

Clarification of Exiting Process

Process for exiting a student

1. Student exits special education.
2. Case manager completes and finalizes the Exit form.
 - a. The exit date, reason, and school year exiting from must be entered.
 - b. The school year in the drop down should be the year associate with the second half of the school year. For example, the school year 2008 - 2009 would be 2009.
3. Information from the Exit form populates back to the student profile – eligibility section.
4. This information is fed back to STARS from TIEnet nightly.

Process for transferring a student from one district to another

1. Student moves to another district.
2. **The receiving district needs to notify the sending district that the student has enrolled in their district and give the sending district 5 business days to complete any open documents and fill out and finalize an exit form.**
3. The receiving district enters the student into STARS. The sending district will no longer have access to the student.
4. **The receiving district will need to remove the exit information in the student profile – eligibility section in TIEnet. Do not delete the Exit form as it is part of the student's file.**
5. The receiving district can then proceed with creating documents.

Process for students found to not have a disability

1. Case manager completes and finalizes the special education paperwork in TIEnet for the evaluation process (IWAR).
2. The student is determined to not have a disability on the IWAR or if the parent does not sign the Consent for Initial Placement, the Case manager will need to notify the Administrative Assistant or Unit Admin.
3. The Admin staff will need to go into STARS and remove the Send the Tienet checkbox. (in the future, we hope to have this process automated.)
4. Step 3 applies for initial evaluations only.
5. For reevaluations if a student is determined not eligible the student must be exited using the Exit form within TIEnet.

For students utilizing the RTI forms that are not determined to continue on to the special Ed evaluation process, you will need to have the Admin staff remove the Send to Tienet check box in STARS.

A report to assist in keeping your exited students updated in STARS has been created. It is called Exited Students for 2009 by District. It is located under the Unit reports.

A report to assist in keeping your students found to not have a disability (IWAR) updated in STARS has been created. It is called Finalized IWAR – No Disability and is located under the Unit reports.