



Caseload Summary Report

- This is your special ed caseload.
- You need to manage it and keep it current.
- Even if you list yourself as Case Manager for a student and the student's name shows when you click on Caseload in the index, this does not add them to your Caseload Summary Report until you have started an IEP on that student. The student is not officially on your Caseload until he/she has an IEP.
 - Index>Student Information>Reports>Caseload Summary
 - Select Grade, Team Role (Case Manager), scroll to your name in Sped Staff, Select your school/schools (Ctrl key to select multiple schools), Generate Report
 - You can add filter by dates, active only, Ad Hoc Filters, but for the most part you'll just pull up your caseload as listed above.

Index **Search** **Caseload Summary Report**

This report lists detail information about each student in your caseload. If you enter the effective date, it will filter the list of students to only those where your team membership is active, and their IEP and enrollment is active.

Which students would you like to include in the report?

☒ Grade ☐ Ad Hoc Filter

Enrollment Effective Date: 06/06/2017

Plan Start Date: To: Plan End Date: To: ☒ Active Plan Only

Team Roles: ☒ Active Only

Sped. Staff: ☐ Print in HTML format

Which calendar(s) would you like to include in the report?

☒ active year ☐ list by school ☐ list by year

16-17 Amargosa ES
16-17 Amargosa MS
16-17 Beatty ES
16-17 Beatty HS
16-17 Beatty MS
16-17 Duckwater ES
16-17 Duckwater MS
16-17 Floyd ES
16-17 Gabbs ES
16-17 Gabbs HS
16-17 Gabbs MS
16-17 Hafen ES
16-17 J G Johnson ES
16-17 J G Johnson ES PK 4D
16-17 J G Johnson ES PK M-T
16-17 J G Johnson ES PK W-TH
16-17 Manse ES
16-17 NCSD - Adult Education
16-17 Pahump Valley HS
16-17 Pathways ES
16-17 Pathways HS
16-17 Pathways MS
16-17 Rosemary Clarke MS
16-17 Round Mountain ES
16-17 Round Mountain HS
16-17 Round Mountain MS
16-17 Tonopah ES
16-17 Tonopah HS
16-17 Tonopah MS

CTRL-click or SHIFT-click to select multiple

Generate Report



Caseload Summary Report

- Once you have pulled up your Caseload Summary Report, you can review it for students, IEPs, eligibilities, anything that is missing/incomplete
- The Re-Eval Date is populated when school psychologists/speech pathologists do Evaluations/Eligibility in IC. Therefore, this column will populate over the course of the next 3 years as all students have their 3 Year Evaluations completed in IC. Until that time, this column will not be fully populated.
- Notice the header tracks how many students you have on your caseload and how many total plans (it tracks all IEPs held on a student during the school year). Number of students is your caseload.

12 Nye District

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Caseload Summary Report

Calendar: 16-17 Rosemary Clarke MS

All Grades Role(s): Case Manager

Staff: 1 Students: 9 Plans: 11

1. Adams, Danna Plans: 11 Students: 9

Calendar	Grade	Student Name	Resident District	Disability	Special Ed. Status/Setting	Re-Eval Date	Plan Type	Start/End Date	Role
16-17 Rosemary Clarke MS 07/01/2016-06/30/2017 Plan: 11 Students: 9	07			Autism Spectrum Disorder	1 / B11	10/23/2019*	SPED	09/27/2016 - 09/27/2017	Case Manager
							SPED	12/01/2016 - 12/01/2017	Case Manager
	07			Autism Spectrum Disorder	1 / B11		SPED	04/27/2017 - 04/27/2018	Case Manager
	06			Autism Spectrum Disorder	1 / E5	05/17/2020*	SPED	05/18/2017 - 05/18/2018	Case Manager
	07			Autism Spectrum Disorder	1 / B11	03/20/2020*	SPED	03/21/2017 - 03/21/2018	Case Manager
	08			Autism Spectrum Disorder	1 / B10		SPED	05/01/2017 - 11/30/2017	Case Manager
	08			Health Impairment	1 / B11		SPED	05/09/2017 - 12/13/2017	Case Manager
	06			Health Impairment	1 / E5	05/01/2020*	SPED	04/24/2017 - 04/24/2018	Case Manager
							SPED	05/02/2017 - 05/02/2018	Case Manager
	07 (#35567)			Autism Spectrum Disorder	1 / B11		SPED	02/14/2017 - 02/14/2018	Case Manager
	07			Autism Spectrum Disorder	1 / B11		SPED	02/16/2017 - 02/16/2018	Case Manager

* The determination date was missing so the Re-eval date was calculated using the evaluation date of the most recent locked evaluation.

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