

Student Special Education Statuses

View from **Student > Details**.

Referred	<ul style="list-style-type: none"> Student is enrolled in special education, but IEP is not active. Draft IEP currently in progress. When student has Referred status, special education users can edit the student's draft IEP.
Ineligible	<ul style="list-style-type: none"> Student has been referred and tested, but has been determined to be not eligible for special education services at this time. Student can be referred to special education in the future, if needed.
Active	<ul style="list-style-type: none"> Student has gone through the testing process and is found eligible for IEP. Student is on active IEP and is receiving services.
Exited	<ul style="list-style-type: none"> Student is not on active IEP and may have exited special education process because of withdrawal, graduation, aging out, or student/parent request. Exited students can be referred in the future.

IEP Types

Automatically updated by Aspen.

Initial	<ul style="list-style-type: none"> First IEP drafted for student.
Review	<ul style="list-style-type: none"> Active IEP that is up for review. Usually occurs one year after IEP was implemented.
Reevaluation	<ul style="list-style-type: none"> IEP that is being reevaluated to determine if student has met goals and is still eligible for services. Usually occurs every three years.
Other	<ul style="list-style-type: none"> Can be used for transfer student's IEP. Allows enrolling student and bringing active IEP into Aspen without completing all required steps in workflow.
Amendment	<ul style="list-style-type: none"> Changing (amending) an Active IEP.

IEP Statuses

Each IEP can have only one status.

Draft	<ul style="list-style-type: none"> IEP is currently in process of being completed and is not active.
Active	<ul style="list-style-type: none"> IEP has been signed, implemented, and is being used by teachers.
Previous	<ul style="list-style-type: none"> Former IEP that is no longer active.
Discarded	<ul style="list-style-type: none"> IEP that had been worked on, saved, but not completed. You must manually override IEP status to Discarded.
Amended	<ul style="list-style-type: none"> The active IEP that has been changed.
Rejected	<ul style="list-style-type: none"> A draft IEP that has been rejected by the parent/guardian.
Amendment Draft	<ul style="list-style-type: none"> A copy of the Active IEP that is being changed.
Rejected Amendment	<ul style="list-style-type: none"> A change to an IEP that has been rejected by a parent or guardian.
Pending Approval	<ul style="list-style-type: none"> A draft IEP that is one step away from becoming the Active IEP. That step is the completion step which is awaiting the parent/guardian signature.

Special Education Workflows

In the Special Education view, frequently there is more than one way to complete a task. It is highly recommended that you complete most tasks through the workflow, or checklist, that automatically begins when you enroll a student in special education. Depending on your system setup, there may be several workflows in the special education cycle which guide you through a process.

Filtering Students or IEPs on a List Page

When you are on the Student or IEP tab in the Special Education view, the Filter menu changes which students or IEPs appear on the list page. It is also possible to create links to cases from a user-defined field created by your school or district. See your system administrator for more details.

Filter on Student tab The status on the Student tab refers to the student's special education status.	Filter on IEP tab The status on the IEP tab refers to the status of the IEP.
My Current Cases Students for whom you currently: <ul style="list-style-type: none"> • serve as the case manager (liaison) or a service provider, or • are linked to through a user-defined field created by your school or district. 	My Current Cases IEPs of students for whom you currently: <ul style="list-style-type: none"> • serve as the case manager (liaison) or a service provider, or • are linked to through a user-defined field created by your school or district.
My Cases - Active and Draft Students for whom you currently or previously: <ul style="list-style-type: none"> • served as the case manager (liaison) or a service provider, or • are linked to through a user-defined field created by your school or district. See your Aspen system administrator for more details. 	My Cases - Active and Draft Students for whom you currently or previously: <ul style="list-style-type: none"> • served as the case manager (liaison) or a service provider, or • are linked to through a user-defined field created by your school or district. See your Aspen system administrator for more details.
My Cases Students for whom you currently or previously: <ul style="list-style-type: none"> • served as the case manager (liaison) or a service provider, or • are linked to through a user-defined field created by your school or district. 	My Cases IEPs of students for whom you currently or previously: <ul style="list-style-type: none"> • served as the case manager (liaison) or a service provider, or • are linked to through a user-defined field created by your school or district.
Active Students who are active in the Special Education view and are receiving services.	Active IEPs IEPs that are active in the Special Education view, and students are receiving services.
Not Eligible Students who are not eligible for special education.	
Referred Students who are referred to the Special Education view.	Draft IEPs IEPs that are in the process of being prepared and are not active.
Exited Students who are no longer receiving special education services and are not on an active IEP.	Previous IEPs IEPs that are no longer active.
All Records All current and former students in the Special Education view. These are all students with a special education status.	All Records All Draft, Active, Previous, and Discarded IEPs in the Special Education view.

