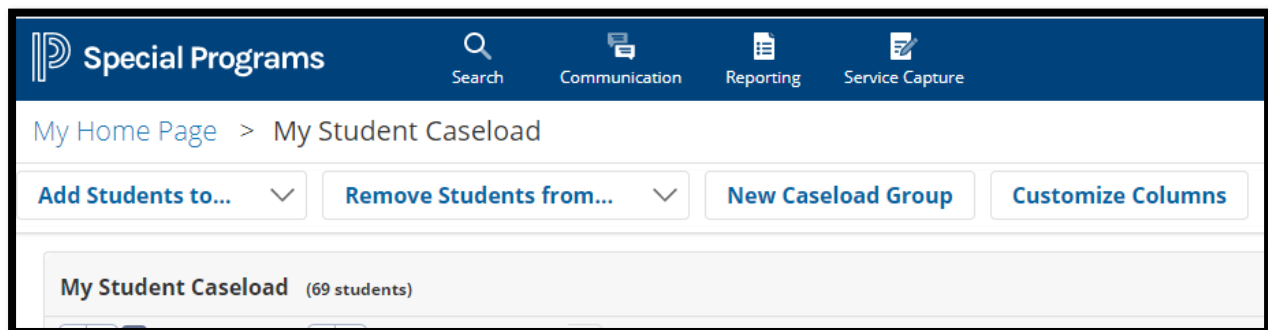
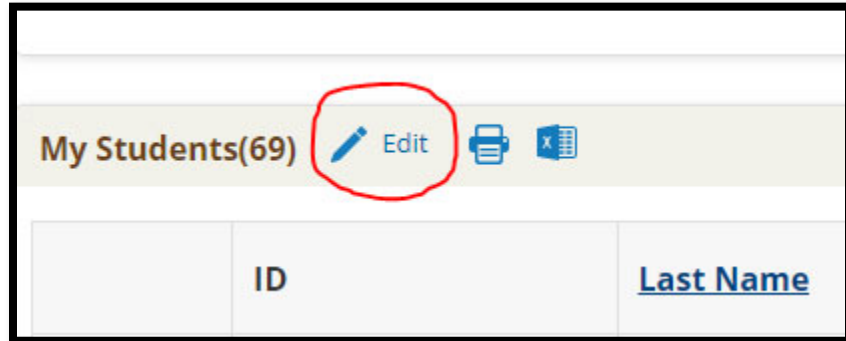


## Caseload Tips

Clicking the Edit button by your Caseload (My Students) gives you options.....



You can Add or Remove Students to your Caseload.

Add Students to....

Remove Students from...

Note: If you are no longer the Case Manager for a student and you want to remove them from caseload, you must remove your name from the Program & Services tab.

You can organize your students into groups that make sense to you.

New Caseload Group

You can customize the data you see for students in your Caseload.

Customize Columns

You can add data found under the different Profile tabs.

Special Programs Search Communication Reporting Service Capture

My Home Page > My Student Caseload > Customize Columns - Filter By Section: Demographics/Enrollment

Customize Columns (Check the fields you want displayed.)

Save

Name	Type	Status	Date Status Changed
<input checked="" type="checkbox"/> First Name	<input type="checkbox"/> Case Type	<input type="checkbox"/> Case Status	<input type="checkbox"/> Case Status Change Date
<input checked="" type="checkbox"/> Last Name			

**Student Demographic Information**

- ID (UIC)  ID
- Local ID  Local ID
- EO Local ID  EO Local ID
- First Name  First Name
- Middle Name  Middle Name
- Last Name  Last Name
- Suffix  Suffix
- Birth Date  Birth Date
- Birth Order  Birth Order
- Gender  Gender
- Place Of Birth  Place Of Birth
- Primary Language  Primary Language
- Age  Age
- Age (with months)  Age Months
- American Indian or Alaskan native  Ethnicities(American Indian or Alaskan native)
- Asian American  Ethnicities(Asian American)
- Black or African  Ethnicities(Black or African)
- Address  Address
- City  City
- State  State
- Zip Code  Zip Code
- Home Phone  Home Phone
- Cell Phone  Cell Phone
- Email Address  Email

My Home Page > My Student Caseload > Customize Columns - Filter By Section: Special Education Eligibility

Customize Columns (Check the fields you want displayed.)

Save

Name	Type	Status
<input checked="" type="checkbox"/> First Name	<input type="checkbox"/> Case Type	<input type="checkbox"/> Case Status
<input checked="" type="checkbox"/> Last Name		

**Disability & Characteristics**

- Eligibility  IEP Eligible
- Primary Disability  Primary Disability
- Secondary Disability  Secondary Disability
- Add Characteristic  Add Characteristic
- LEP  Limited English Prof
- Supplemental Nutrition Eligibility  Nutrition Elig
- Plan Type  Plan Type