

Case Closing Reasons

#	Req ID	IEP Status	Manual Closing	School Type	Module	Manual Close / Overwrite User	Condition for Manual Closing	Automatic Case Closing	Condition for Automatic Closing	Case is closed	Student is inactive
1	REF - 024, PLC-314	Initial	Student Deceased	SA	0. All	CSE Chairperson or Designee	Only for Non-Public Schools: 1) Student demographic information specifies that students is deceased (From SESIS for Non-Public School)	Yes	1) Student demographic information specifies that students is deceased (From ATS for Public School, SESIS for Non-Public School)	Yes	Yes
2	REF-106, PLC-314	Initial	Moved out of NYC	SA	0. All	CSE Chairperson or Designee	Only for Non-Public Schools: 1) Student address in demographic information indicates that student moved out of NYC (or) 2) After manually selecting "Moved out of NYC" as a case closing reason, the user must indicate: A) State where the student has moved (Dropdown) B) Out of Country	Yes	1) Student address in demographic information indicates that student moved out of NYC (The student is not a Parentally Placed attending a NPS in NYC) (or) 2) After manually selecting "Moved out of NYC" as a case closing reason, the user must indicate: A) State where the student has moved (Dropdown) B) Out of Country	Yes	Yes
3	PLC-314	Initial	Obtained Full-Time Employment Certificate	SA	0. All	CSE Chairperson or Designee	Only for Non-Public Schools: 1) Selected by the CSE Chairperson (Non-Public School)	Yes	1) Discharge code has been entered in ATS (Public School) (or) 2) Selected by the CSE Chairperson (Non-Public School)	Yes	Yes
4	PLC-314	Initial	Address Unknown (Authorized by an Attendance Teacher)	SA	0. All	CSE Chairperson or Designee	Only for Non-Public Schools: 1) Selected by the CSE Chairperson (Non-Public School)	Yes	1) Discharge code has been entered in ATS (Public School) (or) 2) Selected by the CSE Chairperson (Non-Public School)	Yes	Yes
5	PLC-314	Initial	Discharged to a College Early Admission Program	SA	0. All	CSE Chairperson or Designee	Only for Non-Public Schools: 1) Selected by the CSE Chairperson (Non-Public School)	Yes	1) Discharge code has been entered in ATS (Public School) (or) 2) Selected by the CSE Chairperson (Non-Public School)	Yes	Yes
6	PLC-314	Initial	Over 21 Years of Age	SA	0. All	CSE Chairperson or Designee	Only for Non-Public Schools: 1) Selected by the CSE Chairperson (Non-Public School)	Yes	1) Discharge code has been entered in ATS (Public School) (or) 2) Selected by the CSE Chairperson (Non-Public School)	Yes	Yes
7	PLC-314	Initial	Entered Military Service	SA	0. All	CSE Chairperson or Designee	Only for Non-Public Schools: 1) Selected by the CSE Chairperson (Non-Public School)	Yes	1) Discharge code has been entered in ATS (Public School) (or) 2) Selected by the CSE Chairperson (Non-Public School)	Yes	Yes
8	PLC-314	Initial	Voluntary Withdrawal or Discharge after 20 consecutive days of non-attendance	SA	0. All	CSE Chairperson or Designee	Only for Non-Public Schools: 1) Selected by the CSE Chairperson (Non-Public School)	Yes	1) Discharge code has been entered in ATS (Public School) (or) 2) Selected by the CSE Chairperson (Non-Public School)	Yes	Yes

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9	PLC-314	Initial	Received High School IEP Diploma (Special Education Only)	SA	0. All	CSE Chairperson or Designee	Only for Non-Public Schools: 1) Selected by the CSE Chairperson (Non-Public School)	Yes	1) Discharge code has been entered in ATS (Public School) (or) 2) Selected by the CSE Chairperson (Non-Public School)	Yes	Yes
10	PLC-314	Initial	Proof of Receipt of High School Diploma	SA	0. All	CSE Chairperson or Designee	Only for Non-Public Schools: 1) Selected by the CSE Chairperson (Non-Public School)	Yes	1) Discharge code has been entered in ATS (Public School) (or) 2) Selected by the CSE Chairperson (Non-Public School)	Yes	Yes
11	PLC-314	Initial	Received Local High School Diploma	SA	0. All	CSE Chairperson or Designee	Only for Non-Public Schools: 1) Selected by the CSE Chairperson (Non-Public School)	Yes	1) Discharge code has been entered in ATS (Public School) (or) 2) Selected by the CSE Chairperson (Non-Public School)	Yes	Yes
