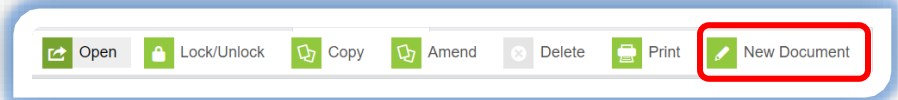# Exiting a Student from Special Education in Infinite Campus
Graduated with a Standard Diploma

Exit IEP
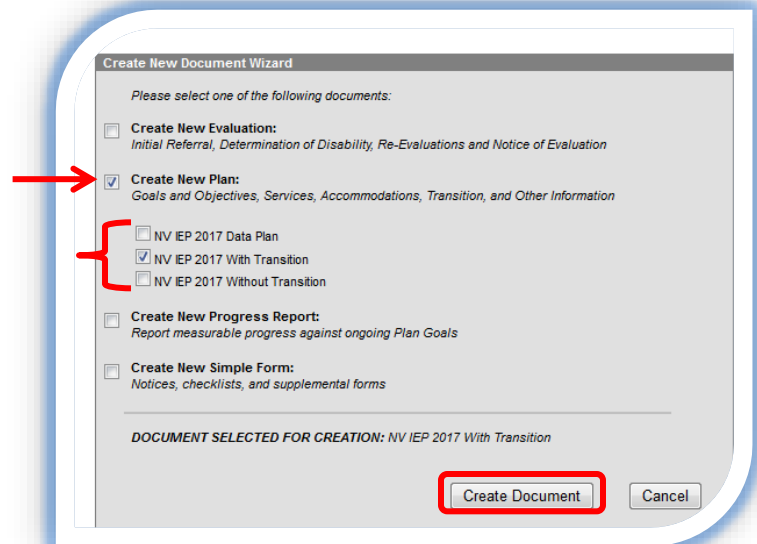
1. Select **New Document**

| Open | Lock/Unlock | Copy | Amend | Delete | Print | New Document |

2. Select **Create New Plan**

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

4. Select **Create Document**

Create New Document Wizard

Please select one of the following documents:

☐ **Create New Evaluation:**
Initial Referral, Determination of Disability, Re-Evaluations and Notice of Evaluation

☑ **Create New Plan:**
Goals and Objectives, Services, Accommodations, Transition, and Other Information

  ☐ NV IEP 2017 Data Plan
  ☑ NV IEP 2017 With Transition
  ☐ NV IEP 2017 Without Transition

☐ **Create New Progress Report:**
Report measurable progress against ongoing Plan Goals

☐ **Create New Simple Form:**
Notices, checklists, and supplemental forms

DOCUMENT SELECTED FOR CREATION: *NV IEP 2017 With Transition*
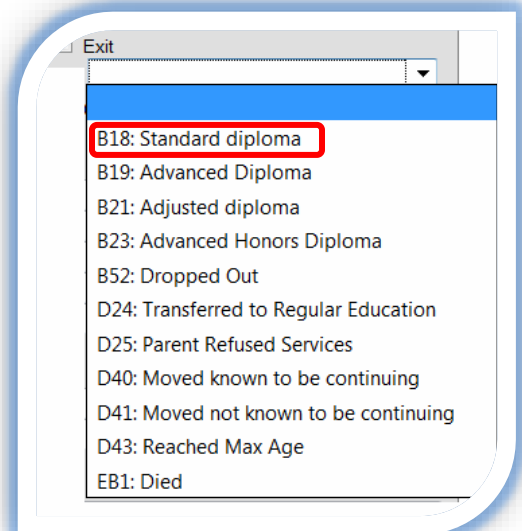
[Create Document] [Cancel]

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

Exit

- B18: Standard diploma
- B19: Advanced Diploma
- B21: Adjusted diploma
- B23: Advanced Honors Diploma
- B52: Dropped Out
- D24: Transferred to Regular Education
- D25: Parent Refused Services
- D40: Moved known to be continuing
- D41: Moved not known to be continuing
- D43: Reached Max Age
- EB1: Died

