Required procedures to follow in IC when a student exits from Special Education or moves from/within our district

Procedures when student exits special ed (no longer eligible, graduate or consent revoked):

Email your registrar and give her the student's SPED Exit Reason "Transferred to Regular Education" and Exit Date (date student found not eligible) – ask her to put the exit date and exit reason in the student's "Special Ed Enrollment Fields".

Amend student's <u>most current IEP</u> (click on the current IEP [even if it's an Amendment] then click the "Amend" Button). Amend the following pages of the IEP (<u>when you amend each page, you must click "Amend Editor" in first gray box on each page and give the reason for the amendment i.e. "Student exited from special ed"</u>). Remember to SAVE each page.

- <u>Education Plan Editor</u> – Change the "Anticipated Duration of Services" to the date student was exited (**this is THE ONLY thing you do on this page**).
- <u>Student Demographics</u> – After putting reason for amendment, click SAVE, Refresh Student Demographics, then SAVE again.
- <u>Parent/Guardian Information</u> – After putting reason for amendment, click SAVE, Refresh Student Demographics, then SAVE again.
- <u>SPED Services Editor</u> – Change End Date for <u>each</u> service to the date student was exited
- <u>Supplementary Aids and Services Editor</u> – Change End Date for <u>each</u> service to the date student was exited
- <u>Related Services Editor</u> – Change End Date for <u>each</u> service to the date student was exited
- <u>Enrollment Status Editor</u> – Change the student Special Ed Status to 0:No
- Click Review Amendments in first gray box
- Put date of exit as "Amendment Start Date". If all pages listed above were amended, **click the Complete Amendment button,** this will correctly lock the Amendment – **DO NOT** lock the Amendment by clicking Lock/Unlock. If you do this you MUST let Shanda, Joe or Sam know so they can unlock it in order for you to go back in and lock it correctly.
- Review all docs in IC under Documents tab verifying all docs are correct, locked, if any extras, request they be deleted.

Team Members Tab – End date each Team Member listed for student to the date services ended. This includes all team members <u>except</u> the regular ed teachers whose end date is prepopulated. This includes parents as well.

Final Step: Provide PWN to Parent/Guardian (as required) and send brown confidential folder to SESS

Procedures when student moves from the district, within district or otherwise withdraws:

Email your registrar and give her the student's SPED Exit Reason "Moved Known to be Continuing" (for the majority, but use the one that applies if different)– ask her to put the exit date (same as withdrawal date) and exit reason in the student's "Special Ed Enrollment Fields".

Review all docs in IC under Documents tab verifying all docs are correct, locked, if any extras, request they be deleted.

Team Members Tab – End date each Team Member listed for student. This includes all team members <u>except</u> the regular ed teachers whose end date is prepopulated. This includes parents as well. End date is date student withdrew.

Final Step: Send brown confidential folder to SESS if moved out of district or to new school **WITHIN** district if they moved in district and you know to which school they moved.

NOTE: When a student moves from the district, within the district or otherwise withdraws, the IEP should NOT be amended and end dated, nor marked as 0:No on the IEP Enrollment Status Editor. This should NOT be done as it will cause a student who enrolls in another district and/or return to our district not to have a current IEP on record. You ONLY Amend the IEP if the student Exits Special Ed.