How to Mark Highly Qualified and Population ID

For Principals and Middle/High Counselors

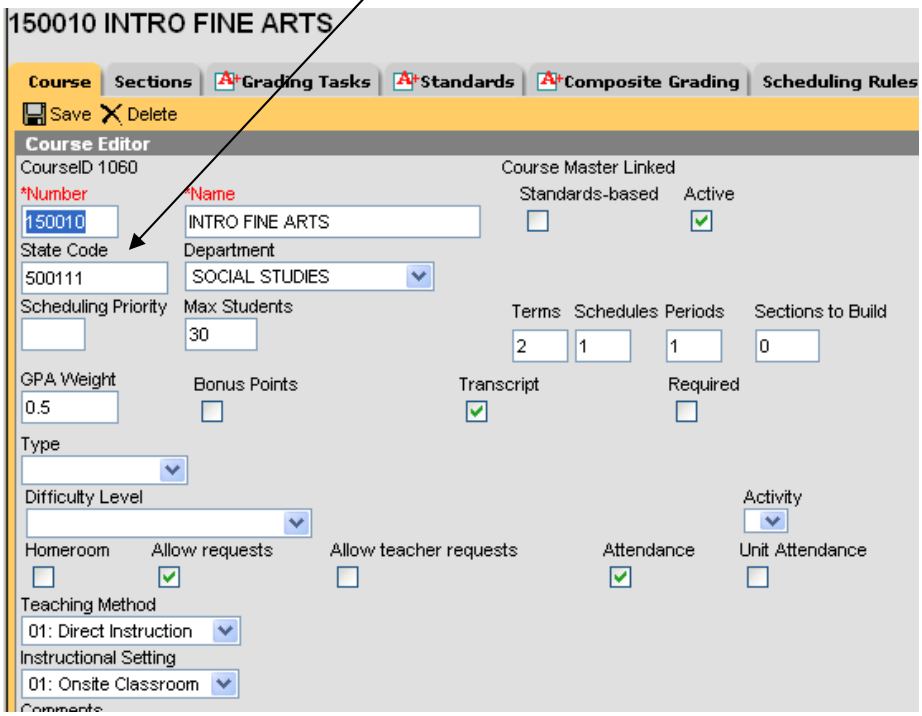
These items must be marked before the LEAD report is run both in the Fall and Spring.

Log into Infinite Campus.

Click the Search tab and search for **Courses/Sections**.

Click on each Course.

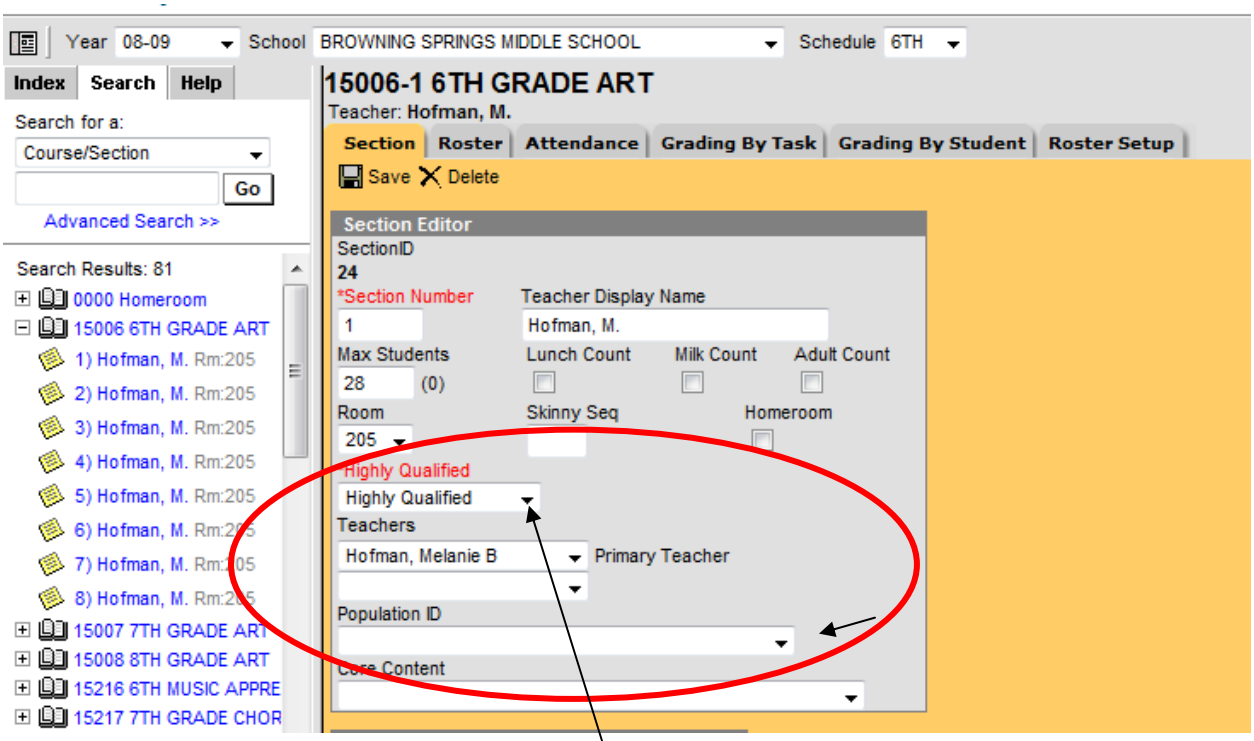
Check to make sure the **State Code** is correct.



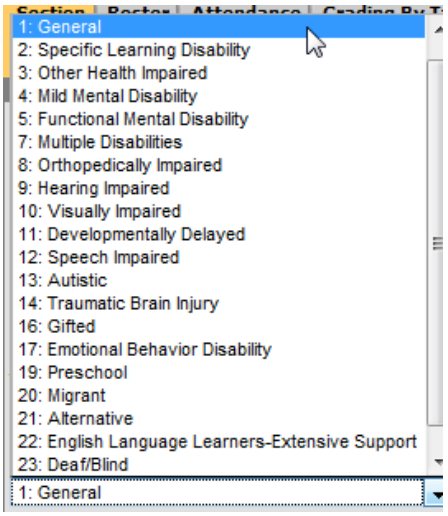
(State course codes should have converted properly from STI, so this should not take too long.)

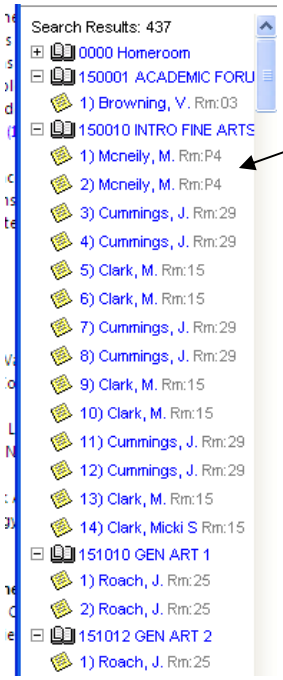
Click on each section.

In the Section tab, mark if the teacher is **Highly Qualified** for that subject.



Select **General** for the **Population ID** UNLESS it fits a Special Education category. If you are unsure about what types of students are served in this Special Education class, leave it blank.





This must be done for EACH section that is taught at your school.

If you expand each course, you will see the sections numbered below the course name.