CCSD
CLARK COUNTY
SCHOOL DISTRICT

Infinite Campus

Section 504

User Guide

2020-2021

Student Services Division

Office of Compliance and Monitoring

June 29, 2020

Table of Contents

Introduction

The Section 504 plan in Infinite Campus

The Section 504 plan in Infinite Campus (IC) allows users to create and amend a student's 504 plan, provides secure access to a student's assigned 504 Team, and provides real-time information and reporting capabilities. It automatically populates a variety of forms with IC data and tracks changes made to a student's 504 plan.

Definitions/Terminology

App Switcher	Allows counselors and teachers to toggle between Campus Tools, Campus Instruction, and Campus Community.
Editor	Data entry screens for completing certain forms within Section 504 Plans.
Enter New Team Member	Allows user to add CCSD staff members to a team who do not appear after classroom teachers have been fetched.
Fetch Classroom Teachers	Allows a Team Manager to pull all teachers on a student's schedule into the Team Member tab and gives those teachers online access to read the student's 504 plan.
Find and Link Team Member	Allows user to add student contacts from census and advisor staff to the team.
Help	Gives users assistance specific to the IC module in the area they are working in, if available.
Index	Allows user to navigate through the different tools in Infinite Campus, according to the tool rights given to the user.
Lock/Unlock	Allows user to lock Section 504 plan when completed. Standard user will not have unlock tool rights.
New Document	Used to create a new Section 504 plan and simple forms.
Open	A user may highlight a plan and click this button to open it.
Plan	Section 504 plan.
Print	Allows user to view or print information.

Save and Continue	Saves the data entered on the current editor screen and takes you to the next editor screen.
Search	Allows a user to perform various searches within Infinite Campus.
Upload Document	Documents created outside of Infinite Campus may be uploaded.
Team Manager	The assigned Section 504 Liaison.
Tool Bar	Bar across the top of each Campus screen that shows calendar information, APP Switcher, and Log Off button.

Getting Started

Browser, Web Address, Home Screen, Crosswalk of Terminology

Mozilla Firefox is the recommended browser used to log into and work in Infinite Campus. To access, select this link: https://campus.ccsd.net/campus/clark.jsp

There is also an Infinite Campus icon on each user's desktop, or upon opening a Mozilla Firefox browser, select this link which will take you to the SEMS webpage. http://ccsd.net/departments/student-education-management-systems then scroll down to Infinite Campus Production (Mozilla Firefox).

Log into IC using your Active Directory (AD) username and password.
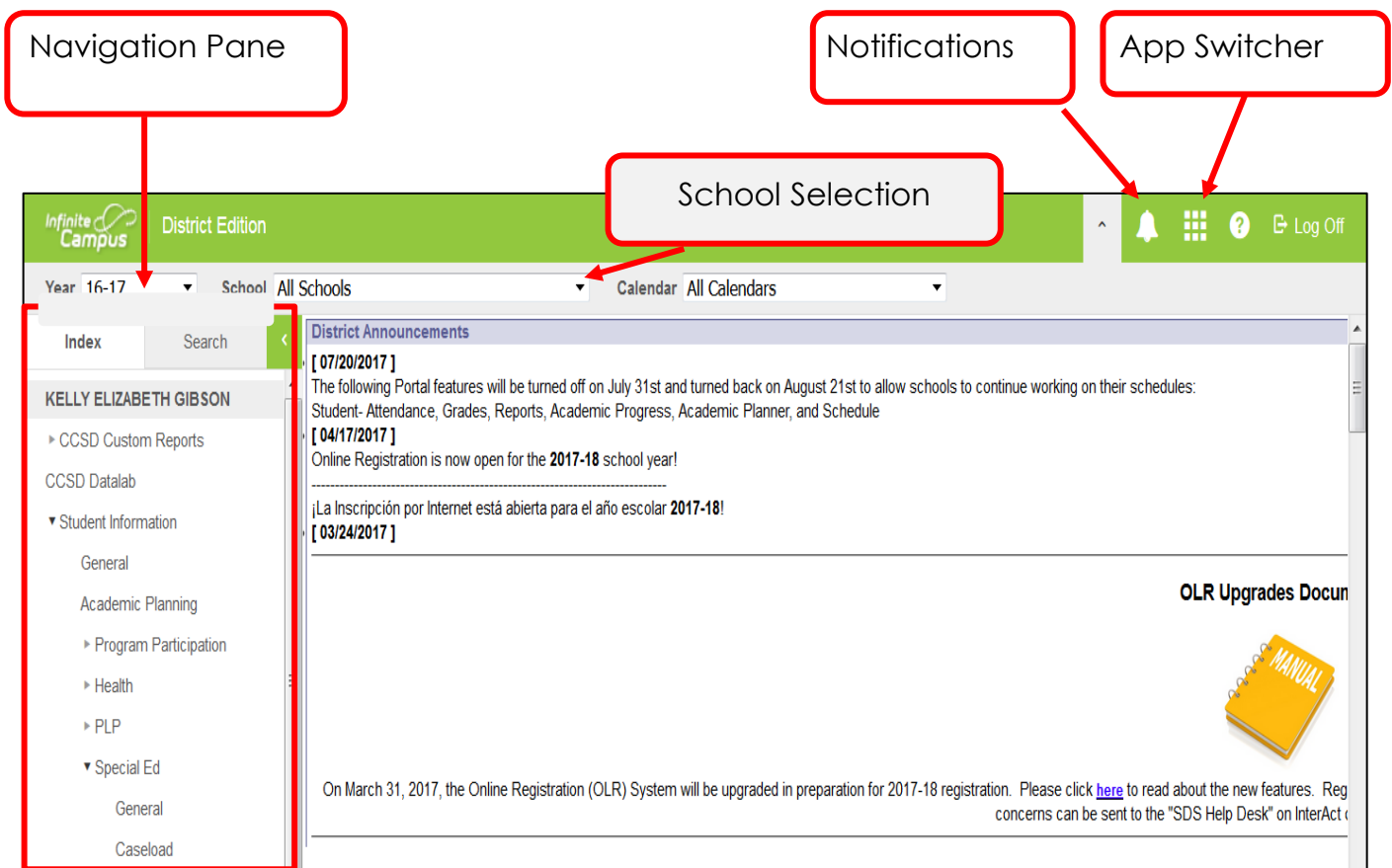
Navigation

Once logged into IC, the home page will display. Year and School are to the left on the green IC banner. Select the down arrow and the Year and School will display dropdowns.

