Grossmont Union High School District
Special Education

EXIT PROCEDURES

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Grossmont Union High School District
Special Education

EXIT PROCEDURES

Overview

The procedures in this section refer to students who leave the jurisdiction of GUHSD and are no longer the educational responsibility of the district:

1. Return to General Education (page 3)
2. Graduate with High School Diploma or Reach Maximum Age (page 6)
3. Leave GUHSD Prior to Receiving High School Diploma or Reaching Maximum Age (page 17).
4. Exit Prior to Finalized (Active) GUHSD IEP (page 19).

Procedures **when students leave the GUHSD boundaries and remain the educational responsibility of the GUHSD** can be found on the GUHSD Special Education Website > Procedures and Resources > Transfers ***> Other.***

1. Return to General Education

Overview

One of the primary goals of special education is to assist students with acquiring the skills necessary to be involved in and progress in the general curriculum and school environment. When a **reassessment** indicates a student no longer demonstrates a disability and/or no longer requires special education in order to progress in the general education program and curriculum, the student is dismissed from special education and returned to the general education program full time.

Procedures when a parent requests that their student be completely dismissed (removed) from special education and related services are listed below under **Parental or Adult Student Revocation of Consent for All Special Education Services**. In situations where the parent is requesting that a particular service be removed from their student's individualized education program (IEP), refer to the **IEP Amendment** (if appropriate) or **Annual Review** procedures on the GUHSD Special Education Website > Procedures and Resources > ***IEP***.

Procedures When IEP Team Recommends Dismissing Student From Special Education

a). Prior to the IEP team meeting to consider dismissing a student from special education and returning the student to the general education program full time, the **procedures for conducting a reassessment are followed**, except that three-year review option 1 (reassessment not necessary) is not applicable. Detailed procedures for conducting a reassessment when considering dismissal from special education can be found on the GUHSD Special Education Website > Procedures and Resources > Assessments > Special Education Assessments > ***Reassessment Procedures.***

b). An exit IEP team meeting is held to review the reassessment results and consider dismissal from special education. The exit IEP meeting is conducted using the Reassessment IEP Team Meeting guidelines contained in the *Reassessment Procedures* and includes an annual review if it is due prior to the anticipated exit date.

c). If the IEP team and parent agree the student no longer is eligible for special education and related services, the information on the *SpEd Forms Exit Screen* (available on the Forms Menu) is completed:

- ✓ The date entered as the "Exit Date" is the last day that special education and related services are anticipated to be provided and takes into account any activities/supports documented on *IEP Form 5B: Educational Setting* to assist the student in transitioning to the general education program on a full time basis.
- ✓ Select "70: Returned to regular education" as the Exit Reason.
- ✓ Click Save.
- ✓ Click Exit Validation and correct any errors.

Parental or Adult Student Revocation of Consent for All Special Education Services

If, at any time after initially consenting to the provision of special education services, the parent revokes consent **in writing** for the continued provision of all special education services, the school district:

- ✓ May not continue to provide services.
- ✓ Must provide prior written notice and a copy of *Notice of Procedural Safeguards* before ceasing the provision of services.
- ✓ May not use the mediation or due process procedures to obtain agreement or a ruling that the services may be provided.
- ✓ Will not be considered to be in violation of the requirement to make available FAPE to the student because of the failure to provide the student with further special education and related services.
- ✓ Is not required to convene an IEP Team meeting or develop an IEP.
- ✓ Is not required to offer a 504 Plan.
- ✓ Is not required to conduct triennial evaluations or an annual IEP since the student will be treated as a general education student.
- ✓ Is not required to amend the child's education records to remove any references to the child's receipt of special education services because of the revocation of consent.
- ✓ May not require a parent to explain why they are revoking consent.
- ✓ Is not deemed to have knowledge that the child is a child with a disability and the child may be disciplined as a general education student and is not entitled to IDEA's discipline protections.

- ✓ May place the student in a classroom that is co-taught by a general education teacher and a special education teacher since the student is placed in the classroom as a general education student.
- ✓ For a student who turns 18 and revokes consent of his/her services.
  - Prior written notice must be given to both parents and the student who turns 18.
  - This notice could facilitate discussion between the child and the parent regarding the ramifications of the decision.

