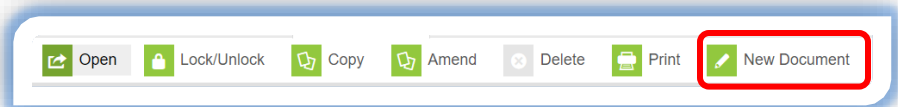


# Exiting a Student from Special Education in Infinite Campus Reached Max Age

## Exit IEP

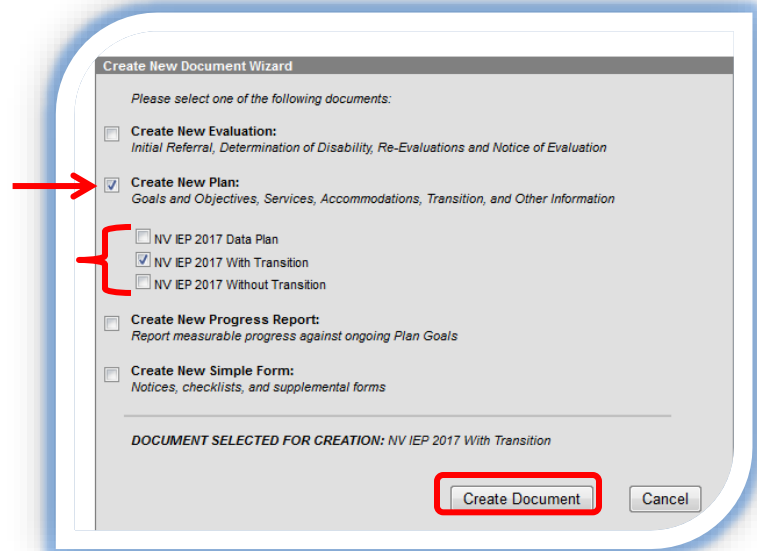
1. Select **New Document**



2. Select **Create New Plan**

3. Choose **NV IEP 2017 With Transition**

4. Select **Create Document**

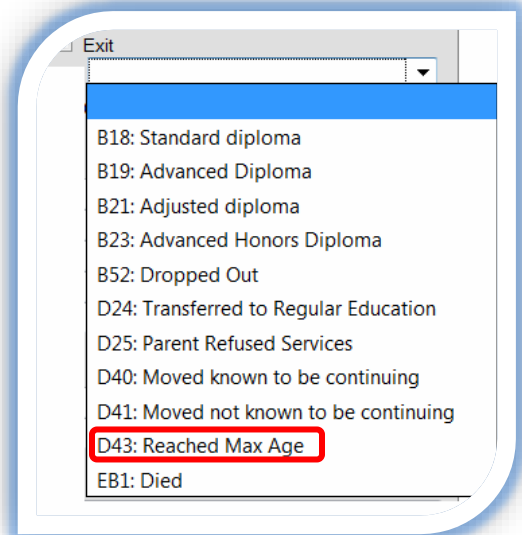


### Education Plan

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: Day before student turns 22**  
Ex. – 4/28/2017
- **Anticipated Duration of Services: Day before student turns 22**  
Ex. – 4/28/2017
- **Eligibility Date:** current eligibility date
- **Anticipated 3-Yr Reevaluation Date:** Student's 3-year reeval date

The screenshot shows the 'Education Plan' form with the following details:

- Meeting Type:** 'Exit' is selected with a dropdown menu showing 'D43: Reached Max Age'.
- \*Date of Meeting:** 4/28/2017
- Date of Last IEP Meeting:** 01/25/2017
- \*IEP Services will Begin:** 4/28/2017
- \*Anticipated Duration of Services:** 4/28/2017
- Eligibility:** \*Eligibility Date: 12/07/2016; \*Anticipated 3-Yr Reevaluation: 12/06/2019

Red arrows point from the instructions to the corresponding date fields. A red box highlights the 'Exit' meeting type, and another red box highlights the date fields with the text 'Use day before student turns 22.'

7. Select **Save & Continue** to move to the next editor or **Save** to save the changes and remain in the editor.

The screenshot shows a navigation bar with three buttons: 'Save', 'Save & Continue', and 'Print'.

8. Complete 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.

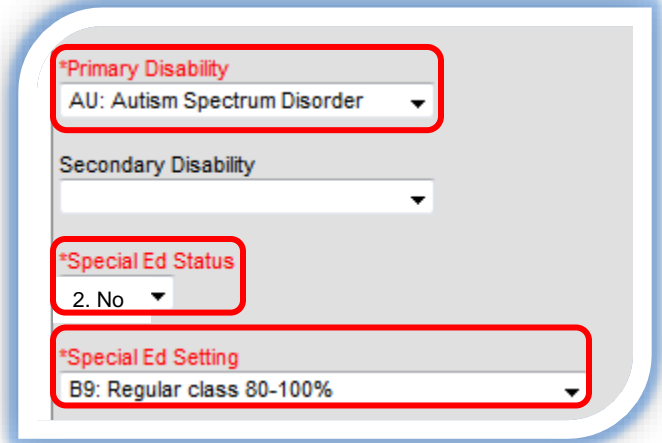
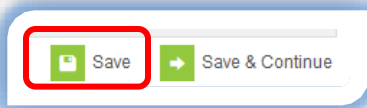
The screenshot shows the 'Plan Outline nviEP16' with the following sections listed:

