

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.

Q 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.