Graduation Exit IEP Guidance

Diploma/Certificate of Completion/Transition to Post High School Education

Graduation EXIT IEP's

For a student who is exiting high school with a diploma, when completing the Exit IEP, please consider the following:

Meeting Purpose: Check Secondary Transition and Change of Placement – Graduation
Complete Student Invitation: Address and deliver to student
Transition Plan: Consider all special needs and /or outside agencies that will be involved in post-secondary placement. The school's responsibilities and services discontinue on graduation date.
Update the PLAAFP: Enter current information, continuing goals until the end of the year if appropriate.
The date for the end of the IEP: Graduation date, not a year from the date IEP held
Course of Study: Diploma
Summary of Performance: Case Manager completes in Easy IEP
Notice Page: Should be clear that the student's services will be discontinued on exit date if/when the student successfully completes graduation requirements resulting in a diploma.

Choose the correct code on the ADD/CHANGE/DROP Notice upon completion of exit requirements and give to local data entry personnel

01 Graduated General Ed with diploma
02 Graduated General Ed with diploma & applied to College
03 Graduated from Alternative Program
04 Graduated & applied to non-degree Granting Institution

Exiting with a Certificate of Completion/Reached Maximum Age

For students who are exiting the secondary environment at the end of the school year, the following should be considered

Meeting Purpose: Annual/Review IEP, Secondary Transition
Complete Student Invitation: Address and deliver to student
Transition Plan: Consider all special needs and /or outside agencies that will be involved in post-secondary placement. The school's responsibilities and services do not necessarily end at exit with a certificate of completion, unless the student reaches maximum age, so planning for support from agencies is very important at this point.
Course of Study: Certificate of Completion, not a diploma
Summary of Performance: Case Manager completes in Easy IEP
Notice Page: Should be clear that the student's services will be discontinued on exit date if/when the student successfully completes certificate of completion requirements or reaches maximum age.

Choose the correct code on the ADD/CHANGE/DROP notice upon completion of exit requirements and give to local data entry personnel

*If the student will be transitioning to a TBAISD post high school program (with or without a certificate of completion/attendance), please use exit code on the next page to reflect the transition

20 Received Certificate of Completion or finished IEP requirements
21 Reached Maximum Age

Student Transitioning to LSC or other TBAISD program

For students who are leaving local programs and entering LSC or other TBAISD programming

Meeting Purpose: Annual/Review IEP, Secondary Transition, Change of Placement - Other Post-Secondary Program
Complete Student Invitation: Address and deliver to student
Transition Plan: Consider all special needs and /or outside agencies that will be involved in post-secondary placement. The school's responsibilities and services do not necessarily end at exit with a certificate of completion, unless the student reaches maximum age, so planning for support from agencies is very important at this point.
Course of Study: Certificate of Completion, not a diploma

Choose the correct code on the ADD/CHANGE/DROP notice upon transition and give to local data entry personnel

O8 Enrolled in another Public School District in Michigan

Definitions

MDE Quick Reference Guides - Purpose of Meeting: Options for determining the purpose of the IEP team meeting include initial IEP, annual/review IEP. Additional choices are intended to provide clarity. If Change of Placement is selected, the IEP team must provide further clarification by choosing Suspension/Expulsion, Graduation, or Other.

Exit Code	Text	Description
01	Graduated from general education with a high school diploma	Use for a student who earned a high school diploma. Include early graduates who earn high school diplomas. Also use for a student with an IEP who met the Michigan Merit Curriculum graduation requirements. Exclude any students who met IEP requirements but did not receive a high school diploma.
02	Graduated from general education with a high school diploma and applied to a degree-granting college or university	Use for a graduate receiving a diploma from an alternative program in a regular high school or a separate building.
03	Graduated from an alternative program with a high school diploma	Use for a graduate receiving a diploma from an alternative program in a regular high school or a separate building.
04	Graduated from general education with a high school diploma and applied to a non-degree granting institution	Use for a student who graduated and, to the best of the district's knowledge, enrolled in a non-degree-granting institution (e.g., trade, technical, vocational or business school).
08	Enrolled in another public school district in Michigan	Use when a student moved to another public school district in Michigan and is known to be continuing in education. This code is also used for student who withdraw from a district to attend a public in-state cyber school or virtual school. Movement into another district includes moving to state institutions, except when the student is incarcerated (code 13). The student's residency may or may not change districts. NOTE: Movement is referring to the student's enrollment, not necessarily his/her home address.
20	Special Education-Received certificate of completion and the K-12 system	Student exited his/her educational program by receiving a modified high school diploma, a certificate of completion of high school or education program, or some similar document. NOTE: Student must be identified as a special education participant with a valid code in the primary Disability characteristic in the Special Education Component.
21	Special education-Reached maximum age and exited the K-12 system	Student reached age 26 as of September 1 of the current school year and is no longer eligible to attend school. NOTE: The student must be identified as eligible for special education programs/services with a valid code in the Primary Disability characteristic in the Special Education Component.

School codes for all add/change/drop can be found by internet searching the MSDS manual for the school year of inquiry.