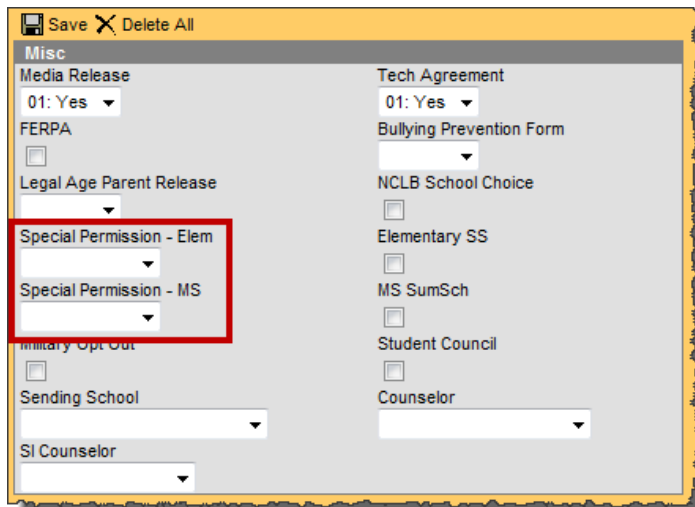


Special Permission on Misc. Tab

****Please Note – Before marking special permission, approval is needed from the Office of Elementary or Secondary Education.****

The Special Permission drop-down boxes are located on the Misc. Tab in Infinite Campus. Previously, there was only one field available to denote a student was on special permission. Having only one field made it confusing to know whether the student was on special permission for elementary school, middle school, or both.

The Special Permission field is now broken down into two categories – one for Elementary (Elem) and one for Middle School (MS).

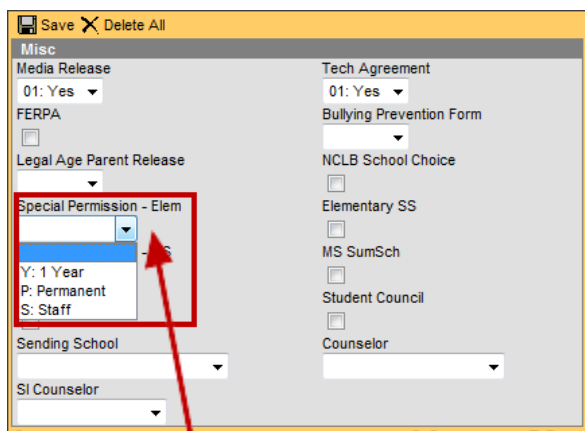
A screenshot of the Infinite Campus 'Misc.' tab form. The form has a yellow header bar with 'Save' and 'Delete All' buttons. Below the header, there are two columns of fields. The left column includes 'Media Release' (01: Yes), 'FERPA' (checkbox), 'Legal Age Parent Release' (checkbox), 'Special Permission - Elem' (dropdown), 'Special Permission - MS' (dropdown), 'Military Opt Out' (checkbox), 'Sending School' (dropdown), and 'SI Counselor' (dropdown). The right column includes 'Tech Agreement' (01: Yes), 'Bullying Prevention Form' (dropdown), 'NCLB School Choice' (checkbox), 'Elementary SS' (checkbox), 'MS SumSch' (checkbox), 'Student Council' (checkbox), and 'Counselor' (dropdown). A red box highlights the 'Special Permission - Elem' and 'Special Permission - MS' dropdown menus.

The Special Permission field can be populated with Y: 1 Year, P: Permanent, and S: Staff.

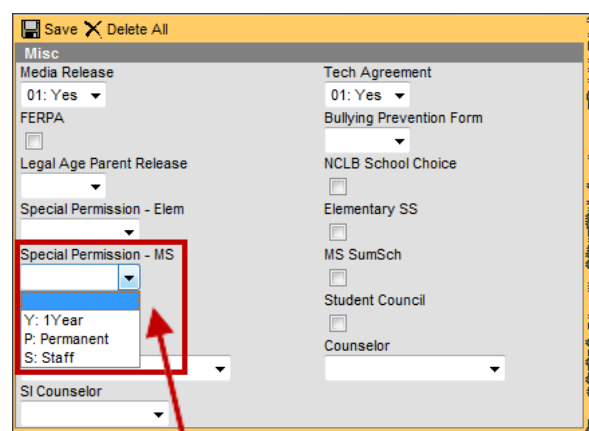
Use **Y: 1 Year** if the student is only granted special permission for one year.

Use **P: Permanent** if the student is granted special permission permanently. Please note: If a student is granted permanent special permission for elementary school, they are **NOT** automatically granted special permission for Middle School, they must request it again.

Use **S: Staff** if the student is a child of a certified district employee and therefore attends school in our district even if they reside outside of the district.

A screenshot of the Infinite Campus 'Misc.' tab form, similar to the one above. A red box highlights the 'Special Permission - Elem' dropdown menu, which is open, showing three options: 'Y: 1 Year', 'P: Permanent', and 'S: Staff'. A red arrow points from the caption below to the dropdown menu.

Elementary Drop-down Fields

A screenshot of the Infinite Campus 'Misc.' tab form, similar to the one above. A red box highlights the 'Special Permission - MS' dropdown menu, which is open, showing three options: 'Y: 1 Year', 'P: Permanent', and 'S: Staff'. A red arrow points from the caption below to the dropdown menu.

Middle School Drop-down Fields