Special Ed Team Members [.2211 - .2315]

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Classic View: Student Information > Special Ed > General > Team Members

Search Terms: Special Ed Team Members

The Team Members tool lists the individuals who are part of a student's special education team, including counselors, case managers, family and service providers. The Role assigned to team members determines whether the student appears in the team member's Caseload. Members can be added through finding an existing person and linking them or by entering a person without consulting Census.

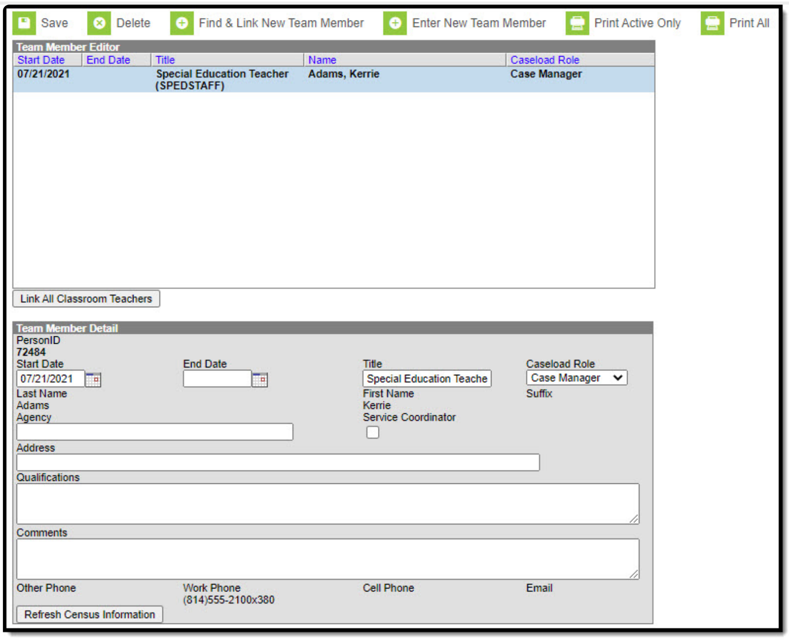

Image 1: Special Ed Team Members Tool

When adding team members, only add those who need access to the student in a special education context. Teachers who only need to know that a student has an IEP and do not need access to read it should not be added to the team. They will see an icon on the roster for students with IEPs.

Team Member Detail Fields

This table describes the fields available on the Team Member Detail.

Field	Description	Ad hoc Field Name
Start Date	The first date that the team member record is active.	teamMember.startDate
End Date	The last date that the team member will be considered active. Active team members appear in bold in the team member list.	teamMember.endDate
Title	The title of the individual in relation to the special education team membership.	teamMember.title
Caseload Role	The role of the member in relation to the team. Options are: • **Service Provider** • **Case Manager** Because Entering a New Team Member does not link Census records, Service Provider and Case Member records added this way do not result in students displaying in the team member's Caseload. Use the Find and Link Team Members tool to add students to a Caseload.	teamMember.role
Last Name	The last name of the team member.	teamMember.lastName
First Name	The first name of the team member.	teamMember.firstName
Suffix	The suffix of the team member.	N/A
Service Coordinator	Indicates if the team member is responsible for coordinating the services the student receives.	N/A
Agency	The agency the team member is associated with.	teamMember.agency
Address	The address associated with the team member, either the home address or the address of the agency.	N/A
Qualifications	The credentials that qualify the individual for team membership.	N/A
Comments	Any comments associated with the team membership.	N/A
Other Phone	Other phone number for contacting the individual.	N/A
Work Phone	The work phone number of the individual.	N/A
Cell Phone	The cell phone number of the individual.	N/A
Email	The email address of the individual.	N/A

Find and Link New Team Members

The **Find and Link New Team Members** tool allows users to select new team members from a limited list based on likely candidates, such as those connected to the student in Census, the student's teachers, and staff members designated as working in Special Education. Existing individuals are then linked to the student and their information provided. See the following table for a description of the fields in this editor.

