SpecialServices *Assigning Students to a Related Service*

> *Only users with the appropriate security privileges can assign students to a related service in SpecialServices. For more information, see the* User Roles *or* Resource Permissions *instructional sheets.*

1 On the **My Students** screen, click **Assign Students.**

My Students &+ Assign Students

Student	Id	Code	Related Services	Documents	Status	Due Date	Progress

2 On the **Assign Students** window that opens, complete one of the following:

- If you are a case manager – In the **Choose a Provider** field, enter 2 or more letters of a staff member's first or last name. Then, select the appropriate staff member from the results list that displays. (You can select yourself if desired.)

- If you are a service provider – Make sure that your name displays in the **Choose a Provider** area.

Choose a Provider
(you or someone else)   Intervention, James H   ✕

Case manager

Choose a Provider   ServiceProvider, Paul H

Service Provider

Note: To clear the field, click ✖ *.*

3 In the **Choose a Service** area, click the name of the service that the staff member will provide to the student(s).

The name of the service you selected is highlighted in green and a checkmark displays beside it.

4 Click **Students.**

Assign Students   ✕

Choose a Provider
(you or someone else)   Search Staff

Choose a Service

Case Manager	Recreation, including therapeutic recreation
Speech-language and audiology services	Counseling services
Interpreting services	Orientation and mobility
Psychological services	Medical services
Occupational therapy	School health and/or school nurse services
✓ Physical therapy	Social work services
Assistive technology	Parent counseling and training
	Other

Students ＞   Cancel

5 On the student search version of the **Assign Students** window, search for a student by entering a grade level, student ID number, or at least 2 letters of the student's first or last name.
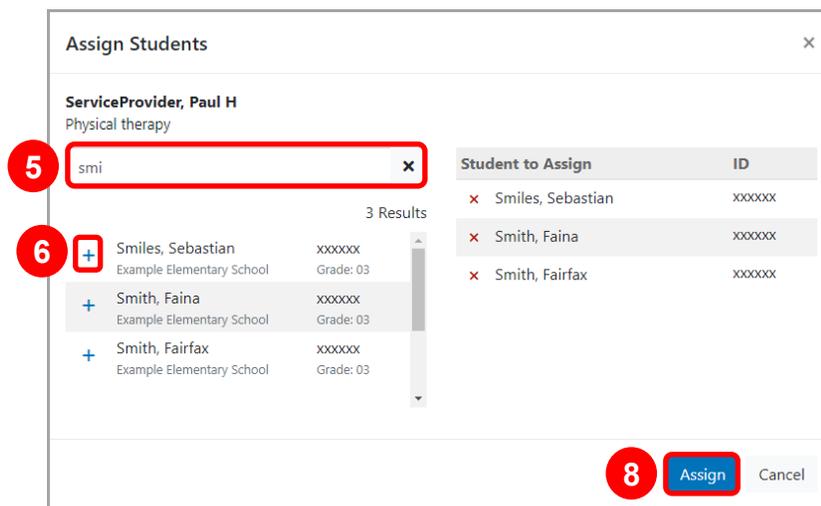
Note: *To clear the field, click* ✖ *.*

6 When the results list displays, beside the name of the student whom you wish to assign, click ✚.

The student's name displays in the **Student to Assign** list.

Note: *To remove the student, click* ✖ *.*

7 Repeat steps 5 and 6 as necessary.

8 Click **Assign**.

Assign Students	✕

ServiceProvider, Paul H
Physical therapy

5 smi ✖

3 Results

			Student to Assign	ID
6 ✚	Smiles, Sebastian Example Elementary School	XXXXXX Grade: 03	✕ Smiles, Sebastian	XXXXXX
✚	Smith, Faina Example Elementary School	XXXXXX Grade: 03	✕ Smith, Faina	XXXXXX
✚	Smith, Fairfax Example Elementary School	XXXXXX Grade: 03	✕ Smith, Fairfax	XXXXXX

8 Assign | Cancel

On the **My Students** screen, the staff member and related service display in the grid for the appropriate student(s).