
STUDENT EXITING SPECIAL EDUCATION (SED-P019)

WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 This outlines the procedure to follow when a student no longer qualifies for special education services.

**The online version of this
procedure is official;
therefore, all printed versions
are unofficial copies.**

2.0 RESPONSIBILITY:

- 2.1 Director of Special Education, Assistant Director of Special Education, IEP Team

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Special Education or Assistant Director of Special Education

4.0 DEFINITIONS:

- 4.1 Individualized Education Program (IEP) - The Individualized Education Program is a written statement of an educational program for a student eligible for special education that is developed, reviewed and revised in accordance with state and federal guidelines (at least annually).
- 4.2 Prior Written Notice (PWN) - a written document provided in writing to the parent that explains any action taken, or not taken, by the district in reference to the IEP program, placement options or evaluation of the student. The notice includes date that was used to support the team decision.
- 4.3 Evaluation Report – Final written report from the evaluation staff designating student qualification for special education services.
- 4.4 IEP Team – The team consists of a school psychologist, special education teacher, a district representative, or a therapist working with the student, general education teacher, parent and student, if appropriate. (A District representative may be a school psychologist or other qualified district staff member.)

5.0 PROCEDURE:

- 5.1 The student graduates from high school and is granted a regular high school diploma.
 - 5.1.1 Exit IEP meeting must take place prior to graduation.
 - 5.1.2 Exit IEP includes a summary of the student's current academic and functional abilities.
 - 5.1.3 Exit IEP must be written and signed by all team members, including the student and parents.
- 5.2 The special education student has reached age 21. If the student's birthday occurs on or before August 31, he/she is no longer eligible for services. The student, who turns 21 during the school year, is eligible for services until the end of that school year.
 - 5.2.1 IEP meeting takes place prior to the end of the student's period of eligibility.
 - 5.2.2 The IEP team includes members from community agencies who will be providing services to the student/family.

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5.3 The IEP team determines the student is no longer in need of specially designed instruction.

5.3.1 The reevaluation team, which includes all staff members, parents and student, if appropriate, who take part in the assessment of the student, has determined that the student no longer qualifies for special education based on the evaluation results.

5.3.2 The IEP team determines that, although student continues to qualify for special education, the student is no longer in need of specially-designed instruction.

5.3.2.1 The student is successful in the general curriculum with accommodations and modifications.

5.3.2.2 The parent/adult student may request termination of services.

5.3.2.3 As a result of 5.1, 5.2, or 5.3, the student is exited from special education.

5.3.3 Exit IEP is completed and signed by the parent, if needed.

5.3.4 All team members sign termination of Services.

5.3.5 PWN is completed and sent to parents as either a separate form or under the "Prior Written Notice" portion of the computer version of the IEP form.

5.3.6 Copies of all paperwork are filed at the Special Education Department.

*On graduation or aging-out of school, students must be provided a summary of academic and functional skills, which includes recommendations on how to assist the student in meeting their post-secondary goals.

5.4 The parent/adult student signs a revocation of services form.

5.4.1 The district provides parent with PWN prior to ceasing to provide special education services.

6.0 ASSOCIATED DOCUMENTS:

6.1 Notification of IEP Meeting

6.2 IEP

6.3 Evaluation Report

6.4 Prior Written Notice

7.0 RECORD RETENTION TABLE:

| <u>Identification</u> | <u>Storage</u> | <u>Retention</u> | <u>Disposition</u> | <u>Protection</u> |
|-----------------------------------|------------------------------------|--------------------------------|--|-----------------------------------|
| All documents listed in 6.0 above | Special Education Cumulative File; | According to state and federal | Letter sent to last known address; if no response, | Stored in one location; fireproof |

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Student's building site guidelines, six years after services end records destroyed after one month

8.0 REVISION HISTORY:

| <u>Date:</u> | <u>Rev:</u> | <u>Description of Revision:</u> |
|--------------|-------------|--|
| 11-May-01 | A | Original Release |
| 25-Jan-02 | B | Added legal requirement information to 5.2 and clarified timeline in 5.2.1 |
| 4-Feb-02 | C | Updated protection information |
| 16-Jan-03 | D | Updated Approval Authority to include Assistant Director of Special Education; updated timeline in 5.2.1; included reference to earlier steps in 5.4; clarified 5.4.2 (regarding parent signature) and 5.4.3 (format of form); updated form numbers and retention data |
| 12-Sept-03 | E | Updated records retention data, replacing seven years with six |
| 04-Nov-04 | F | Changed "student's twenty-first birthday" to "services end" in record retention table |
| 08-Nov-07 | G | Added section 5.4.5. |
| 2-Oct-08 | H | Rewrite of definitions |

Exhibit "A"