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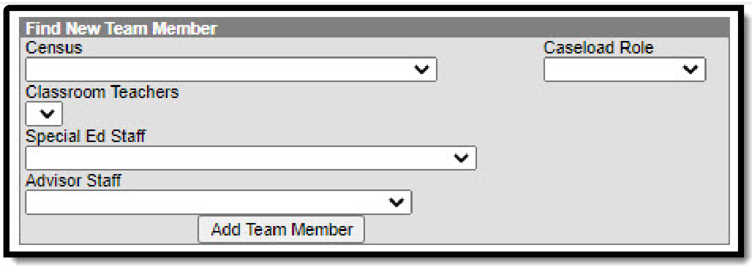

Image 2: Find & Link New Team Member

One new team member can be added at a time. For example, if a selection is made in the Census dropdown, no other selections can be made.

Find New Team Member Fields

Field	Description
Census	This dropdown list is made up of individuals who have a connection to the student through Census, such as members of the student's household, other guardians and emergency contacts. Individuals are listed with their Name (last, first), their status as a guardian of the student (Guard/Non-guard) and their relationship with the student (Mother, Father, etc).
Caseload Role	The Role field describes the access this individual will have to the student. • **Service Provider** Student displays in the Service Provider section of the team member's Caseload. • **Case Manager** Student displays in the Case Manager section of the team member's Caseload.
Classroom Teachers	This field pulls a list of the student's current teachers, based on the the student's schedule.
Special Ed Staff	This field includes staff members who have a District Assignment of **Special Ed**. Individuals are listed with their Name (last, first) and Title.
Advisor Staff	This field includes staff members who have a District Assignment of **Advisor**.

Once the desired individual is selected, click **Add Team Member** to add the individual to the student's special education team. Contact information will populate from Census. For an explanation of the fields that appear for a team member, see the Team Member Detail Fields section.

Add Team Members Using the Find and Link New Team Member Tool

1. Click the **Find and Link New Team Member** button. The Find New Team Member editor displays.
2. Select the desired individual from the appropriate dropdown list.
3. Assign that individual a **Caseload Role**.
4. Click the **Add Team Member** button. The person will display in the Team Member Editor.

Selecting the newly added individual displays that person's team member detail, noting when the individual was added as a team member to that student, the assigned role, specific qualifications or comments. Certain information here is pulled from saved Census data. At any time, use the Refresh Census Information button to display any updated details (like phone numbers and email addresses). Edits can be made to this detail record to add those qualifications and comments and to designate the Agency of a team member or to mark them as the Service Coordinator.

Enter New Team Members

Individuals who are not yet entered into Census or who do not have the District Assignments can be added to a student's team by entering information about the team member.

Team Members added in this way only exist as a record for this student; they are not added to Census and are not available to add to any other student's teams.

