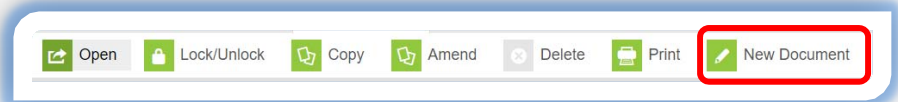# Exiting a Student from Special Education in Infinite Campus
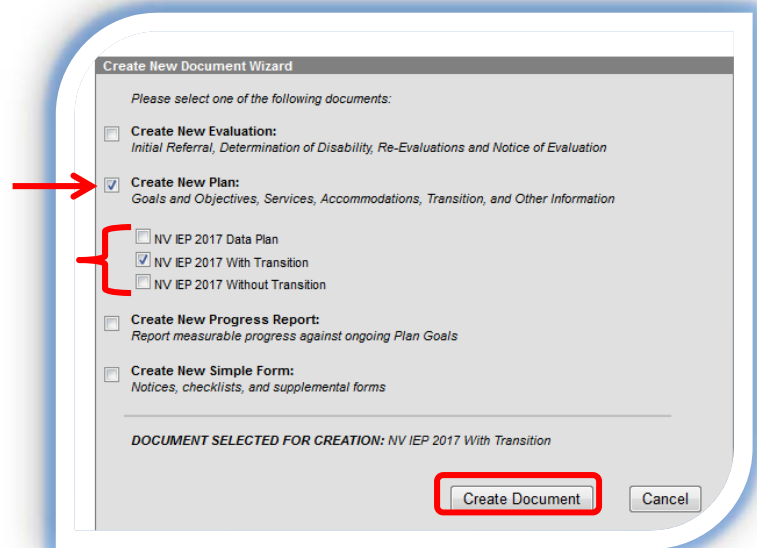### Reached Max Age
Exit IEP

1. Select **New Document**

2. Select **Create New Plan**

3. Choose **NV IEP 2017 With Transition**
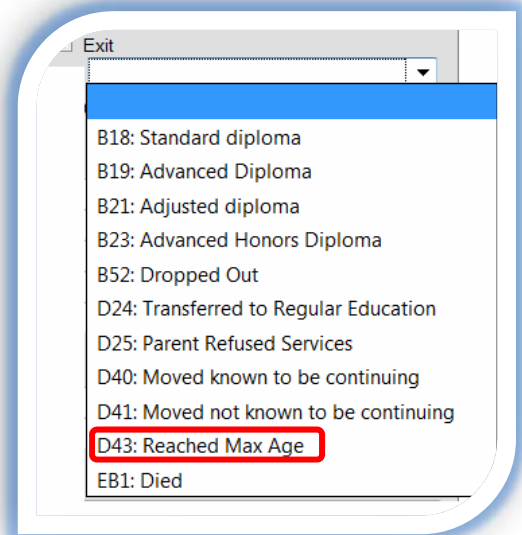
4. Select **Create Document**

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. – 4/28/2017

   ➢ **IEP Services will Begin: Last day of services***
   Ex. – 4/28/2017

   ➢ **Anticipated Duration of Services**: **Last day of school 5/24 or if receiving ESY, the last day of ESY 7/30**
   Ex. – 4/28/2017

   ➢ **Eligibility Date:** current eligibility date

   ➢ **Anticipated 3-Yr Reevaluation Date:** Student's 3-year reeval date

   The student is allowed to finish the school year in which he/she turns 22 years old.

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.
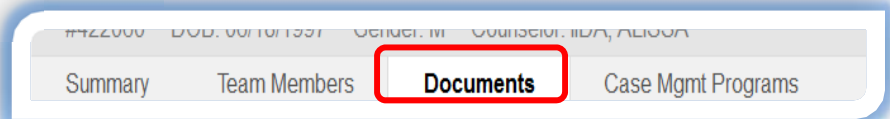
Enrollment Status Editor

