



**Checking End Dates on IEPs**

When MyEdBC goes through the end of year processes AND a student's IEP has an end date for the end of the school year, the student's IEP will be changed from ACTIVE to PREVIOUS AND the student will be EXITED from student services.

How to check

1. In the Student Services View
2. Student Top Tab.
3. Filter: Active
4. Click the check box next to the top student.
5. Click the Plans Side Tab
6. Look at the END DATE of the ACTIVE IEP. It should be: 30/09/XXXX

PlanName	Status	StartDate	EndDate	Plan review date
73-IEP-2019-V1	Active	31/10/2018	30/06/2019	30/06/2019
73-IEP-2018-V3	Previous	01/10/2018	31/10/2018	01/11/2018
73-IEP-2018-V1	Previous	17/10/2017	02/05/2018	

7. How to fix:  
Click on the Active IEP. Then click on the **Plan Details**. Adjust end date and save.

Change the end date to 30/09/XXXX

8. Click on the Plans Side Tab, use the "triangle" to move to the next record