12	PLC-314	Initial	Received High School Regents Diploma	SA	0. All	CSE Chairperson or Designee	Only for Non-Public Schools: 1) Selected by the CSE Chairperson (Non-Public School)	Yes	1) Discharge code has been entered in ATS (Public School) (or) 2) Selected by the CSE Chairperson (Non-Public School)	Yes	Yes
13	PLC-314	Initial	Received High School Regents Diploma with Honors	SA	0. All	CSE Chairperson or Designee	Only for Non-Public Schools: 1) Selected by the CSE Chairperson (Non-Public School)	Yes	1) Discharge code has been entered in ATS (Public School) (or) 2) Selected by the CSE Chairperson (Non-Public School)	Yes	Yes
14	PLC-314	Initial	Received at an Earlier Date a Local Diploma, IEP Diploma or High School Equivalency Diploma	SA	0. All	CSE Chairperson or Designee	Only for Non-Public Schools: 1) Selected by the CSE Chairperson (Non-Public School)	Yes	1) Discharge code has been entered in ATS (Public School) (or) 2) Selected by the CSE Chairperson (Non-Public School)	Yes	Yes
15	PLC-314	Initial	Received High School Equivalency Diploma (GED)	SA	0. All	CSE Chairperson or Designee	Only for Non-Public Schools: 1) Selected by the CSE Chairperson (Non-Public School)	Yes	1) Discharge code has been entered in ATS (Public School) (or) 2) Selected by the CSE Chairperson (Non-Public School)	Yes	Yes
16	PLC-314	Initial	Received High School Advanced Regents Diploma	SA	0. All	CSE Chairperson or Designee	Only for Non-Public Schools: 1) Selected by the CSE Chairperson (Non-Public School)	Yes	1) Discharge code has been entered in ATS (Public School) (or) 2) Selected by the CSE Chairperson (Non-Public School)	Yes	Yes
17	PLC-314	Initial	Received High School Advanced Regents Diploma with Honors	SA	0. All	CSE Chairperson or Designee	Only for Non-Public Schools: 1) Selected by the CSE Chairperson (Non-Public School)	Yes	1) Discharge code has been entered in ATS (Public School) (or) 2) Selected by the CSE Chairperson (Non-Public School)	Yes	Yes

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18	Discovery Session	Initial	Parent Revocation of Consent	SA	0. All	Principal, Case Manager, CSE Administrator	1) Upload parent request to revoke consent 2) Notice of Termination of Services was sent 3) Ten days have passed since the Notice of Termination of Services was sent	Yes	1) Upload parent request to revoke consent 2) Notice of Termination of Services was sent 3) Ten days have passed since the Notice of Termination of Services was sent	Yes	Yes
19	REF - 024 , REF- 103	Initial	Withdrawn by Parent	SA	1. Referral	Principal, Case Manager, CSE Administrator	1) Uploaded Parental Withdrawal Letter (and) 2) Only if the Parent made the referral	Yes	1) Uploaded Parental Withdrawal Letter (and) 2) Only if the Parent made the referral	Yes	Yes
20	REF - 024	Initial	Withdrawn by Public School Principal	SA	1. Referral	Principal	1) Referral was made by principal 2) Parent has not yet consented 3) Final Notice of Withdrawal from the Evaluation process letter is sent to the parent	No		Yes	Yes
21	REF - 024	Initial	Withdrawn by CSE Administrator	SA	1. Referral	CSE Administrator	1) Referral was made by CSE Administrator 2) Parent has not yet consented 3) Final Notice of Withdrawal from the Evaluation process letter is sent to the parent	No		Yes	Yes
22	REF - 057	Initial	Parent/Principal Written Agreement	SA	1. Referral	Principal, Case Manager, CSE Administrator	1) Parent is referral Source (and) 2) Parent Principal Written Agreement is uploaded	Yes	1) Parent is referral Source (and) 2) Parent Principal Written Agreement is uploaded	Yes	Yes
23	REF - 051	Initial	Parent did not respond to Notice of Social History	SA	1. Referral	Principal, Case Manager, CSE Administrator	1) Outreach has been conducted (and) 2) No parental response 5 days after Notice of Withdrawal has been sent to the parent (or) 3) No parental response 30 days after Initial Referral was sent.	Yes	1) Outreach has been conducted (and) 2) No parental response 5 days after Notice of Withdrawal has been sent to the parent (or) 3) No parental response 30 days after Initial Referral was sent.	Yes	Yes