6. Enter:
*All dates are examples. Ensure you use current dates.

> **Date of Meeting:** the date the meeting is held
> Ex. – 5/1/2017

> **IEP Services will Begin:** the student's **LAST** day
> Ex. – 6/8/2017

> **Anticipated Duration of Services**: the student's **LAST** day of services
> Ex. – 6/8/2017

> **Eligibility Date:** current eligibility date

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

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**

*Primary Disability
ME: Intellectual Disability

Secondary Disability

*Special Ed Status
1: Yes

*Special Ed Setting
B9: Regular class 80-100%

[Save] [Save & Continue]

10. Select the **Documents** Tab

Summary | Team Members | **Documents** | Case Mgmt Programs

11. Highlight the Exit Plan

Documents List
- 2016-2017 (5)
  - Plans (4)
    - NV IEP 2017.2 With Transition (05/01/2017-06/08/2017)
    - NV IEP 2017 Without Transition (03/14/2017-05/24/2017)
    - NV IEP 2015 Data Plan (03/13/2017-03/13/2017) (Amended 1)
    - NV IEP 2015 Data Plan (03/17/2016-03/12/2017) (Amended Original)
  - Progress Reports (1)
- 2015-2016 (2)

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

Team Members | **Documents** | Conta
Lock/Unlock | Copy | 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]

Team Members Tab

### * Do not complete steps 13-16 until the Student's last day

13. Change the end date to last day of services for all Team Members - 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
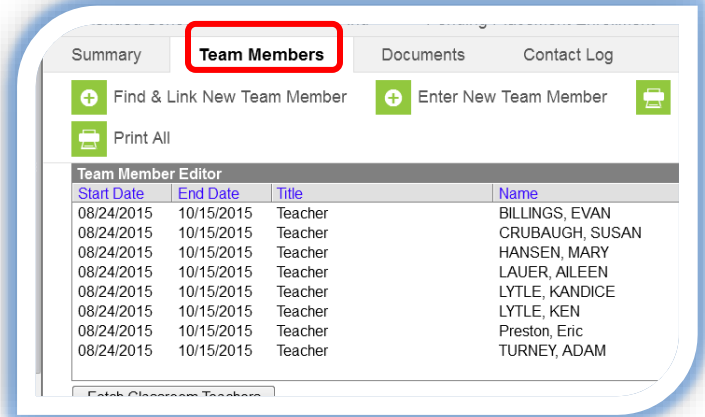
   b. Select teacher, enter end date (this will be the last date of services)
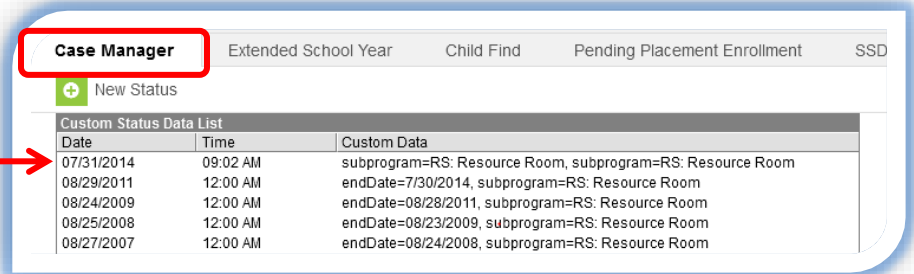
   c. Select **Save**
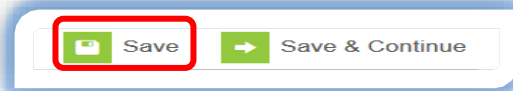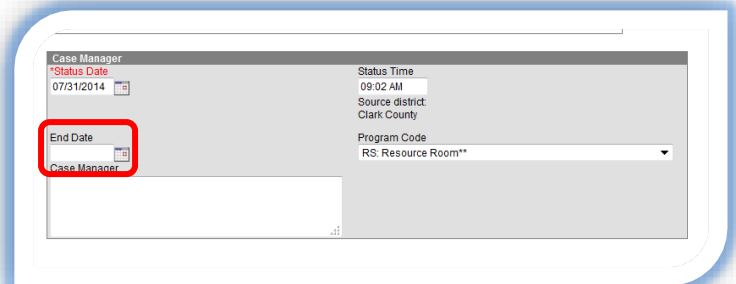
   d. Complete **steps a - c** for all participants in this tab

