


## Creating Progress Notices in Infinite Campus

Due to changes of how browsers interact with Form Fillable documents, users may need to modify the Default Reader in order to complete Progress Notices.

Using Firefox	Using Chrome
<p>While Firefox is open,</p> <ol style="list-style-type: none"> <li>1. Click the menu button  and choose Options.</li> <li>2. Select the <b>Applications</b> panel.</li> <li>3. Find <b>Portable Document Format (PDF)</b> in the list and click on it to select it.</li> <li>4. Click on the drop-down arrow in the <b>Action</b> column for the above entry and select the PDF viewer you wish to use. <u>Recommended:</u> Use Adobe Reader</li> </ol>	<ol style="list-style-type: none"> <li>1. As long as users have an updated version of Chrome, there should be no modifications needed.</li> </ol>

**To access the Progress Notices and attach to appropriate student:**

1. Search for student
2. Once the student is found, click on the Index tab
3. From the Index tab, go to Student Information > PLP > General > Documents tab > New Document
4. Check 3rd option: Create Custom Form
5. Select appropriate notice from dropdown
6. Create Document

Summary
Team Members
**Documents**
Contact Log

**Create New Document Wizard**

*Please select one of the following documents:*

**Create New Plan:**  
*Goals and Objectives, Services, Accommodations, Transition, and Other Information*

**Create New Progress Report:**  
*Report measurable progress against ongoing Plan Goals*

**Create Custom Form:**  
*Notices, checklists, and supplemental forms*

Select a Form

(No Form Selected) v

(No Form Selected)

Progress Notice Grades K-5

Progress Notice Grade 6

Prepopulated Data from

20-21 [REDACTED] (09/03/2020-) v

(document selected)

Create Document
Cancel

**Student' Name, Date, Grade and School are auto-filled**

7. Enter other information as needed
8. Click the SAVE button the bottom of the form – **NOT** the save icon in top left corner of document window

*Teacher Signature* \_\_\_\_\_

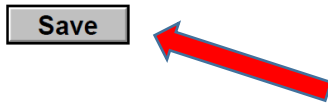
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**and return** the bottom portion of this **Progress Note** to your child’s teacher within one week you received and reviewed this notice.

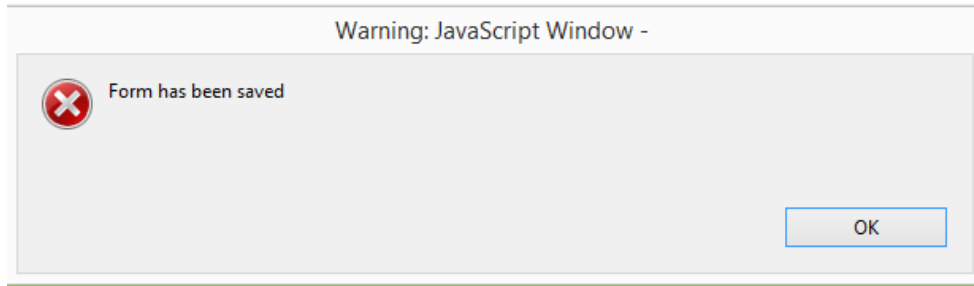
read and discussed this form with my child.

**Guardian Signature** \_\_\_\_\_ Telephone \_\_\_\_\_

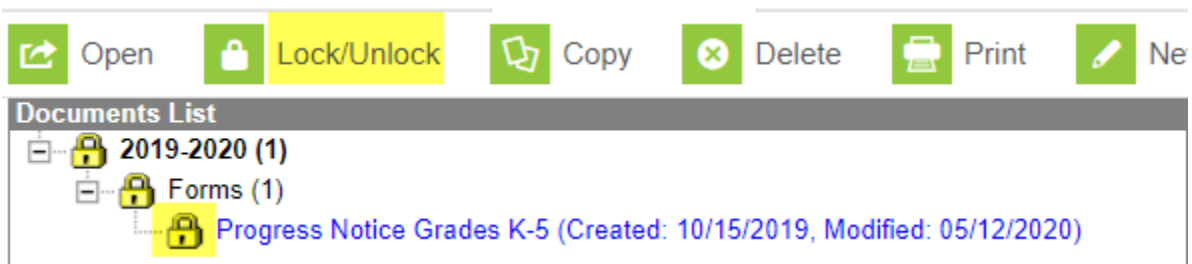
to schedule a conference. I would prefer to meet on \_\_\_\_\_ (date) at \_\_\_\_\_ (time).



9. A pop-up window will appear stating the form has been saved
10. Click OK



11. The form is now attached to the student with a date created and modified listed
12. Depending on the browser, you may need to move to another tab and return to Document tab to see the form listed



13. Click the Print icon and Print as you would any other pdf document

**For parent/guardians to see on the Parent Portal within the Documents area, the Progress Notices **MUST BE LOCKED****