- Education Plan
- Student Demographics
- Parent/Guardian Information
- Procedural Safeguards
- Present Levels (PLAAPF)
- Strengths, Concerns, Interests, and Preferences
- Special Factors
- Transition
- Transition Services
- Goals and Objectives
- Method for Reporting Progress
- SPED Services
- Supplementary Aids and Services
- Related Services
- Statewide and/or District-wide Assessments
- CRT Alternate Assessment
- Extended School Year Services
- Placement
- IEP Implementation
- Enrollment Status

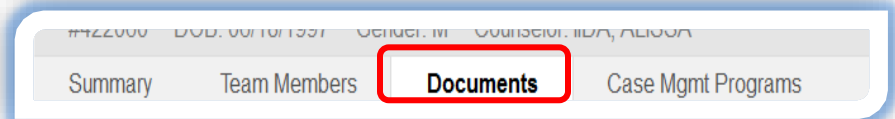
**Enrollment Status Editor**

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.

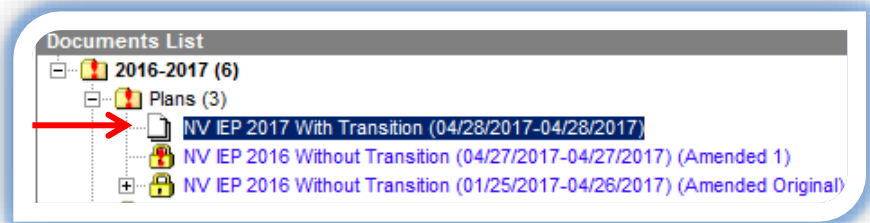
a. Select **Save**



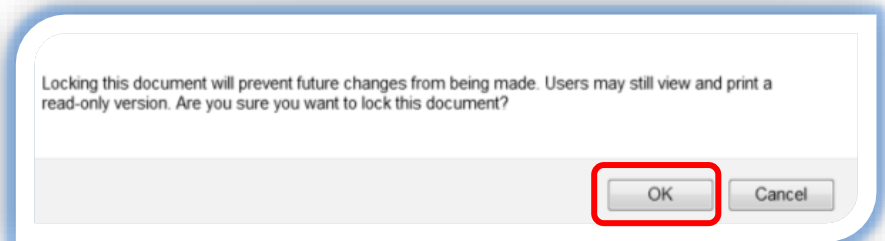
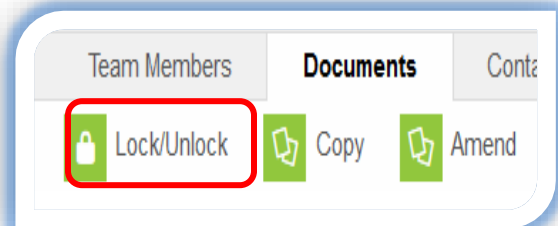
10. Select the **Documents** Tab



11. Highlight the Exit Plan



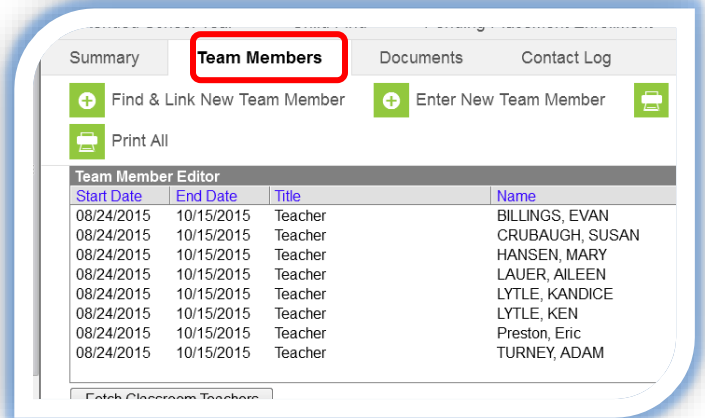
12. Select **Lock** and **Ok**



**Team Members Tab**

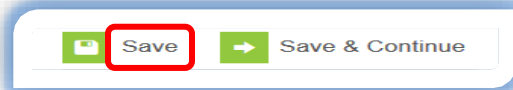
\* Do not complete steps 13-16 until the day before the Student turns 22.

