Summary of Performance

Information relating to the Summary of Performance can be found in Section F of the special education handbook. Please file this information with Section F – Special Procedures of your Special Education Handbook.

IDEA 2004 states that for a student whose eligibility under special education terminates due to graduation with a regular diploma or due to exceeding the age of eligibility, the local education agency “shall provide the student with a summary of the student’s academic achievement and functional performance, which shall include recommendations on how to assist the student in meeting the student’s post-secondary goals.” The Summary of Performance form is intended to assist in meeting this requirement and to provide the student with useful information for the transition from high school to adult living, higher education, training, and/or employment.

The Summary of Performance must be completed during the final year of a student’s high school education. The IEP team may begin completion of the Summary of Performance at the annual IEP meeting and complete the document at the exit IEP meeting.

All sections of the Summary of Performance should be completed: Student Information, Post-Secondary Expectations, Accomplishments Related to Post-Secondary Expectations, Student’s Current Levels of Academic Achievement and Functional Performance and Supports and Services Recommended to Assist the Student in Achieving His or Her Post-Secondary Goals.

It is essential that the student, the student’s family, and school personnel such as the general education teacher, special education teacher, related services personnel, career and technical education teacher and/or counselor, when appropriate, be involved in the development of the Summary of Performance.

Procedures for Discontinuation of Placement in Special Education due to Graduation or Exceeding the Age of Eligibility

A. Hold the IEP meeting with the required notification and participation. This includes completing the IEP Signature Page at the end of the meeting.
B. Updated progress on the goals and objectives should be shared at the IEP meeting.
C. Review the Summary of Performance and have team members sign the document.
D. Review and complete the Notice of Discontinuation of Placement in Special Education form. Complete the requested information on the 6 numbered items on the form.
E. Send the following forms to the Special Education Placement Office:
   a. The TAC Special Education Paperwork Checklist;
   b. The signed IEP Signature Page;
   c. Make sure the Notice of Discontinuation of Placement in Special Education is created and completed correctly in Infinite Campus (a copy does not need to be sent to TAC);
   d. The Summary of Performance.

If you have questions, please contact your Special Education Supervisor.