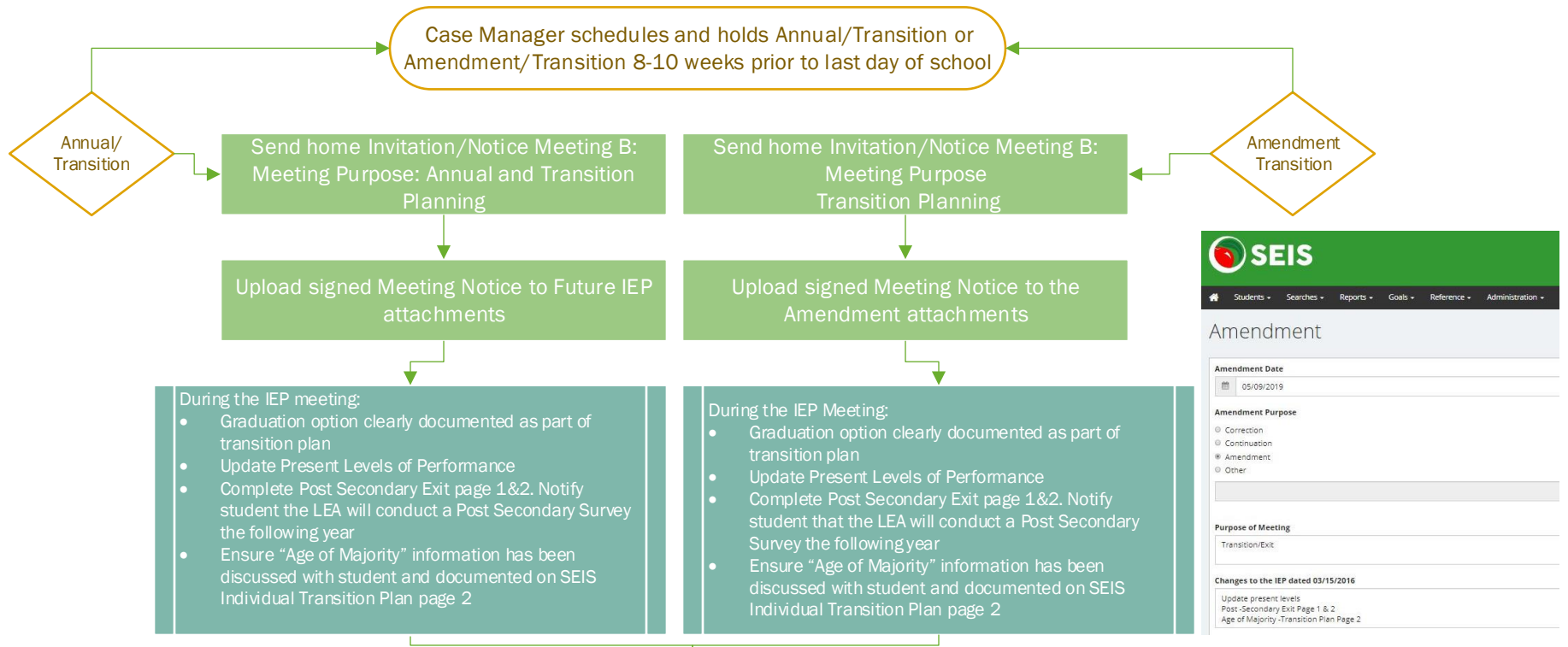


# SEIS Diploma Graduation Process



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.



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

Click Save

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

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).

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.

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