24	REF - 054	Initial	Parent Refused to Consent for Evaluation	SA	2. Evaluation	Principal, Case Manager, CSE Administrator	1) Outreach has been conducted and the parent did not provide consent 5 days or more after the Social History Meeting was held (and) 2) Notice of Withdrawal Letter has been sent (or) 3) Event log must show an entry of the parent refusing consent	Yes	1) Outreach has been conducted and the parent did not provide consent 5 days or more after the Social History Meeting was held (and) 2) Notice of Withdrawal Letter has been sent (or) 3) Event log must show an entry of the parent refusing consent	Yes	Yes

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25	REF - 126, REF - 089	Initial	Parent did not provide consent for Additional Testing	SA	2. Evaluation	Principal, Case Manager, CSE Administrator	1) Outreach has been conducted and the parent did not provide consent 30 days after Consent for Reevaluation has been sent to the parent (and) 2) Notice of Withdrawal Letter has been sent (or) 3) Event log must show an entry of the parent refusing consent (or) 4) Parent's refusal for Additional Assessment has been uploaded	Yes	Only if Student is Parentally Placed: 1) Outreach has been conducted and the parent did not provide consent 30 days after Consent for Reevaluation has been sent to the parent (and) 2) Notice of Withdrawal Letter has been sent (or) 3) Event log must show an entry of the parent refusing consent (or) 4) Parent's refusal for Additional Assessment has been uploaded	Yes (Only if Parentally Placed). Else, manual	Yes
26	Design Session	Initial	Parent withdraw consent	SA	2. Evaluation	Principal, Case Manager, CSE Administrator	1) Consent has been received (and) 2) Event log must show an entry of the parent withdrawing consent or uploaded letter from the parent (and) 3) Notice of Withdrawal Letter from the Evaluation Process has been sent	Yes	1) Consent has been received (and) 2) Event log must show an entry of the parent withdrawing consent or uploaded letter from the parent (and) 3) Notice of Withdrawal Letter from the Evaluation Process has been sent	Yes	Yes
27	IEP -113	Initial	Student not eligible	SA	3. IEP	Principal, Case Manager, CSE Administrator	1) IEP document has been finalized and indicates that the student is not eligible for Special Education Services	Yes	1) IEP document has been finalized and indicates that the student is not eligible for Special Education Services	Yes	Yes
28	REF - 024, PLC-314	Reevaluation	Student Deceased	SA	0. All	CSE Chairperson or Designee	Only for Non-Public School: 1) Student demographic information specifies that students is deceased (From SESIS for Non-Public School)	Yes	1) Student demographic information specifies that students is deceased (From ATS for Public School, SESIS for Non-Public School)	Yes	Yes
29	REF-106, PLC-314	Reevaluation	Moved out of NYC	SA	0. All	CSE Chairperson or Designee	Only for Non-Public Schools: 1) Student address in demographic information indicates that student moved out of NYC (or) 2) After manually selecting "Moved out of NYC" as a case closing reason, the user must indicate: A) State where the student has moved (Dropdown) B) Out of Country	Yes	1) Student address in demographic information indicates that student moved out of NYC (or) 2) After manually selecting "Moved out of NYC" as a case closing reason, the user must indicate: A) State where the student has moved (Dropdown) B) Out of Country	Yes	Yes
30	PLC-314	Reevaluation	Obtained Full-Time Employment Certificate	SA	0. All	CSE Chairperson or Designee	Only for Non-Public Schools: 1) Selected by the CSE Chairperson (Non-Public School)	Yes	1) Discharge code has been entered in ATS (Public School) (or) 2) Selected by the CSE Chairperson (Non-Public School)	Yes	Yes

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31	PLC-314	Reevaluation	Address Unknown (Authorized by an Attendance Teacher)	SA	0. All	CSE Chairperson or Designee	Only for Non-Public Schools: 1) Selected by the CSE Chairperson (Non-Public School)	Yes	1) Discharge code has been entered in ATS (Public School) (or) 2) Selected by the CSE Chairperson (Non-Public School)	Yes	Yes
