# AIM QUICK FIXES

Missing SPED Forms/Calendar Not Found

SCENARIO: Created forms are saved in Calendar Not Found, rather than year 10-11 or 11-12.

FIX: Change Calendar Start/End Dates to SPED fiscal year.

Special Education documents created between the end of one calendar (e.g., year 10-11) and the beginning of another calendar (e.g., year 11-12) are stored under Calendar Not Found. Changing Calendar Start and End Dates to match the Special Education fiscal year will move those documents to the correct year.
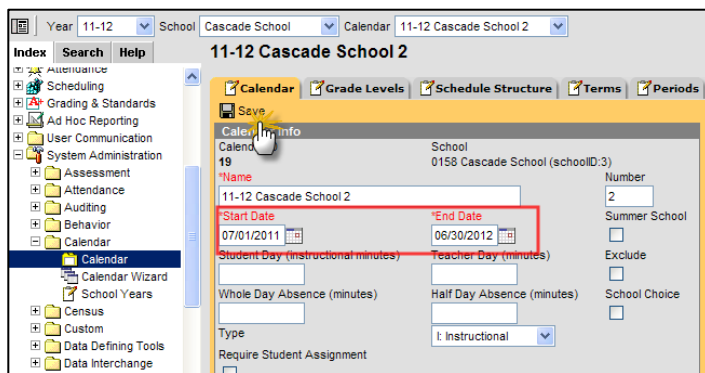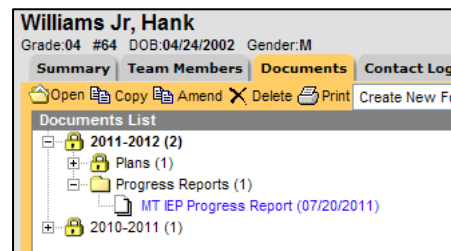

From the Index, expand **System Administration/Calendar**. Click *Calendar*.

Choose *Year* and *School* (may need to be last year, this year or both).

Change the *Start Date* to July 1st of the year selected, and the *End Date* to June 30 of the year selected. Click *Save*.

Repeat for all *Years* and *Schools* affected.

The document will move to the correct year on the student's **Documents** tab.

NOTE: State Reporting requirements will not be affected by changing the **Calendar** *Start* and *End Dates* to match the Special Education fiscal year dates. Changing the fiscal year *Start* and *End Dates* **will** aid Special Education staff in the identification and storage of Special Education documents.