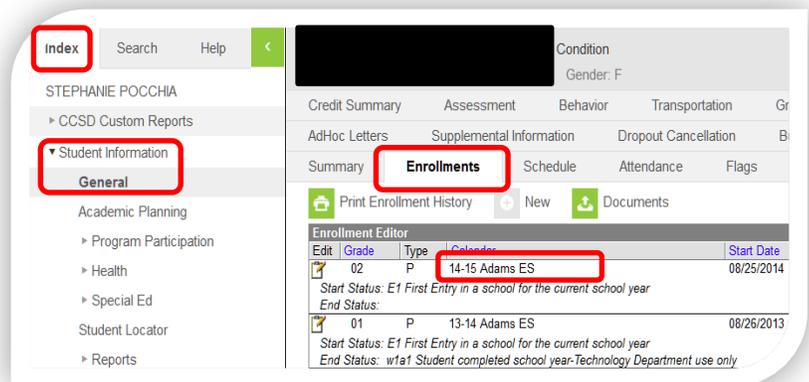
6. Scroll down to the **Special Education Fields** section, click the "+" symbol to expand it and view the special education data.

   If the data is not correct, contact the special education teacher or SEIF to update it by completing a **NV Plan** located in the Special Education module. Instructions for completing the NV Plan are located on the **SEMS website** (sems.ccsd.net) in **Reference Materials** & on the **SEMS conference** in InterAct