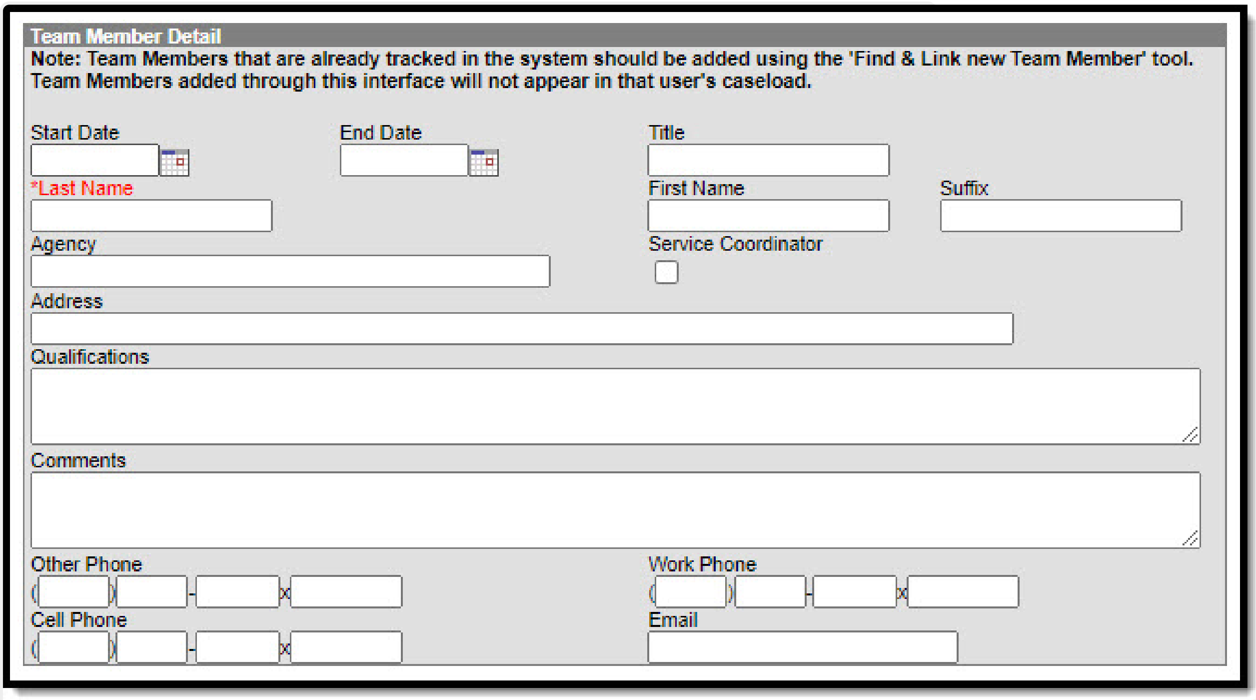

Image 3: Enter a New Team Member

Add a Team Member using the Enter New Team Member Option

1. Select the **Enter New Team Member** button. A Team Member Detail displays.
2. Enter identifying information for the individual in the appropriate fields. See the Team Member Detail Fields section for additional information.
3. Click **Save** to add the individual to the student's team.

Link All Classroom Teachers

The Link All Classroom Teachers button adds all of the student's teachers to their team. This option adds each Primary Teacher assigned to a course section in which the student is scheduled to view the student's education plan.

The "Link All Classroom Teacher Date Override" dialog displays. Start dates populate for each record based on when the student is enrolled in that teacher's class unless a different start date is entered. Entering a date pulls in teachers with the date entered as the start date.

The option to Link All Classroom Teachers only displays if the Special Ed Preference to *Enable Team Member List to Populate from Classroom Teachers* is set to Yes. Additionally, this option appears ONLY if Campus-provided IEPs are being used by the district.

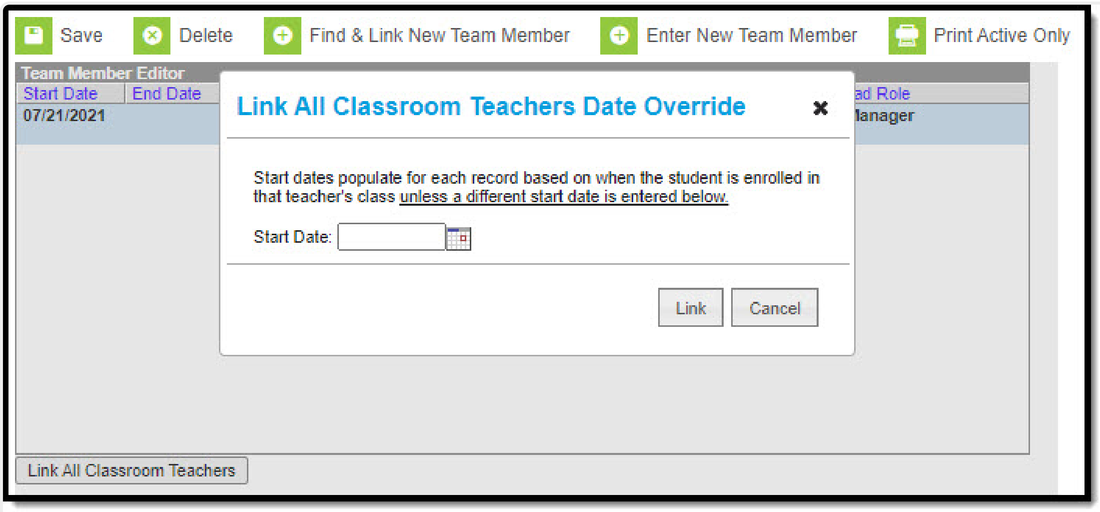

Image 4: Link All Classroom Teachers

Start and End dates populate for each teacher's record based on when the student is enrolled in that teacher's class. Membership records for teachers in future sections are entered as inactive memberships.

