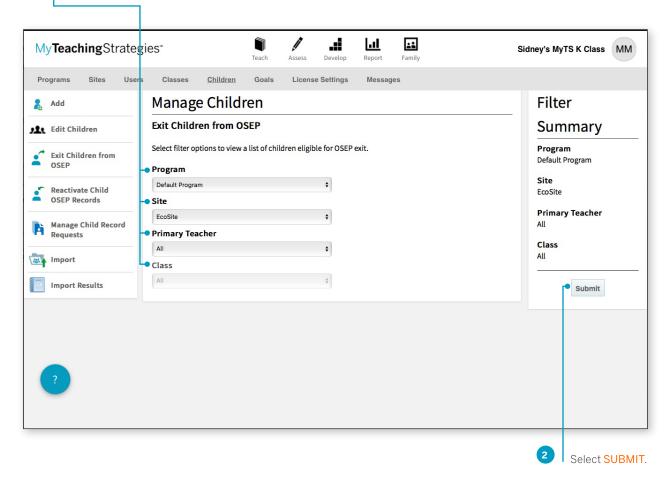# OSEP Management

You can exit child records from IEPs and IFSPs, and reactivate exited child records back into IEPs and IFSPs, using the OSEP management features within the Children section of the Administration area.
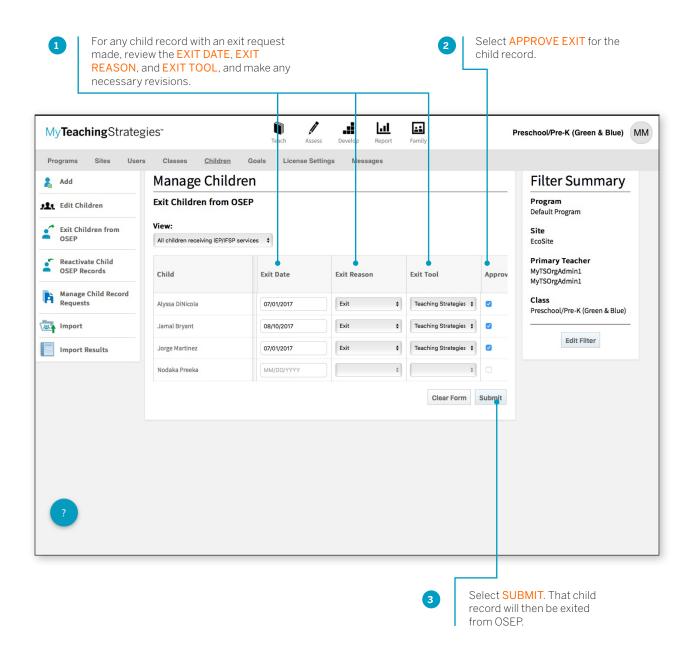
Exiting Children from OSEP

To exit a child from OSEP, select EXIT CHILDREN FROM OSEP from the Children left-hand navigation.

1 Select a PROGRAM and a SITE. You also have the option to select a TEACHER and/or a CLASS.
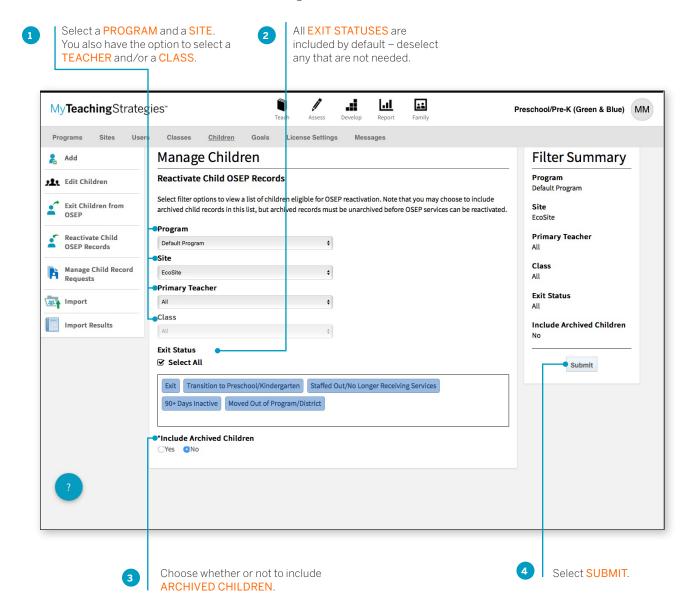

2 Select SUBMIT.

A list of child records that are on IEPs or IFSPs will appear. Those child records who have "Yes" listed in the Exit Requested column have sufficient data to be exited and have had an exit requested by their teacher.

1 For any child record with an exit request made, review the EXIT DATE, EXIT REASON, and EXIT TOOL, and make any necessary revisions.

2 Select APPROVE EXIT for the child record.

3 Select SUBMIT. That child record will then be exited from OSEP.

Reactivate Child OSEP Record

To reactivate a child from OSEP, select REACTIVATE CHILD OSEP RECORDS from the Children left-hand navigation.

1 Select a PROGRAM and a SITE. You also have the option to select a TEACHER and/or a CLASS.

2 All EXIT STATUSES are included by default – deselect any that are not needed.

3 Choose whether or not to include ARCHIVED CHILDREN.

4 Select SUBMIT.

A list of child records will appear that have been exited from an IEP or IFSP.

1 Select REACTIVATE IFSP / IEP RECORD for one or more child records.

2 Select SUBMIT. Those IEP or IFSP records will be reactivated.