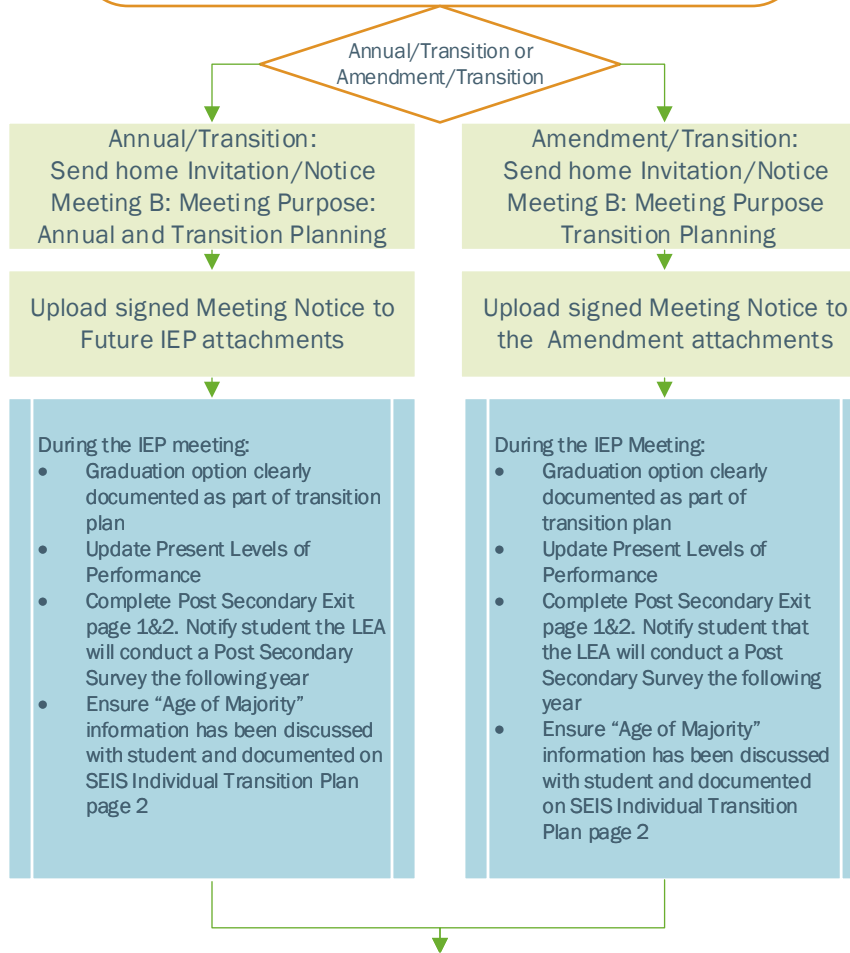


# SEIS Diploma Graduation Process

Case Manager schedules and holds Annual/Transition or Amendment/Transition 8-10 weeks prior to last day of school

Future IEP Forms

Preview	Print	Edit	Name
			IEP As a Service
			Amendment Plan of PWP or Mod/Col
			Service Based
			Invitation/Notice of Meeting B
			Information Eligibility
			Transition Page 1
			Transition Page 2
			Present Levels
			Special Factors
			Statewide Assessments
			Goals
			Services - Offer of FAPE
			Instructional Setting - Offer of FAPE
			Parent Consent of Mod/Col
			Notes
			IEP Eligibility Worksheet 1
			IEP Eligibility Worksheet 2
			Specific Learning Disability - Ineligibility Eligibility
			SLD Ineligibility Documentation Report
			Special
			PWN of Proposed Action Grid from IIS
			Post Secondary Exit Page 1
			Post Secondary Exit Page 2




Send Parent/Guardian Prior Written Notice (PWN) confirming that the student has met the requirement to graduate with a high school diploma. Notice shall also specify federal law, Individual with Disabilities Education Act (IDEA), states that students who receive a high school diploma are no longer eligible to receive a Free Appropriate Public Education (FAPE) and upon the students graduation from high school is considered to be a change in placement and no longer eligible for special education services. The notice shall include contact information for the LEA, should the parent disagree with the determination. Please note: A sample of a PWN is located in the SEIS document library.

Provide parent/guardian/student with a copy of the last signed IEP/Amendment and the last evaluation report.

Affirm/attest the IEP once the meeting has been held. When affirming/attesting the Amendment form, include ALL required IEP pages.

Diploma

On the CALPADS -Student page of the Student Record enter Special Education Program Exit Date (field 14.47) and Special Education Program Exit Reason Code (field 14.48)  
Code 71 = Graduated from high school with regular diploma

14.47 Special Education Program Exit Date  
04/23/2018

14.48 Special Education Program Exit Reason Code  
71 - graduated from high school with regular diploma

Click the Error Check button, to fix any CALPADS errors.

Click Save

Save Print Error Check Exit  
Pages  
CALPADS (Student)

From the Pages dropdown, select CALPADS (Services) to verify that services have an end date and have been discontinued (current year services should not be deleted).

Save Print Error Check Exit  
Pages  
CALPADS (Services)

Verify the information on the confirmation boxes. Enter any comments, if needed. These comments will be saved on the History page of the Student Record.

Exit Student

Confirm that student will be Exited

Check all information below. Information about the student may be reported to CALPADS, even when potential CALPADS errors are listed here.

Student Name John Doe	Date of Birth 07/15/1995
Student ID 1234567	SSN 997-88-0000
Plan Type Individualized Education Program (IEP)	Reported in CALPADS Yes
Exit Date 05/15/2019	
Exit Reason 71 - graduated from high school with regular diploma	
Unaffiliated IEP No	Unaffiliated Addressed No
Duplicate Service No	

Exit Information

Exit Date \* 05/15/2019  
Exit Reason \* 71 - graduated from high school with regular diploma  
Comment

Exit Student Cancel

Click the Exit Student button  
The student has been exited from Special Education.