



We realize there has been a great deal of confusion on how to exit students, particularly with the 45-day trial out process. We are providing the following guidance to make this process more efficient.

1. A 45-day trial out can be started with a review, amendment or reevaluation.
  - A. If you are doing a **review**, then use the New IEP Planning button and begin a new review IEP.
  - B. If you are doing an **amendment**, DO NOT use the New IEP Planning button. Go to the existing IEP and chose "amendment" on the A page.
  - C. If you are starting the 45-day trial out with a **reevaluation**, do the reevaluation with the info you currently have and complete the IEP describing the services for the next 45 days.
  - D. **DO NOT USE THE 45-DAY TRIAL OUT BUTTON!** Describe the 45-day trial out services in the IEP, develop a PWN and click "Ready to Review".
2. The IEP will then be validated.
3. Implement the IEP as described for 45 days.
4. At the end of 45 days, if you will be doing an exit, click the Final Exit button in the row of the existing IEP. Do not open a new IEP with the New IEP Planning button.
5. After you click Final Exit, then enter the RRG code on the page that comes up. After you do that, this will provide you with the forms you need to do the reevaluation and then exit. There should be an R page, a consent/notice of reevaluation, a meeting notice, and a prior written notice available on this page.
6. When all of those forms are complete, first save, and then click the button on either the bottom or the right hand side that reads "Finalize the Exit".

Please continue to bring questions to your administrator and we will do our best to address them.

Thank you!