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## Inactivating Files - MARSS & SpEd Forms: Dismissal, DNQ, Non-consent, Revocation of Consent, Moves or Graduates

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### Dismissal - MARSS & SpEd Forms procedures

Following the meeting at which the team has determined that the student will be dismissed from SpEd:

- MARSS Google Form - submit as soon as possible. Special Education Evaluation Status is 7, Service end date = date of the meeting for this purpose so that SpEd Forms reports are correct as soon as possible.
- SpEd Forms - Set Up Page:
  - change the (SpEd Eval) **Status** to 7
  - enter the date of the meeting as the Status end (Exit reason)
  - You do not need a Status End (Exit reason) - in this case the **Status 7** covers it
  - Save
- Complete your paperwork, finalize, send to the parent.
- Send the student to the Inactive Case Manager (Inactive Albany, etc) **RESET sharing** when you do this so the student does not continue to be in service provider lists.
- One year follow up note - if you or the next case manager needs the file again, it can be retrieved. Contact your SpEd Forms local contact or Coordinator.

### Does Not Qualify - MARSS & SpEd Forms procedures

Following the meeting at which the team determines that the student does not qualify for Special Education Services:

- MARSS Google Form - For a K-12 public school student you should not need to submit anything since the student was GenEd and will continue to be GenEd.
- MARSS Google Form - For an ECSE eval, or a non-public school student you need to submit the Google Form with Evaluation Hours and correct status as indicated on the form.

- SpEd Forms - Set Up Page for *K-12 public and non-public school students:*
  - make sure that the set up page has a (SpEd Eval) **Status** of 1
  - you do not need a Status End (Exit reason)
  - the Service Plan is set to None,
  - Primary Disability states No IEP . . . Non-Disabled.
  - Save
- SpEd Forms - Set Up Page for an *ECSE eval:*
  - (SpEd Eval) **Status** of 2
  - Status end (exit reason) of 25,
  - Service end date is the date of your meeting
  - Service Plan is set to None
  - Primary Disability states No IEP Non-Disabled
  - Save
- Complete your paperwork, finalize, and send paperwork to parents.
- Send the student to the Inactive Case Manager (Inactive Albany, etc) **RESET sharing** so the student does not continue to be in service provider lists.

## **Qualifies, Parent does not consent to SpEd Services**

Following the meeting at which the team determines that the student qualifies for Special Education Services, writes an IEP but the Parent does not give consent:

- MARSS Google Form - submit the form with SpEd Eval Status of 5 with an effective date when you received the written intent from the parent/guardian or 14 days after sending the PWN and it is not returned.
- SpEd Forms - Set Up Page for the student:
  - SpEd Eval **Status** of 5
  - Status end (Exit reason) is not needed
  - Service end date is the written intent from the parent/guardian or 14 days after sending the PWN and it's not returned
  - Service Plan is set to None
  - Primary Disability should be completed based on the ER.
  - Save
- After you complete your paperwork, finalize and send the student to the Inactive Case Manager (Inactive Albany, etc) **RESET sharing** so the student does not continue to be in service provider lists.

## Revocation of Consent for SpEd

After you have received the written request from a parent/guardian stating that they no longer want their child to receive SpEd services and have sent the parent/guardian the PWN for Revocation of Consent:

- MARSS Google Form - submit the form with SpEd Eval Status of 5 with an effective date when you received the written intent from the parent/guardian or 14 days after sending the PWN and it is not returned.
- SpEd Forms - Set Up Page for the student:
  - SpEd Eval **Status** of 5
  - Status end (Exit reason) is not needed
  - Service end date is the written intent from the parent/guardian or 14 days after sending the PWN and it's not returned
  - Service Plan is set to None
  - Primary Disability remains as is
  - Save
- Finalize the PWN for Revocation of consent and send the student to the Inactive Case Manager (Inactive Albany, etc) **RESET sharing** so the student does not continue to be in service provider lists.

## When a student Moves:

The MARSS Google Status form does not need to be completed because none of the SpEd values have changed; the student is no longer enrolled and your MARSS Admin Assistant will put an end code on the MARSS record just like they would for any other student.

HOWEVER, SpEd Forms needs some attention:

- SpEd Forms Set Up Page - Status End (EXIT Reason): 4, 5, 20 etc. This value does not consistently upload from the district's student information system. You don't need to enter a Service End date. No harm if you do. Save.
- Send the student to the Inactive Case Manager (Inactive Albany, etc) **RESET sharing** so the student does not continue to be in service provider lists.

## When a student Graduates:

The MARSS Google Status form does not need to be completed because none of the SpEd values have changed; the student is no longer enrolled and your MARSS Admin Assistant will put an end code on the MARSS record just like they would for any other student.

HOWEVER, SpEd Forms needs some attention:

- ❑ SpEd Forms Set Up Page - Status End (EXIT Reason): 8 Graduated. This value does not consistently upload from the district's student information system. You can enter the graduation date in the Service End Date. No harm if you don't. Save.
- ❑ Send the student to the Inactive Case Manager (Inactive Albany, etc) **RESET sharing** so the student does not continue to be in service provider lists.