



V. Uploading and Stapling Documents in Infinite Campus

The Process:

1. Scan your document to your email
2. Open the email and save the attached file to your desktop or other folder that is easy to locate
3. Open Infinite Campus and locate the target student
4. Click on Special Education
5. Click on Documents
6. Click on Upload Documents –choose the document
7. Save the document with the description example format below
8. Staple the document to the appropriate locked document

Simple Forms should be uploaded and stapled to the plan or evaluation of which they are a part. Most Simple Forms can be uploaded as a packet.

Please use the naming convention of Additional IEP/Eval Forms.

IEP Initial:

- **Additional IEP Forms 11.3.14** *(date of the meeting)*
 - Additional IEP forms include I-1, I-2, PTP, I-11, I-12, ER-3 (braille), M5N, Safety Plan, etc.
- The following Simple Forms **should** be uploaded and named separately:
 - **Consent – Placement 11.3.14** (P-1) *(date consent for placement received by district)*
 - **One Time Medicaid 11.3.14** *(date consent signed by parent)*
 - Request for Transportation **T-1 11.3.14** *(date of meeting)*
 - Functional Behavior Assessment & Behavior Intervention Plan (including Crisis Intervention Plan) **FBA BIP 11.3.14** *(date of meeting)*
 - Individual Health Plan **IHP** *(date of report)* Uploaded by SHNN

IEP Annual:

- **Additional IEP Forms 11.3.14** *(date of the meeting)*
 - Additional IEP forms include I-1, I-2, PTP, I-11, I-12, ER3 (braille), M5N, Safety Plan, Progress Reports, etc.
- The following Simple Forms should be uploaded and named separately:
 - **One Time Medicaid 11.3.14** (if not on file) *(date consent signed by parent)*
 - Request for Transportation **T-1 11.3.14** *(date of meeting)*
 - Functional Behavior Assessment & Behavior Intervention Plan (including Crisis Intervention Plan) **FBA BIP 11.3.14** *(date of meeting)*
 - Individual Health Plan **IHP** *(date of report)* Uploaded by SHNN

IEP Review/Revision

- **Additional IEP Forms 11.3.14** *(date of the meeting)*
 - Additional IEP forms include I-1, I-2, PTP, I-11, I-12, ER3 (braille), Progress Reports, etc.
- The following Simple Forms should be uploaded and named separately:
 - Request for Transportation **T-1 11.3.14** *(date of meeting)*
 - Functional Behavior Assessment & Behavior Intervention Plan* (including Crisis Intervention Plan) **FBA BIP 11.3.14** *(date of meeting)*
 - Manifestation (if applicable) **I-12 11-3-14** *(date of meeting)*

IEP Evaluations (Initials, Reevaluations, Triennials)

- **Additional Eval Forms 11.3.14** *(date of the meeting)*

- Additional Eval forms include I-1, I-2, R-1, IE-1, RE-1, EW-1, IE-2, IE-3, RE-3, RE-4, RE-5, ER-4, RE-5AD, M-1, M-3, M-4, M5N, SLD Intensive Intervention 1 graph, SLD Intensive Intervention 2 graph, SLD Signature Page

*****Remember that when a document is uploaded into Infinite Campus it becomes “visible” to a larger audience. Please be sensitive to the student and family when determining if a document should be uploaded and or stapled. Consult your PST if you have questions.**

