

# Special Education Exiting Appeal Procedure for SY21-22

Under certain circumstances, districts can appeal to include students not on the SY21-22 Exit Report in EDPlan Insights or to change an exit reason posted on the report. **Appeals must be submitted by 9/7/2022** to ensure that records can be updated before exiting data is finalized (in some cases, exceptions to this timeline can be made).

## Before submitting a request for appeal, please consider the following:

1. Does the student have an error with their record that has caused them to be included in the Red Flags tab of the Exit Report SY21-22 in EDPlan Insights?
  - Fix this as soon as possible. An appeal may not be needed because corrected errors should update in the main report in a couple of days.
2. Does the student have multiple exit and re-entry events in their history?
  - If yes, this could prevent the student from populating on the Exit Report. The extra exit/re-entry events will need to be deleted to correct the events in the history page and add students to the report. An appeal may not be needed if the exit/re-entry events are corrected. *Please contact us if assistance is needed in correcting the event history.*
3. Is the student inactive in EDPlan? - In all cases, wait a few days for exits to process through to EDPlan before submitting an appeal. Fixed records will be incorporated automatically.
  - If not, has the student been exited in the Student Information System (SIS)? Exit the student in the SIS.
  - If exited from the SIS, was a valid exit code used? Verify that a valid exit code was used when student was exited from the SIS—refer to the Enrollment and System Integration Guidance 2022 document for valid exit codes. *Some codes will prevent a student's exit from processing through to EDPlan.*
4. Was the student younger than 14 or older than 21 at the time of exit?
  - If yes, the record *cannot* be appealed. The report only includes students aged 14 through 21 on October 1 (when the annual child count is pulled).
5. What is the student's IEP and eligibility status?
  - Did the student have an active IEP on 7/1/2021? If not, the record *cannot* be appealed.
  - Was the student determined non-eligible after previously being on an IEP? Non-eligibility events are considered SPED exits and will appear on the Exit Report with the exit reason of "Returned to Regular Ed" but will remain active.
6. **Other?** If the student's record passes all of these checks, please submit an appeal.



## To initiate an appeal of the SY21-22 Exit Report:

1. *Email* one of the following individuals to notify us that an appeal is being submitted. DO NOT EMAIL STUDENTS' PERSONALLY IDENTIFIABLE INFORMATION.  
[melissa.vines@sde.ok.gov](mailto:melissa.vines@sde.ok.gov) [travis.thompson@sde.ok.gov](mailto:travis.thompson@sde.ok.gov)
2. *Upload* a list of students in a file (spreadsheets are preferred) to the "LEA Document Library" in the Tools section in EDPlan. To complete our initial review, the file must have the following information for each student being appealed:
  - Full name (last, first, middle)
  - STN
  - Local ID
  - Date of birth
  - Date of exit
  - Exit reason (and incorrect exit reason if seeking a change in this element)

## Next Steps:

We will check the following to determine why a student is not listed:

- Student status in EDPlan
- Wave enrollment status, including current enrollment status and exit codes
- Multiple exit and re-entry events
- SY21-22 Exit Report errors
- Age and grade
- IEP and eligibility status

Based on this review, we will determine whether the student should be added and what needs to be done to add the student.

1. We will email you with the finding(s) and actions required. Please let us know if you do not hear from us by Sept. 14.
  - We will make the changes automatically, or
  - Notify you of the work that needs to be done locally.
2. **Any local revisions to the record must be completed by 9/21/2022** or the student will not be counted in the DDP and determination calculations (with some exceptions).

If you have questions about the process, please contact Missie (405-522-1110 or [melissa.vines@sde.ok.gov](mailto:melissa.vines@sde.ok.gov)) or Travis (405-522-5203 or [travis.thompson@sde.ok.gov](mailto:travis.thompson@sde.ok.gov)).

