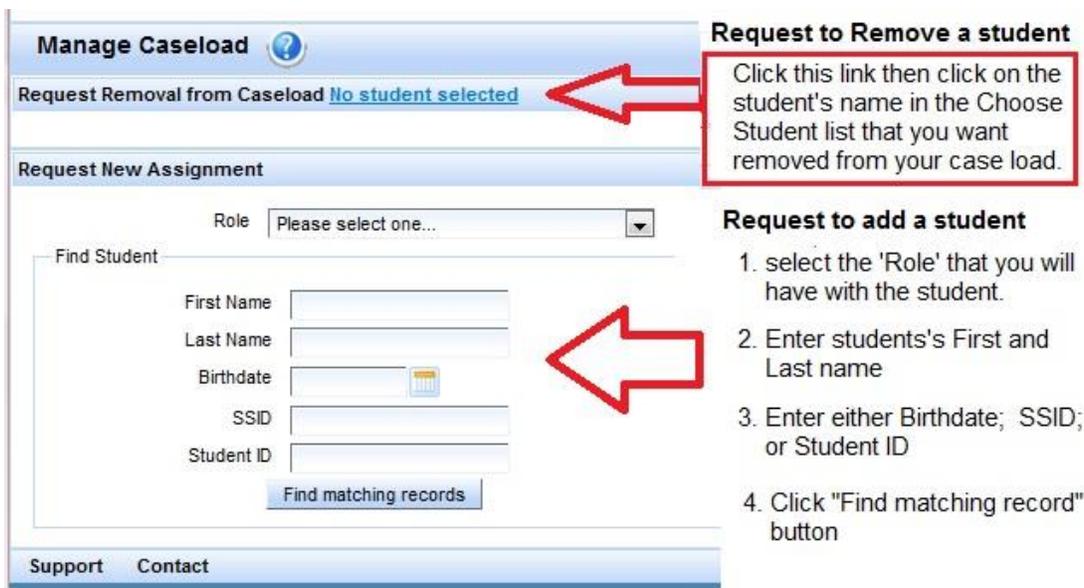


Document outlines how a general user can request a student be added or removed from their caseload; and how the District CASEMIS clerk can 'accept' or 'cancel' the request.

Manage Caseload

Located under the Student Info for General Users.

Use this area to request assignment/removal of existing or new students from your caseload. Making the request will send the request to your district's CASEMIS Clerk. Assuming the 'CASEMIS Clerk' accepts the Assignment Request you will be sent a message when the assignment has been completed.



Manage Caseload ?

Request Removal from Caseload [No student selected](#)

Request to Remove a student
Click this link then click on the student's name in the Choose Student list that you want removed from your case load.

Request New Assignment

Role: Please select one...

Find Student

First Name:

Last Name:

Birthdate:

SSID:

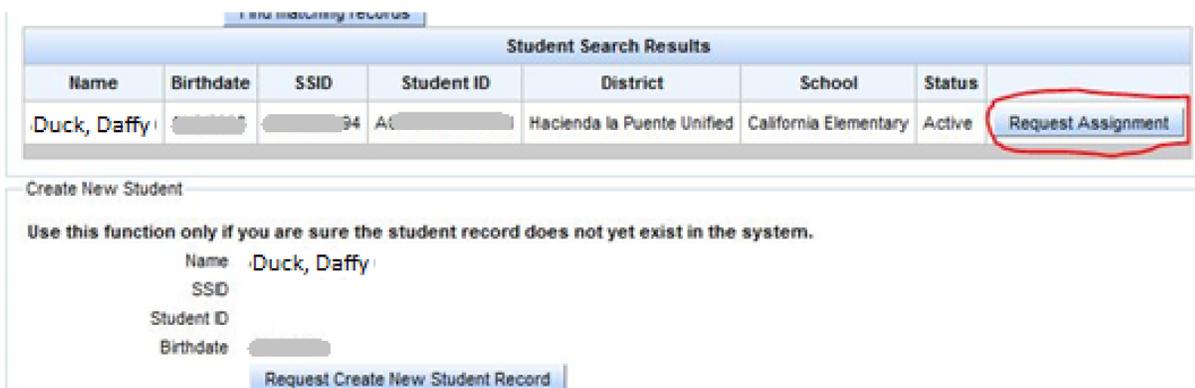
Student ID:

Request to add a student

1. select the 'Role' that you will have with the student.
2. Enter students's First and Last name
3. Enter either Birthdate; SSID; or Student ID
4. Click "Find matching record" button

Support Contact

Click the 'Request Assignment' to make request.



Student Search Results

Name	Birthdate	SSID	Student ID	District	School	Status	
Duck, Daffy		94		Hacienda la Puente Unified	California Elementary	Active	<input type="button" value="Request Assignment"/>

Create New Student

Use this function only if you are sure the student record does not yet exist in the system.

Name: Duck, Daffy

SSID:

Student ID:

Birthdate:

District CASEMIS Clerks access

When CASEMIS Clerks log in they will see '# Assigned Request'. Select either 'Approve' or 'Cancel'.

- If the record already exists in the district, the student will be added to the provider.
- If the student exists outside of the district, that will initiate a Transfer Request to the other district.
- If the student does not exist at all, SIRAS will initiate the 'New Student' process where a new record will be created.

You have:

[21 Assignment Requests](#)

Student	Assign To	Role	Request Date	Request Type		
Existing Record: Bird, tweety	Steve Ormbrek	Occupational Therapist	1/29/2016	Remove	Approve	Cancel
Existing Record: Dog, Under	Steve Ormbrek	Occupational Therapist	1/29/2016	Assign	Approve	Cancel
Existing Record: Bob, Sponge	Steve Ormbrek	Occupational Therapist	1/29/2016	Assign	Approve	Cancel
Existing Record: Stien, Franken	Steve Ormbrek	Occupational Therapist	1/29/2016	Assign	Approve	Cancel
Existing Record: Grouch, Oscar	Steve Ormbrek	Occupational Therapist	1/29/2016	Assign	Approve	Cancel
Existing Record: Dylan, Bob	Steve Ormbrek	Occupational Therapist	1/29/2016	Assign	Approve	Cancel