

**Livingston County Special Services Unit
920 Custer Avenue, Suite A
Pontiac, IL 61764**

NOTIFICATION OF STUDENT CHANGE

Date of Move: _____
Month/Day/Year

_____ Out of District (Exit—See back page)
_____ Out of LCSSU (Exit—See back page)
_____ Into LCSSU
_____ Within District
_____ Within LCSSU

Student's Legal Name: _____

D.O.B. _____ ID# _____

SS#: _____ Medicaid # _____

Parents: _____ Phone: _____

New Address: _____

Student has moved to: _____

Teacher: _____ (School)
Program: _____

Add Date: _____
Month/Day/Year

Student has moved from: _____

_____ (Town)
_____ (Home District) _____ (Program Attendance Center)

Dismissal Information (if student is dismissed from Special Education Program)

Dismissed from: _____
(Program)

Drop Date: _____
Month/Day/Year

Case Manager: _____ District: _____
(See back page for Exit Codes)

Exit Information

DROP DATE: _____ District _____
Month/Day/Year

Case Manager:

Reason for Exit Code _____ (Must list A-X)

Exit Codes:

- 01 Graduated from high school with diploma
- 02 Graduated from high school through certificate of completion/fulfillment of IEP requirements.
- 03 Reached maximum age for special education service, i.e., the student reached the age of 21 prior to the beginning of the current school year.
- 04 Dropped out (age 17 or older). This code includes students, who are not attending the schools of the district as expected, i.e., most districts have a policy of dropping a student from the rolls after a certain number of days of nonattendance. This code should also be used for students ages 14-16 who are truant.
- 05 Deceased.
- 06 Moved out of a district; known to be enrolled in another district. This code should be used only if the student is known to have moved out of the district and if records have been requested or the district is otherwise certain that the student is enrolled in another district.
- 07 Moved out of district; unknown if enrolled in another district. This code should be used **ONLY** If the student is known to have moved out of the district, but records have not been requested or the district is not certain if the student enrolled in another district.
- 08 Moved from an elementary district to a high school district. This code is to be used for students who have either graduated from the elementary district or who have reached age 15 and become the responsibility of a high school district.
- 09 Returned to regular education program full-time; no longer in need of special education services.
- 10 Withdrawn by parent/guardian from public school program and placed independently. Placement by the parent/guardian may include options such as home schooling, military school, parochial or other private school, etc.
- 11 Placed in a Department of Human Services school or a Department of Corrections facility or a county-operated jail or detention center.
- 12 Refused Service. This code should be used when special education services have been offered and refused by the parent or child.
- 13 Completed the requirements for a GED.
- 14 Ran away.
- 15 Attending alternative educational setting, e.g., a Regional Safe School Program.
- 16 Attending interim alternative educational setting for a maximum of 45 days.
- 17 Suspended for 10 or fewer days.
- 18 Suspended for more than 10 days during the school year and services provided.
- 19 Expelled; special education services provided in alternative setting.
- 20 Changed spelling of name; changed fund code, private facility code, birth date, begin date or any item in the school data. The student is still receiving services and is listed on the current year's FACTS files.
- 21 No funds available. Since the child is still eligible but no longer receiving services, a new Fund N FACTS record should be created.
- 22 Prevent Fund Code N with Reason for Not Receiving Services code '01' and Fund Code U from being continued into next school year.