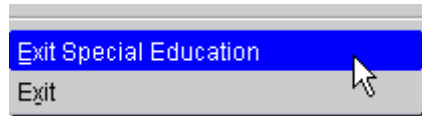


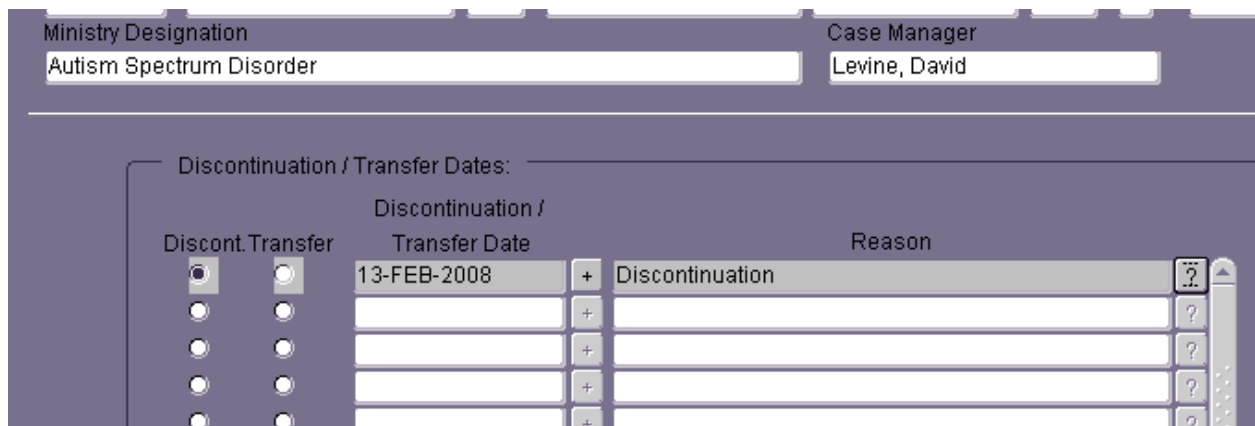
Changing or Discontinuing a Student Eligibility

This guide covers changing a funded student's eligibility category.

- Before adding the new eligibility you **must** "Exit" the prior one.
- To begin go to: Main Menu > Exit Special Education



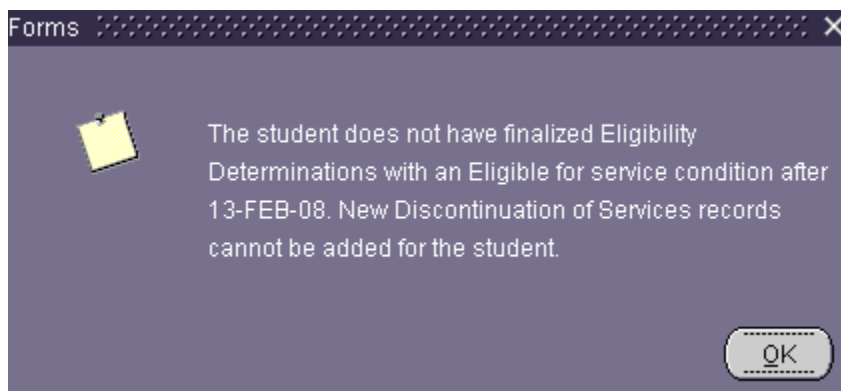
- From the Discontinuation/ Transfer of Services screen, enter the effective date and choose Discontinuation as the Reason as shown below.

A screenshot of a software interface for 'Discontinuation / Transfer of Services'. At the top, there are two fields: 'Ministry Designation' with the value 'Autism Spectrum Disorder' and 'Case Manager' with the value 'Levine, David'. Below these is a section titled 'Discontinuation / Transfer Dates:'. It contains a table with columns for 'Discont.', 'Transfer', 'Transfer Date', and 'Reason'. The first row has 'Discont.' set to 'Discontinuation', 'Transfer' set to 'Transfer', 'Transfer Date' set to '13-FEB-2008', and 'Reason' set to 'Discontinuation'. There are plus signs in the 'Transfer Date' column for each row, and question marks in the 'Reason' column for the subsequent rows.

- Click on Save



- Click Ok to the message below



- **If you will be adding a new designation, wait one day if at all possible as there is a problem doing so on the same day.**