



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

OFFICE OF VOCATIONAL AND EDUCATIONAL SERVICES FOR INDIVIDUALS WITH
DISABILITIES
STATEWIDE COORDINATOR FOR SPECIAL EDUCATION
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TO: District Superintendents
Superintendent of Schools
Presidents of Boards of Education
Superintendents of State-Operated and State-Supported Schools
Executive Directors of Approved Private Schools
New York City Board of Education
Organizations, Parents and Individuals Concerned with Special Education
Commissioner's Advisory Panel for Special Education Services
SETRC Project Directors and Professional Development Specialists
Regional School Support Centers
Transition Coordination Sites
Other State Agencies

FROM: James P. DeLorenzo

SUBJECT: Student Exit Summary as Required by IDEA 2004

The Individuals with Disabilities Education Act 2004 (IDEA) and State regulations require the local educational agency (LEA) to provide a student with a disability a summary of the student's academic achievement and functional performance, which must include recommendations on how to assist the student in meeting his or her postsecondary goals. Beginning with the current school year, this summary must be provided prior to school exit for a student whose eligibility for special education services terminates due to graduation from secondary school with a regular diploma or due to exceeding the age eligibility for a free appropriate public education (FAPE) under State law. This includes students exiting school with a Regents, local, and Individualized Education Program (IEP) Diploma. It is recommended that students exiting with a High School Equivalency Diploma be provided with this summary.

The New York State Education Department (NYSED) has developed a preliminary sample form, referred to as the Student Exit Summary as well as an accompanying guidance document to assist LEAs in meeting this new requirement. LEAs may choose to develop their own form, but all pertinent information must be included. To ensure dissemination to appropriate individuals within a school district, I ask Superintendents to please share this memorandum with other individuals such as Building Principals, Directors of Special Education, School Psychologists, Committee on Special Education (CSE) Chairpersons, Guidance Counselors and Directors of Pupil Personnel Services.

Questions regarding this memorandum, sample Student Exit Summary and guidance document may be directed to Joanne LaCrosse of the Program Development and Support Services Unit at 518-486-7462 or the Regional Associate at the Office of Vocational and Educational Services for Individuals with Disabilities (VESID) Special Education Quality Assurance Regional Offices <http://www.vesid.nysed.gov/specialed/quality/qaoffices.htm> or the Transition Coordination Sites <http://www.vesid.nysed.gov/specialed/transition/tcslist.htm>.