To the right on the green toolbar is the bell icon which is for Notifications. Next to the bell is the App Switcher which contains Campus Community, Campus Tools, and Campus Instruction. To the right of the App Switcher is Campus Help and next to Campus Help is the Log Off icon.

District Announcements are announcements of interest to the entire District. School Announcements, those items specific to the school, and Process Alerts, are in the center of this page.

The Navigation Pane to the left of the main working area of the screen allows the user to navigate different modules of the IC program. The two components of the Navigation Pane are Index and Search. The left facing arrow next to Search will allow users to expand the screen to have more viewing space.
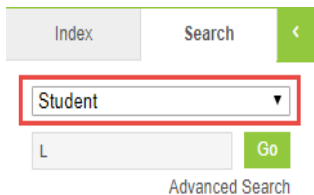
Searching for a Student in Infinite Campus

Student Search

To search for a Student in Infinite Campus, follow this path:

Student Information > 504 > General.

Clicking on the General module navigates you to the Search tab. On the dropdown, select Student:
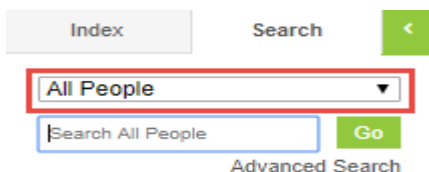

- Search for a student by Last Name or a combination of the Last Name and First Name
- A list of names will appear on the left
- If the name is in **red**, the student does not have an active enrollment
- If the name is in black, the student is actively enrolled in your school
- Select the student's name
- Once you have selected the student, the right side of the screen will display the 504 Module tabs and information

All People Search

To search for a student in Infinite Campus, follow this path:

Student Information > 504 > General.

Clicking on the General module navigates you to the Search tab. On the dropdown, select All People

- Search for a student by Last Name or a Student Number
- Returns staff, students, and other people in Infinite Campus
- If you used a Student Number, it will pull all students with those numbers in their student number
- Viewing student information is based on user and calendar rights
- Advanced Search: This allows a user to search the Census area. You can search by many different criteria.

Summary Tab

PATH: Student Information > 504 > General > Summary

The Summary tab displays basic demographic information about the student such as birthdate, address, telephone number, ethnicity, family members, and emergency contact information.

Team Members Tab

PATH: Student Information > 504 > General > Team Members

Allows users to assign team members in IC to a student's 504 Team. Team members could be school counselors, general education teachers, or school administration. Team members added to this section will appear on the team meeting section editor with the documents tab.

Under the Team members tab, you will find the following links:

- Find & Link New Team Members
- Fetch Classroom Teachers
- Enter New Team Member
- Print Active Only
- Print All

Find & Link New Team Member

1. Select **Find & Link New Team Member**.
2. Add **Advisor Staff** by utilizing the advisor staff dropdown.
3. Add the role to the advisor staff using the role dropdown.
4. Click on the "Add Team Member" button to add the member. Only one member can be added at a time.

Fetch Classroom Teachers

Add **all actively rostered teachers** at once using this tool.

1. Select **Fetch Classroom Teachers.** (Teachers will populate when the page refreshes.)
2. Select each teacher to modify the details of the assignment.
3. Click the Save icon when finished.
   - o Note: Start and End dates populate for each teacher's record based on when the student is enrolled in the teacher's class.
   - o When a student has a schedule change or enrolls into a new CCSD school, the 504 liaison/designated staff member must click on Fetch Classroom Teachers to add the new teachers. Update former/previous teacher's end date status so they no longer have access to the plan.

Enter New Team Member

1. Select the Enter New Team Member icon. A Team Member Detail editor displays.
2. Enter the following fields:
    o Start Date
    o End Date
    o Staff Member
    o Role
3. Click the Save icon when finished. The new member will display in the Team Member Editor.

Print Active Only

- To print a list of all active team members, click the **Print Active Only** button.

Print All

- To print all team members, including inactive ones, click the **Print All** button. The list of team members will print in PDF format, sorted by Active and Inactive, with the Name, Title and Contact Information (personal phone numbers) for the team members.

Assigning Roles in Infinite Campus

Different roles are assigned to team members. For team managers, you can leave the end date blank until the student gets a new team manager. There cannot be more than one user with the team manager role. Teachers will have an end date starting when the student is no longer in their class. All other members can add an end date when they are no longer a member of the team.

Roles:

- Team Manager
- Teacher
- Counselor
- Administrator

Viewing the Caseload

PATH: Student Information > 504 > Caseload

In order to create a caseload, you must first assign yourself the role of **Team Manager** in the Team Members tab. Use the instructions under the assigning roles in Infinite Campus section.

Clicking on the Caseload tool opens a table view of students in the caseload. The number of students on the caseload appears at the top. Expand or collapse the table by clicking the + or – icons in the top left corner.

Information only populates in these tables based on locked documents.
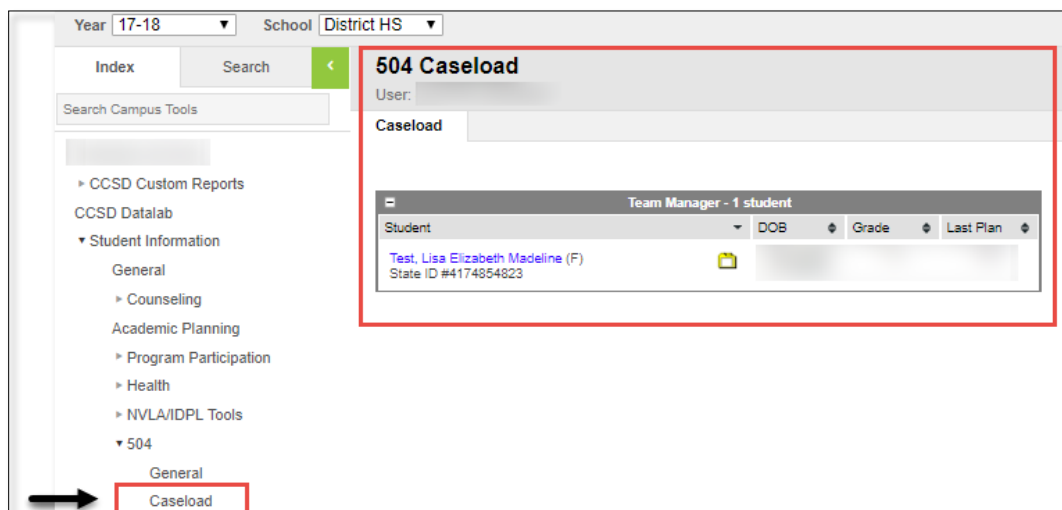
Clicking a student's name opens the 504 tabs for the student, landing on the Summary Tab:

- Summary
- Team Members
- Documents
- Contact Log
- 504 Audit Log

From here, the team manager can access and modify the student's plans as needed.

