



Graduating/Aging Out Checklist

	Complete the Summary of Performance (under “Dismissal” heading in SpEd Forms). Print two copies.
	Write a Prior Written Notice discontinuing special education services. Print two copies.
	Make a copy of the Evaluation Report and IEP.
	Give the student a current Evaluation Report, IEP, the PWN, & Summary of Performance. If the student is 18 and guardianship has not been obtained by the parent, have the student sign the PWN.
	Contact the parent and let them know the student has these records or if the student is not yet 18 or the parent has been legally appointed guardian, meet with the parent to have the parent sign the PWN.
	Gather all records. Put the Summary of Performance, final PWN, final IEP, and Evaluation Report on top. Place and/or send the documents to the location where all records go until destruction. (Contact your Special Education Administrator if you don't know.)