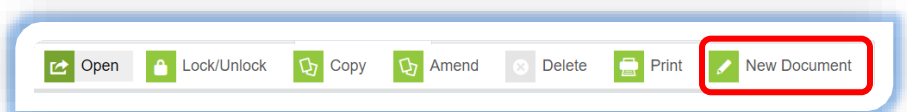# Exiting a Student from Special Education in Infinite Campus
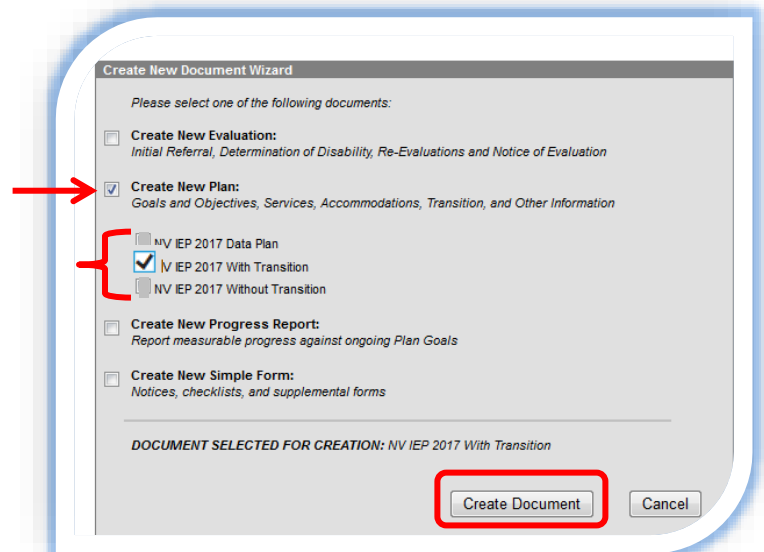## No Longer Eligible

Exit IEP

1. Select **New Document**

2. Select **Create New Plan**

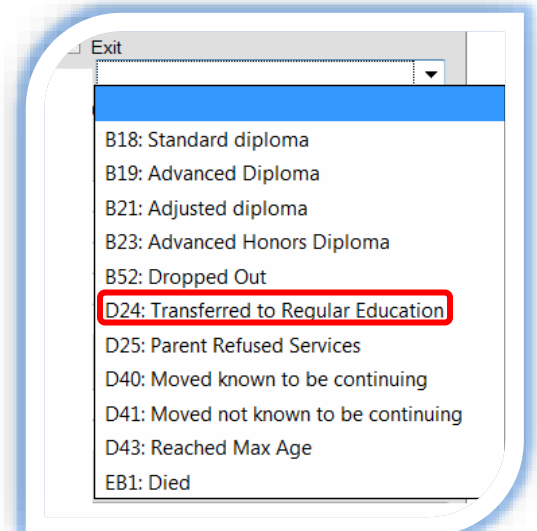3. Choose **NV IEP With or Without Transition**

4. Select **Create Document**

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

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

➢ **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.

8. 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.

Enrollment Status Editor

9. Make sure that you mark **"NO"** for Special Ed Status. You must select the **Primary Disability** (the disability in place before exiting) and **Special Ed Setting** (closest setting to 100%) as well.

   a. Select **Save**
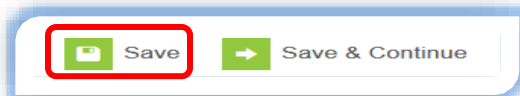
10. Select the **Documents** Tab

11. Highlight the Exit Plan

12. Select **Lock** and **Ok**

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

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

   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**

SSD Transportation Tab

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

   a. Select **Transportation Tab**

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

   c. Select **Save**

Enrollment Tab

Pathway: Index > Student information > General > Enrollment Tab

16. Enter the Exit Date and Reason on the current Enrollment Tab

   a. Select the **correct enrollment year**

   b. Scroll to the bottom

   c. Select the **plus sign (+)** in front of Special Ed Fields

   d. Enter the **Special Ed Exit Date**

   e. Select the **Special Ed Exit Reason**

   f. Select **Save**

   Within 24 hours the IEP flag next to the student's name will disappear.