Documents Tab

PATH: Student Information > 504 > General > Documents

In the Documents tab, you can perform the following functions with plans and forms:

- **Open** – allows the user to **open** the plan or 504 form

- **Lock/Unlock** – allows the user to **lock** the plan and simple forms (users cannot unlock plans)

- **Delete** – users cannot delete plans or simple forms

- **Print** – allows the user to **view** or **print** documents
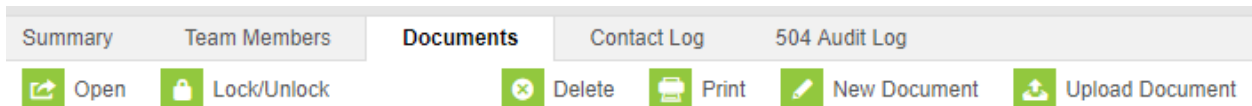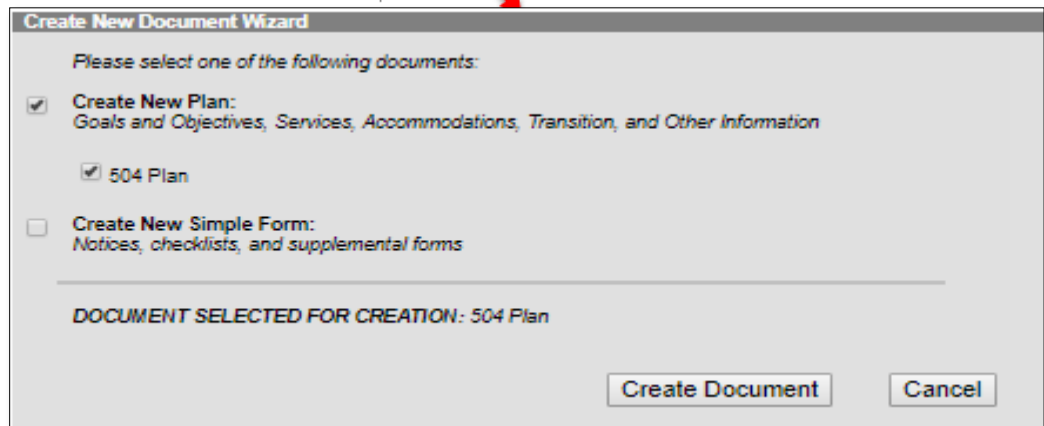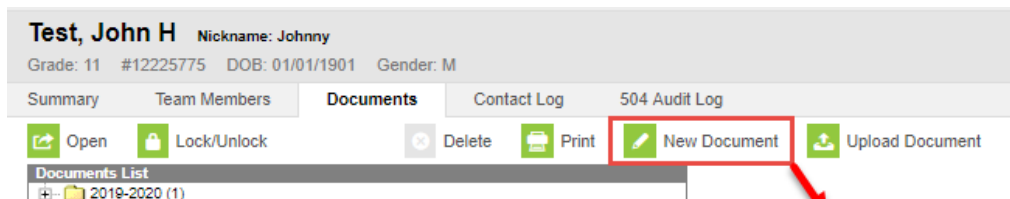
- **New Document** – allows the user to create a **new document**

- **Upload Document** – allows the user to **upload a document** file (i.e. browse from desktop or saved file)

Summary	Team Members	**Documents**	Contact Log	504 Audit Log
↪ Open	🔒 Lock/Unlock	⊗ Delete 🖨 Print	✏ New Document	⬆ Upload Document

Completing the Section 504 Plan

PATH: Student Information > 504 > General > Documents > New Document

Test, John H   Nickname: Johnny
Grade: 11   #12225775   DOB: 01/01/1901   Gender: M

Summary	Team Members	**Documents**	Contact Log	504 Audit Log

↪ Open   🔒 Lock/Unlock   ⊗ Delete   🖨 Print   ✏ New Document   ⬆ Upload Document

Documents List
⊞ 📁 2019-2020 (1)

Create New Document Wizard

Please select one of the following documents:

☑ **Create New Plan:**
Goals and Objectives, Services, Accommodations, Transition, and Other Information

   ☑ *504 Plan*

☐ **Create New Simple Form:**
Notices, checklists, and supplemental forms

DOCUMENT SELECTED FOR CREATION: 504 Plan

[Create Document]   [Cancel]

New Documents Wizard:

1. Click the New Document button in the action bar. The Create New Document Wizard displays.
2. Mark in the appropriate checkbox next to the type of document to create, such as a 504 plan or a Simple Form. Only one document can be created at a time. The following options are available:
   a. Create New Plan
   b. Create New Simple Form
3. Select Create New Plan and then select 504 Plan.
4. Click Create Document to continue. The first editor of the document will open, with the Document Outline on the left. The following editors are available:
   a. 504 Plan(Education Plan)
   b. Student Demographics
   c. 504 Team Meeting

504 Plan Editor

Summary	Team Members	**Documents**	Contact Log	504 Audit Log

💾 Save   ➡ Save & Continue   🖨 Print

Plan Outline zzCustom504
504 Plan
Student Demographics
504 Team Meeting

Education Plan
The ability to lock or mark a document as complete has been relocated to the main view of the Documents tab, outside of the plan editors.

