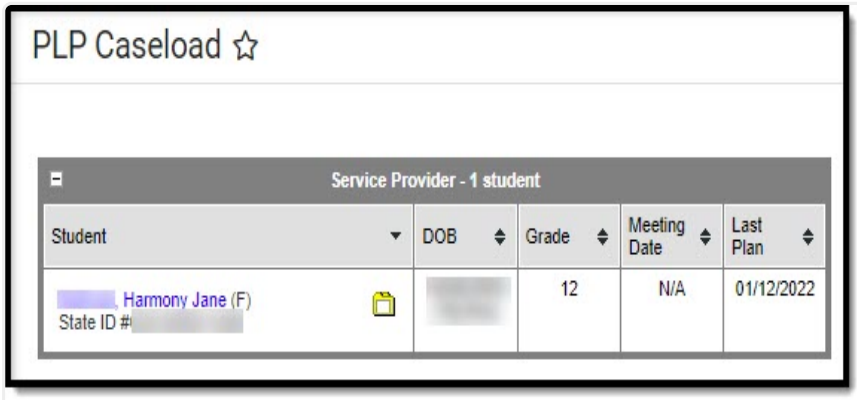
PLP Caseload

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Tool Search: PLP Caseload

The Caseload provides two ways users can view the students in their caseloads. Students appear in a user's caseload based on the user's Team Memberships of **Team Manager** or **Service Provider**. The students who appear in the caseload is not determined by the Year, School, or Calendar selected in the Campus toolbar.



PLP Caseload

See the PLP (Personal Learning Plan) Tool Rights article for information about rights needed to use this tool.

Student List in the Caseload

Clicking on the Caseload tool opens a table view of students in the caseload, first of students for whom the user is the Team Manager and a second table of students for whom the user is a Service Provider. The number of students in each table appears at the top. Expand or collapse tables by clicking the + or - icons in the top left corner. If the user is both a Case Manager and Service Provider, the Service Provider table defaults to collapsed.

The student's name and the folder icon are links to the Documents tool.

Columns in the table are sortable by clicking the black arrow icons. Click once for ascending and twice for descending. Hold SHIFT to sort multiple columns.

Information only populates in these tables based on **locked** documents.

Field	Description	Populates From
Student	The name of the student and the student's gender and State ID.	Census > People > Demographics > First Name, Middle Name, Last Name, Gender, Person Identifiers > Student State ID
DOB	The student's date of birth and age, calculated based on the current date.	Census > People > Demographics > Date of Birth
Grade	The grade level of the student's most recent enrollment. Hovering over this value displays the School Year of the enrollment.	Student Information > General > Enrollments > Grade Level
Meeting Date	Populates N/A. **Florida and Pennsylvania Only**: The last meeting date from the plan header.	Student Information > PLP > General > Documents > Plan
Last Plan	The start date of the student's most recent IEP, if applicable. Hovering over this value displays the Start Date, End Date and document Format.	Varies by state: Student Information > PLP > Documents > Plan > Education Plan editor > Start Date

Print Caseload

Printing the Caseload is best done using your browser's print function:

Browser	Print Instructions
Chrome	Right click > Print or CTRL P
Internet Explorer	Right click > Print or CTRL P
Firefox	Right click over caseload > This frame > Print frame.

The Caseload can also be copied and pasted into an excel spreadsheet from most browsers.