samegoal

Student Does Not Qualify for Services

In the case where a student does not qualify for special education services, there is a specific way you would fill out the IEP and other related documents.

Steps *Steps to complete special education documentation when a student does not qualify for services:*

1. Fill out the **Individualized Education Program** cover page as you usually would, but populate all date fields (including Start Date, End Date, and Next IEP Due by Date) with the **Meeting Date**.
2. Fill out Section 1 normally. Enter information about the FIE as well as any applicable evaluation or assessment data.
3. In Section 2, indicate the student is not eligible for services by answering **No** for **By reason of the disability, the child needs special education and related services** and give a basis for determination.
    - When this answer is given, most validation errors will disappear as most fields will no longer be relevant/required.
4. You may choose to fill out Section 14 with a summary of any committee decisions that are not already included in the IEP, although it is not required.
5. Add a signatures section in Section 15 and have all meeting participants sign the document.
6. Complete the IEP.
7. Create a **Prior Written Notice** and share it with the parent.
    - If this is an initial IEP, specify you will **"refuse"** to **"initiate"** the **"educational placement of the child"** or the **"provision of a free appropriate public education to the child"**.
    - If the student previously qualified for special education but does not anymore, select **"propose"** to **"change"** the **"educational placement of the child"** or the **"provision of a free appropriate public education to the child"** Share the document with the parent.
8. When you complete the PWN, the child will be unenrolled from the program.

Tip If you wish to download or print the IEP, there is an alternate print view that can be used to only view fields that are relevant to a DNQ IEP called **Eligibility Information**. This print view contains information from the cover page as well as sections 1, 2, 14, and 15.