*Start Date   End Date

Plan Name

Summary of Evaluation Data: Summaries must include information from a variety of sources, which may include tests, behavioral input, teacher information and input, student health status/medical records,

1. Enter start date. The end date will pre-fill.
2. Select plan name. The plan name <u>MUST</u> be one of the following:

   - Initial 504
   - Annual 504
   - Discipline Review 504
   - Exit 504
   - Revision 504

3. Enter the Summary of Evaluation Data. The summary must include all relevant information, from a variety of sources and parental input.
4. Enter the physical or mental impairment.
5. Enter the major life activity/activities affected.
6. Enter the educational impact of the student's 504 disability

7. Click "Yes" to answer "Does the student qualify for section 504 accommodations?"
   If conducting an Exit 504, click "No" to answer the question
8. Discipline Review 504 <u>ONLY</u>- enter the information and answer the two questions. If not conducting a discipline review, leave the information box **BLANK** and **DO NOT** answer the two questions.
9. Enter accommodations based upon the student's disability related need(s).
10. Enter the date a copy of the Section 504 Procedural Safeguards was provided. The date must be on or before the plan start date.
11. Click Save when finished or click Save & Continue to move to the next editor.
12. Click on the Documents tab to view the saved form within its designated folder in the Document List.

Student Demographics Editor

This editor pre-fills from student's census info. Select **Refresh Student Information**.

- Student Information should auto populate in this box

- Select "**Refresh Student Information**" to pull the most current information from census

- If census information is not populated, then check the Summary Tab to ensure census information is available

Student Preferred Language
- This data is pre-populated from Census > People > Home Language.

Assigned School Information
- This information is pre-populated from the Student Enrollment

504 Team Meeting Editor

1. Select New Team Meeting to open the Team Meeting Editor.
2. Enter applicable information regarding the team meeting:
   - Meeting Time
   - Meeting Date
   - Meeting Location
   - Check Team Members invited to the 504 meeting
     - A notice will be sent to CCSD team members regarding the meeting.
   - Check Team Members who attended the 504 meeting
     - If a team member attended the 504 meeting, their information will appear on the 504-plan document.
3. Click Save when finished.

Section 504 Forms

PATH: Student Information > 504 > General > Documents > New Document

The 504 Documents tab allows users to enter and save district-created documents related to a student's 504 plan.

When a Simple Form is created and saved for a student, the **Document Detail** that appears below the Document list will include a **Sort By Date**. This date defaults to the date the form was created and determines with what Calendar the Form will be associated. Forms can be moved to appear under another Calendar by changing this Sort By Date.

Create a New Simple Form

1. Select New Document at the top of the Documents tab.
2. Check the Create New Simple Form box to view the dropdown lists. The following forms are available:
   - Section 504 Referral
   - Section 504 Parent Notification Letter
   - Parent Notice of Section 504 Evaluation Action
   - Section 504 Parental Consent For Initial Evaluation
   - Parent Notice of Section 504 Intent to Implement or Refusal Action
   - Section 504 Testing Accommodations
3. Select the document to be added from the dropdown list.
4. Select the enrollment to which the document should be linked in the Enrollment dropdown list, if different than the student's active enrollment.
5. Click Create Document to continue.

6. Enter the desired information and click Save when finished.

7. Click on the Documents tab to view the saved form within its designated folder in the Document List.

8. Lock the form. See instructions under the section Lock a 504 plan or form.

   Note: For information regarding Section 504 forms see the Section 504 Procedural Handbook flow charts.

Uploading 504 Documents

PATH: Student Information > 504 > Documents > Upload Document

The Upload Document option allows users to add existing additional documents and forms to a student's Documents tab. All uploaded documents appear under the Uploaded Forms folder.
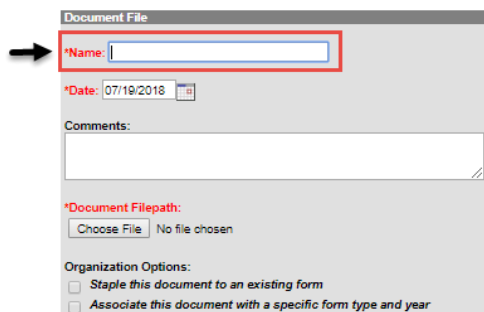
Uploading Documents

1. Click **Upload Document**. A new window will appear.

2. Enter a **Name** for the document. **Please use the following** Naming Conventions:

Document Name	Naming Convention
Section 504 Referral	504Ref_LastName_FirstName_StudentNumber
Parental Consent for Initial Evaluation	504Consent_LastName_FirstName_StudentNumber
Parent Notice of Section 504 Evaluation Action	504EvalAct_LastName_FirstName_Student Number
Intent to Implement or Refusal Action	504Intent_LastName_FirstName_StudentNumber
Parent Notification Letter	504Notif_LastName_FirstName_StudentNumber
504 Plan	504Plan_LastName_FirstName

3. The **Date** will default to the current date. Modify if desired by entering a date in *mmddyy* format or selecting the Calendar icon and choosing a date.

4. Enter any **Comments** about the document.
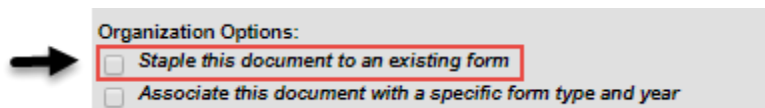
5. Click **Choose File** to select the file to upload. From Browse window, click **OK** when the document is selected or double click on the document name to select it. **Only .pdf, .doc, .docx, and .odt file types can be uploaded.**
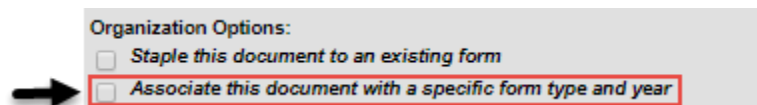

6. Select the **Organization Options** for this uploaded document, if desired:
   a. Staple this document to an existing form. (see section **Stapling this document to an existing form**)

   b. Associate this document with a specific form type and year. (see section **Associate this document with a specific form type and year**)


7. Click **Save** when finished.
8. If the Organization Options are not chosen when uploading a document, the uploaded document displays in an Uploaded Forms folder.

Stapling this document to an existing form

1. Select the **Document Year** to which the uploaded form should be stapled.
2. Select the **Plan** to which the uploaded form should be stapled.
3. When the uploaded document is saved, the Plan or Evaluation to which it was stapled will have a plus sign next to it. Expanding this plus sign shows the uploaded document.
4. The stapler icon indicates an uploaded document that was stapled to an existing form.

