This AIM User Guide provides instructions for a records transfer process that does not include the expected IEP documents. In this scenario, contact the prior district and request the documents again. The Process Inbox on the main page in Infinite Campus shows records released for students.

SPED Documents Not Transferring

AIM User Guide
View The Records Transfer:
The **Process Inbox** shows records released for a student. Click the blue link to view transfer. Records transfers may also be viewed under this pathway:
**Student Information>General>Enter Student Name>Go>Records Transfer.**

1. Select the **Index** tab.
2. Select **Student Information**.
3. Select **General**.
4. Enter the students name, last name, then first name, click **Go**.
5. Select the student from the list. Click on the **Records Transfer** tab.
6. Select the record from the list of Transfers you wish to review.
7. Under the Data Imports portion of the transfer, locate **IEP Import Wizard**, **Special Ed Evaluation Import Wizard** and **Special Ed Documents Import Wizard**.
8. If any of these wizards are black with a line through them, one of the following is true in the student’s former district:
   a. The documents are not locked (IEP and Evaluation only).
   b. The documents don’t exist.
   c. The documents are out of date (IEP and Evaluation only).
9. Return to the **Records Transfer** tab.
10. Click **New State Transfer Request**.
11. 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**.
12. Click **Submit Request**.

**For more information, contact Kristie Sears at 1-406-444-0685 or Submit an AIM Help Desk Ticket**