ADDING OR DELETING STUDENTS TO YOUR CASELOAD

1. Click on Edit

2. Click on Add Students -
   Case Manager Caseload (if you are the IEP implementer)
   or
   Standard Caseload (if you are not the IEP implementer)

   Use the Student Quick Search to find the student you want to add to your caseload.

3. Students Quick Search Form
   Enter one or more fields and click the Search button to find students with the same field information.

4. Check box next to student’s name, then Click on the green bar to add student to your caseload.