   NOTE: Stapling an uploaded document to a Plan or Evaluation **is not counted** as a separate document in the folder.
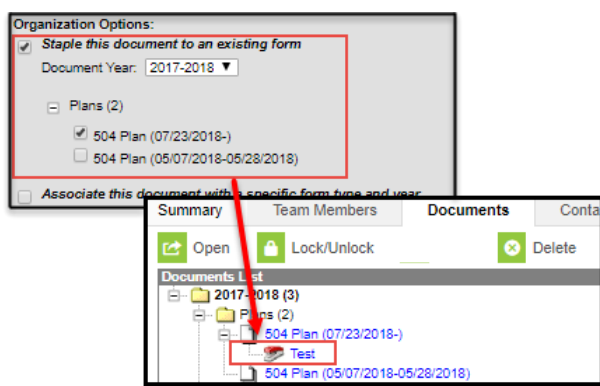
Associating this document with a specific form type and year

1. Select the Document Year to which the uploaded form should be associated.
2. Select the appropriate document to associate with the uploaded form:
   a. Plan
   b. Form
3. When the uploaded document is saved, the Plan or Form to which the document was associated displays the uploaded document within the plan year at the bottom of the documents list for that document type.
4. The paper icon with a green arrow pointing upward indicates an uploaded document was associated to a form or plan.

   NOTE: Associating an uploaded document to a Plan or Form **is counted** as a separate document in the folder.
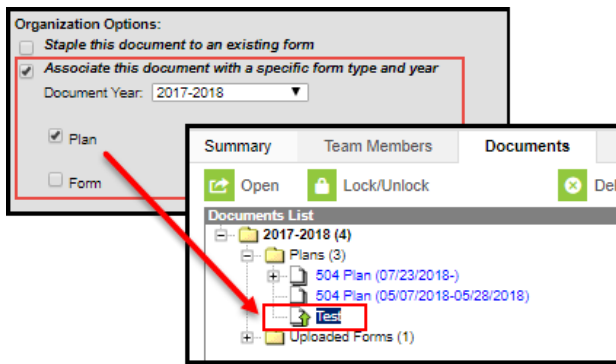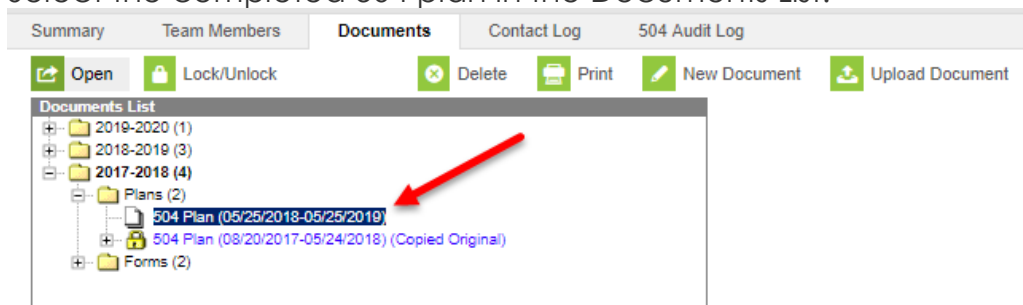
Lock a 504 Plan or Form

PATH: Student Information > 504 > General > Documents

When a 504 plan is completed (following the team meeting), it <u>MUST</u> be locked. Once locked, it will be available to teachers on the team.

1. Select the completed 504 plan in the Documents List.

2. Click Lock/Unlock in the Document Detail below the Documents List. The plan will be marked as completed and the file will be locked.

3. A warning will appear. Click OK. If required fields are not completed, a warning box will appear indicating what area/areas are incomplete. Complete all the required area(s).
4. The plan is now locked as indicated by a lock icon. Only users with appropriate tool rights may unlock the 504 plan.

504 Flag in Infinite Campus

You should see an **orange/red** flag to the right of their name, if the student is eligible to receive 504 services and the 504 plan was locked in Infinite Campus. The flag may take up to 24 hours to appear.

Contact Log

PATH: Student Information > 504 > General > Contact Log

The Contact Log records all instances of communication by school personnel regarding a particular student. This communication can be with the student, their guardians, or others, and could include letters or email, phone calls, and face-to-face meetings.

New Contact Log Entry
1. Click **New** in the action bar to open a new log entry.
2. Change the **Date** and **Time** of the communication if desired. The current date and time will auto-populate.
3. Select the means used to communicate as the **Contact Type.**
4. Enter the person contacted as the **Contact**.
5. Enter any **Details** regarding the log entry, such as what was communicated, whether the contact was successful, etc.

6. Click **Save** in the action bar to save the entry and add it to the log above.

In-State and Out-of-State Transfer

Review in-state and out of state records to determine which outcome is appropriate for the student. See the Section 504 Procedures Manual for information to complete in and out-of-state transfers.

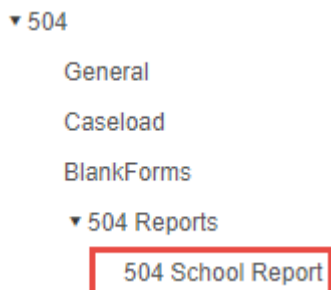## Reports

504 School Report

PATH: Student Information > 504 > 504 Reports > 504 School Report

The 504 School Report lists detailed information about each student in a school with a Section 504 plan (plans must have been created in Infinite Campus.) The report includes the Student's last name, first name, student number, grade, plan start date, plan end date, team manager (504 Liaison), school name, student qualifies, and locked.

Note: Use this report for 504 caseloads if you are assigned as Team Manager.

Generating the 504 School Report

1. Navigate to Student Information> 504> 504 Reports
2. Select School Report

   ▾ 504

     General

     Caseload

     BlankForms

   ▾ 504 Reports

     504 School Report

3. Designate Plan Start Date
    • The "plan start date" is required. The report will return all locked or unlocked plans with a start date on or after the entered "plan start date." If **Include All Years** is selected, the report will ignore the year selected in the tool bar and will report the most recent 504 plan for any student in the selected school/calendar.
4. Select Run Report
5. The report will download in a CSV format, but it can be saved as an Excel File. The way the file downloads depends on the browser settings.
6. To add a filter to the CSV, see the Add a Filter to an Excel Document Section.

How a Classroom Teacher Views a Section 504 Plan

The Roster lists all students scheduled into the **Section** the teacher selected.

