

# Exiting a Student from Special Education in Infinite Campus No Longer Eligible, No Longer Qualifies

## Exit IEP

1. Select New Document 🕑 Open 🚍 Print A Lock/Unlock Copy Copy Amend Delete New Document Please select one of the following documents 2. Select Create New Plan **Create New Evaluation:** Initial Referral Determination of Disability Re-Evaluations and Notice of Evaluation Create New Plan: als and Objectives, Services, Accommodations, Transition, and Other Information NV IEP 2017 Data Plan 3. Choose NV IEP 2017 With or Without VIEP 2017 With Transition NV IEP 2017 Without Transition Transition Create New Progress Report: Report measurable progress against ongoing Plan Goals Create New Simple Form: Notices, checklists, and supplemental forms Select Create Document DOCUMENT SELECTED FOR CREATION: NV IEP 2017 With Transition Create Document Cancel

#### **Education Plan**

5. **Meeting Type**: Select **"Exit"** from the dropdown. Choose a reason for the Exit

There are only three Exit Reasons that we use when completing an Exit IEP plan in CCSD:

- B18: Standard Diploma
- D24: Transferred to Regular Education
- D43: Reached Max Age





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- 6. Enter: \*All dates are examples. Ensure you use current dates.
  - Date of Meeting: the date the meeting is held Ex. - 2/24/2017
  - IEP Services will Begin: the student's LAST day Ex. - 2/24/2017
  - Anticipated Duration of Services: the student's LAST day of services Ex. – 2/24/2017
  - Eligibility Date: current eligibility date
     Ex. - 2/24/2017



Save & Continue

Education Plan

Preferences Special Factors Transition Transition Services

Student Demographics Parent/Guardian Information

Strengths, Concerns, Interests, and

Procedural Safeguards Present Levels (PLAAFP)

Save

- Anticipated 3-Yr Reevaluation Date: Same date as the eligibility. Ex. - 2/24/2017
- 7. Select **Save & Continue** to move to the next editor or **Save** to save the changes and remain in the editor.
- Fill out all of the editors needed for this Exit IEP. Use IC Meeting Type Checklist Handout to assist you in knowing which editors are required and which ones are optional. Click here to go to that handout.



Print



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### **Enrollment Status Editor**

9. Make sure that you mark "NO" Primary Disability for Special Ed Status. You must select the AU: Autism Spectrum Disorder Primary Disability (the disability in place Secondary Disability before exiting) and Special Ed Setting (closest setting to 100%) as well. Special Ed Statu 0: No a. Select Save Special Ed Setting B9: Regular class 80-100% Save & Continue Save 422000 DOD. 0011011331 VENUEL IN VOUIDEIVI, IIDA, ALIVOA 10. Select the Documents Tab Documents Case Mgmt Programs Team Members Summary Documents List 2016-2017 (3) — Dans (3) 11. Highlight the Exit NV IEP 2017 Without Transition (02/24/2017-02/24/2017) Plan NV IEP 2017 Without Transition (02/23/2017-02/23/2017) (Amended 1) NV IEP 2017 Without Transition (02/16/2016-02/22/2017) (Amended Original) Team Members Documents Conta 12. Select Lock and Ok Lock/Unlock Cop Amend Locking this document will prevent future changes from being made. Users may still view and print a read-only version. Are you sure you want to lock this document? OK Cancel



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### **Team Members Tab**

13. Enter the student's last day of services in the end date for each Team Member listed - This

removes the paper icon from the roster for the teachers and removes the student from the caseload for anyone that has a Case Manager or Service Provider role

 Select teacher, enter end date (this will be the last date of services)

Cind 8	Link Now To	am Mambar	Cotor No	w Team Mambar	C Drint Active	
Filld &	LINK New Tea	annmennber	+ Enter Ne	w ream wember	Enni Active	Only 🔄 Fi
Team Mem	ber Editor					
Start Date	End Date	Title		Name		Role
08/30/2016	02/24/2017	SET		FORD, MARY		Case Manager
08/30/2016	02/24/2017	SLP		STEARLE, KAREN		Service Provide
08/30/2016	02/24/2017	SEIF		WATSON, TAMARA		Service Provide
08/29/2016	02/24/2017	Teacher		CHANOS, JENNIFER		Read-Only
08/29/2016	02/24/2017	Teacher		HANLEY, JENIFER		Read-Only
08/29/2016	02/24/2017	Teacher		HUGGINS, GIDEON		Read-Only
08/29/2016	02/24/2017	Teacher		SHRIVER, ELIZABETH		Read-Only
						_

Save & Continue

Save

- c. Select Save
- d. Complete steps a c for all participants in this tab

#### **Case Manager Tab**

- 14. Enter an end date for the most current entry (entry at top). This removes the student from all Ad Hoc Filters.
  - a. Select Case Manager Tab
  - b. Enter an **end date** for the current entry (entry at top)
  - c. Select Save





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### **SSD** Transportation Tab

 Enter an end date for the current entry (entry at top). This stops specialized transportation for the student.

+ New Status	1					
Custom Status I	Data List Time	Custom Data				
08/29/2016	09:17 AM	IEPinstruction recording=Sh transstdt=8/2	IS=C2C: Curb to ( nerron Dickenson 19/2016	Curb - Closest, safest access point, perso , SEcarseat=1, transenddt=2/24/2017,	n	

- a. Select Transportation Tab
- b. Enter an **end date** for the current entry (entry at top) - This stops transportation for the student.
- S50 Transportation

   \*Status Date

   08/29/2016

   08/29/2016

   \*Name of Person Adding Record

   \*Sherron Dickenson

   Transportation Start Date

   8/29/2016

   \*Second Start Date

   8/29/2016

   Save

c. Select Save

#### **Enrollment Tab**

Pathway: Index > Student information > General > Enrollment Tab

16. Enter the Exit Date and Reason Summary Enrollments Schedule Attendance Flags Grades Tr on the current Enrollment Tab Student Information 😑 Print Enrollment History 💿 New 🕒 New Enrollment History Enrollment Editor Academic Planning Edit Grade Type Calendar End Date Start Date 08/14/2017 Program Participation Start Status: E1 First Entry in a school for the current school yea End Status: ► Health a. Select the correct P 16-17 Miley Ach J-SHS 01/03/2017 11 ▶ PLP Start Status: E1 First Entry in a school for the current school year enrollment year Special Ed AD P 16-17 St. Louis Adult Ed 12/16/2016 11/15/2016 b. Scroll to the bottom Special Ed Field: Special Ed Status c. Select the plus sign (+) in front of Special Ed Fields **Primary Disability** SL: Speech/Language Imp Secondary Disability d. Enter the Special Ed Exit Date Use Student Placement current B9: Regular class dates Special Ed Exit Date e. Select the Special Ed Exit Reason 2/24/2017 Special Ed Exit Reason D24: Transferred to Regular Education f. Select Save Save Save & Continue Within 24 hours the IEP flag next to the student's name will disappear.