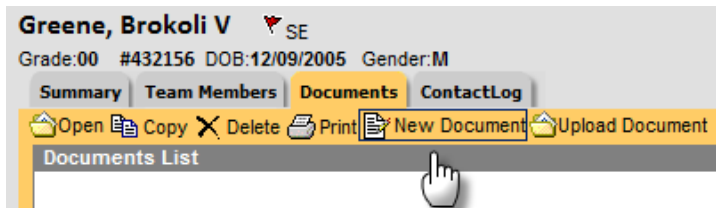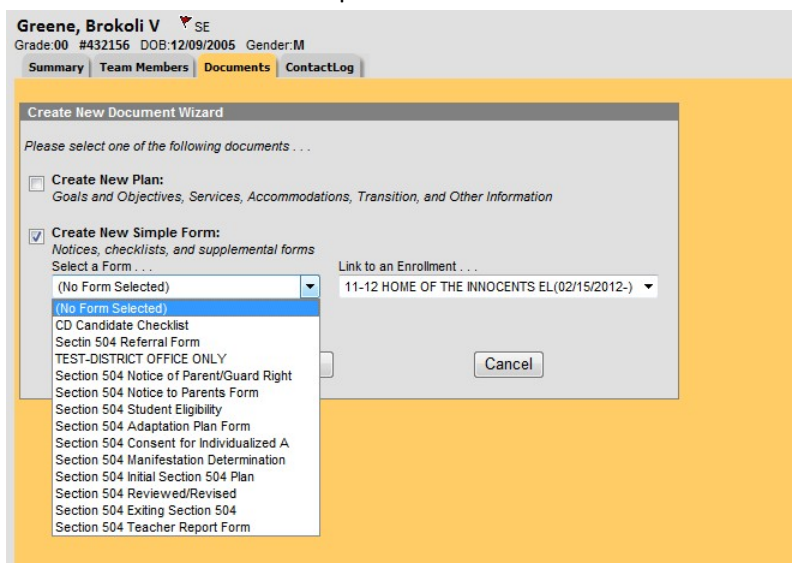**THE FOLLOWING SECTION 504 FORMS ARE AVAILABLE IN INFINITE CAMPUS TO FILL OUT ON A STUDENT:**
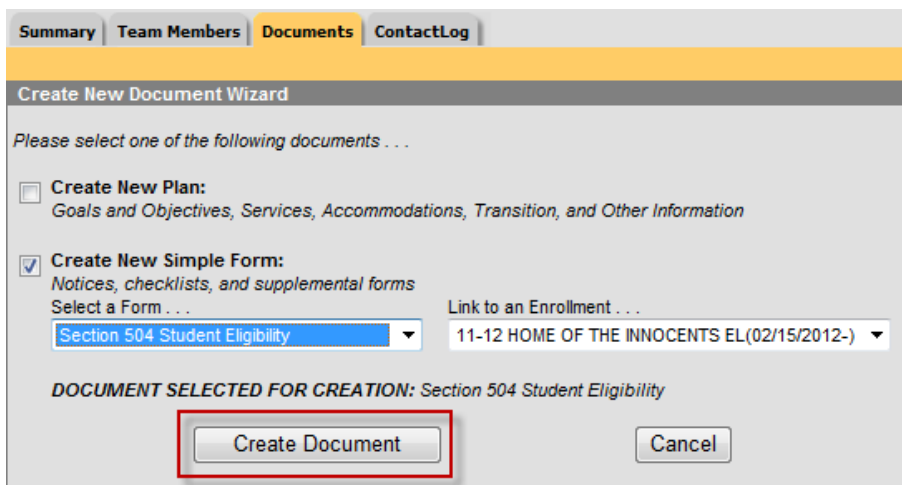
Selecting a new Program 504 form:

1. Search for the student.
2. Navigate to **Index** > **Student Information** > PLP.
3. Click on the **Documents** tab, if necessary.
4. Click on **New Document**.

