



**Discontinue (Exiting) Student Services**

1. Click the **Student Top Tab**, change the filter to: *Active*. Find the student

Student List

Options Reports Help Search on Name 1 of 94 selected Active

Name	Pupil #	DOB	Grade	Designation	InclusiveEd Status	Alerts
Doe, John			10	A	Active	
			10		Active	
			09	G	Active	
			11	D	Active	
			10	Q	Active	
			08	K	Active	
			08	G	Active	
			09	R	Active	
			12	Q	Active	

2. Click the **Plans Side Tab**

Student List :: 10 -

Options Reports Help Search on StartDate 1 of 4 selected

PlanName	Status	WorkflowPhase	StartDate	EndDate	SpecialEdReferral
73-IEP-2018-V1	Active	Complete	21/09/2017	29/06/2018	21/09/2015
	Previous	Complete	21/09/2015	21/09/2016	21/09/2015
	Previous	Complete	21/09/2015	21/09/2016	21/09/2015
	Previous	Define School Based Team	02/12/2014	26/06/2015	07/03/2014

3. Select the **active IEP** and then click on the **Details** leaf

Student List :: 10 - Doe, John :: Active

Options Reports Help Save Cancel

Access to Learning Goals and Objectives Student Profile Student Support Team **Plan Details**

Name Doe, John

Case Manager > Name

Status Active

Start date 21/09/2017

End date 29/06/2018

Plan review date

Plan Name 73-IEP-2018-V1

Parent Consulted

Save Cancel

4. Click the **Plan Details** sub top Tab  
5. Click **Options, Discontinue Service**  
Complete the pop-up

Exit From Student Services

Student Doe, John

Current Student Services status Active

Current IEP status Active

Exit Date

Exit reason

Graduated  
No longer meets criteria for designation  
Other  
Reached Age of Majority  
Transferred out of district  
Transferred out of province

Comments

OK Cancel