



AIM QUICK FIXES



SPEd Documents Not Transferring

SCENARIO: New student enrolls in district. Records Transfer comes through, but the IEP is not available for import.

FIX: Contact prior district and request documents again.

The **Process Inbox** shows records released for a student. Click the student's name to view transfer.

Records transfers may also be viewed under Student Information/General/Records Transfer.

Process Inbox

Date Range: [] to [] Display: All Processes [v] Find Messages []

Delete Selected Messages []

<input type="checkbox"/>	<input type="checkbox"/>	Process	Name	Posted Date	Due Date
<input type="checkbox"/>		Records Transfer	Transfer Released: Rucker, Darius 632187139	08/22/2011	
<input type="checkbox"/>		Records Transfer	Transfer Released: Chesnev, Kenny 366555522	08/17/2011	
<input type="checkbox"/>		Records Transfer	Waiting: Mouse, Minnie 567881540	08/05/2011	
<input type="checkbox"/>		Records Transfer	Waiting: Church, Eric 662880660	08/01/2011	
<input type="checkbox"/>		Vertical Interoperability State Resync Requested		07/18/2011	

Records Transfer Rucker, Darius #

Student: Last Name: Rucker, First Name: Darius, Middle Name: , Gender: M, Birthdate: 06/04/2001, SSN: , Grade: 05, School: 11-12 Cascade School 2, Start Date: 08/31/2011, Enrollment Type: Primary

Requesting District & User: District: 0280 Cascade Public Schools, Name: System Administrator, Username: admin1, Request Date: 08/22/2011, Work Phone: , Email: , Comments: None.

Releasing District & User: District: 0558 Philipsburg K-12 Schools, Name: System Administrator, Username: admin1, Release Date: 08/22/2011, Work Phone: , Email: , Comments: None.

Status: Records released.

Transfer Documents

- Transcript
- Census Contact Summary
- Enrollment History
- Schedule
- Attendance Period Detail
- Assessment Summary
- Behavior Summary
- Health Condition Summary
- Health Screening Summary
- Health Immunization Summary

Data Imports

- IEP
- IEP-Supplemental
- Special Ed Evaluation
- Special Ed Documents
- PLP
- PLP Documents
- Transcript Import Wizard
- Enrollment History Import Wizard
- Assessment Import Wizard
- Immunization Import Wizard
- Health Condition Import Wizard
- Health Screening Import Wizard
- IEP Import Wizard
- IEP-Supplemental Documents Import Wizard
- Special Ed Evaluation Import Wizard
- Special Ed Documents Import Wizard
- PLP Import Wizard
- PLP Documents Import Wizard

Under Data Imports, locate IEP Import Wizard, Special Ed Evaluation Import Wizard and Special Ed Documents Import Wizard.

If any of these wizards are black with a line through them, one of the following is true is the student's former district:

1. The documents are not locked (IEP and Evaluation only)
2. The documents don't exist
3. The documents are out of date (IEP and Evaluation only).

Go to the **Records Transfer** tab (Student Information/General/Records Transfer).

Click **New State Transfer Request**.

Under **Comments**, request the district to check the Special Education records to ensure they are locked and/or updated. Give a contact name and number if it's not indicated under **Requesting District & User**.

Click **Submit Request**.

Index Search Help

Rucker, Darius
Grade: 05, DOB: 06/04/2001, Gender: M

System Administrator

Student Information

General

Special Ed

Student Locator

Reports

Instruction

Census

Behavior

Health

Attendance

Scheduling

Grading & Standards

Ad Hoc Reporting

User Communication

System Administration

FRAM

Messenger

MT State Reporting

Account Settings

Access Log

Campus Community

Log Off

Summary Enrollments Schedule Attendance Programs Grades Transcript Credit Summary

Assessment Behavior Graduation Ad Hoc Reports **Records Transfer**

New State Transfer Request

Transfers

Request Date	Name	Status	Requesting District	Releasing District
08/22/2011	Rucker, Darius	released	Cascade Public Schools	Philpsburg K-12 Schools

Records Transfer Rucker, Darius #

Use this tool to request the release of a transfer student's records. The following information will be sent to the student's former district and they will be given the opportunity to release their records. Only an exact student match can yield a release, so it is a good idea to call the district to confirm this student was enrolled there and to let them know to expect a release request.

Student: Last Name: Rucker, First Name: Darius, Middle Name: , Gender: M, Birthdate: 06/04/2001, SSN: , Grade: 05, School: 11-12 Cascade School 2, Start Date: 08/31/2011, Enrollment Type: Primary

Requesting District & User: District: 0280 Cascade Public Schools, Name: System Administrator, Username: admin1, Request Date: 08/22/2011, Work Phone: , Email: , Comments: Please lock documents and/or update as necessary. Please call Nicole at 444-3495 if you have any questions.

Submit Request []

