Assigning Yourself as the Section 504 Case Manager

PREPARATION FOR SCHOOL 504 COORDINATOR

☐ 504 Coordinator confirms with Central Office (296-5885) they the 504 Coordinator in EasyIEP.
☐ Username and Password have been secured.

ASSIGNING YOURSELF CASE MANAGER

☐ 504 Coordinator accesses EasyIEP, and goes to “WIZARDS”.
☐ Click “CASELOAD SETUP WIZARD”
☐ Click “ADD MORE STUDENTS TO CASELOAD”
☐ Search for the student(s) to add to your caseload.
☐ When the search results display the student(s) click the checkbox in the “CASE MANAGER” column.
☐ Click “Add Students to Caseload” button to add the students to your caseload.