

2019-20 Middle School Beginning of the Year Exit Guide

STATUS TAG	SCENARIO	CHECK ENROLLMENT HISTORY FIRST!	NO SHOW OPTIONS BOX
N – No Show	Student completed the 2018-19 school year at YOUR school site but will now attend ANOTHER SCHOOL for the 2019-20 school year <i>(This should only be used for current 8th graders or retained 7th graders)</i>	<u>Must have</u> 2018-19 enrollment history at your school	Drop the following: Check all boxes Summer Withdrawal Reason: 160 CA School 180 Private School 200 US School (Not CA) 240 Foreign Country Student Leave Date: 05/29/2018
P – Pre-enrolled; Never attended	Student rolled into <u>or</u> registered at your school to begin the 2019-20 school year but will NO LONGER attend <i>OR</i> Student is in your database due to a district transfer to begin the 2019-20 school year but will NO LONGER attend	Has <u>NO</u> enrollment history at YOUR school for 2019-20	Drop the following: Check all boxes Summer Withdrawal Reason: 470 Pre-enrolled, but never attended 180 Private School 200 US School (Not CA) 240 Foreign Country 7th grade Student Leave Date: 8/9/2019 8th grade Student Leave Date: 8/12/2019
			<i>NOTE for Pre-enrolled; Never Attended students: If the school year has already started, use the School Enter Date from the student's 1st page in Aeries as their Leave Date</i>
I – Inactive	Student attended YOUR school for any amount of time during the 2019-20 school year and then exited	<u>Must have</u> 2019-20 enrollment at your school	Effective Date: Use last day of physical attendance Withdrawal Reason: Use most appropriate reason
ENROLLMENT TRACKING FORM: FOR ALL SCENARIOS, PLEASE BE SURE TO UPDATE THIS FORM WITH STUDENT NEXT SCHOOL INFORMATION			