9. Make sure that you mark **"YES"** 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.
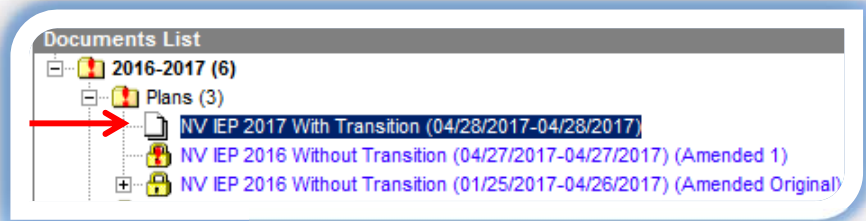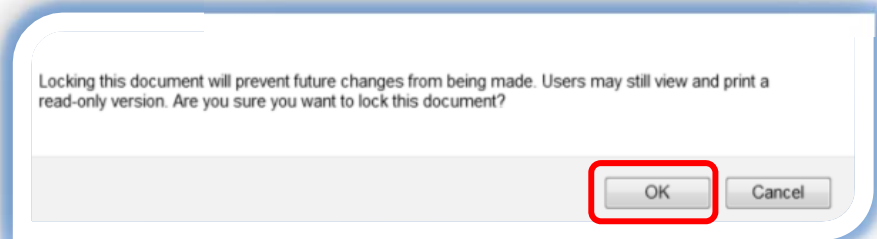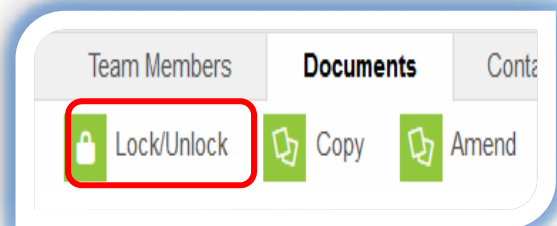
   a. Select **Save**
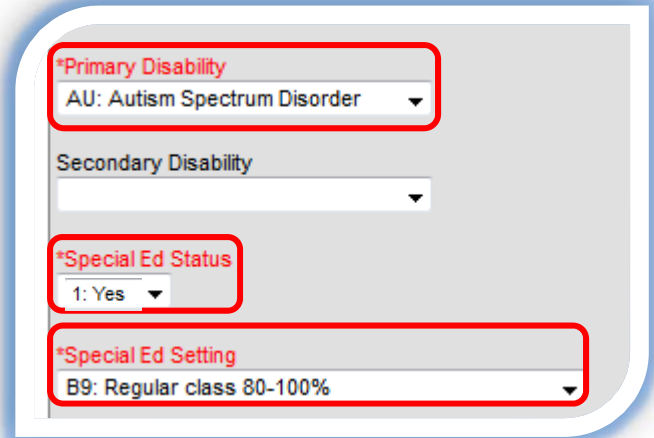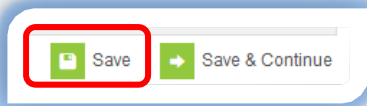
10. Select the **Documents** Tab
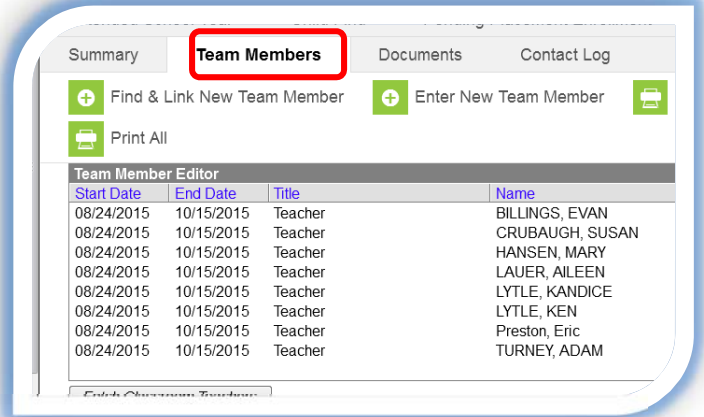
11. Highlight the Exit Plan

12. Select **Lock** and **Ok**
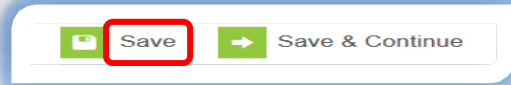
Team Members Tab
* Do not complete steps 13-16 until the Student's last day