Procedures

Although not required, best practice is for the following steps to be completed in person with the parent (and/or adult student if appropriate) to expedite the process and ensure that the parent/adult student understands the ramifications of their request. The role of *LEA Special Education Representative* described in the procedures listed below may be fulfilled by a *Special Education Administrator* or a *Special Education Administrative Designee*, which may include the *School Psychologist*. Be advised that it is inappropriate for school personnel to encourage a parent to revoke consent for special education and related services. Conversely, school personnel are not obligated to dissuade parents from revoking consent.

a). Parents must submit their request for revoking the provision of all special education and related services in writing to an *LEA Special Education Representative*. The *Parental Revocation of Consent for Special Education* form may serve as the parent's written request. The form is available on the GUHSD SE Website > Forms > ***Exit-Graduation***. Assistance to parents in completing the request can be obtained from the *LEA Special Education Representative*.

Notes:

- *Written consent of only one parent with educational decision-making authority is necessary to revoke consent for a child's receipt of special education and related services.*
- *Neither the school district nor the objecting parent who did not revoke consent for special education and related services can use IDEA due process procedures to overcome a parent's written revocation of consent.*

b). Upon receiving the parent written request, the *LEA Special Education Representative* promptly:

I. Completes the *Parental Revocation of Consent for Special Education* form.

II. Provides the parent with the *Parental Revocation of Consent for Special Education*, *Notice of Proposed Action to Remove All Special Education and Related Services at Parent Request* and *Notice of Procedural Safeguards*. In the case of an adult student age 18 or older requesting removal of all special education services, the student is provided with the *Parental Revocation of Consent for Special Education* form and both the parent and adult student are provided with the *Notice of Proposed Action to Remove All Special Education and Related Services at Parent Request* and *Notice of Procedural Safeguards*.

III. Checks to make sure the next annual review and/or next triennial review are not due before the anticipated exit date. If one or both dates are due prior to the anticipated exit date, the IEP team completes at least a proposed IEP, which is *Validated* and *Sent to CASEMIS Only*, that has a *Last Annual Date* and *Last Eval Date* that are before the anticipated *Exit Date* that is entered into the SpEd Forms Exit Screen.

c). Upon receiving the signed *Parental Revocation of Consent for Special Education* form back from the parent/adult student, the *LEA Special Education Representative*:

I. Signs the *Parental Revocation of Consent for Special Education* and enters the date the form was received back from the parent/adult student.

II. Provides the following school personnel with copies of the *Parental Revocation of Consent for Special Education*:

- ✓ Case Manager (School Psychologist)
- ✓ Special Education Advocate Teacher
- ✓ School Counselor
- ✓ Related service providers

III. Gives the school the original copies of the *Parental Revocation of Consent for Special Education* and *Notice of Proposed Action to Remove All Special Education and Related Services at Parent Request* for placement in the Special Education Placement File.

IV. **Completes the SpEd Forms Exit Screen and Validates:**

- ✓ The date entered as the "Exit Date" is the date corresponding to within five schooldays after the date the *LEA Special Education Representative* received the signed *Parental Revocation of Consent for Special Education* form back from the parent/adult student.
- ✓ Select "Parent withdrawal/self withdraw if over 18" as the Exit Reason from the drop-down list.
- ✓ Click *Save*.
- ✓ Click *Exit Validation* and correct any errors.

d). If the parent inquires about or requests a 504 Plan, indicate that:

I. The district is not required to develop a 504 Plan when a parent revokes consent for all special education and related services.

II. Their student remains protected against discrimination based on a record of being impaired and they can access the Office of Civil Rights complaint system at: http://www.hhs.gov/ocr/civilrights/complaints/index.html.

e). If a parent, including the parent who did not revoke consent, later requests special education and related services for his/her child, then the school district must treat this request as a request for an initial evaluation and not a re-evaluation. See the *Initial Referral and Assessment* on the GUHSD Special Education Website > Procedures and Resources > *Assessments* > ***Special Ed Assessments***.

Annual Notice of Availability of Special Education Services

Child find procedures still apply in situations where the parent has revoked consent for all special education and related services. In the Grossmont Union High School District (GUHSD) the child find requirement is met through the annual enrollment process whereby the parent and student receive a copy of the *Parent's Rights and Annual District Notification Booklet,* which includes a statement about the availability of special education and related services for qualified individuals. The booklet is also provided whenever the student changes their school of enrollment within the GUHSD.

