



USER MANUAL

Special Education Exiting Data Verification

School Year

2024-2025

EXITING DATA VERIFICATION

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FOR SPECIAL EDUCATION REPORTING QUESTIONS OR
ASSISTANCE CONTACT (406) 444-4430 or OPISPEDCollections@mt.gov

Exiting Data Verification

Purpose of the Exiting Data Verification

Each year the U.S. Department of Education requires states to report a count of students ages 14-21 with disabilities (IDEA) who were receiving special education services on July 1 and will not be receiving special education services in your district as of June 30.

When To Enter Exiting Information

Exit information needs to be entered for any student who:

- Is found no longer eligible
- A revocation of consent filed
- Moves out of your district
- Graduates
- Drops out
- Dies
- Reaches Maximum Age

Ways a Student Can Exit Special Education

A student is considered to have exited special education if they:

- Return to regular education
- Moved, known to be continuing
- Reached maximum age
- Drop out
- Graduated with a diploma - regular requirements
- Graduate – completed IEP Goals and do not need new goals
- Died

Criteria for Students to be Included on Exiting

A student is included if they:

- Have a locked IEP, current as of July 1 (last year)
- Have a locked Evaluation Report (ER) dated before July 1 (last year)
- Are receiving services
- Have an enrollment on the first day of school
- Have an Exit Date and Exit Reason on the State Reported Data Section of Infinite Campus

Student Age Requirements

The Exiting Data Verification collects information on students ages 14-21.

- If a student exited after October Count Day, they must have been 14 or older on that

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day.

- If they exited before October Count Day, they must have been 14 on the previous year's Count Day.

Districts Who Must Report Exiting Data

Every school district, residential treatment facility, and correctional facility responsible for the student's IEP of students ages 14-21 must submit exit data.

Note, if there are no schools in your district in the age range, both the school and district will need to be submitted.

Reporting Timeline

- July 1 – June 30: Enter exit info in Infinite Campus for students who exit during the year
- April 28: Data review opens in the OPI Special Education Applications Portal
- May 12: Submission of exit data begins
- June 20: Final deadline for data submission

OPI Secure Portal | SPED Applications Portal

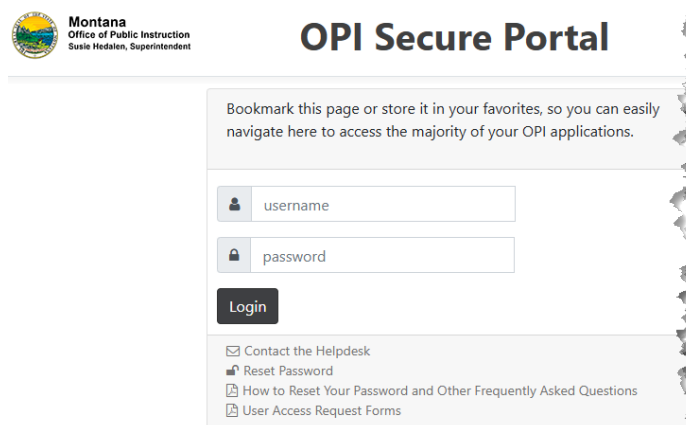
Logging In

Exiting reporting is conducted within the Special Education application found in the OPI Secure Portal.

- To add or remove access, or to update a user's email address or phone number, please complete the [Special Education Access Request](#).

OPI Secure Portal login page: <https://apps.opi.mt.gov/osp/>

For login issues, please get in touch with the OPI HelpDesk at (406) 444-0087 (Reset Password option and contact link available on the OPI Secure Portal login page).