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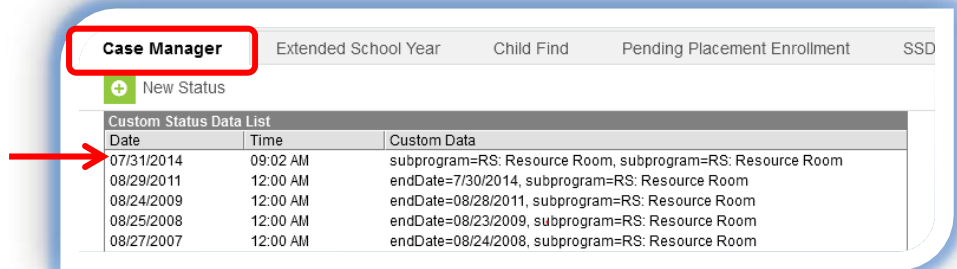
    b. Select teacher, enter end date (this will be the last date of services)

| | Summary | **Team Members** | Documents | Contact Log | |

Find & Link New Team Member   Enter New Team Member

Print All

Team Member Editor

Start Date	End Date	Title	Name
08/24/2015	10/15/2015	Teacher	BILLINGS, EVAN
08/24/2015	10/15/2015	Teacher	CRUBAUGH, SUSAN
08/24/2015	10/15/2015	Teacher	HANSEN, MARY
08/24/2015	10/15/2015	Teacher	LAUER, AILEEN
08/24/2015	10/15/2015	Teacher	LYTLE, KANDICE
08/24/2015	10/15/2015	Teacher	LYTLE, KEN
08/24/2015	10/15/2015	Teacher	Preston, Eric
08/24/2015	10/15/2015	Teacher	TURNEY, ADAM

    c. Complete **steps a - c** for all participants in this tab

Save   Save & Continue

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.

| **Case Manager** | Extended School Year | Child Find | Pending Placement Enrollment | SSD |

New Status

Custom Status Data List

Date	Time	Custom Data
07/31/2014	09:02 AM	subprogram=RS: Resource Room, subprogram=RS: Resource Room
08/29/2011	12:00 AM	endDate=7/30/2014, subprogram=RS: Resource Room
08/24/2009	12:00 AM	endDate=08/28/2011, subprogram=RS: Resource Room
08/25/2008	12:00 AM	endDate=08/23/2009, subprogram=RS: Resource Room
08/27/2007	12:00 AM	endDate=08/24/2008, subprogram=RS: Resource Room

    a. Select **Case Manager Tab**

    b. Enter an **end date** for the current entry (entry at top)

Case Manager

*Status Date	Status Time
07/31/2014	09:02 AM
	Source district: Clark County

End Date

Program Code
RS: Resource Room**
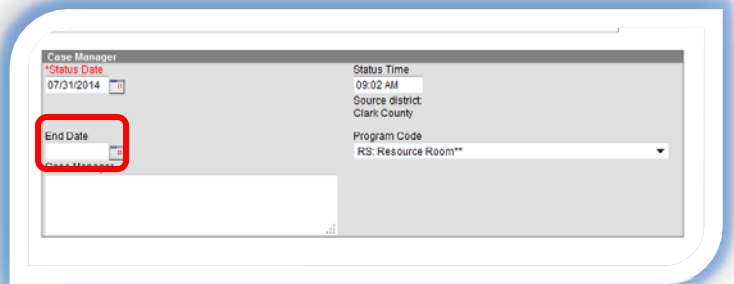
    c. Select **Save**

Save   Save & Continue
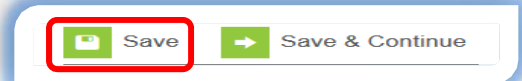
Transportation Tab

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

Summary	Team Members	Documents	Contact Log	Case Mgmt Programs	SSD Transportation OL
Case Manager	Extended School Year	Child Find	Pending Placement Enrollment		**SSD Transportation**