Print Membership Records

A PDF of all or just active team members can be printed by selecting the Print Active Only or Print All buttons.

To print a list of all active team members, click the **Print Active Only** button. To print all team members, including inactive ones, click the **Print All** button. The list of team members will print in PDF format, sorted by Active and Inactive, with the Name, Title and Contact Information for the team members.

If a team member's contact option is marked as Private on the Demographics tool, that value is hidden from view and will not be printed.

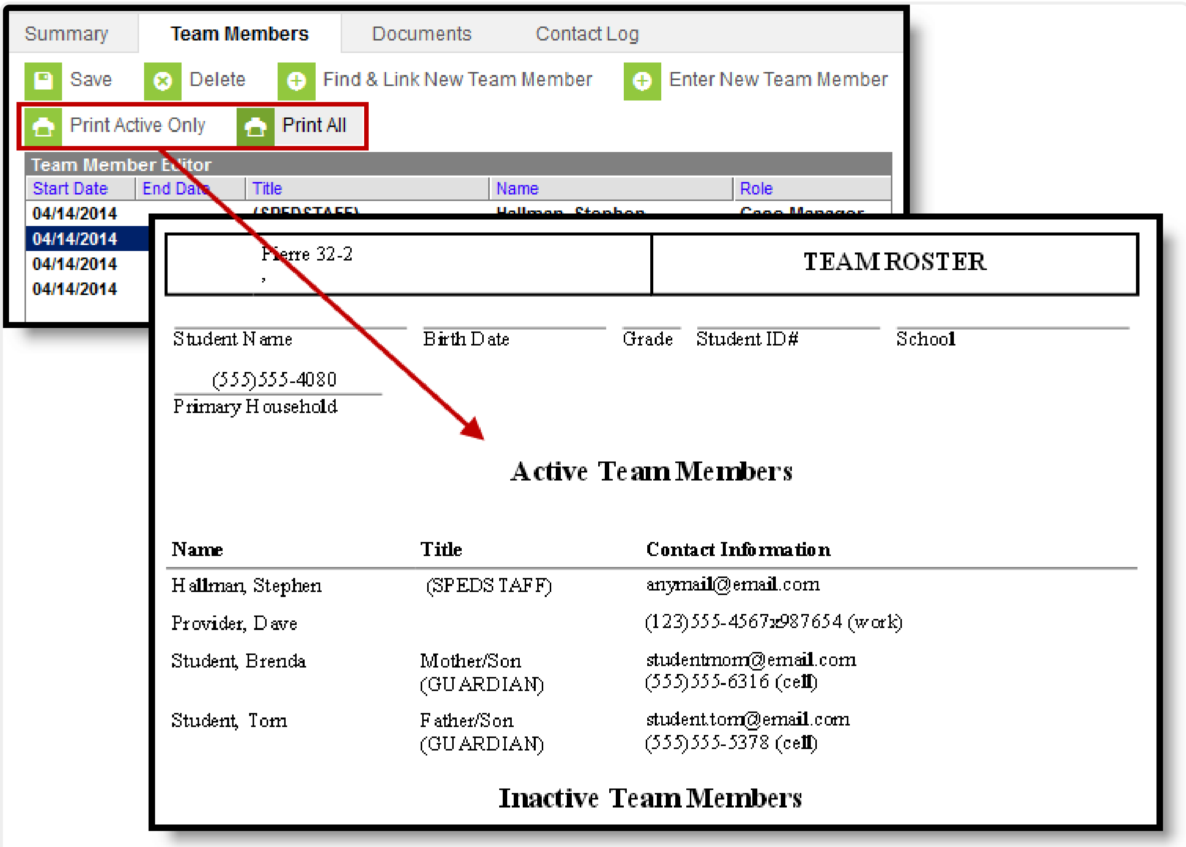

Image 5: Team Members Print

Team Member Fields in Ad hoc Query Wizard

Team Member fields are available in the Ad hoc Query Wizard when creating Student Data Type Filters in the **Learner Planning > Team Members** folder. Ad hoc field names are listed in the description tables below.

