

Frequently Asked Questions Document

FAQs Topic: Procedures for Students with IEPs who are Exiting High School

(Received Diploma, Transferring to Transition Campus or Received Certificate)

This document includes Frequently Asked Questions around:

- *Students Graduating with a High School Diploma*
- *Students Transitioning to a Post-High School Center-Based Program*
- *Summary of Performance*
- *Additional Questions*
- *Links to Additional Resources*
 - [Graduation Guidance for Students with an IEP Receiving a Diploma](#) (additional resources linked here)
 - [Exit Code Quick Guide](#)
 - [Transition Campus Post-High School Planning Timeline](#)

Students Graduating with a High School Diploma

When should a Change in Placement - Graduation IEP be completed?

- A Graduation IEP can be completed at any time during a student's senior year of high school if they are receiving a high school diploma.
- If unsure whether a student will graduate at the end of their senior year, you may need to hold a new IEP at the end of the school year to either extend the end date to a full year or have an exit IEP to end at graduation.
- **NOTE:** *An amendment cannot be created to alter the purpose of the IEP or the end date of the IEP. A new IEP is needed for these cases.*

What is the end date of the IEP for students who are graduating with a diploma?

- If a student is receiving a high school diploma, the IEP end date will be the date of graduation (the date they walk across the stage). If there are concerns that a student may not graduate on time, discuss the end date with your service area supervisor.

What happens if a student is projected to graduate and has a graduation IEP, but doesn't earn all of their credits?

- If a student has not earned all of their high school credits, hold a new IEP with the new plan for the student. We continue to have an obligation to offer a free appropriate public education (FAPE).

If the student is required to attend summer school to graduate with a diploma and the IEP is listed to end on the date of graduation, what would guidance be in this scenario?

- Hold a new IEP and adjust the end date as we are obligated to continue to offer FAPE based on needs. Discuss with your service area supervisor.

Students Transitioning to a Post-High School Center-Based Program

What is the current practice for students on a certificate of completion who are transitioning to a post-high school program?

- Refer to the annual email sent out by the Transition Campus Department Chair.
- [Transition Campus Post-High School Planning Timeline](#)

What is the "purpose" of the IEP for a student transitioning to a post-high school center-based program?

- Check "Secondary Transition" and "Change in Placement - Other" and write in the text box "Transition to Post-High School Programming."

What drop code do we use for students who are moving to a post-high school center-based program?

- If the secondary student is in an LEA, use Code 8 as the student is enrolling in another district within Michigan.

- **NOTE:** Do not use Code 20 "Received Certificate of Completion" even if they are walking and receiving a certificate from their school as the student is continuing in public education. It's okay to honor them with a certificate, but use Code 8 as they are continuing with public education.
- If the secondary student is in a center-based program, you will complete a Change Form to move the student to the post-high school center-based program (ACE/LSC).

What happens if a student is anticipated to move to ACE/LSC and does not attend?

- The Transition Campus Department Chair will contact the student/family regarding attendance and encourage all students to attend. In the event they choose not to attend, the student will receive a letter from ACE/LSC outlining how to attend our program and a list of community resources in the area for students with disabilities.

What "Exit IEP" do we complete for students who age out of post-high school center-based programming?

- For this purpose, check "Other" and in the text box type "Student will receive a Certificate of Completion June 30, 20--" as this is their last IEP.

Summary of Performance

When do we complete a Summary of Performance?

- A Summary of Performance must be completed prior to exiting special education.
- It is typically completed as close to graduation as possible. Notice of Exit from Special Education document is completed at the same time.
- If the student is attending Transition Campus (LSC or ACE), you do not need to complete a Summary of Performance during their senior year of high school as it will be completed prior to exiting special education. However, if you believe the student will not continue with post-high school programming despite the offer of FAPE to Transition Campus, it is recommended to complete the Summary of Performance to support the student in their post-public school vision.

Can the Summary of Performance document be written into the transition section of the Exit IEP?

- The Summary of Performance needs to be a standalone document. You can use the Summary of Performance template within EdPlan or create your own to support the student and their post-public school plan.
- If you would like to develop your own Summary of Performance document, there are specific requirements that must be included. Please contact your service area supervisor for support.

Additional Questions

When do we provide Notice of Exit of Special Education?

- Anytime a student's placement is changing - graduation, program changes or is aging out.

What are the steps if a student leaves Transition Campus to attend Michigan Career and Technical Institute (MCTI)?

- Complete a drop slip as Michigan Rehabilitation Services (MRS) is a service and MCTI will not be implementing the IEP.
- If a student under the age of 26 returns after attending MCTI, complete the enrollment process as they may continue to be eligible for special education services and programs.

If a student is 18 years old, who should their progress reports be sent to?

- Confirm guardianship:
 - If the student is 18 years old and their own guardian, send a copy to the student.
 - If the student has a guardian, send a copy to the guardian/co-guardian and the student.
- If the student is living at home as a dependent, then the school can also share a copy with the parent(s). This should be based on district practice.