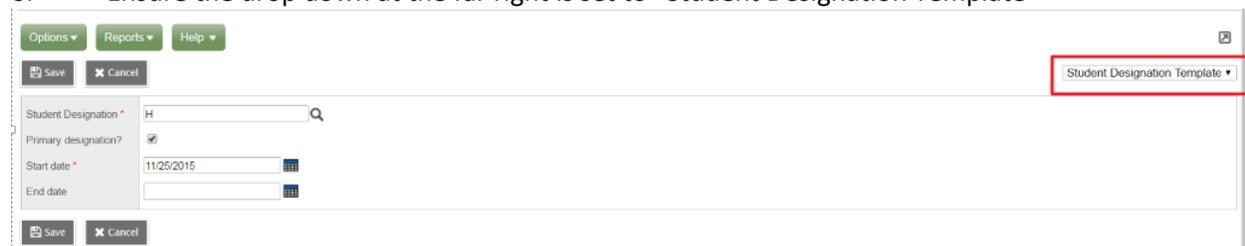


Exiting Student Services

Option 1

Current SpEd student no longer qualifies for coding or no longer needs support and therefore needs to be exited from Student Services.

1. District View or School View (if using School View >Select School) >Student TT
2. Filter  set to "All Active Students"
3. Find the student, check the box by their name >Membership ST >Programs SubST
4. Data Dictionary  set to Student Designations
5. Click into the Designation that needs to be end-dated.
6. Ensure the drop down at the far right is set to "Student Designation Template"



The screenshot shows a web form for editing a Student Designation. At the top right, a dropdown menu is set to "Student Designation Template" and is highlighted with a red box. The form includes fields for "Student Designation" (with a search icon), "Primary designation?" (checked), "Start date" (11/25/2015), and "End date". There are "Save" and "Cancel" buttons at the top left and bottom left.

7. End date the program. This effectively removes the Student Designation Icon 

Proceed to Exit From Student Services:

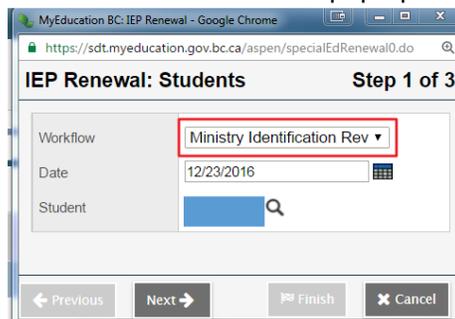
8. Student Services View >Student TT
9. Find Student and check the box beside their name >IEPs ST
10. Check the box beside the Active IEP >Options >Renew IEP



The screenshot shows a table of IEPs with a context menu open over the "Active" status of the first row. The menu options include "Renew IEP...", "Write IEP/SSP...", "Show Selected", and "Omit Selected". The table has columns for checkboxes, "BC IEP", and "Status".

	BC IEP	Status
<input type="checkbox"/>	BC IEP	Active
<input type="checkbox"/>	BC IEP	Previous
<input type="checkbox"/>	BC IEP	Previous

11. The IEP Renewal: Students pop-up window opens. Select Ministry Identification Review



The screenshot shows the "IEP Renewal: Students" pop-up window, Step 1 of 3. The "Workflow" dropdown menu is set to "Ministry Identification Rev" and is highlighted with a red box. Other fields include "Date" (12/23/2016) and "Student" (with a search icon). Navigation buttons for "Previous", "Next", "Finish", and "Cancel" are at the bottom.

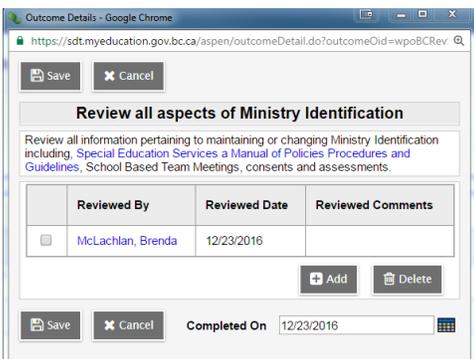
12. Click Next, confirm your information is correct, then click Finish. These steps have created a new BC IEP that contains a Ministry Identification Workflow. To access this new workflow and exit the student, you need to check the box for the new BC IEP. NOTE: This will be the one with a status of “Draft.”



Click on the Workflows leaf

13. Click on the blue hyperlink, “Ministry Identification Review”

14. Click on the link for “Review SBT Meetings, consents, assessments, eligibility”



Click SAVE

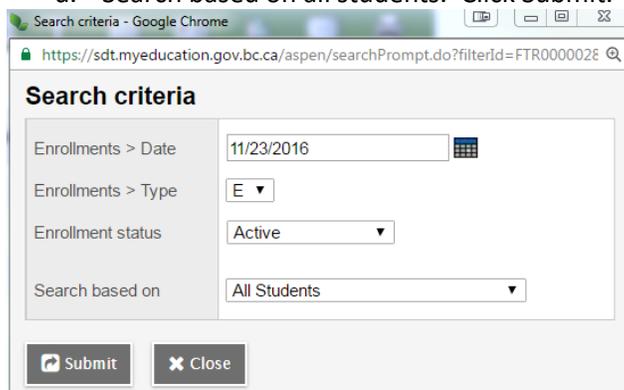
15. Select “No” in the Does the student meet Ministry Identification requirements? Click OK. Click No, for “Is support needed”, Click on Exit SPED, click OK. This discards the Ministry Identification Review and fully exits the student from Student Support Services and the IEP  icon.

NOTE: When a student is withdrawn from SD42 the student is **automatically** exited from Student Services. No further action is required for withdrawing students.

Option 2

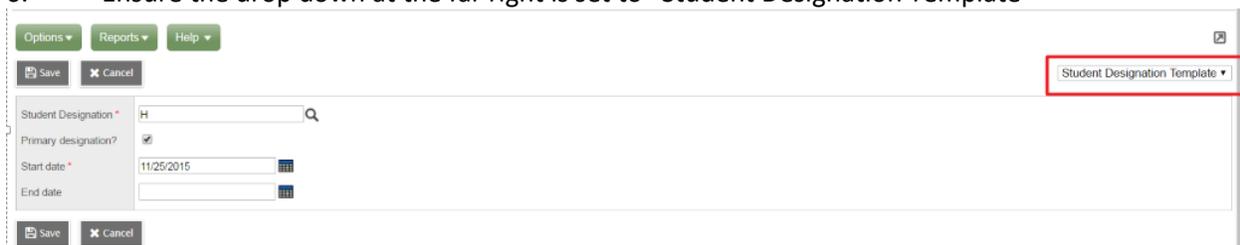
A new student is enrolled in the district with a single icon , but will not be coded in our district.

1. District View > Student TT
2. Filter  set to "Admissions/Withdrawals with Designations. Set your search criteria based on what you wish to search:
 - a. Enrollments > Date: today's date minus ? EG: t-30 to return all enrollments within the last month, t-7 to return all enrollments within the last week.
 - b. Enrollments > Type: E for newly enrolled, W for those withdrawn in the time frame chosen
 - c. Enrollment status: Active for enrolled, withdrawn for students who have left
 - d. Search based on all students. Click Submit.



A list of students, based on the criteria chosen is returned.

3. Locate student that will not be identified, check the box by their name > Membership ST > Programs SubST
4. Data Dictionary  set to Student Designations
5. Click into the Designation that needs to be end-dated.
6. Ensure the drop down at the far right is set to "Student Designation Template"



7. End date the program. This effectively removes the Student Designation Icon 