Parental or Adult Student Revocation of Consent for Some Special Education Services

In situations where the parent is requesting that a particular service be removed from their student's individualized education program (IEP), refer to the **IEP Amendment** (if appropriate) or **Annual Review** procedures on the GUHSD Special Education Website > Procedures and Resources > ***IEP***.

2. Graduate with High School Diploma or Reach Maximum Age

Overview

When a special education student receives a high school diploma or reaches the maximum age limit of 22 years, he or she is no longer eligible for special education and related services. Although a reassessment is not necessary, **parents must be given reasonable prior written notice** that their student will be graduating with a diploma or exceeding the maximum age requirement. In addition, the **student must be provided with a summary of their academic achievement and functional performance**, including recommendations for assisting the student in meeting post-secondary educational goals.

Definition of High School Diploma

According to the California Education Code, a "high school diploma" means a diploma conferred on a student who has completed the prescribed course of study and has met the standards of proficiency in basic skills prescribed by the governing board of the school district. This includes a "regular" high school diploma, a diploma granted using an Exemption, and a diploma granted using a Waiver authorized by Education Code Section 60851(c). Grossmont Union High School District's diploma requirements are described in the *GUHSD Annual Notification of Graduation and Maximum Age Requirements* located on the GUHSD Special Education Website > Forms > ***Exit-Graduation***.

The following certificates DO NOT constitute a high school diploma and therefore the procedures in this section do not apply; instead, follow the procedures listed for *Leave Jurisdiction of GUHSD Prior to Receiving High School Diploma or Reaching Maximum Age*.

- GUHSD *Certificate of Completion* or *Certificate of Academic Achievement*
- *California High School Equivalency Certificate* earned by passing the *GED (General Education Development Test)*
- *California Certificate of Proficiency* earned by passing the *CHSPE (California High School Proficiency Exam)*

Maximum Age Limit

According to the California Education Code, students are entitled to receive special education and related services through age 21, unless they earn a regular high school diploma before that time. The following rules apply when determining if a student has exceeded the maximum age limit:

- Students who turn 22 between January and June 30 must exit no later than June 30, unless the IEP includes extended school year (ESY) services.
- Students who turn 22 between July 1 and September 30 must exit no later than June 30 of the previous school year, unless the IEP includes extended school year (ESY) services.
- Students who turn 22 in October, November, or December must exit no later than December 31, unless the student would otherwise complete his or her individualized education program at the end of the current fiscal year.

Procedures

The procedures in this section apply whenever a student exits high school for one of the following reasons:

- 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 authorized by EC 60851(c))
- Reached maximum age (22 years)

PRIOR TO EXIT

a) Annual review and/or triennial review are completed if due prior to anticipated exit date.
b) Parents and student are provided with reasonable prior written notice of the upcoming change in placement (i.e., exit from special education due to graduation or reaching maximum age). At the last annual review preceding the student's exit, the Administrative Designee provides and reviews with the parent and student:

- ✓ *Notice of Procedural Safeguards*
- ✓ *GUHSD Annual Notification of Graduation and Maximum Age Requirements* form, which outlines the requirements for a diploma, certificate of educational achievement, and certificate of completions and explains that the student remains eligible for special education and related services through age 21, unless the student earns a regular high school diploma before that time.
- ✓ *Projected Graduation Date and/or Secondary Completion Date* on *IEP Form 5B: Educational Setting*.
- ✓ GUHSD Transcript.
- ✓ *Graduation Notification* letter from the SpEd Forms Form Menu if the student is on track for graduating with a regular high school diploma.
- ✓ If the student is planning to enter a community college or 4 year college/university, Administrative Designee provides the student with a copy of *Students with Disabilities Preparing for Postsecondary Education: Know Your Rights and Responsibilities Pamphlet* (available on the GUHSD SE Website) at the annual review meeting preceding the student's expected graduation.
- ✓ *IEP Team Meeting Comments* describing the above actions, any other options that were rejected in favor of graduation, and that the parent and student were notified that special education and related services would end upon graduation.

