Exiting a Student-General Rules

Follow the steps listed below to exit a student who has left the district for any reason during or at the end of the school year:

1. If document is shared, request an unshare (see Document: *Sharing and Unsharing Student Documents*).
2. Create a draft document based on the latest finalized Document for the current school year, leaving all information intact. Say YES to Carry Over Goals and Objectives and YES to Carry Over Progress Marks.
3. Edit the State Reporting Section as follows:
   a. In the Date of Exit field, enter the date the student left
   b. In the SIRS Exit Reason field, select the reason exited
   c. If applicable, in the SIRS Post Secondary Plans field, select the reason (if known)
4. Edit the Committee Recommendations Section as follows.
   a. In the **Decision/Status** field, change to **Exited**.
   b. Click on **SAVE**.
   c. NOTE: *No need to change any other data fields in the student's document.*
5. Click on **Finalize** button, located on top of Document Details screen, next to Validate button.
6. Name will be grayed out on the My Students Screen
7. Process is complete.
8. See online help (search – exiting) for more specific information regarding exiting:
   1. Declassifying a CPSE Student after ESY Services
   2. Declassifying a CPSE Student without ESY Services
   3. Declassifying a CSE Student
   4. Declassifying a CSE Student with Support at End of School Year
   5. Declassifying a CSE Student with Support Before End of School Year
   6. Exiting a Student Who Has Graduated
   7. Exiting a Student for Other Reasons

NOTE: It is **very** important to create a draft from a finalized document to exit a student. Each document serves as a record for the student. The current finalized document is the record of attendance for state aid and the new exit document serves as a record for the exit report.

EXCEPTION: *If the student exits prior to the start of the IEP, either prior to ESY or prior to the regular school year, the record of attendance (finalized document) can be edited to be the exit document). It will not be necessary to create a new draft.*