

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 EmbraceIEP**
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 EmbraceIEP “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 EmbraceIEP)**
In the Special Education Eligibility section, select “Not Eligible for Special Education Services” from the pull-down menu.
5. **Change IEP Event Type (in EmbraceIEP)**
Edit the Date/Type for the event. Date stays the same. Select Event Type: “Other”. Label “Re-evaluation/Dismissed from Services” in the text box.
6. **Student Tracking/FACTS Form (Required in EmbraceIEP)**
Check the box, “Does Not Qualify”.
7. **Submit IEP (Required in EmbraceIEP)**
This communicates the information that this student is no longer eligible for Special Education services and will be removed from EmbraceIEP at the end of the academic year for the purpose of Child Count.
8. **Mark IEP Ineligible (Required in EmbraceIEP)**
District Coordinator (person with Administrative privileges) check “IEP Ineligible” and date in the Student Info tab in EmbraceIEP