Important:

  * Never make a student record Active until enrollment and start of services have been confirmed. Until then, keep the record pending (for initials only, possibly 30 day reviews as well).
  * Never make a student record Inactive until any open meetings have been closed.
  * Never exit a student record that didn't get services with your District. Unless one is simply restoring old exit info removed in error from a previous reporting cycle.

If Active Status = Active, then the student is confirmed enrolled and getting services.

If Active Status = Pending, then the student is in process of determining appropriate services. New record or recent transfers only.

If Active Status = Inactive, then student is not getting services. Type of Inactive still must be chosen depending upon the circumstances.

Notes for new Initials:

  If student had previously left special ed through exit process, then leave record inactive with 'returned to reg. ed.' or 'parent withdrawal' in place. Only update district/school/provider/contacts and demographic data prior to secondary initial being opened in IEP manager.

Inactive as Exited vs Inactive as Other

  EXIT: Only when services were in place and stopped receiving services in your district, including No longer eligible, which is an exit reason. This is different from plan type 900 of Did Not Qualify, which only happens during an Initial Evaluation.
  An Exit date implies a services start date!
  If the student never started services, then we cannot Exit the record!!

a. Record Status: **Inactive / Exited**
  Only when services were in place then stopped at your district, including No longer eligible. Note this is different than Did Not Qualify for Sp. Ed. PLAN_TYPE = 100/150/200. *PLAN_TYPE 700/800/900 will never have Exit info.*

b. Record Status: **Inactive / Not Eligible**
  Used for Initial Evaluations where student is found Not Eligible for Special Ed. PLAN_TYPE = 900

c. Record Status: **Inactive / Other - Parent did not give permission for assessmen**t
Used for tracking when Parent declines initial assessment. PLAN_TYPE = 100/150/200

d. Record Status: **Inactive / Other - District denied assessmen**t
Used for tracking when District declines initial assessment. PLAN_TYPE = 100/150/200

e. Record Status: **Inactive / Other - IEP Abandoned or put on hold**
Used most commonly for when IEP process is stopped due to student moving before services can be put in place

f. Record Status: **Inactive / Other - Eligible - No Services (Plan Type 700/800)**
When parent declines IEP or transfers student to Private School without ISP at the Initial IEP

g. Record Status: **Inactive / Other - Eligible - No Services (Plan Type 100/200)**
When parent declines IEP or ISP services after student is already on an IEP or ISP   -not- for initials.

h. Record Status: **Inactive / Other - Historical inactive record, not current**
When a student record has been transferred to your DOS, but did not enroll after all.

When 3 year follow up for a student on Plan Type 700/800 is complete

Active Status	○ Active ○ Pending ⦿ Inactive
Reason for Inactive Status	○ Exited ○ Not Eligible ⦿ Other

⚠ This student will not be reported. If the student was receiving services, they should be Exited.

Other Reason	Historical inactive record, not current ▽
Inactive as of Date	6/6/2013 🗓

-----------------------------------Inactivating Records---------------------------------------

- *Is there an open meeting?*
- If yes, the open meeting must be archived before inactivating the record. Close or archive by finalizing the completed meeting, or by force finalizing an incomplete meeting.
- *Did the student receive services any time in your district?*
    - o   If yes, inactivate the record as exited. The exit date is the last date of services being received. Choose the appropriate exit reason. This also includes preschoolers who stopped attending, moved and known to be continuing.
    - o   If no, then inactivate as other reason. The exit date is the last date of services. Choose the appropriate other reason.
- To check your student records that need exit data, go to the Search button > Predefined Queries and select **Exit Data required**.
- *CALPADS Note: Exit Reason 76 is no longer a valid exit reason for CALPADS. However this reason still has value in SIRAS to denote that a student was getting services in the district and when they stopped. Depending upon the exit date entered will determine if the services stopped within the current census period and thus has reportable data for CALPADS. This is important because if a student record with plan type IEP/ISP/IFSP is made Inactive with an Other reason, then it is assumed the record did not get services in the District and thus not reportable. Unless the Other reason is related to plan type 700/800 from a recent Initial Evaluation.*