32	PLC-314	Reevaluation	Discharged to a College Early Admission Program	SA	0. All	CSE Chairperson or Designee	Only for Non-Public Schools: 1) Selected by the CSE Chairperson (Non-Public School)	Yes	1) Discharge code has been entered in ATS (Public School) (or) 2) Selected by the CSE Chairperson (Non-Public School)	Yes	Yes
33	PLC-314	Reevaluation	Over 21 Years of Age	SA	0. All	CSE Chairperson or Designee	Only for Non-Public Schools: 1) Selected by the CSE Chairperson (Non-Public School)	Yes	1) Discharge code has been entered in ATS (Public School) (or) 2) Selected by the CSE Chairperson (Non-Public School)	Yes	Yes
34	PLC-314	Reevaluation	Entered Military Service	SA	0. All	CSE Chairperson or Designee	Only for Non-Public Schools: 1) Selected by the CSE Chairperson (Non-Public School)	Yes	1) Discharge code has been entered in ATS (Public School) (or) 2) Selected by the CSE Chairperson (Non-Public School)	Yes	Yes
35	PLC-314	Reevaluation	Voluntary Withdrawal or Discharge after 20 consecutive days of non-attendance	SA	0. All	CSE Chairperson or Designee	Only for Non-Public Schools: 1) Selected by the CSE Chairperson (Non-Public School)	Yes	1) Discharge code has been entered in ATS (Public School) (or) 2) Selected by the CSE Chairperson (Non-Public School)	Yes	Yes
36	PLC-314	Reevaluation	Received High School IEP Diploma (Special Education Only)	SA	0. All	CSE Chairperson or Designee	Only for Non-Public Schools: 1) Selected by the CSE Chairperson (Non-Public School)	Yes	1) Discharge code has been entered in ATS (Public School) (or) 2) Selected by the CSE Chairperson (Non-Public School)	Yes	Yes
37	PLC-314	Reevaluation	Proof of Receipt of High School Diploma	SA	0. All	CSE Chairperson or Designee	Only for Non-Public Schools: 1) Selected by the CSE Chairperson (Non-Public School)	Yes	1) Discharge code has been entered in ATS (Public School) (or) 2) Selected by the CSE Chairperson (Non-Public School)	Yes	Yes
38	PLC-314	Reevaluation	Received Local High School Diploma	SA	0. All	CSE Chairperson or Designee	Only for Non-Public Schools: 1) Selected by the CSE Chairperson (Non-Public School)	Yes	1) Discharge code has been entered in ATS (Public School) (or) 2) Selected by the CSE Chairperson (Non-Public School)	Yes	Yes
39	PLC-314	Reevaluation	Received High School Regents Diploma	SA	0. All	CSE Chairperson or Designee	Only for Non-Public Schools: 1) Selected by the CSE Chairperson (Non-Public School)	Yes	1) Discharge code has been entered in ATS (Public School) (or) 2) Selected by the CSE Chairperson (Non-Public School)	Yes	Yes
40	PLC-314	Reevaluation	Received High School Regents Diploma with Honors	SA	0. All	CSE Chairperson or Designee	Only for Non-Public Schools: 1) Selected by the CSE Chairperson (Non-Public School)	Yes	1) Discharge code has been entered in ATS (Public School) (or) 2) Selected by the CSE Chairperson (Non-Public School)	Yes	Yes

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41	PLC-314	Reevaluation	Received at an Earlier Date a Local Diploma, IEP Diploma or High School Equivalency Diploma	SA	0. All	CSE Chairperson or Designee	Only for Non-Public Schools: 1) Selected by the CSE Chairperson (Non-Public School)	Yes	1) Discharge code has been entered in ATS (Public School) (or) 2) Selected by the CSE Chairperson (Non-Public School)	Yes	Yes
42	PLC-314	Reevaluation	Received High School Equivalency Diploma (GED)	SA	0. All	CSE Chairperson or Designee	Only for Non-Public Schools: 1) Selected by the CSE Chairperson (Non-Public School)	Yes	1) Discharge code has been entered in ATS (Public School) (or) 2) Selected by the CSE Chairperson (Non-Public School)	Yes	Yes
43	PLC-314	Reevaluation	Received High School Advanced Regents Diploma	SA	0. All	CSE Chairperson or Designee	Only for Non-Public Schools: 1) Selected by the CSE Chairperson (Non-Public School)	Yes	1) Discharge code has been entered in ATS (Public School) (or) 2) Selected by the CSE Chairperson (Non-Public School)	Yes	Yes