An **orange/red** flag should appear to the right of the student's name in the Flags roster column, if they have a locked Section 504 plan in Infinite Campus.
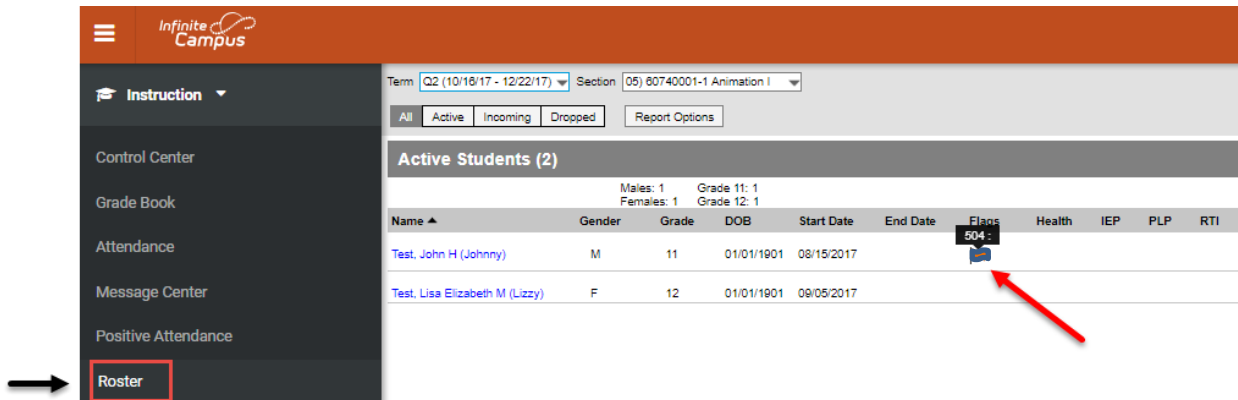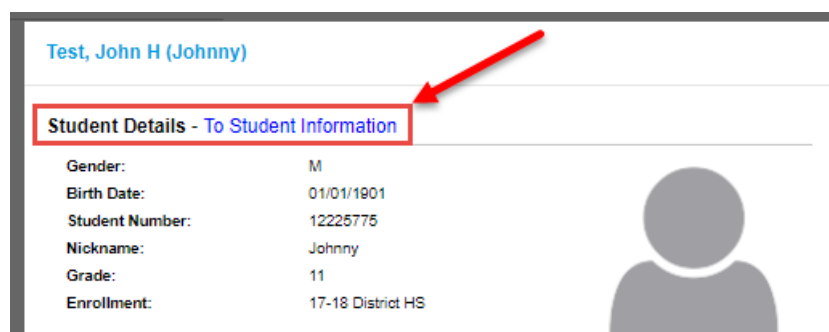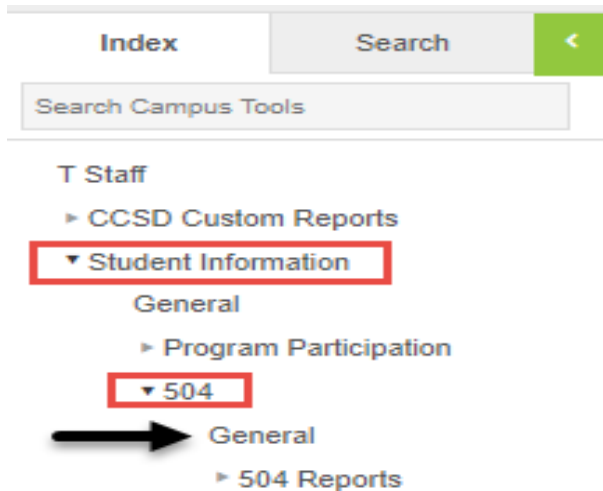

To view the 504 Plan:

1. The teacher can click on a student's name on the roster to open a detail window with information about the student and their guardians, including contact information.
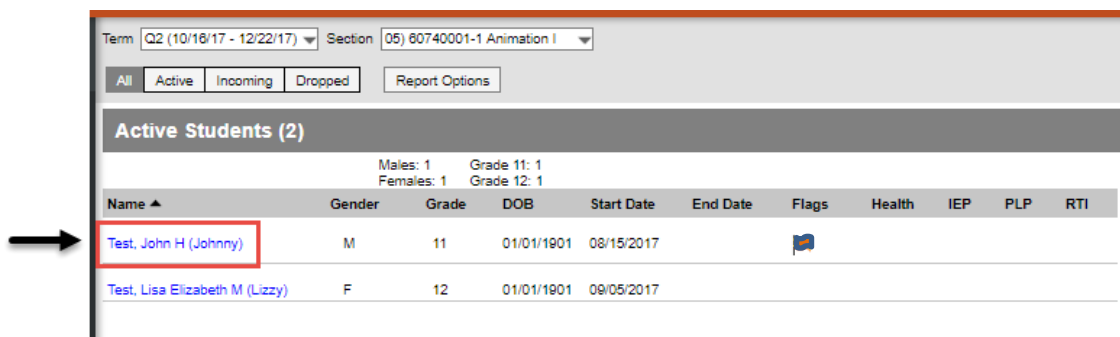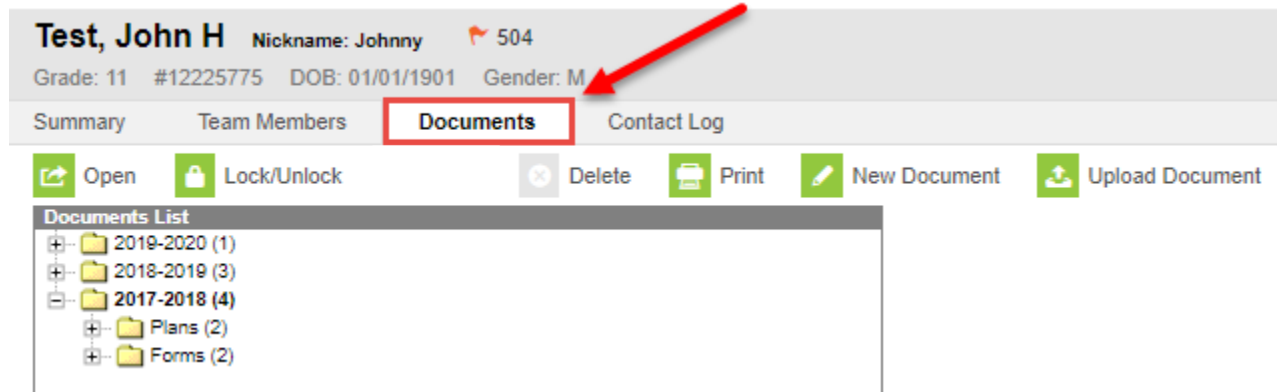

