Adding Students to Your Caseload

STEP 1:

Depending on how PSSP has been configured for your school district, your caseload may already be provided for you, but if not, you will be assigned the security privilege that enables you to add and remove students from your own caseload. This is shown in the procedure below

My Home Page

Quick Access

Search Student: 🔍 type name or ID

▼ Students Recently Worked With
  📇 📄 SAMPLE, SAMPLE [SAMPLE123]

▶ Help Resources

▼ Personal Options/Content
  📄 Access Self-Service Documents

📣 Announcements (3)

☁ Unread Messages (5, 4 high imp...

My Students(1) ✏ Edit

Step 1: Click the EDIT here at the top of the "My Students" Panel on your home

	ID	...e	First Name	Birth Date	School
📇 📄 🔲	0000000000 ⏰ ✅	Sample	Joe	11/28/2000	Brick Elementary School

STEP 2:

To add students to your caseload, click Add Students to Standard Caseload here. If this option does not appear, you do not have the access privilege to add students to your caseload. This may be intentional if your caseload is being provided for you. Otherwise, consult your system administrator to gain this access privilege.

▷ Special Programs   Search   Curriculum   Assessment   Communication   Reporting   Administration   Service Capture

My Home Page > My Student Caseload

[Add Students to... ▼] [Remove Students from... ▼] [New Caseload Group] [Customize Columns]

Standard Caseload
Case Manager Caseload

...students)

ID	Last Name	First Name	Birth Date	School	Grade	Primary Disability	Ann Rev Due Date	Re Eval Due Date
0000000000 ⏰ ✅	Sample	Joe	11/28/2000	Brick Elementary School	Second grade	Severe Multiple Impairment	02/04/2020	02/04/2022

Step 2: To add students to your Standard or Case Manager caseload, click Add Students to…. If this option does not appear, you do not have the access privilege to add students to your caseload. This may be intentional if your caseload is being provided for you. Otherwise, consult your system administrator to gain this access privilege.

FYI: Depending on your security/role, you may also see an option to add students to case manager caseload. **Note** that PSSP allows multiple staff members to add a student to their **Standard** caseload, but only one staff member can be the **Case Manager** for a student at a given time.

STEP 3:
If you know the student's ID, enter it in the ID field. Alternately enter a few letters of the student's last and/or first name. Then click the "Search" button below.

Special Programs

Search   Curriculum   Assessment   Communication   Reporting

My Home Page > My Students Caseload > Add Students to Case Manager Caseload

Quick Search   Advanced Search

Students Quick Search Form
Enter one or more fields and click the 'Search' button to find Students with the same field information.

ID	
Last Name	
First Name	
Birth Date	Between _____ and _____ *(inclusive)*
Case Manager	(ID) lookup
Gender	(N/A)
Grade	(N/A)
Primary Disability	(N/A)
School	(ID) lookup
Service Coor	(ID) lookup
Enrollments Security	(ID) lookup

Search

STEP 4:

Click the checkmark next to the student you wish to add. Then click the green buttons above or below the list labeled "Add Students Marked Below/Above to Standard Caseload"
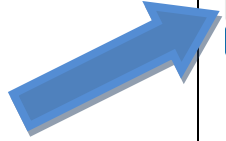
P **Special Programs**

Search | Curriculum | Assessment | Communication | Reporting | Administration | Service Capture

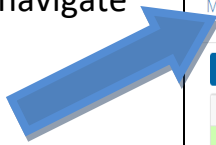My Home Page > My Students Caseload > Add Students Using: Quick Search | Advanced Search > Results

Add Students Marked Below to Standard Caseload

☐	ID	Last Name	First Name	Birth Date	School	Grade	Primary Disability	Ann Rev Due Date	Re Eval Due D
☐	2222222221	AAASample	Jane	01/01/1996	Progress Park	Special Education Transition	Other Health Impairment	10/12/2020	10/13/2022
Must be Not Exited	3333333333	AAASample	Joe	10/05/2016	Washtenaw International High School	Twelfth grade	Cognitive Impairment	07/06/2020	07/07/2022
Must be Not Exited	ABCDEFGHIJ	AAASample	Josephine	07/26/2018	High Point School	Seventh grade		09/21/2021	09/21/2023
☐	0123456789	AAASample	Linda	01/07/2017	Milan Early Childhood Program	Kindergarten	Traumatic Brain Injury	09/04/2019	09/04/2021

Add Students Marked Above to Standard Caseload

STEP 5:
Click on "My Home Page" to navigate your home page.

Add Students Marked Below to Case Manager Caseload

	ID	Last Name	First Name	Birth Date	School	Grade	Primary Disability	Ann Rev Due Date
☑	2222222221	AAASample	Jane	01/01/1996	Progress Park	Special Education Transition	Other Health Impairment	10/12/2020
Must be Not Exited	3333333333	AAASample	Joe	10/05/2016	Washtenaw International High School	Twelfth grade	Cognitive Impairment	07/06/2020
Must be Not Exited	ABCDEFGHIJ	AAASample	Josephine	07/26/2018	High Point School	Seventh grade		09/21/2021
☑	0123456789	AAASample	Linda	01/07/2017	Milan Early Childhood Program	Kindergarten	Traumatic Brain Injury	09/04/2019

Add Students Marked Above to Case Manager Caseload