



# AIM QUICK FIXES



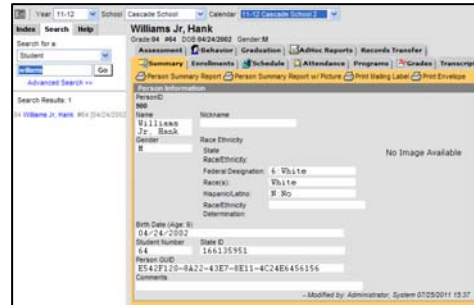
## Changing Case Manager/Team Member

**SCENARIO:** Change in Staff at the district – new Case Manager assigned to student.

**FIX:** Change Team Member in AIM.

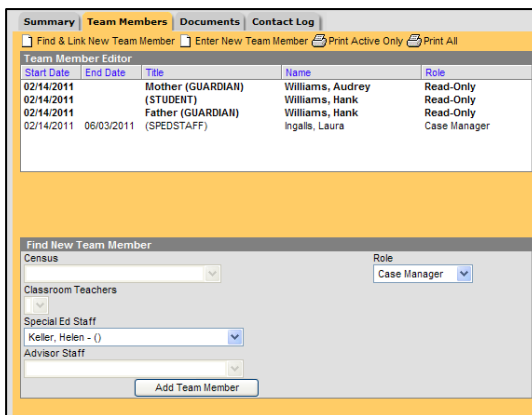
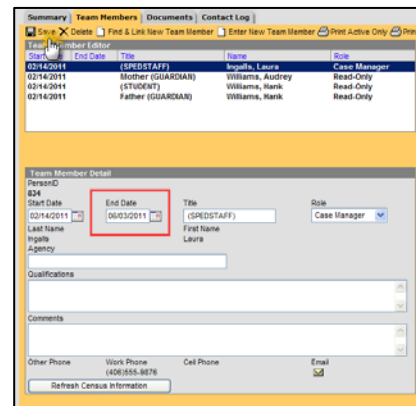
Select the Year and School. Click the **Search** tab. *Search for a: Student.* Enter the student's last name and click **Go**.

From *Search Results* click the student's name.



Navigate to the **Index**, then **Student Information/Special Education**. Click the **Team Members** tab.

Open the record for the current *Case Manager*. Enter an *End Date* (must be at least one day prior to the new Case Manager's Start Date). Click **Save**.



Click **Find and Link New Team Member**. Select the new *Case Manager* from *Special Ed Staff*. Choose the **Role Case Manager**. Click **Add Team Member**.

**NOTE:** A Team Members should not be deleted, unless added in error.