

PROCESS FOR PARENTALLY PLACED STUDENTS IN NHSEIS

Exiting a student whose parents have placed them in a nonprofit private school:

You will exit the student from the Student Information page. Click on Make this student inactive

The screenshot shows a section of a web application with a green header labeled 'Notes'. Below the header is a large, empty white text box. To the right of the text box are small icons: 'abc', a checkmark, and a question mark. Below the text box are two green buttons: 'Update the Database' and 'Make this student inactive ?'. At the bottom of the page is a dark blue footer with a white icon of a building.

You enter in the date exited and choose the Reason for exiting as Transferred to regular Education/Refused Special Education. Click on Exit student

The screenshot shows the 'Exit Questionnaire' for 'Joanne Test Student'. The 'Date Exited' field is set to 01/01/2025. The 'Reason for Exiting' dropdown menu is open, showing a list of reasons including 'Transferred to Regular Education/ Refused Special Education'. The 'Anticipated Services Required' field is empty. The page has a blue header with navigation links: 'Student', 'Contacts', 'Eligibility Process', 'IEP Process', 'Services Plan Process', 'Documents', and 'Student History'. The page also has a blue footer with a white icon of a building.

Entering a student placed by their parents in a nonprofit private school within your jurisdiction

To enter the student, you click on School System Info, System & Imports, choose Inactive students from the drop down

Enter in information regarding student, click on student's name when found

Manage Inactive Students

Student ID	SASID	Name	Date of Birth	School	Date Exited	Reason for Exiting
2024531	1112223334	Betty Boop	05/25/2016	ELEM	01/01/2025	Transferred to Regular Education/ Refused Special Education

Enter in the date you want to reactivate this student on, and then click on Re-Activate this student in the Database, confirm.

Betty Boop

Exiting Student Information

Date Exited: 01/01/2025

Reason for Exiting: Transferred to Regular Education/ Refused Special Education

Update the Database

Re-Activation Date: 01/06/2025

Re-Activate this Student in the Database

Permanently Delete this Student

Search for student as you normally would. Then click on Services Plan Process and continue as you would normally.

The screenshot shows the NHSEIS by PCG Education interface. The top navigation bar includes links for Main Menu, Students, Recent Students, Wizards, Smart Logbook, Schools, School System Info, Users, Super User, My Profile, Send Us A Message, and PCG. The breadcrumb trail is: Student > Contacts > Eligibility Process > IEP Process > Services Plan Process > Documents > Student History. The page title is "Services Plan Process" and the user is identified as "Betty Boop".

A message box states: "A Services Plan must be developed when a student has been designated to receive equitable services." Below this are five action buttons: "Cover Page", "Team", "Services Plan Components", "Create Draft Services Plan", and "Create Final Services Plan".

A second message box explains: "All previously created Services Plan documents listed below may be accessed by clicking on the document name. Draft documents are saved for a limited time." Below this, a third message box states: "No documents have been generated yet for Betty Boop".