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.
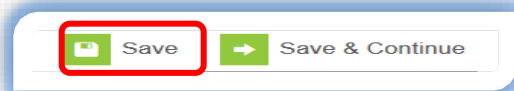
   a. Select **Case Manager Tab**

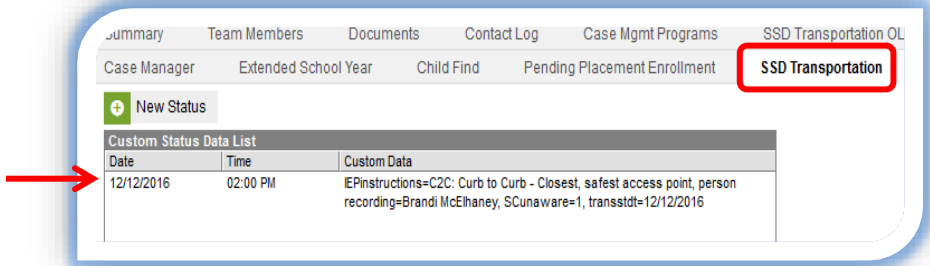   b. Enter an **end date** for the current entry (entry at top)
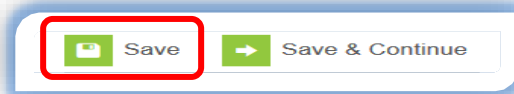
   c. Select **Save**

Transportation Tab

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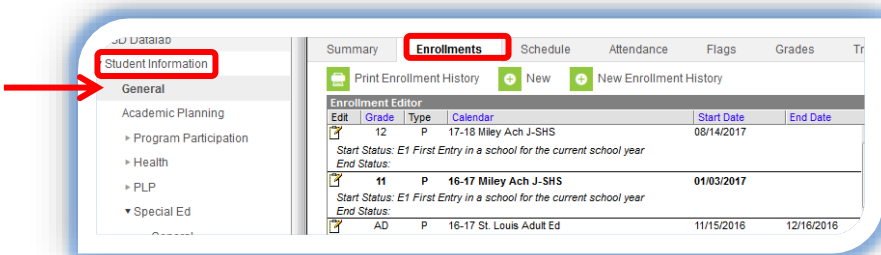
   a. Select **Transportation Tab**

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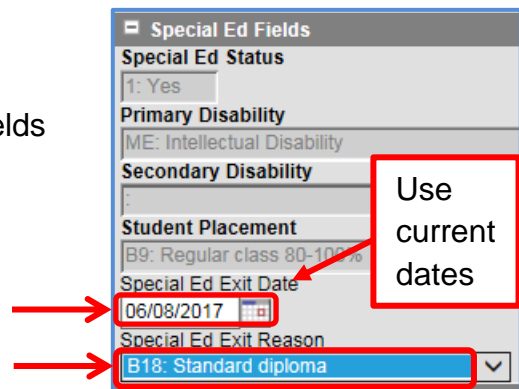
   c. Select **Save**

Enrollment Tab

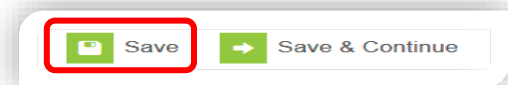Pathway: Index > Student information > General > Enrollment Tab

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.