➕ New Status

Custom Status Data List

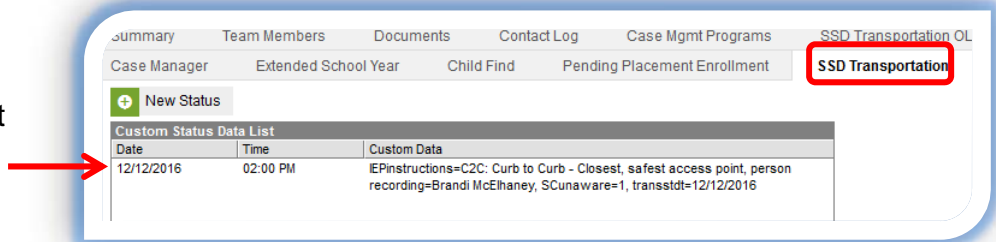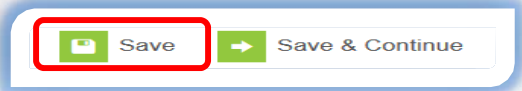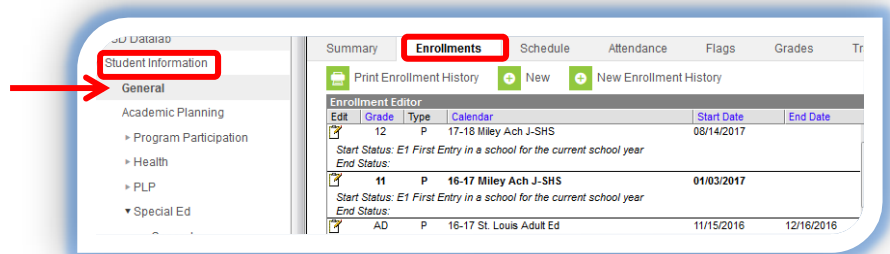| Date	Time	Custom Data
12/12/2016	02:00 PM	IEPinstructions=C2C: Curb to Curb - Closest, safest access point, person recording=Brandi McElhaney, SCunaware=1, transstdt=12/12/2016

   a. Select **Transportation Tab**

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

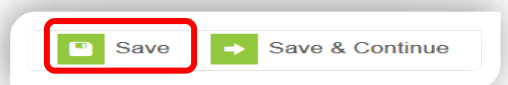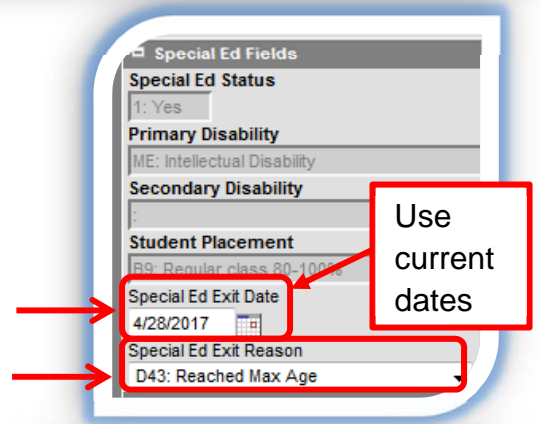💾 Save   ➡ Save & Continue

   c. Select **Save**

Enrollment Tab
Pathway: Index > Student information > General > Enrollment Tab

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

	SD Datalab	Summary	**Enrollments**	Schedule	Attendance	Flags	Grades	Tr
	Student Information							
	General	🖨 Print Enrollment History ➕ New ➕ New Enrollment History						

Enrollment Editor

Edit	Grade	Type	Calendar	Start Date	End Date
📝	12	P	17-18 Miley Ach J-SHS	08/14/2017	

Start Status: E1 First Entry in a school for the current school year
End Status:

| 📝 | 11 | P | 16-17 Miley Ach J-SHS | 01/03/2017 | |

Start Status: E1 First Entry in a school for the current school year
End Status:

| 📝 | AD | P | 16-17 St. Louis Adult Ed | 11/15/2016 | 12/16/2016 |

Academic Planning
▸ Program Participation
▸ Health
▸ PLP
▾ Special Ed

   a. Select the **correct enrollment year**

   b. Scroll to the bottom

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

⊟ Special Ed Fields

Special Ed Status
1: Yes

Primary Disability
ME: Intellectual Disability

Secondary Disability
:

Student Placement
B9: Regular class 80-100%

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

Special Ed Exit Date
4/28/2017 📅

Use current dates

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

Special Ed Exit Reason
D43: Reached Max Age

   f. Select **Save**

💾 Save   ➡ Save & Continue

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