

## Changing a student from the Regular Education Folder to the Special Education Folder

In order to access the special education documents, you may need to manually move the student's Goalview file to the Special Education Folder.

For this example, we will be changing Truckee McTruckerston from General Ed to Special Education.

**Step 1.** Locate the student—the student can be found under the general education folder for the school or by using the global search box in the top left corner of any screen (just below the Goalview logo).

The screenshot shows the GoalView Search interface. At the top left is the 'goalview' logo with 'By PCG Education' underneath. Below the logo is a search bar containing 'mctru'. A blue arrow points from a text box on the right to this search bar. The text box says: 'This is the global search tool and can locate students who are either in General Ed or Special Ed for the school(s) that you have access to.'

Below the search bar is a table titled 'GoalView Search'. The table has the following columns: First Name, Last Name, Attend School, Student ID, State ID, Gender, Disability, and Program. The search results show one student:

First Name	Last Name	Attend School	Student ID	State ID	Gender	Disability	Program
Truckee	McTruckerston	A Summer Training School			Male	Autism	General Ed

Below the table, a text box says: 'You searched for: mctru , Number of Results: 1'. A blue arrow points from another text box to the 'Program' column of the table. The text box says: 'Here we see that Truckee is listed as General Ed so we will not have access to any documents for him.'

On the left side of the interface, there is a navigation menu with the following items: Back to Goals, Special Ed: Students, Jordan, A Summer Training School, Find, Student Snapshot, Contact Log, Documents, State Data, Notice, Referral, Prior Notice & Consent, Written Prior Notice, Medicaid Consent, Status: Consent, Evaluation, Eligibility (converted), IEP, Prior Notice Init Placement, Status: Init Placement, Re-evaluation Data Review, and Prior Notice Change Place.

**Step 2. Access the Students File.**

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Home Views & Reports News Help

mctru

Back to Goals Remove Student from Caseload Student Data

### Student Snapshot: Truckee McTruckerston (2604945)

State Student ID: [blank]  
Grade: 5th Grade  
DOB: 4/8/2009 (Age: 7 years)  
Gender: Male  
Ethnicity: ?  
Attends School: A Summer Training School  
Home School: A Summer Training School  
Teacher: [blank]  
Case Manager: [blank]  
Education Program(s): General Ed  
Status: Active

**Documents** 0 total (0 uploaded)  
**Contact Log** 0 recent

**ToDo's**

Here we see that we have no documents to work on— because his educational program is General Ed

Next we need to click on this link to change his educational program.

**Step 3. Change the placement**

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Back to Goals Edit Top Up Down Save

### View Student Truckee McTruckerston

Archived Documents ( 0 ) Transfer History

1. [Basic Data](#)
2. [Placement](#)
3. [Student IDs](#)
4. [Residence Address](#)
5. [Mailing Address](#)
6. [Communications](#)

#### Basic Data for Student Truckee McTruckerston

Edit Top Up Down Save

Prefix [blank]  
First Name: Truckee  
Middle Name [blank]  
Last Name: McTruckerston  
Suffix [blank]  
Nickname [blank]  
Birthdate: 4/8/2009  
Gender: Male  
Is Hispanic?: ?  
Ethnicity [blank]  
Status: Active

#### Placement for Student Truckee McTruckerston

Edit Top Up Down Save

Home Region: Utah State Office of Education  
Home District: Jordan School District  
Home School: A Summer Training School  
Attends Region: Utah State Office of Education  
Attends District: Jordan School District  
Attends School: A Summer Training School  
School Type: ?  
Educ Program: General Education  
In Referral?: No  
Placement: ?  
Grade: 5th Grade  
Teacher: ?  
Case Manager: ?

So we then click the Edit link and change the educational placement to Special Education

Step 4. Submit a SCRAM—this will change back each evening when Skyward and Goalview communicate during the overnight update. So you need to submit a SCRAM so that this change will stay.