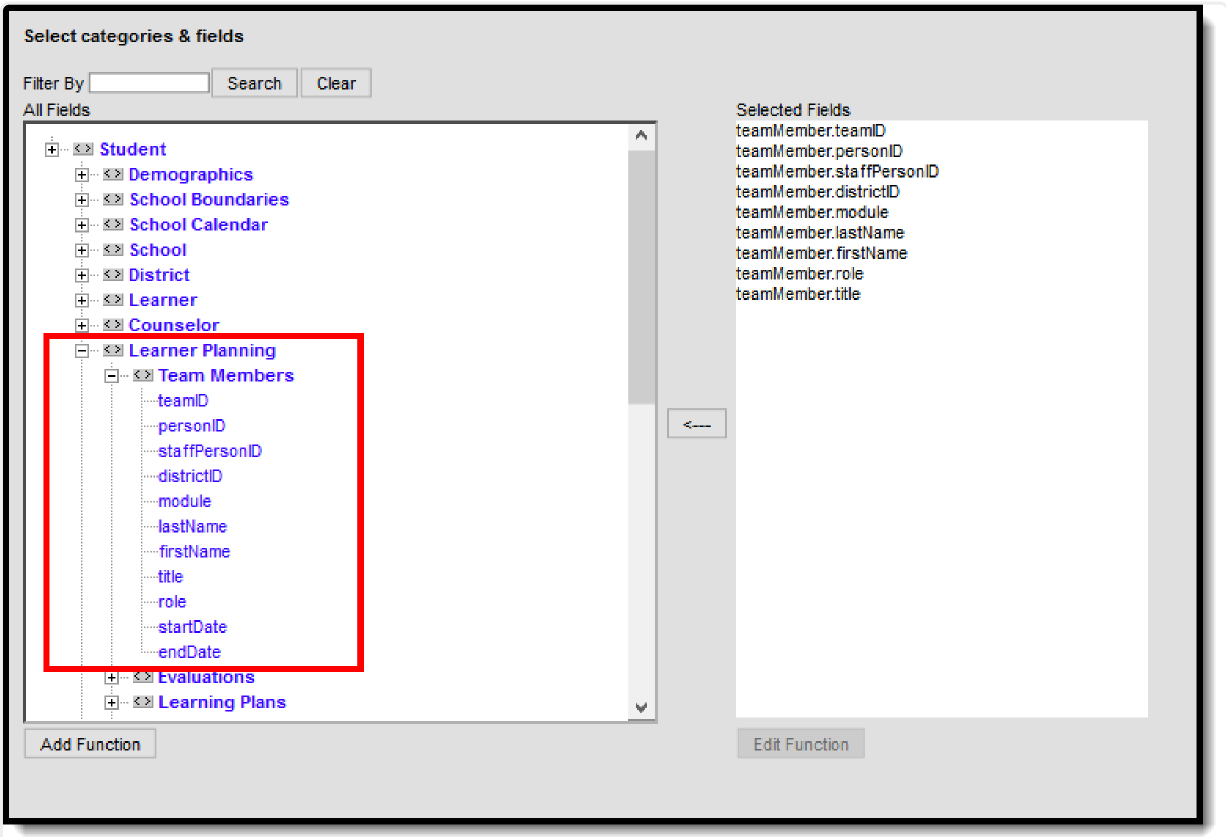

Image 6: Team Member Ad hoc Fields

See the Edit Team Member Information section for the related Ad hoc field and information on how that field returns data.