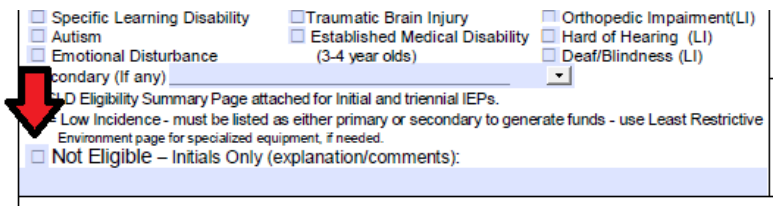


SIRAS DO NOT QUALIFY AND EXIT PROCEDURE

DO Not Qualify for Special Educational Services - Initial entry or Re-entry into Spec. Ed. only

1. Select a Meeting Purpose: "Initial Evaluation"
2. Enter Referral Date; Referred By; Assessment Plan Sent; and Assessment Plan Received.
3. Enter a Meeting Date; Time and Place
4. If the student will not be eligible remove the Next Triennial and Next IEP dates
5. Open the "Student Info and Services" form
6. Fill out form – do not enter a disability or services
7. CHECK THE CHECKBOX LABELED "Not Eligible – Initials Only"



The screenshot shows a form with several checkboxes for disabilities: Specific Learning Disability, Autism, Emotional Disturbance, Traumatic Brain Injury, Established Medical Disability (3-4 year olds), Orthopedic Impairment(LI), Hard of Hearing (LI), and Deaf/Blindness (LI). Below these is a dropdown menu for 'Secondary (If any)'. A red arrow points to the checkbox labeled 'Not Eligible – Initials Only (explanation/comments):'.

8. Click "Save and Return to IEP Manager" You will notice that many of the Required forms on the Basic Forms list have been removed as they will no longer required if the student is not eligible.
9. Develop a draft by clicking the "Preview/Print" button
10. After the meeting select the 'Meeting Held' checkbox and 'Finalize' meeting.
11. Confirm 'Plan Type' field on the MIS Summary Page says "Not Eligible for spec. Ed. or Related Services"