



## High School Graduation IEP Form Instructions

### MT Transition IEP High School Graduation Section

The purpose of this section is to assist the IEP team in determining when a district's Free Appropriate Public Education (FAPE) obligation may end due to:

- Graduation with a regular high school diploma, or
- Aging out of special education services.

In both cases, **Prior Written Notice** and a **Summary of Performance** must be provided to the parent/adult student.

**Do not check a box until the student's senior year IEP.** Early Graduation – If a student will graduate early, treat that year as their "senior year." Additional Years – If a student is returning for another year of school, treat each subsequent year as an additional "senior year."

This section is completed during the student's **senior year** to document one of the following:

1. The student will graduate with a regular diploma.
2. The student will return for another year of high school and continue to receive special education services.
3. The student will age out before meeting graduation requirements.
4. The student will graduate with a credential other than a regular high school diploma.\*

*\*This option requires the High School Graduation Simple Form to be utilized instead of the one embedded in the Transition IEP.*

Below is an image of the Montana Transition IEP High School Graduation section. If you are selecting options #1-3, you will complete this part of the Transition IEP.

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This high school graduation section is to be completed during the student's **senior year** for the purpose of determining if the student will be returning to receive special education services the next school year for an additional year of high school. All students receiving special education services must have a current Individualized Education Program with measurable annual goals until the day they graduate or age out.

The student is expected to graduate with a regular diploma at the end of the current school year. After graduating with a regular diploma, the student will no longer be entitled to special education services. This action constitutes a change in educational placement and documentation is included in the prior written notice. Upon graduation, the school district will provide the student with a Summary of Performance.

The student is not expected to graduate with a regular diploma at the end of the current school year and will return the following school year. The IEP team must develop an Individualized Educational Program for the next school year. Documentation is included in the prior written notice.

The student is not expected to graduate with a regular diploma at the end of this school year. The district will not provide special education services for the next school year due to the student aging out. This action constitutes a change in educational placement, and documentation is included in the Prior Written Notice. Upon aging out, the school district will provide the student with a Summary of Performance.

Save & Stay ▾ Cancel Complete ▾ Print Editors < Previous Next >

The 4<sup>th</sup> option is **only available on a separate “High School Graduation” Simple Form** in Infinite Campus, not yet fully integrated in the Transition IEP. If the 4<sup>th</sup> option is needed, see next page for additional information.

- To mark this section complete on the IEP without selecting a box:
  - Select **Save & Stay** → **Complete** → **Next**

## ***“High School Graduation” Simple Form***

<b>Student Name:</b> _____ <b>IEP Date:</b> _____
<b>HIGH SCHOOL GRADUATION</b>
<p>This high school graduation section is to be completed during the student’s senior year for the purpose of determining if the student will be returning to receive special education services the next school year for an additional year of high school. All students receiving special education services must have a current Individualized Education Program with measurable annual goals until the day they graduate or age out.</p>
<p><input type="checkbox"/> The student <u>is</u> expected to graduate with a regular diploma at the end of the current school year. After graduating with a regular diploma, the student will no longer be entitled to special education services. This action constitutes a change in educational placement and documentation is included in the prior written notice. Upon graduation, the school district will provide the student with a Summary of Performance.</p> <p><input type="checkbox"/> The student <u>is not</u> expected to graduate with a regular diploma at the end of the current school year and will return the following school year. The IEP team must develop an Individualized Educational Program for the <u>next</u> school year. Documentation is included in the prior written notice.</p> <p><input type="checkbox"/> The student is not expected to graduate with a regular diploma at the end of this school year. The district will not provide special education services for the next school year due to the student aging out. This action constitutes a change in educational placement and documentation is included in the prior written notice. Upon aging out, the school district will provide the student with a Summary of Performance.</p> <p><input type="checkbox"/> The student <u>is expected to graduate with a credential other than a regular high school diploma</u> at the end of the school year. The school district is still obligated to make a FAPE available to the student if they have not reached the maximum age of eligibility. Documentation is included in the prior written notice.</p>

If the 4<sup>th</sup> option is utilized, you will need to electronically “staple” it to the Transition IEP.