NO LATER THAN ONE WEEK AFTER EXIT

No later than one week following a student graduating or exiting due to receiving a high school diploma or exceeding the maximum age limit, the **Advocate Teacher:**

a) **Performs a final review of IEP annual goals on the Progress Report screen in SpEd Forms and clicks the "Finalized" button.** Instructions for completing final progress on IEP annual goals is available on the GUHSD Special Education Website > Procedures and Resources > IEP > Goals > ***Procedures for Reporting Progress on IEP Annual Goals.***

b) **Completes the *Summary of Performance* form in SpEd Forms** using the instructions in *GUHSD SOP Form Instructions* available on the GUHSD Special Education Website > Forms > ***Exit-Graduation***

c) **Notifies the SE Office Assistant to send a copy of the *Progress Report* and *Summary of Performance* home to the parent and student and to put a copy of the forms in the SE Placement File.**

✍ **Notes:**

- *If the student is exiting with a diploma and the Graduation Notification letter was not provided to the parent at the last annual review preceding the student's exit, the letter is included with the SOP and Progress Report that are sent home to the parent/student.*
- *Steps a to c listed above may be accomplished prior to a student graduating or exiting provided the information required is available.*

d) **Completes the SpEd Forms Exit Screen and Validates:**

- ✓ The date entered as the "Exit Date" is the date of graduation with a diploma or the maximum age exit date (see previous page).
- ✓ Select the appropriate exit reason from the drop-down list:
  - *70: Graduated (regular diploma)*
  - *Graduated with diploma using Exemption - CAHSEE*
  - *Graduated with a diploma using Waiver (EC 60851(c))*
  - *Reached maximum age (22 years)*
- ✓ Click Save.
- ✓ Click *Exit Validation* and correct any errors.

3. Leave GUHSD Prior to Receiving High School Diploma or Reaching Maximum Age

Overview

The procedures described in this section apply to students whose status in SpEd Forms is *"SpEd: Evaluated - Receiving services [4]"*)and leave the jurisdiction of the GUHSD prior to receiving a high school diploma or reaching maximum age. The **IEP team does not need to take action** when a special education student leaves the jurisdiction of Grossmont Union High School District without receiving a high school diploma (regular, or waiver) or before reaching the maximum age limit of 22 years. The **Case Manager** documents the reason the student exited GUHSD on the *SpEd Forms Exit Screen*. **The student remains eligible for special education until one of the conditions listed in #1 (see page 3) or #2 (see page 6) occurs.**

Exiting special education students in this category include, but are not limited to, those students whose SpEd Forms status is *"SpEd: Evaluated - Receiving services [4]"*)and:

- Enrolled in GUHSD and move and are known to be continuing in high school in another school district
- Scheduled to begin GUHSD as an incoming 9th grader and move after July 1
- Dropped out, includes attempts to contact unsuccessful or not known to be continuing in high school.

  Note:
  This includes students who are not continuing in high school and did not receive a diploma or reach maximum age prior to leaving.

- Placed at San Diego County Summit Schools by probation or other agency
- Enter community (2-year) college at 18 years of age or older
- Enter adult school or trade/technical school at 18 years of age or older
- Receive a GUHSD *Certificate of Completion* or *Certificate of Academic Achievement*
- Receive a *California High School Equivalency Certificate* by passing the *GED (General Education Development Test)*
- Receive a *California Certificate of Proficiency* by passing the *CHSPE (California High School Proficiency Exam)*

Procedures

Advocate Teacher Responsibilities *(Apply only if student was pursuing a Certificate of Educational Achievement)*
(i) Update the *Certificate of Educational Achievement (CEA) Verification Log*.
(ii) Send the original copy of the updated log and attachments to the GUHSD Special Education Site Support Technician (SST).
(iii) Give Case Manager a copy of the *Certificate of Educational Achievement (CEA) Verification Log*.

Special Education Site Support Technician Responsibilities *(Apply only if student was pursuing a Certificate of Educational Achievement)*
(i) Receives original copy of the *Certificate of Educational Achievement (CEA) Verification Log* from Advocate Teacher.
(ii) Enters the relevant information into the GUHSD Student Information System.
(iii) Notifies the person responsible for issuing the CEA (if all requirements were met).
(iv) Sends the original copy of the log and attachments to the school for the SE Placement File.

