ACCESSING 504 ACCOMMODATION PLANS IN INFINITE CAMPUS

Unlike previous years, teachers will receive their 504 plans through Infinite Campus instead of a paper copy in teacher mail boxes. It is important to review these prior to the first day of school to be aware of how this will impact your classroom, the unique disability the student presents, and services needed for students on a 504 Plan. Directions on accessing the 504 plan follow:
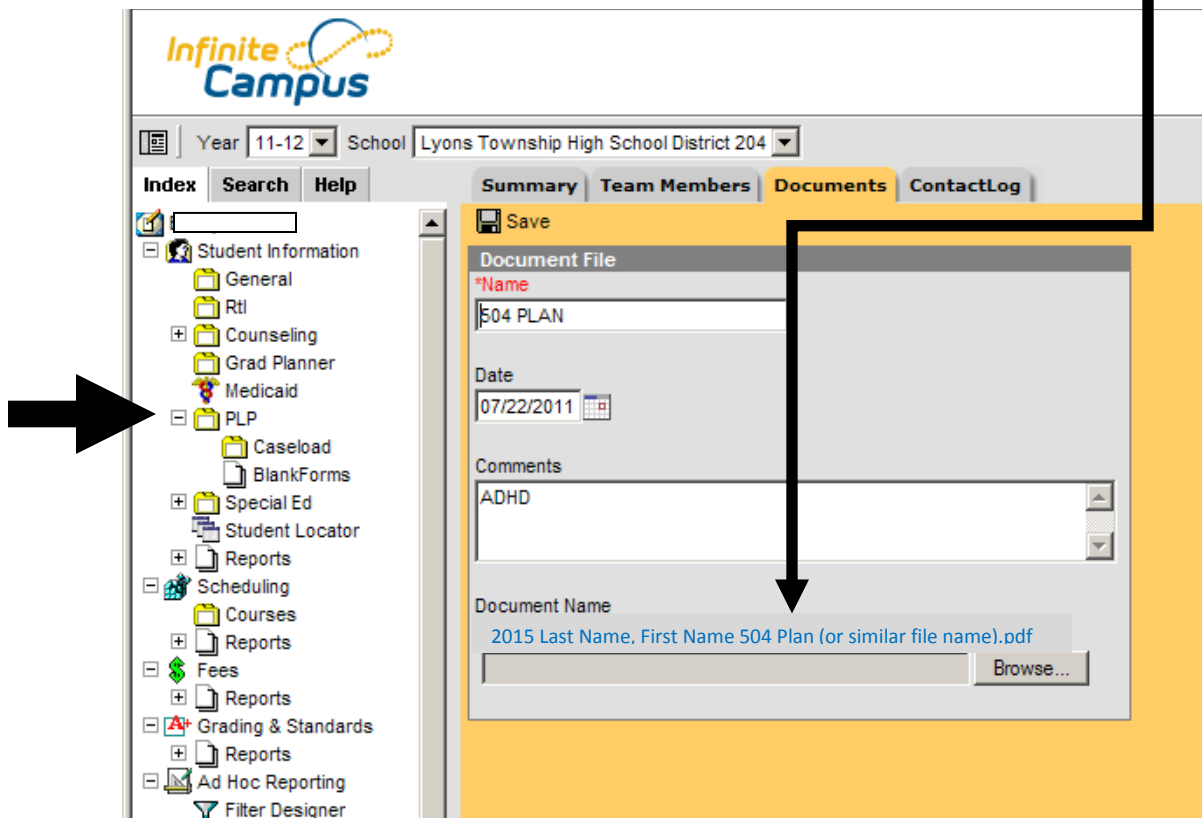
When reviewing your student rosters, students that have a 504 Accommodation Plan will be indicated with a red flag similar to this:

When you hover your mouse over the flag, you get a message that says **SEE PLP**.

To locate and open a copy of the student's 504 Accommodation Plan, do the following:

(1) In the **INDEX** on the left side of the IC Screen, look for STUDENT INFORMATION
(2) Then select **PLP** on left in the INDEX
(3) Once the PLP screen opens on the right, select the **DOCUMENTS TAB**
(4) Click on the + sign to open the **FOLDER** for the 2010-11 (or most current) School Year until you see the 504 PLAN PDF
(5) Double Click the **PDF FILE ICON** and you will see the following screen.
(6) Double Click on the Document Name to open the PDF of the 504 Plan.