ADDING/REMOVING STUDENTS TO “STANDARD CASELOAD” GUIDANCE
CHECK WITH DISTRICT LIAISON ON ADDING STUDENTS TO CASE MANAGER CASELOAD

1. Click Edit on Home Page
2. Click Add Students to Standard Caseload or Remove Students from Standard Caseload

When Add Students… is selected you will see the Quick Search Form screen. If Remove Students… is selected go to step 4
3. Enter the student’s name and select search.
4. Check the box next to the student you want to add or remove
5. Select Add Students Marked Below… or Remove Students Marked Above…
6. Select My Students Caseload tab to go back to step #3 or My Home page to go back to main Tienet page