Special Education Exit Code Quick Guide
Guidance on scenarios when a student is leaving a district or building

Introduction:

- This is guidance based on the law (MARSE, IDEA) but should not be construed as legal advice.
- The purpose of this document is to provide guidance on common scenarios. If your situation is more complex or you think it warrants an exception, please consult with your supervisor.
- The expectation is that staff are using EasyIEP to complete paperwork for students with IEPs. The action steps are reflective of EasyIEP. If there is an exception, please contact your supervisor to review the needed documents.

Situation Index

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Additional Resources:

Special Education Public Quick Guide

Special Education Nonpublic Quick Guide

North Ed *Add/Change/Drop* form

CEPI District Exit Status Codes page 135

SITUATION A	PAPERWORK
Student is no longer eligible for special education Through the REED process, the IEP team determined the student is no longer eligible for special education services or programs.	• Complete REED • Complete ineligible IEP
ACTION	

- Send the following to EasyIEP@NorthwestEd.org for processing and scanning (EdPlan Office will select *Exit Reason*: *IEP team determined student no longer in need of special education services or programs* when deactivating student)
    a. REED
    b. Ineligible IEP

SITUATION B	PAPERWORK
Revocation Parent, guardian, or student who has reached the age of majority and is their own guardian has revoked consent for special education.	• Revocation is requested in writing ([North Ed Revocation of Parent Consent](#) form or personal letter) • Complete *Acknowledgement of Revocation of Parent Consent* in EdPlan with School District Superintendent or Designee signature (the PWN is embedded in this form) or a stand-alone [PWN](#). • *Add/Change/Drop* form using code **#19** (Expected to continue in the same school district)
ACTION	

- Send the following to EasyIEP@NorthwestEd.org for processing and scanning.
    a. *Acknowledgement of Revocation of Parent Consent* or stand-alone PWN
    b. *Add/Change/Drop*
- Ensure the following receive a signed copy of the *Acknowledgement of Revocation of Parent Consent* or stand-alone PWN
    a. Parent/Guardian
    b. CA-60
- Provide parent with a copy of the *Procedural Safeguards*

SITUATION C	PAPERWORK

Graduated with a regular diploma
 	
Student earned a high school diploma, including early graduates who earn high school diplomas and students with an IEP who met the Michigan Merit Curriculum graduation requirements. Exclude any students who met IEP requirements but did not receive a high school diploma.
	• *Add/Change/Drop* form using one of the codes below:
	  o **#01** Graduated from general education with a high school diploma
	  o **#02** Graduated from general education with a high school diploma & applied to a degree-granting college/university
	  o **#04** Graduated from general education with a high school diploma & applied to a non-degree granting institution
	• *Graduation IEP* (IEP completed during the last year of high school)
	  o Purpose of IEP marked *Graduation IEP*
	  o IEP End Date: Date of Graduation
	• *Summary of Performance* in EdPlan, look up the student and then go to Documents-Special Education (This is typically completed as close to graduation as possible. This will usually be different than the IEP date.)
	
	• *Notice for Exit of Special Education* in EdPlan look up the student and then go to Documents, Special Education (This is typically completed at the same time as the Summary of Performance)

ACTION

• Send the following to EasyIEP@NorthwestEd.org for processing and scanning.
  a. *Add/Change/Drop* form
  b. *Graduation IEP* (Only if this has not previously been sent)
  c. Completed *Summary of Performance*
  d. Completed *Notice for Exit of Special Education*

SITUATION D	PAPERWORK

Special Education - Reached maximum age and exited the K-12 system
This includes post high school programming. Student reached age 26 as of September 1 of the current school year and is no longer eligible to attend school.
	• *Add/Change/Drop* form using code **#21** (Special Education-Reached maximum age and exited the K-12 system)
	• *Final IEP* (IEP completed during the last year of school)
	   o Purpose of IEP marked *Other, receiving certification of completion- reached max age*
	   o IEP End Date – June 30, 20XX
	• *Summary of Performance* in EdPlan- look up the student and then go to Documents-Special Education (This is typically completed as close to graduation as possible. This will usually be different than the IEP date.)
	• *Notice for Exit of Special Education* in EdPlan- look up the student and then go to Documents-Special Education (This is typically completed at the same time as the Summary of Performance)