2. In the Detail Window, click on the link To Student Information. This will navigate the teacher to Campus Tools.
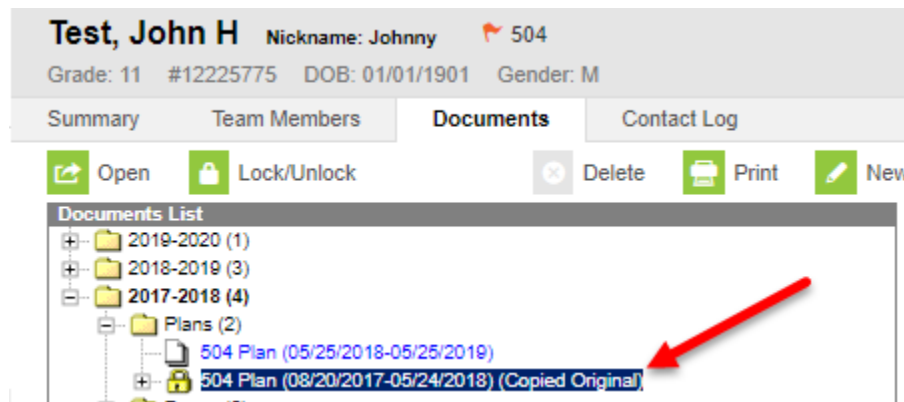
3. On the index, navigate to Student Information > 504 > General

4. Select the Documents Tab


5. Select the Locked 504 Plan

6. There are three ways to view the document:
   a. After highlighting and selecting the 504 plan, click the Print Button
   b. After highlighting and selecting the 504 plan, click the Open Button
   c. Double click the selected document

504 Teacher Report In Campus Instruction

**PATH: Campus Instruction > Custom Links and Reports > 504 Teacher Report**

The Custom Links and Reports tool lists links to outside sites or custom-created reports. Clicking on a report link opens a new browser window. The 504 Teacher Report in Campus Instruction allows a teacher to see students with a locked 504 plan by section.
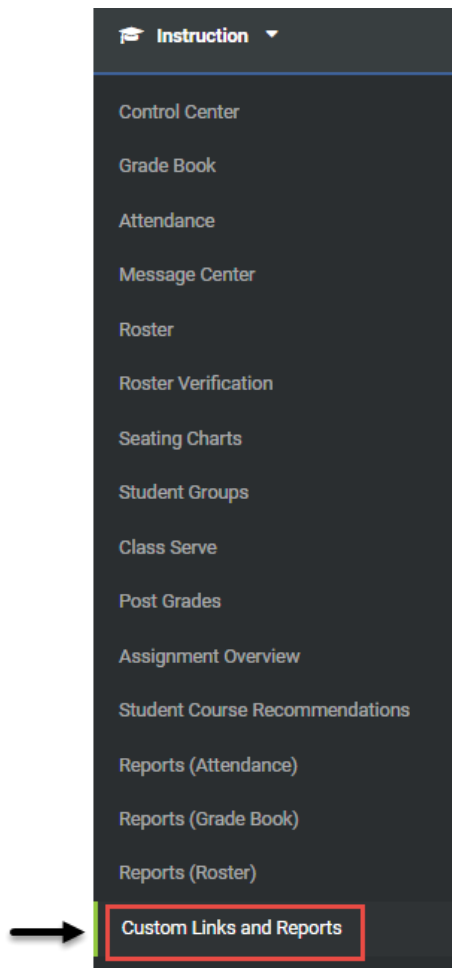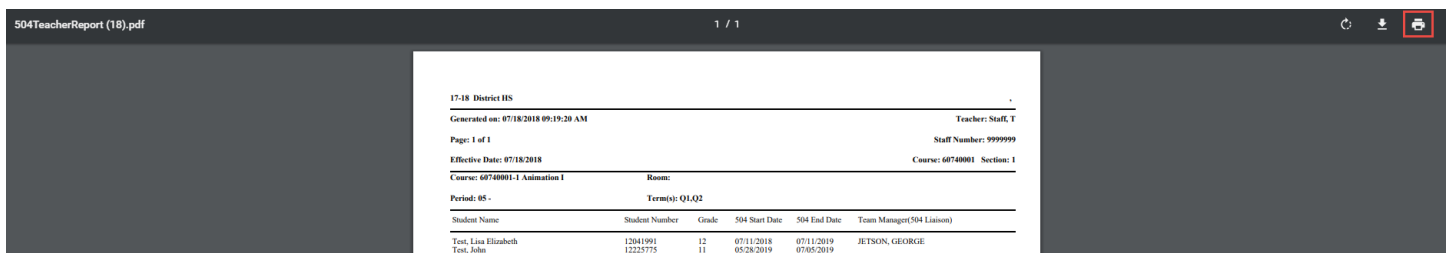
1. Log into Campus Instruction and navigate to Custom Links and Reports
2. Select 504 Teacher Report from the list of report links.
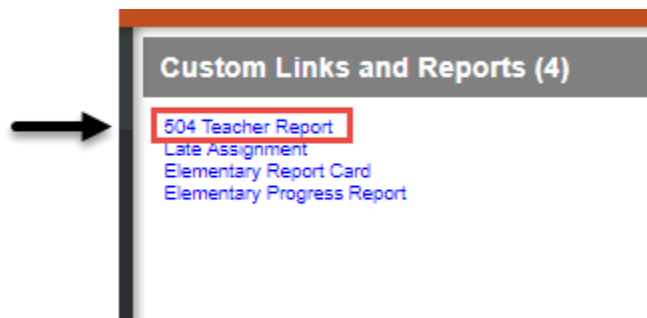
3. Select the section.
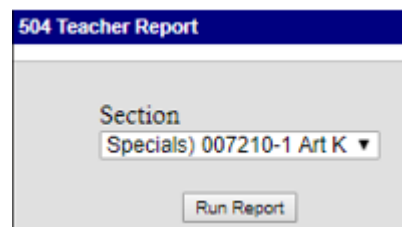
4. Click Run Report to view the report in PDF format, suitable for printing. The print view is sent to the printer when the print icon is selected from the PDF document.
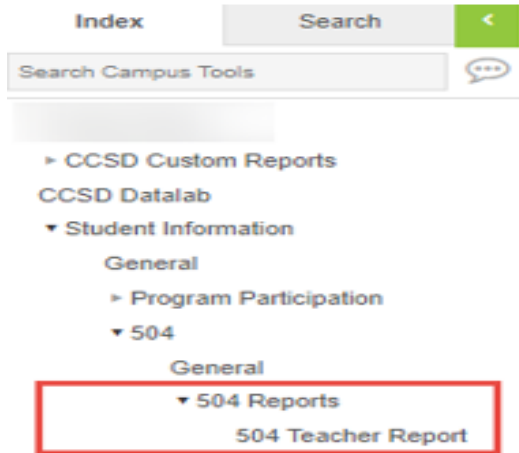
If the 504 does not populate, make sure that the general education teacher is fetched on the Team Member's Tab.
*****The student MUST have a Locked 504*****