### ***Option 1—Graduate with a Regular Diploma***

The student is expected to graduate with a regular diploma at the end of the current school year. After graduating with a regular diploma, the student will no longer be entitled to special education services. This action constitutes a change in educational placement, and documentation is included in the prior written notice. Upon graduation, the school district will provide the student with a Summary of Performance.

#### **Check Box 1 if:**

- The student is expected to graduate with a **regular high school diploma** at the end of the current school year.

#### **Important to Note:**

- Graduation with a regular high school diploma ends eligibility for FAPE.
- This is a change in educational placement—document in the Prior Written Notice.
- Upon graduation, the school district must provide the Summary of Performance.

#### **Definition – Regular High School Diploma:**

- The standard diploma awarded to most students in the state, fully aligned with state standards (or higher).
- Does not include GED or HiSet, certificate of completion, certificate of attendance, or any credential aligned to alternate academic achievement standards under section 1111(b)(1)(E) of the ESEA.
- If the student earns a lesser credential and is still age-eligible for FAPE, the district must continue to make a FAPE available to the student.

**State Reported Data:** Exit student from special education using code **23 – graduated with a diploma – regular requirements.**

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### ***Option 2—Additional Year of High School***

The student is not expected to graduate with a regular diploma at the end of the current school year and will return the following school year. The IEP team must develop an Individualized Educational Program for the next school year. Documentation is included in the Prior Written Notice.

#### **Check Box 2 if:**

- The student will **not** graduate with a regular high school diploma at the end of the current school year and will return next year.

#### **Important to Note:**

- The IEP team must develop an IEP for the following year.
  - Document in the Prior Written Notice or IEP notes section.
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### ***Option 3—Age Out Before Graduation***

The student is not expected to graduate with a regular diploma at the end of this school year. The district will not provide special education services for the next school year due to the student aging out. This action constitutes a change in educational placement, and documentation is included in the Prior Written Notice. Upon aging out, the school district will provide the student with a Summary of Performance.

#### **Check Box 3 if:**

- The student will not graduate with a regular high school diploma and will reach the maximum age for FAPE eligibility before the next school year.

#### **Important to Note:**

- This is a change in educational placement—document in the Prior Written Notice.
- Upon aging out, the district must provide the Summary of Performance.
- “Aging out” means exceeding the age eligibility for FAPE.
  - In Montana, this is the student’s 22nd birthday.

**State Reported Data:** Exit student from special education using code **15 – reached maximum age**.

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### ***Option 4— Graduate with Other Credential***

#### **Check Box 4 if:**

- The student is not going to graduate with a regular high school diploma but will be receiving some other credential such as a certificate of completion or modified diploma. This includes students that did not meet the same standards for graduation as those students without disabilities as set out in ARM 10.55.905 including when the content standards were modified.

#### **Important to note:**

- Document the decision in the Prior Written Notice due to there being a change in the provision of FAPE.
- Notify the parent and student that if the student has not met the maximum age of eligibility the student is still eligible for FAPE should they decide to return to school until student graduates with a regular high school diploma or reaches the maximum age.

**State Reported Data:** Exit student from special education using code (32)-Received a certificate or credential other than a regular high school diploma.

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## Documentation in the Prior Written Notice

A parent and the student, if age 18, must receive notice prior to a change in the educational placement of the student (graduating with a regular diploma or reaching the maximum age for receipt of FAPE), or if there is a change in the provision on FAPE to the student (student still eligible to receive FAPE but is graduating with a credential other than a regular high school diploma and has not reached the maximum age).

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## Summary of Performance

A Summary of Performance (SOP) is **required** when a student's eligibility for special education services ends because of:

- Graduation with a regular diploma, or
- Aging out of eligibility for FAPE.

The SOP must include a summary of the student's academic achievement and functional performance, along with recommendations to assist the student in meeting their postsecondary goals, per 20 U.S.C. 1414(c)(5)(B)(ii) and 34 CFR 300.305(e)(3).

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## Additional Resources

[OPI State Reported Data Tab](#)

[OPI Prior Written Notice](#)

[OPI Examples HS Grad PWN](#)

[OPI Summary of Performance](#)