Montana
Office of Public Instruction
Susie Hedalen, Superintendent

OPI Secure Portal

Bookmark this page or store it in your favorites, so you can easily navigate here to access the majority of your OPI applications.

username

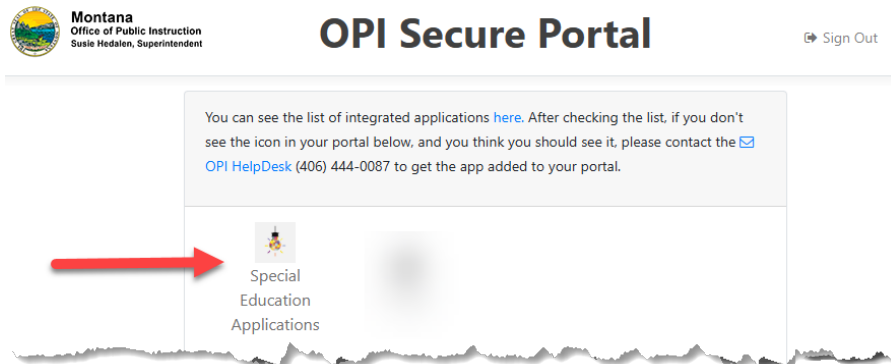
password

Login

[Contact the Helpdesk](#)
[Reset Password](#)
[How to Reset Your Password and Other Frequently Asked Questions](#)
[User Access Request Forms](#)

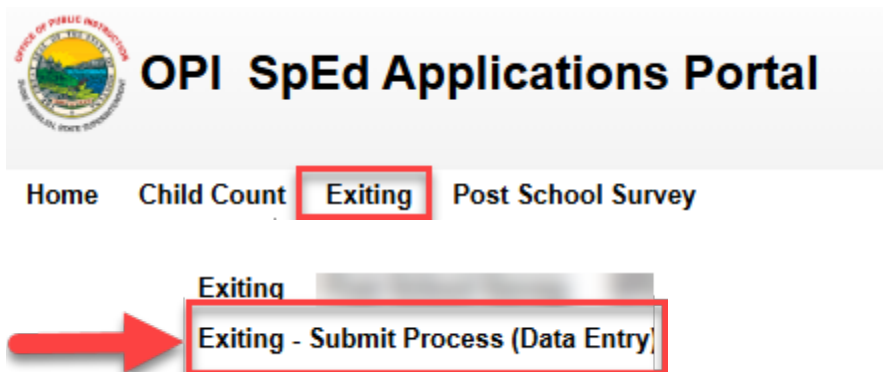
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1. Once logged in, select the “Special Education Applications” icon.



Verifying and Submitting Data

1. From the top menu, go to: Exiting > Exiting - Submit Process (Data Entry)




2. Select a district and school from the drop-down lists (only necessary if you have access to more than one school or district).

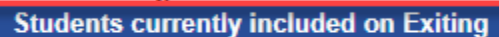
Select the District:  

Select the School:  

3. Select “Students currently included on Exiting.”

The number of students at this school currently included on Exiting is: 

To view a list of these students click the button:



Check the list carefully. If you identify a student who should not be included on Exiting, go to AIM, make appropriate changes. The student will drop off the list.

4. A spreadsheet that opens contains a list of students who meet the exiting criteria from Infinite Campus.

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	A	B	C	D	E	F	G	H	I	J
1	LE	Le Name	SC	Sc Name	Start Enrollment ID	End Enrollment ID	Enrollment Start Date	Start Status	Enrollment End Date	End Status
2	0966				5934816	5934816	09/03/2024	04	09/03/2024	300
3	0966				5934443	5934443	09/03/2024	04	11/11/2024	170
4	0966				5936714	5936714	09/03/2024	04	12/01/2024	180
5	0966				5947858	5947858	09/03/2024	06	12/13/2024	180
6	0966				5935373	5935373	09/03/2024	04	01/06/2025	300
7	0966				5947871	5947871	09/03/2024	04	01/03/2025	140

Review the list for the following:

- ✓ Identify students who are on the list but should not be.
 - ✓ Identify students who are not on the list but should be.
 - If a student's Infinite Campus information is not complete or correct, the student will not appear on the list.
 - ✓ Verify demographic information, such as disability and race.
 - ✓ Exiting is a count of age-appropriate students who were Special Education students on July 1 and who will exit on or before June 30.
5. Fix errors in Infinite Campus. Wait for the system to update (about 30 minutes), then review "Students currently included on Exiting" again.
 6. When all data is accurate, click "Submit School" and then "Submit District."

Select the District:

Select the School:

Need to change something after submission? Contact OPI to unlock your data.