School Psychologist/SE Office Assistant Responsibilities *(Apply to all exits except students exiting due to receiving a diploma or exceeding maximum age – see page 6)*
Upon learning of a special education student's exit or pending exit from GUHSD, the **School Psychologist or SE Office Assistant:**
(i) Checks to make sure the next annual review and/or next triennial review are not due before the anticipated exit date. If one or both dates are due prior to the anticipated exit date, the IEP team completes at least a proposed IEP, which is *Validated* and *Sent to CASEMIS Only*. The proposed IEP must have a *Last Annual Date* and *Last Eval Date* that are before the anticipated *Exit Date* that is entered into the SpEd Forms Exit Screen.

Note:
Since the Exit Date entered in SpEd Forms must always be prior to the Next Annual Review Date and Next Triennial Review Date, the Exit Date in SpEd Forms may be after the exit date that is shown in the district's student information system to allow for completion of any annual or triennial reviews that may be due. If this is the case, use the Comments field on the SpEd Forms Exit Screen to indicate the student's actual date of leaving the jurisdiction of the GUHSD.

(ii) Completes the SpEd Forms *Exit Screen* and *Validates*:
- ✓ Enter the Exit Date, which is the last day the student attended school in GUHSD.
- ✓ Select the appropriate exit reason from the drop-down list.
- ✓ Click Save.
- ✓ Click *Exit Validation* and correct any errors.

Additional Procedures

(i) Procedures **when students leave the GUHSD and remain the educational responsibility of the GUHSD** can be found in *Transfer Procedures* on the GUHSD Special Education Website > Procedures and Resources > Transfers > ***Other***.

(ii) Procedures when students leave GUHSD prior to having an "active" or "finalized" GUHSD IEP begin on the next page.

4. Exit Prior to Active (Finalized) GUHSD IEP

Overview

The procedures in this section apply to students who have been referred to the GUHSD for special education services as an initial referral, interim placement, or incoming 9th grader and leave the jurisdiction of the Grossmont Union High School District prior to having an "active" or "finalized" GUHSD individualized education program (IEP).

- Termination of Initial Referral and Assessment Process (page 21)
- Termination of Initial IEP Process (page 22)
- Termination of Incoming 9th Grade Process (page 23)
- Termination of Interim Placement Process (page 25)

Termination of Initial Referral and Assessment Process

The following procedures apply when a student has been referred for an initial special education evaluation and the process is discontinued prior to the initial IEP meeting. If an initial IEP meeting has been held, refer to *Termination of Initial IEP Process* on page 22.

If the school district is denying the request for an initial evaluation:

(a) *School Psychologist consults with one of the SE Administrators prior to denying the request.*
(b) *A SpEd Forms record for the student is established in SpEd Forms and referral information is entered on the Student Setup Screen.*
(c) *Reasons for rejecting the referral are documented on the Notice of Proposed Action in SpEd Forms.*
(d) *Notice of Proposed Action is provided to the parent along with a copy of the Notice of Procedural Safeguards.*
(e) *On the SpEd Forms Exit Screen the following information is entered:*
- ✓ *Exit Date (enter the date the district denied the request)*
- ✓ *Exit Reason: "FF: Inactive Student Record – No Show"*
- ✓ *Comment: "District denied initial assessment (date)"*
- ✓ *Click "Exit Validation" button*

(f) *Printed copies of any completed forms are entered in the SE Placement File.*

If the student moves out of GUHSD after a referral has been received by the school and prior to development of an evaluation plan:

(a) *A SpEd Forms record for the student is established in SpEd Forms and referral information is entered on the Student Setup Screen.*
(b) *On the SpEd Forms Exit Screen the following information is entered:*
- ✓ *Exit Date (enter the date the student moved out of GUHSD)*
- ✓ *Exit Reason: "FF: Inactive Student Record – No Show"*
- ✓ *Comment: "As of (date) student moved prior to development of eval plan"*
- ✓ *Click "Exit Validation" button*

(c) *Printed copies of any completed forms are entered in the SE Placement File.*

If an evaluation plan has been developed and the student moves:

(a) *On the SpEd Forms Exit Screen the following information is entered:*
- ✓ *Exit Date (enter the date the student moved out of GUHSD)*
- ✓ *Exit Reason: "FF: Inactive Student Record – No Show"*
- ✓ *Comment: "Student moved (date) prior receiving consent on eval plan"*
- ✓ *Click "Exit Validation" button*

(b) *Printed copies of any completed forms are entered in the SE Placement File.*

If the student has not moved and there has been no response from the parent to the proposed evaluation plan after three attempts (and 15 or more days have elapsed since sending the parent the assessment plan) or the parent declined the evaluation:

(a) *The dates and methods that were used to obtain written agreement to the plan and the parent's response are documented in the SpEd Forms Communication Log.*
(b) *On the SpEd Forms Exit Screen the following information is entered:*

- ✓ *Exit Date (enter the date the parent declined the evaluation)*
- ✓ *Exit Reason: "FF: Inactive Student Record – No Show"*
- ✓ *Comment: "Parent denied initial assessment on (date)" or "Parent did not return Eval Plan as of (date)"*
- ✓ *Click "Exit Validation" button*

(c) *Printed copies of any completed forms are entered in the SE Placement File.*

✍ Notes:

- *If the parent denies the initial evaluation for special education by either not responding or denying the assessment in writing, the school district may not proceed with the evaluation, unless the school district prevails in a due process action.*
- *If the student is enrolled in a private school and the parent has given permission to communicate with the DOR, the GUHSD School Psychologist notifies the DOR that the parent has declined the assessment plan, unless the DOR has declined to be involved in the assessment process.*

If the student moves out of GUHSD after the school receives parental written consent for the evaluation and prior to the initial IEP meeting to determine eligibility:

(a) *On the SpEd Forms Exit Screen the following information is entered:*
- ✓ *Exit Date (enter the date the student left GUHSD)*
- ✓ *Exit Reason: "FF: Inactive Student Record – No Show"*
- ✓ *Comment: "Student moved (date) prior to initial IEP meeting"*
- ✓ *Click "Exit Validation" button*

(b) *Printed copies of any completed forms are entered in the SE Placement File.*

Termination of Initial IEP Process

The following procedures apply when:

- The initial IEP process is discontinued after an initial IEP meeting has been held to determine eligibility; and
- The IEP team has determined the student qualifies for special education; and
- The student leaves the jurisdiction of the GUHSD prior to receiving parent response to the proposed initial IEP or the parent fails to respond to three reasonable attempts to obtain their consent or disagreement to the proposed initial IEP.

The procedures in this section do not apply in situations where:

- ✓ The initial assessment process is discontinued prior to the initial IEP meeting. In this case, follow the *Termination of Initial Referral and Assessment Process* beginning on the previous page.
- ✓ The initial IEP meeting has been held and the student was found not eligible for special education. Refer to the *Initial IEP Procedures* on the GUHSD Special Education Website > Procedures and Resources > ***IEP.***
- ✓ The parent has approved the initial IEP and the student exits the jurisdiction of GUHSD. In this case, refer to *"Leave GUHSD Prior to Receiving High School Diploma or Reaching Maximum Age"* beginning on page 8.
- ✓ The parent disagrees with all parts of the proposed initial IEP and does not want their student in special education. Refer to the *Initial IEP Procedures* on the GUHSD Special Education Website > Procedures and Resources > ***IEP.***

If the student leaves the jurisdiction of the GUHSD prior to receiving parent response to the proposed initial IEP:

(a) *The IEP is "Validated" and the "Send to CASEMIS Only" button is clicked.*

(b) *On the SpEd Forms Exit Screen the following information is entered:*
- ✓ *Exit Date (enter the date the student left GUHSD)*
- ✓ *Exit Reason: "AB: Qualifies but no IEP or ISFP – Initial Only"*
- ✓ *Comment: "Student moved (date) prior to receiving parent response to initial IEP"*
- ✓ *Click "Exit Validation" button*

(c) *Printed copies of any completed forms are entered in the SE Placement File.*

If the parent fails to respond to three reasonable attempts to obtain their consent or disagreement to the proposed initial IEP:

