



Adult Ed. Program Exit and Confirmation for Information (CBEDS) Day

The student's Adult Ed. Program enrollment *must* always be verified on the subsequent CBEDS Day (Information Day) with the Adult Ed. School in order to use the 260 - exit code.

Use the CALPADS - 8.1a Snapshot – Student Profile Exits List report for a complete listing of the students that were exited from your school site with a **260 - (Left Verified in Adult Ed. Program)** exit/withdrawal code after the previous Information (CBEDS) Day. *For example, to confirm Adult Ed. Program exits for the October 2019 Information (CBEDS) Day, use date range: 10/03/2018 – 10/01/2019.*

There are three different scenarios regarding Adult Ed. Program Exit and Confirmation presented in this document:

Scenario 1: A student exits (withdraws) during the school year informing the school site that they will be enrolling in an Adult Education Program.

The school site exits the student with a **260 - (Left Verified in Adult Ed. Program)** exit/withdrawal code.

The school site is then responsible for confirming that the student is enrolled in the Adult Ed. Program on CBEDS Day.

- If the site is **ABLE** to confirm the student's enrollment on CBEDS Day, the exit code of **260 - (Left Verified in Adult Ed. Program)** exit/withdrawal code can remain as is.
- If the site is **UNABLE** to confirm the student's enrollment on CBEDS Day, the exit code **must** be updated to **140 – Truant, Next School Unknown (students under 18) or 400 – Other or Unknown (students 18 and over)** in the previous year.
- If the student received some type of Graduate/Completer status change during their enrollment in the Adult Ed. program, i.e. - GED, CHSPE, or Adult Ed. Diploma, sites **must** update the student's **Completion Status Code** (Student Data 2 STU) in the appropriate school year.
 - **IF** the status change occurred on or before August 15th, the **Completion Status Code** and **Date must** be updated in the previous school year.
 - **IF** the Graduate/Completer status change occurred on or after August 16th, the **Completion Status Code** and **Date must** be updated in the current school year. If the student is not enrolled in the current school year, then sites will need to open a work order to have the student **added** to the current school year database.

****Open a work order to report any changes made in Aeries and, also to request an update be made to CALPADS.**

Scenario 2: A student completed four years of high school with a Graduate Status Code of 360 - (Non-Grad). The school site has verified that the student is enrolled in an Adult Ed. program.

The site must:

- Remove the **Completion Status Code** of 360 - (Non-Grad) and the **Completion Status Date**.
 - Populate the **End of Year Status** field with exit code of 260 - (Left Verified in Adult Ed. Program).
- If the student's enrollment in an Adult Ed. program **cannot** be verified, the school **must** leave the **Completion Status Code** of 360 - (Non-Grad) and the **Completion Status Date** as is.

Scenario 3: A student completed school with a Completion Status Code of 360 - (Non-Grad) and has since provided proof to the school site that they've met the high school graduation requirements:

The site must:

- If the date that the requirements were met is **on or before** August 15th, then, **in the previous school year**, the school site **must** change the student's **Completion Status Code** from a 360 - (Non-Grad) to the new **Completion Status Code** of 100 - (Graduated) and add the date noted on the validation of proof in the **Completion Status Date** field.
- If the date the requirements were met is **after** August 15th, the school site will need to put in a work order to have the student added to the current school year. Once the student has been added by **TS**, the site **must** code the student with a **Completion Status Code** of 100 - (Graduated) and update the **Completion Status Date** with the date that is noted on the validation of proof.
 - Also, in the previous school year, remove the 360 - (Non-Grad) **Completion Status Code** and the **Completion Status Date**.

In ALL Instances:

- The **Enrollment Tracking** table in Aeries **must** be updated with the name of the Adult Ed. Program/School the student is enrolled.
- The user **must open a work order** if any changes have been made to Aeries and also to have the graduation and/or exit code updated on **CALPADS** by Technology Services.