

Sequence and Instructions for Dismissal from Special Education Services

- 1. Complete Re-evaluation** (See Section 4 in Procedural Manual).

- 2. Eligibility Determination (Non LD) (Required for all areas of disabilities except SLD) in PowerIEP**
Complete this form to document whether or not the student is identified as having a disability.
Step 1 – “No Disability Identified” in order to dismiss from services.

- 3. Parent/Guardian Notification of Conference Recommendations, ISBE 34-57E (Required) in PowerIEP “Conference Recommendations”**
This form summarizes and notifies the parent/guardian of any recommendations made at the conference. Check the box, “Is not eligible for special education and related services.” If the parent is present, provide him/her with a copy of this form and all others before leaving the meeting. If the parent is not present send copies immediately following the meeting.

- 4. Student Info (Required in PowerIEP)**
In the Special Education Eligibility section, select “Not Eligible for Special Education Services” from the pull-down menu.

- 5. Student Tracking/FACTS Form (Required in PowerIEP)**
Check the box, “Does Not Qualify”.

- 6. Submit IEP (Required)**
This communicates the information that this student is no longer eligible for Special Education services and will be removed from PowerIEP for the purpose of Child Count.