


## 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.