(a) *The dates and methods that were used to obtain written agreement to the plan and the parent's response are documented in the SpEd Forms Communication Log.*
(b) *The IEP is "Validated" and the "Send to CASEMIS Only" button is clicked.*
(c) *On the SpEd Forms Exit Screen the following information is entered:*
- ✓ *Exit Date (enter a date that corresponds to the last attempt to obtain the parent's response)*
- ✓ *Exit Reason: "AB: Qualifies but no IEP or ISFP – Initial Only"*
- ✓ *Comment: "Parent failed to respond to three reasonable attempts to obtain their consent or disagreement to the proposed initial IEP"*
- ✓ *Click "Exit Validation" button*

(d) *Printed copies of any completed forms are entered in the SE Placement File.*

Termination of Incoming 9th Grade Process

The following procedures apply when:

- Family moves out of the GUHSD boundaries prior to parent approving the amended IEP for 9th grade.
- Elementary school district dismisses the student from special education.
- Student is retained in the 8th grade.
- The parent has already approved the 9th grade IEP and the student will not be attending the 9th grade in the GUHSD.

The following procedures do not apply when:

- ✓ The parent wants to withdraw their student from Special Education. If the parent does not want their student to receive special education and related services, then the *Revocation of Parental Consent for Special Education* beginning on page 3 applies.
- ✓ The parent has declined the amended IEP for 9th grade or failed to respond to the transition IEP proposed by GUHSD and the family has not moved out of the GUHSD boundaries. The *GUHSD Interim Placement Procedures* are followed so that the student can begin to receive special education services at the start of the school year.

If the student is retained in the 8th grade by the Middle School:

(a) *Do not "Validate" or "Finalize" the proposed 9th grade IEP developed at the transition meeting.*
(b) *Check that the Current School Information on the Student Setup Screen reflects the middle school. If it does not, alert the middle school.*

If the student exited prior to July 1 and the Middle School did not exit the student in SpEd Forms:

(a) *Do not "Validate" or "Finalize" the proposed 9th grade IEP developed at the transition meeting.*
(b) *On the SpEd Forms Exit Screen the following information is entered:*
- ✓ *Exit Date (enter a date prior to July 1 that the student exited)*
- ✓ *Exit Reason:*
  - *If the student moved out of the GUHSD boundary, select "76: Moved (Continuing)"*
  - *If the student was dismissed from SE by the Middle School, select "70: Returned to regular education"*
- ✓ *Comment: Enter any additional information about the student's exit*
- ✓ *Click "Exit Validation" button*

If the student leaves the jurisdiction of GUHSD after June 30 and the parent did not sign consent for the 9th grade IEP:

(a) *Validate the proposed 9th grade IEP developed at the transition meeting and click the "Send to CASEMIS Only" button. Do not "Finalize" the proposed 9th grade IEP.*
(b) *On the SpEd Forms Exit Screen the following information is entered:*
- ✓ *Exit Date (enter the date the student left the GUHSD boundary)*
- ✓ *Exit Reason: select "76: Moved (Continuing)"*
- ✓ *Comment: Enter any additional information about the student's exit*
- ✓ *Click "Exit Validation" button*

If the student leaves the jurisdiction of GUHSD after June 30 and the parent signed consent for the 9th grade IEP:

(a) *Validate and Finalize the proposed 9th grade IEP developed at the transition meeting.*
(b) *On the SpEd Forms Exit Screen the following information is entered:*
- ✓ *Exit Date (enter the date the student left the GUHSD boundary)*
- ✓ *Exit Reason: select "76: Moved (Continuing)"*
- ✓ *Comment: Enter any additional information about the student's exit*
- ✓ *Click "Exit Validation" button*

Termination of Interim Placement

The following procedures apply when:

- A student with an IEP transfers into the GUHSD from another school district; and
- The student leaves the jurisdiction of the GUHSD prior to the Interim Placement/Transfer IEP becoming "Finalized."

The procedures in this section do not apply in situations where:

- ✓ The Interim Placement/Transfer IEP has been "Finalized" (refer to *"Leave GUHSD Prior to Receiving High School Diploma or Reaching Maximum Age"* beginning on page 8).
- ✓ The parent revokes consent for all special education services (see page 3).
- ✓ The parent has failed to respond to the 30-day IEP proposed by GUHSD and the family has not moved out of the GUHSD boundaries. In this case an Interim Placement IEP is developed that matches the existing IEP from the previous district, which can be "Finalized" and implemented since it was already approved by the parent. Refer to Transfer Procedures on the GUHSD Special Education Website > Procedures and Resources > Transfers > ***Other***.

