

Procedure for students graduating or aging out of special education:

1. Set up an IEP meeting, which is 364 days or less from the previous IEP review meeting. Send a meeting invitation to the parent. Indicate the purpose of the meeting will be to develop/review or revise the current IEP and to discuss upcoming pending graduation/exceeding age requirements for special education (age 22 in Ohio).
 - a. If this meeting takes place within 2 months of graduation, a new IEP does not need to be developed if the student is on target to meet graduation requirements, will graduate, and the content in the existing IEP is appropriate for the days remaining until graduation. Code in EMIS as FIEP.
 - b. If the meeting takes place earlier than 2 months prior to graduation or any of the conditions in letter "a" above do not apply, the team will develop a new IEP and code in EMIS as RIEP.
2. Part 2 Discussion about graduation/age out:
 - a. Give out "Whose Idea" booklet (Procedural Safeguards)
 - b. Give out Prior Written Notice - Indicate that the student will no longer receive special education services after graduation or after the year ends (if aging out).
 - c. FYI: When the school year ends, (prior to last reporting period) EMIS Coordinators will submit year-end reporting with coding to indicate if student graduated or aged out.
3. Additional requirement for students graduating or aging out of special education: **Summary of Performance**
 - The district is required to provide the child with a **summary of performance** that includes a summary of the child's academic achievement and functional performance, as well as recommendations on how to assist the child in meeting the child's postsecondary goals.
 - The summary should be developed during the child's last year of high school, and ideally, near the end of the child's education program.
 - IEP team members should be involved in developing the summary.
 - Additional assessment is not required to complete the summary of performance and an IEP meeting does not need to be conducted to complete the summary.
 - The summary of performance is a document that the district is required to provide the child when the child exits high school. It is not a document that requires agreement from the parents or child.
 - Keep a copy of the SOP in the child's permanent file with date given documented.

Example A: Previous RIEP was conducted on 4/15/10 (junior year). The annual review IEP meeting is held on 4/14/11 (senior year). District graduation is set for June 2, 2011. A new IEP does not need to be developed as the meeting date is within 2 months of graduation, the student is expected to meet graduation requirements, and the content of the existing IEP is appropriate. Note on front page of the current IEP: "The team met on 4/14/09 for a Final IEP Review meeting (FIEP). When completed initial front page. Code Event in EMIS as FIEP. Proceed into discussion about upcoming graduation/aging out. Give out Whose IDEA?, PR-01, and provide Summary of Performance.

Example B: Previous RIEP was conducted on 3/22/10 (junior year). The annual review IEP meeting is held on 3/21/11 (senior year). District graduation is set for May 31, 2011. An RIEP would need to be developed as there is more than a 2 month span from the RIEP until graduation. Complete all components in developing this RIEP. Code the event in EMIS as an RIEP. Proceed into discussion about upcoming graduation/aging out. Give out Whose IDEA?, PR-01, and provide Summary of Performance.