

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**.

The screenshot shows the MyTeachingStrategies interface. The top navigation bar includes the logo, user name 'Sidney's MyTS K Class', and a 'MM' button. Below the navigation bar is a menu with 'Programs', 'Sites', 'Users', 'Classes', 'Children', 'Goals', 'License Settings', and 'Messages'. The 'Children' menu is active. On the left, a sidebar contains 'Add', 'Edit Children', 'Exit Children from OSEP', 'Reactivate Child OSEP Records', 'Manage Child Record Requests', 'Import', and 'Import Results'. The main content area is titled 'Manage Children' and contains a section 'Exit Children from OSEP'. This section has a heading 'Select filter options to view a list of children eligible for OSEP exit.' and four filter dropdowns: 'Program' (Default Program), 'Site' (EcoSite), 'Primary Teacher' (All), and 'Class' (All). On the right, a 'Filter Summary' sidebar shows the selected filters and a 'Submit' button. A blue line connects the 'Exit Children from OSEP' menu item to the 'Exit Children from OSEP' section in the main content area.

- 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.

MyTeachingStrategies™

Teach Assess Develop Report Family

Preschool/Pre-K (Green & Blue) MM

Programs Sites Users Classes **Children** Goals License Settings Messages

Manage Children

Exit Children from OSEP

View:
All children receiving IEP/IFSP services

Child	Exit Date	Exit Reason	Exit Tool	Approve
Alyssa DiNicola	07/01/2017	Exit	Teaching Strategies	<input checked="" type="checkbox"/>
Jamal Bryant	08/10/2017	Exit	Teaching Strategies	<input checked="" type="checkbox"/>
Jorge Martinez	07/01/2017	Exit	Teaching Strategies	<input checked="" type="checkbox"/>
Nodaka Preeka	MM/DD/YYYY			<input type="checkbox"/>

Clear Form Submit

Filter Summary

Program
Default Program

Site
EcoSite

Primary Teacher
MyTSOrgAdmin1
MyTSOrgAdmin1

Class
Preschool/Pre-K (Green & Blue)

Edit Filter

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.

The screenshot shows the 'Manage Children' interface in MyTeachingStrategies. The 'Reactivate Child OSEP Records' section is active. The form includes the following fields and options:

- Program:** Default Program
- Site:** EcoSite
- Primary Teacher:** All
- Class:** All
- Exit Status:** ☒ Select All. Below this are buttons for: Exit, Transition to Preschool/Kindergarten, Staffed Out/No Longer Receiving Services, 90+ Days Inactive, and Moved Out of Program/District.
- Include Archived Children:** ☐ Yes ☒ No

On the right, the **Filter Summary** panel displays the selected values: Program (Default Program), Site (EcoSite), Primary Teacher (All), Class (All), Exit Status (All), and Include Archived Children (No). A **Submit** button is located at the bottom of this panel.

- 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.

MyTeachingStrategies™

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Preschool/Pre-K (Green & Blue) MM

Programs Sites Users Classes Children Goals License Settings Messages

Manage Children

Reactivate Child OSEP Records

View:
All children receiving IEP/IFSP services

Child	Class	Primary Teacher	Archived?	IFSP or IEP	Entry Date	Exit Date	Exit Reason	Reactivate IFSP / IEP Record
Alyssa DiNicola	Preschool/Pre-K (Green & Blue)	MyTSOrgAdmin1 MyTSOrgAdmin1	No	IEP	09/01/2016	07/01/2017	Exit	<input checked="" type="checkbox"/>
Jamal Bryant	Preschool/Pre-K (Green & Blue)	MyTSOrgAdmin1 MyTSOrgAdmin1	No	IEP	09/01/2016	08/10/2017	Exit	<input type="checkbox"/>
Jorge Martinez	Preschool/Pre-K (Green & Blue)	MyTSOrgAdmin1 MyTSOrgAdmin1	No	IEP	09/01/2016	07/01/2017	Exit	<input type="checkbox"/>

Clear Form Submit

Filter Summary

Program
Default Program

Site
EcoSite

Primary Teacher
All

Class
All

Exit Status
Exit, Transition to Preschool/Kindergarten, Staffed Out/No Longer Receiving Services, 90+ Days Inactive, Moved Out of Program/District

Include Archived Children
No

Edit Filter

?