44	PLC-314	Reevaluation	Received High School Advanced Regents Diploma with Honors	SA	0. All	CSE Chairperson or Designee	Only for Non-Public Schools: 1) Selected by the CSE Chairperson (Non-Public School)	Yes	1) Discharge code has been entered in ATS (Public School) (or) 2) Selected by the CSE Chairperson (Non-Public School)	Yes	Yes
45	Discovery Session	Reevaluation	Parent Revocation of Consent	SA	0. All	Principal, Case Manager, CSE Administrator	1) Upload parent request to revoke consent 2) Notice of Termination of Services was sent 3) Ten days have passed since the Notice of Termination of Services was sent	Yes	1) Upload parent request to revoke consent 2) Notice of Termination of Services was sent 3) Ten days have passed since the Notice of Termination of Services was sent	Yes	Yes
46	REF - 024 , REF- 103	Reevaluation	Withdrawn by Parent	SA	1. Referral	Principal, Case Manager, CSE Administrator	1) Uploaded Parental Withdrawal Letter (and) 2) Only if the Parent made the request for reevaluation	Yes	1) Uploaded Parental Withdrawal Letter (and) 2) Only if the Parent made the request for reevaluation	Yes	No
47	REF - 024	Reevaluation	Withdrawn by Public School Principal	SA	1. Referral	Principal	1) Request for Reevaluation was made by principal 2) Parent has not yet consented 3) Final Notice of Withdrawal from the Evaluation process letter is sent to the parent	No		Yes	No
48	REF - 024	Reevaluation	Withdrawn by CSE Administrator	SA	1. Referral	CSE Administrator	1) Request for Reevaluation was made by CSE Administrator 2) Parent has not yet consented 3) Final Notice of Withdrawal from the Evaluation process letter is sent to the parent	No		Yes	No

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49	REF - 051	Reevaluation	Parent Refused to Consent for Evaluation	SA	1. Referral	Principal, Case Manager, CSE Administrator	1) Outreach has been conducted (and) 2) No parental response 5 days after Notice of Withdrawal has been sent to the parent (or) 3) No parental response 30 days after Initial Referral was sent.	Yes	1) Outreach has been conducted (and) 2) No parental response 5 days after Notice of Withdrawal has been sent to the parent (or) 3) No parental response 30 days after Initial Referral was sent.	Yes	No
50	REF - 126, REF - 089	Reevaluation	Parent did not provide consent for Additional Testing	SA	2. Evaluation	Principal, Case Manager, CSE Administrator	1) Outreach has been conducted and the parent did not provide consent 30 days after Consent for Reevaluation has been sent to the parent (and) 2) Notice of Withdrawal Letter has been sent (or) 3) Event log must show an entry of the parent refusing consent (or) 4) Parent's refusal for Additional Assessment has been uploaded	Yes	Only if Student is Parentally Placed: 1) Outreach has been conducted and the parent did not provide consent 30 days after Consent for Reevaluation has been sent to the parent (and) 2) Notice of Withdrawal Letter has been sent (or) 3) Event log must show an entry of the parent refusing consent (or) 4) Parent's refusal for Additional Assessment has been uploaded	Yes (Only if Parentally Placed). Else, manual	No
51	Design Session	Reevaluation	Parent withdraw consent	SA	2. Evaluation	Principal, Case Manager, CSE Administrator	1) Consent has been received (and) 2) Event log must show an entry of the parent withdrawing consent or uploaded letter from the parent (and) 3) Notice of Withdrawal Letter from the Evaluation Process has been sent	Yes	1) Consent has been received (and) 2) Event log must show an entry of the parent withdrawing consent or uploaded letter from the parent (and) 3) Notice of Withdrawal Letter from the Evaluation Process has been sent	Yes	No
52	IEP -113	Reevaluation	Student not eligible	SA	3. IEP	Principal, Case Manager, CSE Administrator	1) IEP document has been finalized and indicates that the student is not eligible for Special Education Services	Yes	1) IEP document has been finalized and indicates that the student is not eligible for Special Education Services	Yes	Yes