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



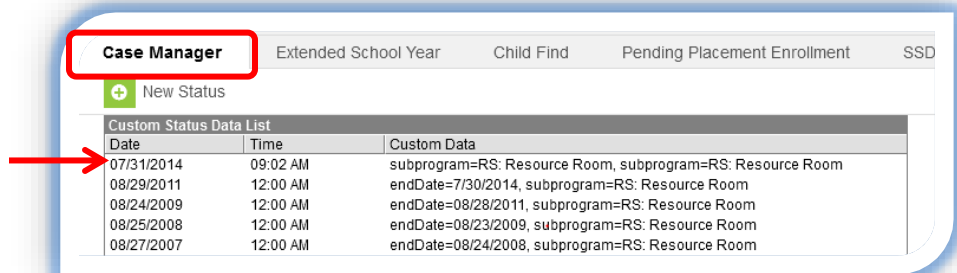
b. Select teacher, enter end date (this will be the last date of services)

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



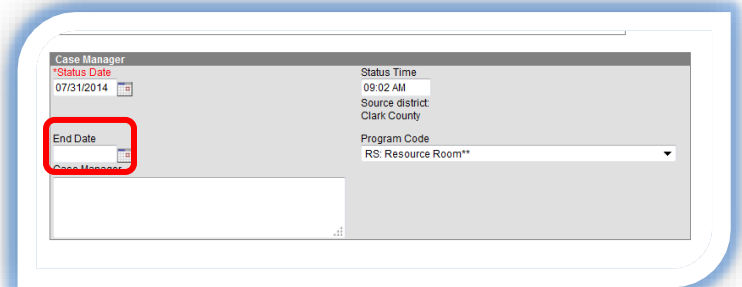
**Case Manager Tab**

14. Enter an end date for the most current entry (entry at top). This removes the student from all Ad Hoc Filters.

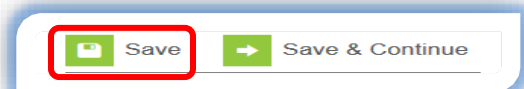


a. Select **Case Manager Tab**

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

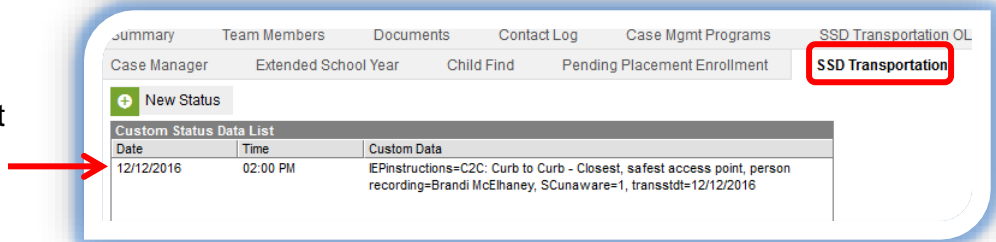


c. Select **Save**

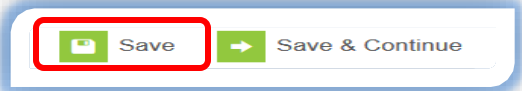


**Transportation Tab**

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



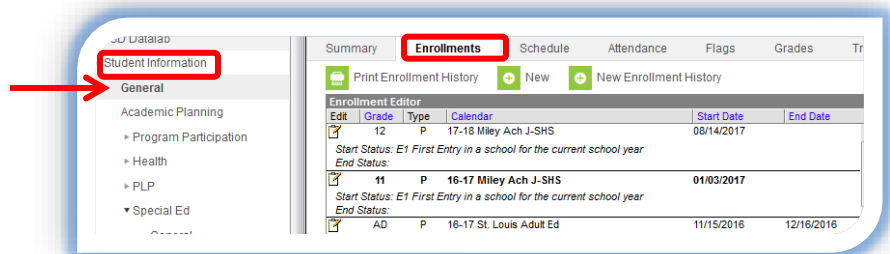
- a. Select **Transportation Tab**
- b. Enter an **end date** for the current entry (entry at top) - This stops transportation for the student.
- c. Select **Save**



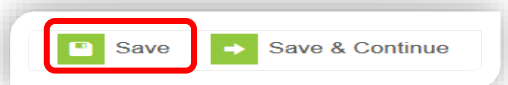
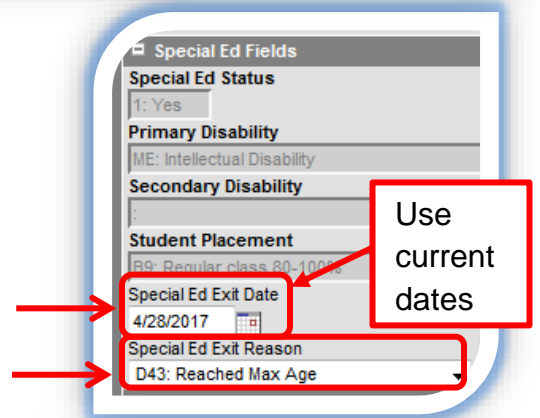
**Enrollment Tab**

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

16. Enter the Exit Date and Reason on the affected 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.**