

Summary of Performance - Process

Graduation or Aging Out:

1. Aging out - in Minnesota, students “age out” of education services on July 1 after the student turns 21. The public school no longer has an obligation to provide a Free and Appropriate Public Education after this point. To clarify: if a student turns 21 on July 4, that student would continue to have one more year of public school eligibility. If the student turns 21 on June 30, the student is finished with public school.
2. Graduation - the IEP process for students in special education should include consideration of a plan for graduation. It is common that many students will graduate with their peers at the end of 12th grade having met requirements for graduation which may include modifications based on IEP determination.





The Minnesota Department of Education requires districts to provide the student (age 18 and own legal guardian) or parents (who have retained guardianship) with a “summary of his or her academic achievement and functional performance, which must include recommendations on how to assist the student in meeting his or her post-secondary goals.”

MDE’s Q & A re: High School Graduation, Diplomas, and Aging out of Special Education Services for Students with Disabilities.

<https://education.mn.gov/mdeprod/groups/educ/documents/basic/mdaw/mdq2/~edisp/046628.pdf>

WCED Practices for Summary of Performance and Prior Written Notice

1. Complete the Summary of Performance Document located in SpEd Forms under the Dismissal tab. There are sample SOP on pages of this document

<input checked="" type="checkbox"/> DISMISSAL	
Summary of Performance 	Revocation of Consent 
Prior Written Notice/Consent Part B 	
Prior Written Notice Revocation of Consent	

2. The district must also provide the student or parent with Prior Written Notice. There is language provided in the SpEd Forms drop down menus under “DISMISSED FROM SPECIAL EDUCATION”

---DISMISSED FROM SPECIAL EDUCATION---

The District proposes discontinuing special education services on ____.

The District proposes to discontinue special education services at the end of the current school year.

- a. If a student is graduating, the Consent/Objection page must be sent with the PWN because the student/guardian may object if they feel the student has continuing needs. (an objection might happen if the parent feels the student should attend some type of a transition program)
- b. If the student is aging out, the Consent/Objection page should not be included because the student/guardian cannot object to the legal timeline for aging out.
3. Suggested Timelines/Process for writing a Summary of Performance:
 - a. Complete a SOP during April/May of the year the student graduates/ages out of Special Education.
 - b. Complete it as a part of the regular IEP meeting happening in this window OR it can be a separate, informal meeting with the student and/or parent depending on guardianship status. You do not need a Notice of a Team Meeting.
 - c. You could choose to collaborate and write the SOP with the student/parent or prepare the summary and review it with the student/parent.
 - d. Finalize and file the Summary of Performance and the Prior Written Notice in SpEd Forms and in the student’s cum file (SpEd file in Miscellaneous file)
 - e. Inactivate the student’s file in SpEd Forms:
<https://www.wced6026.org/vimages/shared/vnews/stories/569e60ef58446/Inactivating%20Files%20-%20MARSS%20&%20SpEd%20Forms.pdf>
4. Samples of Summaries:
 - a. SLD:
 - b. DCD: