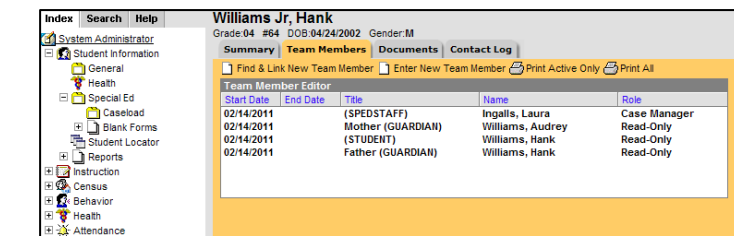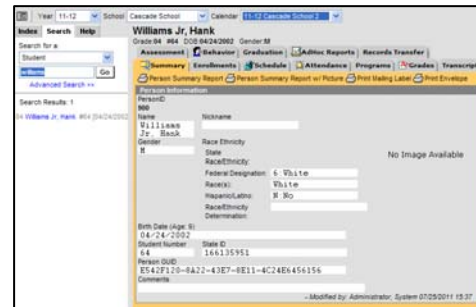# AIM QUICK FIXES

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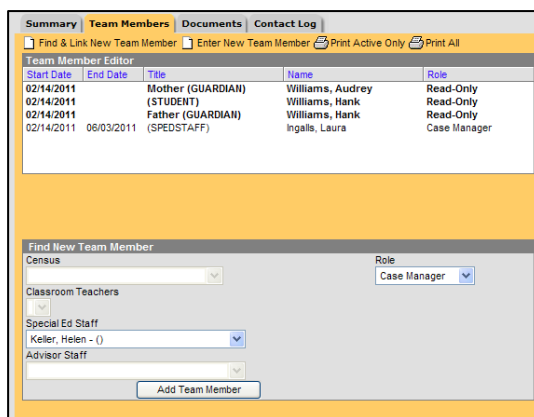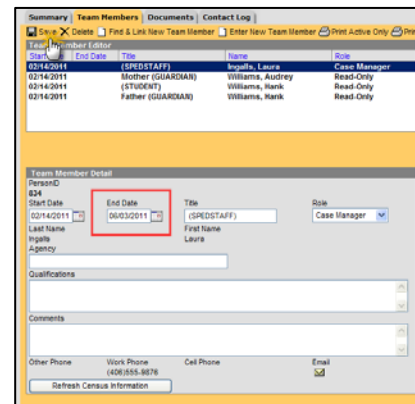
Click *Find and Link New Team Member*. Select the new *Case Manager* from *Special Ed Staff*. Choose the **Role** *Case Manager*. Click *Add Team Member*.

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