ACTION	

• Send the following to EasyIEP@NorthwestEd.org for processing and scanning.
  a. *Add/Change/Drop* form
  b. *Final IEP* (Only if this has not previously been sent)
  c. Completed *Summary of Performance*
  d. Completed *Notice for Exit of Special Education*	

SITUATION E	PAPERWORK
Special Education: Received certificate of completion and exited the K-12 system Including post high school programming.	• *Add/Change/Drop* form using code **#20** (Special education: Received certificate of completion and exited the K-12 system) • *Final IEP* (IEP completed during the last year of school) o Purpose of IEP- *Other, receiving certification of completion* • *Summary of Performance* in EdPlan, look up the student and then go to Documents, Special Education (This is typically completed as close to graduation as possible. This will usually be different than the IEP date.) • *Notice for Exit of Special Education* in EdPlan, look up the student and then go to Documents, Special Education (This is typically completed at the same time as the Summary of Performance)
ACTION	

- Send the following to EasyIEP@NorthwestEd.org for processing and scanning.
  a. *Add/Change/Drop* form
  b. *Final IEP* (Only if this has not previously been sent)
  c. Completed *Summary of Performance*
  d. Completed *Notice for Exit of Special Education*
- Provide parent with a copy of the *Procedural Safeguards*

SITUATION F	PAPERWORK
Dropped out of school The student, upon reaching age 16, stopped attending school and no reason was given, OR student with an IEP left school before reaching age 26 as of September 1 of the current school year without completing their educational program.	• Complete the *Add/Change/Drop* form using code **#07** (Dropped out of school)
ACTION	

- Send the following to EasyIEP@NorthwestEd.org for processing and scanning.
  a. *Add/Change/Drop* form

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SITUATION G	PAPERWORK
Enrolled in another public school district in Michigan Student moved to another public school district in Michigan and is known to be continuing in education or student left to attend a public in-state cyber school or virtual school.	• Complete the *Add/Change/Drop* form using code **#08** (Enrolled in another public school district in Michigan)
ACTION	
• Send the following to EasyIEP@NorthwestEd.org for processing and scanning. a. *Add/Change/Drop* form	

SITUATION H	PAPERWORK
Moved out of state Student physically moved outside the original district of residence to another state or country, includes foreign exchange students returning to their home country.	• Complete the *Add/Change/Drop* form using code **#09** (Moved out of state)
ACTION	
• Send the following to EasyIEP@NorthwestEd.org for processing and scanning. a. *Add/Change/Drop* form	

SITUATION I	PAPERWORK
Enrolled in nonpublic school Student has withdrawn from the district to attend a nonpublic school, such as a parochial school OR a student has withdrawn from a district to attend a nonpublic in-state cyber school or virtual school	• Complete the *Add/Change/Drop* form using code **#15** (Enrolled in nonpublic school)
ACTION	
• Send the following to EasyIEP@NorthwestEd.org for processing and scanning. a. *Add/Change/Drop* form	

SITUATION J	PAPERWORK
### Enrolled in homeschool Student has withdrawn from the district and receives instruction offered in a home for reasons other than health OR students has withdrawn from a district to attend an out-of-state cyber school or virtual school.	• Complete the *Add/Change/Drop* form using code **#14** (Enrolled in home school)
ACTION	
• Send the following to EasyIEP@NorthwestEd.org for processing and scanning. a. *Add/Change/Drop* form	

SITUATION K	PAPERWORK
### Exited early childhood or Early On program/service Child has left early childhood or Early On program/service and will not be continuing in the district.	• *Add/Change/Drop* form using code **#30** (Exited early childhood or Early On program/service) • Note: If the child has left their program and will subsequently be entering kindergarten in the district, report as code **#19** (expected to continue in the same school district.)
ACTION	
• Send the following to EasyIEP@NorthwestEd.org for processing and scanning. a. *Add/Change/Drop* form2	

SITUATION L	PAPERWORK
### Deceased Student with a current IEP passes away.	• Complete *Add/Change/Drop* form using code **#12** (Deceased)
ACTION	
• Send the following to EasyIEP@NorthwestEd.org for processing and scanning. a. *Add/Change/Drop* form	