SPED Infinite Campus

State Reported Data Tab

PATH: MENU > STUDENT INFORMATION > SPECIAL ED > STATE REPORTED DATA

Exiting Student from Special Education:

1. Select **New**
 - a. The Date field will auto-populate with today's date.
 - b. The Date is the date the change is being made, not the exit date.
2. Select **Reason for Change**.
 - a. From the drop-down menu, select **Student is Exiting Special Education**.
3. Select Exit Reason.
 - 01 – Returned to Regular Education
 - 02 – Moved, known to be continuing
 - 04 – Dropped out

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These students were enrolled at the start of the reporting period but were not enrolled at the end and did not exit special education through any other means. This includes dropouts, runaways, HiSet recipients' expulsions, status unknown, students who moved but are not known to be continuing in another educational program, and other exits from special education.

- 15 – Reached maximum age
 - 22 – Died
 - 23 – Graduated with a diploma – regular requirements
 - 32 – Graduated with a diploma – modified requirements
4. Enter the Exit Date (the day the student left special education)
 5. Select **Save**

FAQ

Q: Do I include students in private schools?

A: No. Do not report students placed by their parents in private schools.

Q: What if a student is homeschooled?

A: If they still get services from the district, do NOT include them. If they stopped receiving services, mark them as "Returned to Regular Education."

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- 01 Returned to regular education.** These students were served in special education at the start of the reporting period, but at some point, during that 12-month period, returned to general (regular) education. These students no longer have an IEP and are receiving all their educational services from a general (regular) education program. If the parent of a student with a disability revokes consent for special education and related services, the student would be reported in this category.
- 02 Moved, known to be continuing.** These are students who have moved out of the catchment area (see definition below) or transferred to another district and are KNOWN to be continuing in an educational program. There does not need to be evidence that the student is continuing in special education, only that he/she is continuing in an education program. This includes students in residential drug/alcohol rehabilitation centers, correctional facilities or registered home schools.

CATCHMENT AREA This is the area a high school district is responsible to serve. In other words, the high school district to which an 8th grade student living within certain boundaries will naturally progress. Whether the student is part of a K-12 system or a K-8 system, this is the designated high school district for the area.

Examples of “**Moved, known to be continuing:**”

- Student has moved or transferred out of the school district or outside the state and records have been requested by another school district.
- Student no longer attends public school, but the school is aware that the student is being educated in a registered home school or in a private school. (A registered home school means the home school is registered with the county superintendent in the county where the home school is located.)

- 04 Dropped out.** These are students who were enrolled at the start of the reporting period, were not enrolled at the end of the reporting period and did not exit special education through any of the other codes described.

Examples of “Dropped out”:

- Left school to take a job.
- Joined the military.
- Is a runaway.
- Expelled.
- HiSet recipients (in Montana, a student cannot be enrolled in a school and take the HiSet).

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- Moved and is not known to be continuing in another educational program.
- Missing/unknown status.
- A Hutterite community member leaves school after the 8th grade, and the family is not registered as a home school.

15 Reached maximum age. These are students who have exited special education because they have reached the maximum age for receipt of special education services and include students with disabilities who reached maximum age and did not receive a diploma.

22 Died. These are students who died during the reporting year.

23 Graduated with a diploma- regular requirements. These are students who complete district/state graduation requirements and receive a high school diploma identical to that for which students without disabilities are eligible.

A regular diploma does not include a recognized equivalent of a diploma, such as a general equivalency diploma, certificate of completion, certificate of attendance, or similar lesser credential. These students should have an enrollment End Status code of '400: Graduated' with Diploma Type code of '01: Regular Diploma' or '05: State Minimum'. The High School Graduation editor in the IEP should be designated as 'The student is expected to graduate with a regular diploma...'.

32 Graduated with a diploma – modified requirements. These are students who received a recognized equivalent of a diploma, such as a general equivalency diploma, certificate of completion, certificate of attendance, or similar lesser credential, including receipt of a diploma by meeting their IEP goals for high school completion. These students did not meet the minimum graduation requirements in ARM 10.55.905.