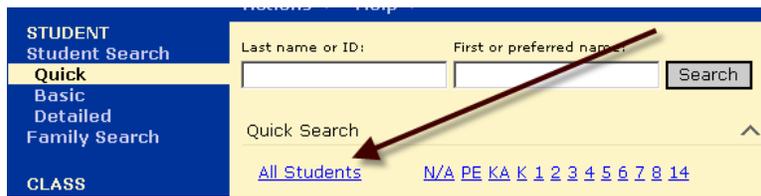
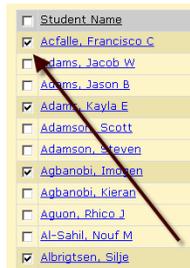


Entering Special Education Information

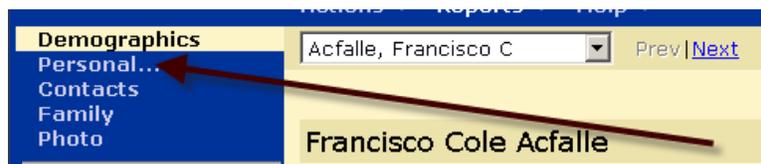
After receiving the list of special education students from your SPED coordinator, in SMS, choose the **Quick Search**, clicking on **All Students**.



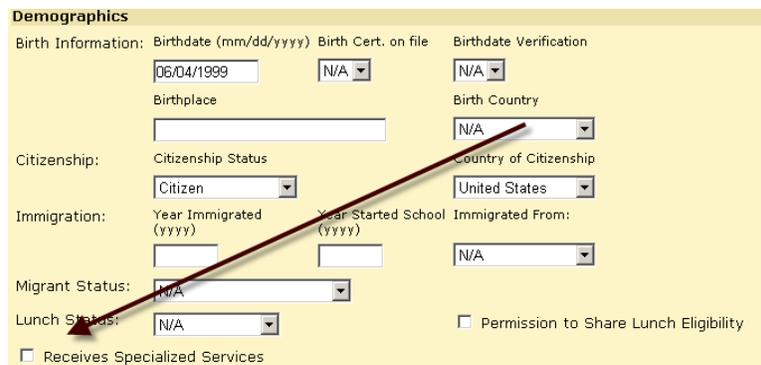
Select the students by clicking in the **Select box**. You will then be able to go from student to student on the same Demographics screen without having to search for the next student.



Then click on the first student and choose the **Personal...** link on the left-hand side.



Scroll down to the **Demographics** section and find the **Receives the Specialized Services** check box.



Click **Save** at the bottom of the screen and close the screen, bringing you back to the Demographics screen. Choose **Next** to cycle through all the students that you have selected.

