



Inactivating Cases in SpEd Forms

Inactivating Cases

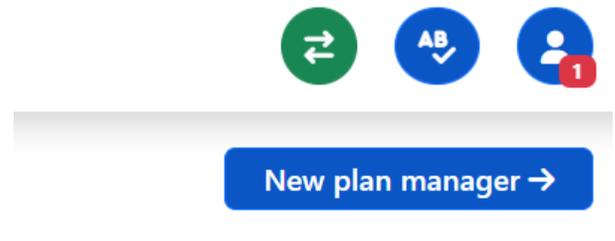
1: Go to the student's Set Up page, unclick Active, then Save- they are now in your inactive list

SpEd Forms status

- Active
- Special education

2: Go to Sharing/Transfer for that student and select the blue button 'New Plan Manager' in the top right corner. Assign the student to the case manager called "your district" Inactive; check the Reset button when sending to Inactive case manager- this removes access for all providers

Note: Don't do Step 2 if you want the student to be on your inactive list for the 1 yr follow up or you think they will be coming back.



Search

Send Activity Log Sample to a new plan manager

First name

Last name

Paynesville

Inactive

Local educators

Name	District	Reset	
Paynesville Inactive	Paynesville School District	<input checked="" type="checkbox"/>	Send →