

Online Tutorial: Exiting a Student out of Special Ed

Step 1: From the start page, search for the student or browse students to find him/her.

Search Students

[View Field List](#) [View Function List](#) [How to Search](#)

Browse Students

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z
K 1 2 3 4 5 6 7 8 9 10 11 12 M FALL

Information

- Addresses
- Custom Screens
- Demographics View
- Demographics Modify
- Emergency/Medical
- Family
- Modify Info
- Other Information
- Parents/Guardian
- Photo
- State/Province - CA**
- Transportation

Step 2: In the left navigation bar, click on “State/Province – CA.”

Step 3: In the middle of the screen, click on “Program Eligibility.”

CALPADS and Pre-ID Reporting Information

- Student Information
- Race/Ethnicity
- Guardian Information
- English Learners and Immigrant Information
- Program Eligibility**
- Lunch Program Eligibility

Education Program Code

144

Step 4: Sticking to the middle of the screen, you should see that the student has a membership code of 144. Click on the “144” in blue.

Step 5: In the “Education Program Membership End Date,” enter the date the student exited.

Education Program Membership End Date

Note: DO NOT enter a date in the future, as this will limit SPED reports from running successfully

Step 6: Next to “Special Education Exit Code,” select option 70: Returned to regular education...

Special Education Exit Code

Step 7: Click the submit button, and the student has been exited!