If the student leaves the jurisdiction of the GUHSD prior to the Interim Placement/Transfer IEP becoming "Finalized":

(a) *A SpEd Forms record for the student is established in SpEd Forms and referral information is entered on the Student Setup Screen.*
(b) *On the SpEd Forms Exit Screen the following information is entered:*
- ✓ *Exit Date (enter the date the student moved out of GUHSD)*
- ✓ *Exit Reason: "FF: Inactive Student Record – No Show"*
- ✓ *Comment: "Student moved prior to initiation of interim placement/transfer IEP"*
- ✓ *Click "Exit Validation" button*

(c) *Printed copies of any documents received from the previous district are entered in the SE Placement File.*

5. Canceling an Exit

If a student who was receiving special education is exited in error:

a) Go to the Exit Screen in SpEd Forms and note the reason for canceling the exit in the *Comment* box.

b) Go to the student's History in SpEd Forms and click the **Delete** button next to the "Exit Special Education" record.

> ***Note:***
> *Documents in History can be deleted within 30 days of posting.*

c) Go to the Student Setup screen in SpEd Forms and change the Status to "*SpEd: Evaluated – Receiving services [4].*"

Exiting Student Checklist

When a student will be exiting special education due to receiving a high school diploma or reaching the maximum age limit of 22 years:

PRIOR TO EXIT

- ❑ Annual review and/or triennial review are completed if due prior to anticipated exit date.
- ❑ At the last annual review preceding the student's exit, the Administrative Designee provides and reviews with the parent and student:
  - ✓ *Notice of Procedural Safeguards*
  - ✓ *GUHSD Annual Notification of Graduation and Maximum Age Requirements* form, which outlines the requirements for a diploma, certificate of educational achievement, and certificate of completions and explains that the student remains eligible for special education and related services through age 21, unless the student earns a regular high school diploma before that time.
  - ✓ *Projected Graduation Date and/or Secondary Completion Date* on *IEP Form 5B: Educational Setting*.
  - ✓ GUHSD Transcript.
  - ✓ *Graduation Notification* letter from the SpEd Forms Form Menu if the student is on track for graduating with a regular high school diploma.
  - ✓ If the student is planning to enter a community college or 4 year college/university, Administrative Designee provides the student with a copy of *Students with Disabilities Preparing for Postsecondary Education: Know Your Rights and Responsibilities Pamphlet* (available on the GUHSD SE Website) at the annual review meeting preceding the student's expected graduation.
  - ✓ *IEP Team Meeting Comments* describing the above actions, any other options that were rejected in favor of graduation, and that the parent and student were notified that special education and related services would end upon graduation.

NO LATER THAN ONE WEEK AFTER EXIT

No later than one week following a student graduating or exiting due to receiving a high school diploma or exceeding the maximum age limit, the **Advocate Teacher:**

- ❑ **Performs a final review of IEP annual goals on the Progress Report screen in SpEd Forms and clicks the "Finalized" button.** Instructions for completing final progress on IEP annual goals is available on the GUHSD Special Education Website > Procedures and Resources > IEP > Goals > ***Procedures for Reporting Progress on IEP Annual Goals.***

- ❑ **Completes the *Summary of Performance* form in SpEd Forms** using the instructions in *GUHSD SOP Form Instructions* available on the GUHSD Special Education Website > Forms > ***Exit-Graduation***

- ❑ **Notifies the SE Office Assistant to send a copy of the *Progress Report* and *Summary of Performance* home to the parent and student and to put a copy of the forms in the SE Placement File.**

- ❑ **Completes the SpEd Forms Exit Screen and Validates:**
  - ✓ The date entered as the "Exit Date" is the date of graduation with a diploma or the maximum age exit date.
  - ✓ Select the appropriate exit reason from the drop-down list:
    - *70: Graduated (regular diploma)*
    - *Graduated with diploma using Exemption - CAHSEE*
    - *Graduated with a diploma using Waiver (EC 60851(c))*
    - *Reached maximum age (22 years)*
  - ✓ Click Save.
  - ✓ Click *Exit Validation* and correct any error.