**Utilizing the checkbox:**

**“Reset Pre-Referral Planning, Evaluation Process, and IEP Process status at midnight”**

This document outlines the data elements that can be cleared or reset after a Final IEP is created and saved in the Indiana IEP system.

After an IEP is finalized, no data is cleared out of the workspace. Data can be reset or cleared when the user goes back to the IEP Process and selects a new Meeting Purpose.

* IEP Process
* Meeting Purpose
* If the meeting purpose is Annual, Revise IEP, or Revision without Parent Present, a check box will appear with the following statement **“Reset Pre-Referral Planning, Evaluation Process, and IEP Process status at midnight”**

When you check the box off and save, at midnight the data listed below will clear.

1. If Annual is selected as a purpose:
	1. Clear out meeting dates on Schedule CCC Meeting Info Page
	2. Clear out IEP begin date and end date
	3. Clear out Invitees from CCC Meeting info Page
	4. Clear out all green check marks
	5. Clear out all dates for goals and services
		1. Add ROC that dates must be within IEP dates
	6. On transition page clear out the text box labeled “Document the review / discussion that occurred to determine that the goals listed above are appropriate and measurable”
	7. Clear all notes
2. If Revise IEP or Revision without Parent Present is selected as a purpose:
	1. Clear out meeting dates on Schedule CCC Meeting Info Page
	2. Clear out IEP begin date
	3. Clear out all green check marks