



WEST CENTRAL EDUCATION DISTRICT

Inactivating Cases in SpEd Forms

Inactivating Cases:

When a student is no longer receiving services within our member districts (e.g. moved to a district outside of our four member districts, was dismissed from services, etc.) there are steps that need to be taken to ensure that the student is not flagging as a student receiving services on SpEd Forms.

Please note: these steps do not need to be followed if a student moves from one of our member districts to another (e.g. moves from Paynesville to Sauk Centre, moves from Albany to Beacon). In these situations, the student can simply be sent to a new case manager.

- 1) Go into the student's setup page (once you are in a student's SpEd Forms file, this can be accessed by clicking on the student's name on the left hand side of the page)
 - a) Uncheck both the "Active" and "Special education" boxes near the top of the page.
 - b) Add a "SpEd end" date as well as a "SpEd end code." Choose a code with "EXIT" in the name. There may be times when none of the listed end codes perfectly matches the reason a student is being inactivated. In these cases, please choose the most appropriate option. The actual code matters less than there being a code chosen.

- 2) Go into "Sharing/Transfer" and click "New plan manager" on the right near the top. Search for your district's fake case manager (e.g. Albany Inactive, Melrose Inactive, Paynesville Inactive, Sauk Centre Inactive, WCED Inactive). When the name pops up, check the reset box and click "Send".

Brenna Sample Luethmers > Admin student list > Sharing/transfer > Transfer

[Show more on sending a student to a new plan manager](#) [List of schools using SpEd Forms](#)

Search

Send Brenna Sample Luethmers to a new plan manager

First name	Last name
<input type="text" value="Paynesville"/>	<input type="text" value="Inactive"/>

Local educators

Name	District	Reset	
Paynesville Inactive	Paynesville School District	<input checked="" type="checkbox"/>	Send →

Remote educators

Name	District	Site
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