

Exiting A Student from Special Education

When the IEP team is considering exiting a student from special education

When a student is exiting from Special Education because s/he is no longer eligible, it is not necessary to do all of the pages of the IEP. The Student Information and Services (SIS) page, the Present Levels page, and the Consent for Placement page are always required. If the student was found to no longer exhibit a Specific Learning Disability (SLD) but was previously eligible as SLD, then it is expected that the SLD Summary Form be completed. It is also advised that you include a meeting summary using the Additional page of the IEP. No other pages should ever be included in an IEP when a student is exited.

Exiting a student requires a Triennial/Reevaluation to determine whether or not the student continues to be eligible. The purpose of this meeting would be to determine the following:

- 1) whether the student continues to have a disability;
- 2) the present levels of academic achievement and related developmental needs;
- 3) whether the student continues to need special education and related services; and
- 4) whether any additions or modifications to the special education and related services are needed to enable the student to meet the measurable annual IEP goals and participate, as appropriate, in the general curriculum.

In most cases, an assessment plan would be sent to the parents and a report addressing these four questions would be developed and presented at the meeting.

However, the members of the IEP team determine that no additional assessment or data are needed to respond to the 4 triennial questions above, the district must notify the parents of the pupil of that determination and the reasons for it, and the right of the parents to request an assessment to determine eligibility and educational need. This discussion should be documented by completing either the Triennial Review Worksheet or the Triennial Review Letter. If the team does not assess the student, no assessment plan is required, but they must complete the "Summary of Record Review in Preparation for Triennial Review" located in SIRAS under Tools/Added Forms/Triennial. Consult your district special education administration before using this option.

Since eligibility can only be determined at an Initial IEP or a Triennial/Reevaluation, any meeting where a student is being considered for exiting must be a Triennial/Reevaluation (even if it is conducted before the three-year due date).

To exit a student from special education during the Triennial/Reevaluation, simply click on the Exit Student Button at the bottom of the dates box on the Student Information and Services (SIS) page.

Dates	Exit Student ←	Previous IEP	
Initial entry (0-22)	8/25/2003	Next Review	
Initial IEP		Next Triennial	
Annual IEP	1/22/2013	Exit Date	
Exit Reason	Returned to reg ed or no longer eligible		

This button will automatically enter the date of the meeting as the Exit Date and “Return to gen ed or no longer eligible” as the Exit Reason. It will also remove the Next Review and Next Triennial dates as well as the disability and services on the IEP and change the percent of the school day in general education to 100%.

The SIS page will have the information the way it needs to be for the IEP; however, CASEMIS requires the district to maintain a record of the student’s status at the time s/he exited. Therefore, the data regarding the student’s disability, percent in general education, and services will remain on the MIS Summary page for CASEMIS reporting. Once a student is exited, the student's record will be changed to Inactive in SIRAS.

When a student is exited all pages that are no longer “Required” for the IEP will collapse (disappear) so they are no longer a part of the IEP. If one of these pages (e.g. Goals, STAR, ELD, etc.) had already been saved prior to determining the student was no longer eligible, it will still be listed in green on the IEP Manager, but there will be an X in the Action Column to the right of the form that will allow the user to delete any page that is no longer required. Once the page is deleted, it will be removed from the list of forms to be printed out for the official IEP.

If the IEP team decides not to exit the student, there will be an X in the Action column to the right of the SIS page on the IEP Manager so that the SIS page can be deleted. This will reverse the exit date and reason that was entered prior to the meeting and restore the disability, services, and correct percent in general education back onto the SIS page. The user will only need to reenter the Next IEP and Next Triennial dates on the SIS page or clear the meeting date on the IEP Manager and reenter the date of the IEP to correct the Next IEP and Next Triennial dates.

Basic IEP Forms		
Form	Status	Action
Student Info and Services	✓	X ←
Record of Changes to IEP	Optional	
Manifestation Determination	Optional	
Present Levels	✓	Add Page X
SLD Eligibility Summary	Optional	
SLD Collective Team Report	Optional	

When exiting a student from Special Education, do not fill in the "Dismissed From" box on the SIS page. That box is used only when a student is continuing in Special Education and is being dismissed from one or more services. A student may be dismissed from a service during an annual review or other meeting if the IEP team determines that the service is no longer needed, but a student may not be exited from

Special Education without a Triennial/Reevaluation meeting. (Check your district policy regarding dismissing from a service without an assessment.)

When a student is graduating or completing high school/post secondary school and/or known not to be continuing in school

Students graduating from high school or aging out at age 22 are automatically no longer eligible for special education services. No IEP meeting is required, but the Case Manager must complete an Exit Summary, indicating the Exit Reason, and hold an Exit Summary meeting with the student. The following are the exit reasons that may be used for students in this group:

- Graduated from high school with a regular diploma (no waiver or exemption)
- Graduated from high school with a diploma using an exemption
- Graduated from high school with a diploma using a waiver
- Reached maximum age

Once the Exit Summary is filled out by the Case Manager, the Exit Date and Reason are automatically entered into the MIS Summary for CASEMIS reporting. Therefore, the Exit Summary should be done no sooner than one or two weeks prior to the student's exit date.

The Exit Summary may also be used for students exiting special education for the following reasons:

- Received Certificate of Achievement/Completion and leaving school
- Earned GED, withdrew from school
- Dropped out of school

Students exiting for any of these three reasons continue to remain eligible for special education services if they should decide to return to school. These students should be sent an annual "Notice to Adult Student Withdrawn from Public School" (located in SIRAS under Tools/ Added Forms/Legal Notices) until the student earns a regular diploma or reaches age 22.

The selected reasons will be entered directly onto the MIS Summary if the student gives advanced notice, and the Case Manager does an Exit Summary. If no Exit Summary is done, the CASEMIS staff can simply enter the Exit Date and Exit Reason directly on the MIS Summary page in SIRAS.

Other reasons a student may be exited from Special Education do not require any kind of meeting. The following reasons for exiting may be entered by CASEMIS staff:

- Moved, and known to be continuing (includes transfer to another program)
- Deceased
- Parent withdrawal/self withdrawal if over 18

If an adult student chooses to withdraw from special education services and remain in public school, s/he must provide a written statement revoking consent from special education and related services. This student would then be sent the "Notice to Parent of Student (or Adult Student) Being Withdrawn from Special Education Services" (located in SIRAS under Tools/Added Forms/Legal Notices). An adult student who exits for this reason would not receive an Exit Summary.

If the student is leaving the district and going to another district within the SELPA, do not enter an Exit Date or Exit Reason; ask CASEMIS staff to transfer the student's record to the new district. An Exit Date with the Exit Reason of "Moved, and known to be continuing, transfer to another program" should only be used when the student is transferring out of the SELPA.