Special Ed Process Alert - Messages - Start here

Last Modified on 09/23/2026 11:40 am CDT

Process alerts are delivered to case managers to remind them of special education events that may require attention. Special ed process alert message templates are created in the Messages tab using the WYSIWYG editor.

How-to guides
• Create a new process alert message

Reference
Administrator setup • Special ed process alerts tool rights

Explanation
• After the message has been created, establish message rules and schedule alerts.