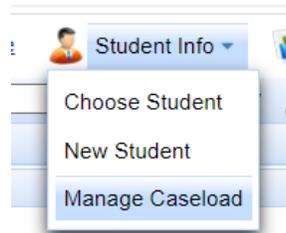


To Manager your Caseload:

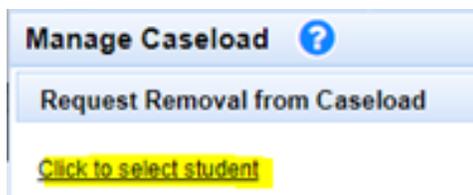
This will allow General User to request students to be added or removed from their caseload.

Under the Student Info Menu, select Manage Caseload *(admin users will not see this option)*



Remove a Student:

Under Request Removal from Caseload select the link 'Click to select student' and select the student you want to remove from the Choose Student List.



Request a Student:

Request New Assignment

Role:

Find Student

First Name:

Last Name:

Birthdate: 

SSID:

Student ID:

Support Contact

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

Then confirm the request by clicking the **'Request Assignment'** button

Click the 'Request Assignment' to make request.

Student Search Results							
Name	Birthdate	SSID	Student ID	District	School	Status	
Duck, Daffy		94	Ac	Hacienda la Puente Unified	California Elementary	Active	Request Assignment