5. Click on Create New Simple Form
6. Select the form from the drop-down list.

7. Click **Create Document**.

8. The form will open in the same window.

a. Steps b: d explains what to do if you wish to save your form. If you change your mind and don't want to save the form, click back on PLP on the left side of your screen.

b. Some of the student's demographic information auto-fills. Enter any additional data and click the save button located in the upper right of the form.

Note: If this is your first time fill out an embedded form within Infinite Campus, you will get a warning indicating that you "Cannot Save Form Information". Check the "Don't show again" checkbox and click Close, and the dialogue box won't display anymore. It is just telling you that you can't save the completed form to your computer but you can save it to Infinite Campus.
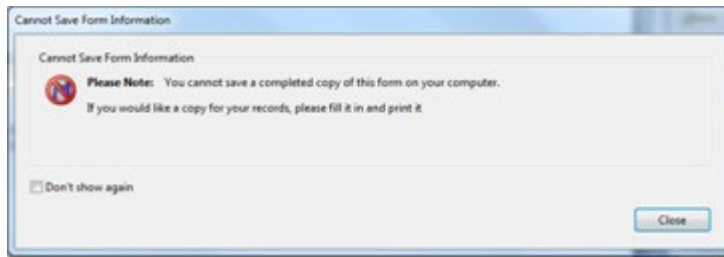
c. The following box will appear to notify you that the form has been saved. Click **OK**.
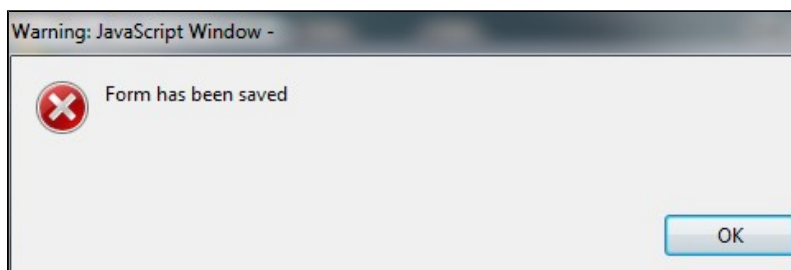
d. The form will save and the documents tab will re-display.

Note: Sometimes the saved form doesn't show up right away. If so, click on the Documents tab and the screen will refresh and display your saved form
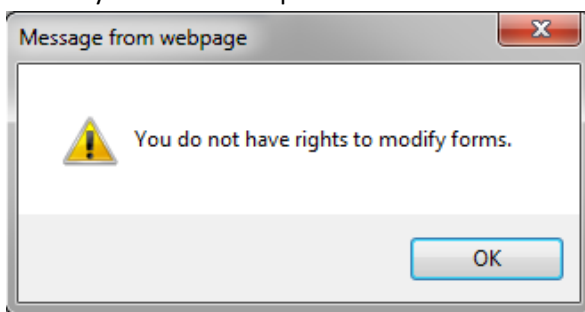
Printing a Completed Section 504 Form

1. Search for the student.
2. Navigate to **Index** > **Student Information** > PLP.
3. Click on the **Documents** tab, if necessary.
4. Select the form you wish to view/edit and click **Print**.
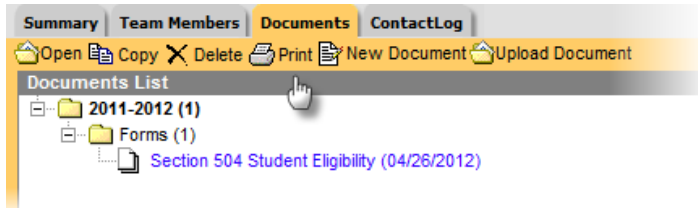
Note: You can also double click on the form and select the print icon; or click once on the form, click Open and then click on the Print icon.

5. A message displays that says: "You do not have rights to modify forms." You can ignore this message. Just click OK and your form will open.

6. Click the Print icon.