

Exit Reason Discrepancy (ERD) Guidelines

Warning Type	Definition	Responsible
A	Completer Re-Enrolled – Student is coded as completing CA K-12 education but has been re-enrolled in a CA K-12 school. This indicates a potential SSID assignment error.	School/Technology Services
B	Dropout Re-enrolled – Student is coded as a dropout student but has re-enrolled in another CA K-12 school. This indicates either an SSID assignment error or a re-enrolled dropout.	Technology Services
C	Potential Dropout – Student has not enrolled in another K-12 public school by the reports “As of” Date. This indicates a possible dropout.	School

Schools/Technology Services – work together to resolve **Warning Type A** errors.

Technology Services – monitor, evaluate, and resolve all **Warning Type B** errors.

Schools – monitor, evaluate, and resolve **Warning Type C** errors on the **CALPADS 10.1 Exit Reason Discrepancy (ERD) Anomalies** report for their individual school(s).

Technology Services will contact the school(s) regarding students with an exit date that is 45 days or greater from the date the **CALPADS 10.1 Exit Reason Discrepancy (ERD) Anomalies** report was run; however, **PRIOR** to Technology Services making contact with the school site, the following action will be taken.

- Review the student’s **Enrollment Tracking form** in Aeries to see if the students CUM was sent to another school/district.
- If the **Enrollment Tracking form** indicates the record(s) has been sent to: a **private school, out of state, or out of the country**, Technology Services will update the exit code, changing it from a **160 – Transfer CA Public School** to the appropriate exit code.

**** Although Technology Services will change the exit code upon review of the students Enrollment Tracking Form, it is important for the site to remember to update/change the exit code(s) in Aeries upon notification of the request for records, as it is their responsibility.**

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- Search the CALPADS database based on student demographic data (*i.e., First Name, Last Name, and/or Birthdate*).

If no evidence is found that the student is enrolled in another CA Public school on CALPADS, Technology Services will email the school site(s) requesting the student's exit reason code be changed from **160 – Transfer CA Public School** to the appropriate dropout code of **140 – Truant, Next school unknown** (students under 18) or **400 – Other or Unknown** (students 18 and over) (*see CDE/RUSD Exit/Withdrawal Code doc for exit codes and descriptions*).

It is the site's responsibility to try and contact the parent/guardian of the student to resolve the students' whereabouts.