504 Teacher Report in Campus Tools

PATH: Campus Tools > Index > Student Information > 504 > Reports > 504 Teacher Report

The 504 teacher report will list active students in each teacher's section who have a locked 504 plan. If the student has more than one locked plan in the school year, the report will list the most current plan.

1. Navigate to the 504 Teacher Report
2. Select the 504 Teacher Report
3. Select Run Report
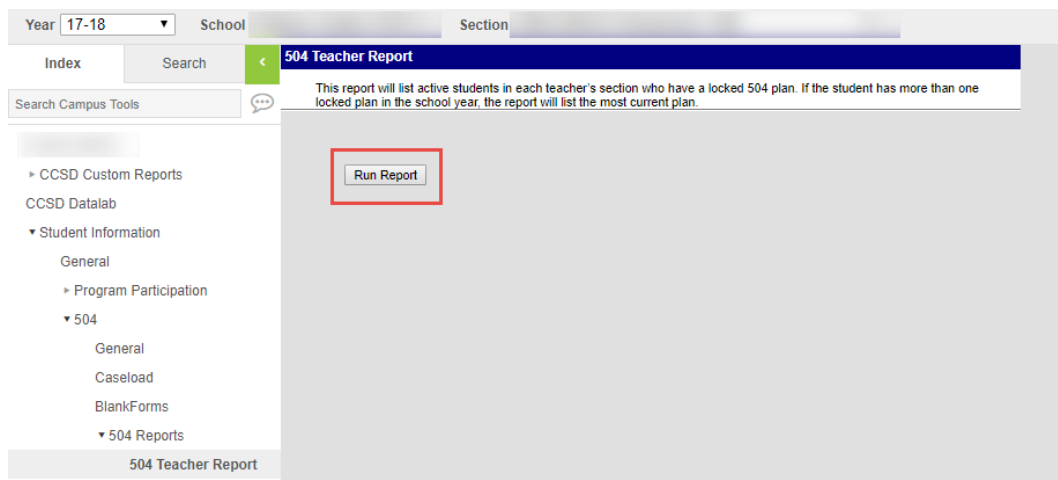
4. The report will download in a CSV format. The CSV lists students per semester so students will show up more than once if the teacher has the student for both semesters.
5. The way the file downloads depends on the browser settings.

If the 504 does not populate, make sure that the general education teacher is fetched on the Team Member's Tab.
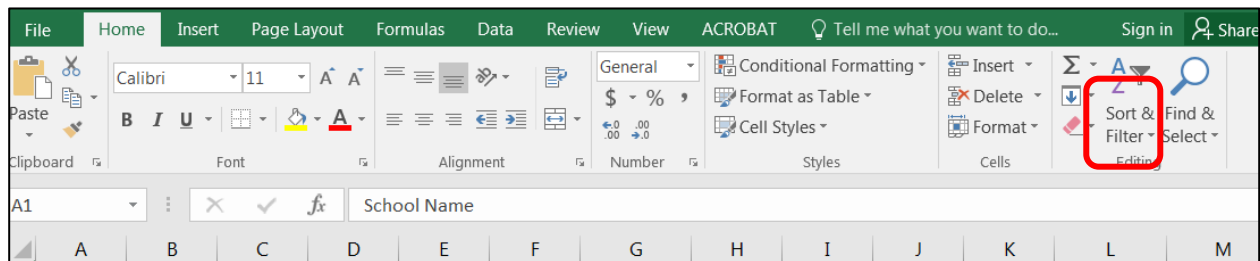
The student MUST have a Locked 504

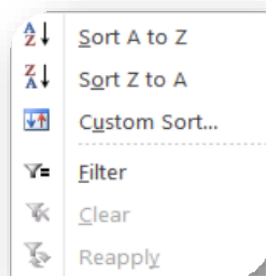## Adding a Filter to an Excel Document

1. Select the top row of the excel sheet
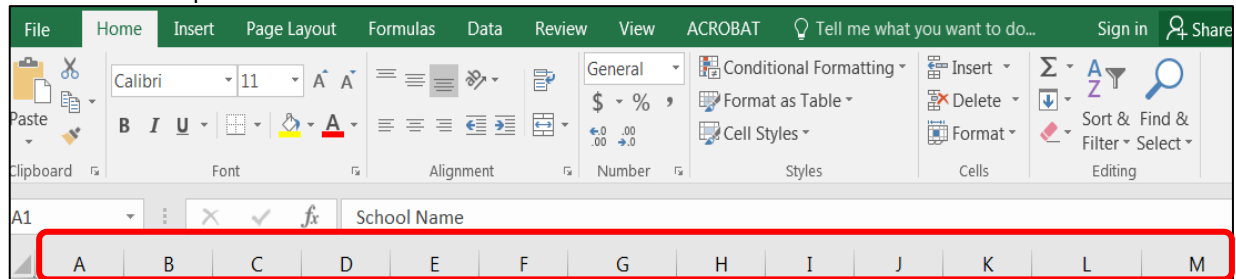
2. Select Sort & Filter

3. Select Filter

4. Filter the columns.