



## 2014-2015 CDE/RUSD Exit Withdrawal Code Descriptions

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### **Purpose and Use of Data**

The purpose of this document is to provide guidance to school district staff to use when utilizing the exit/withdrawal code to report students that are leaving a school. This document also provides information about the codes to be used by grade level, as well as information about how the various exit/withdrawal codes will be grouped for state and federal reporting purposes. Once statewide longitudinal outcome data for students that leave the educational system are available, a variety of cohort longitudinal graduation, completer, and dropout rates will be calculated including on-time (four-year) high school graduation, completer, and dropout rates.

### **Definitions**

#### **Dropout**

In order to define a dropout, California uses the dropout criteria used in state reporting for the Common Core of Data (CCD) developed by the National Center for Education Statistics (NCES), U.S. Department of Education. The CCD definition determines whether an individual is a dropout by his or her enrollment status at the beginning of the school year (the same day reflected in the enrollment count).

#### **Graduate**

Graduates are diploma recipients who are awarded a high school diploma or a diploma that recognizes some higher level of academic achievement. They can be thought of as students who meet or exceed the coursework and performance standards for high school completion established by the state and local educational agencies.

#### **Completer**

High school completers receive a certificate of attendance or some other credential in lieu of a diploma. Students awarded this credential typically meet requirements that differ from those for a high school diploma. Both General Educational Development (GED) and California High School Proficiency Exam (CHSPE) passers are considered to be completers. High school graduates are also completers.

Code	Code Description	Dropout	Graduate	Completer	Definition/Notes
125	<b>Special Ed Exit, (Prior Completer)</b> <i>(Secondary School use only)</i>	No	No	No	Student exited a special education transition program and was previously reported as receiving a Special Education certificate of completion, passing the California High School Proficiency Examination (CHSPE), or passing the General Educational Development (GED) test.
130	<b>Deceased</b>	No	No	No	Student died while enrolled in school or student completed the school year, was expected to return, and died during the summer break.
140	<b>Left – Next School Unknown (<i>Truant</i>)</b> <i>(Primary Schools: DO NOT USE. For Truant students use Exit Code 450- Grade K-6 Withdrawal.)</i>	Yes	No	No	Student withdrew from/left school, and the local educational agency is certifying that after taking the following truancy intervention steps, there is no evidence the student is in an academic program toward a diploma or its equivalent:  <ol style="list-style-type: none"> <li>1) When a pupil between the ages of 6 and 18 (inclusive) accumulates three absences of more than 30 minutes each without a valid excuse in one school year, the school district shall notify the pupil's parent or guardian by the notice required in Education Code Section 48260.5.</li> <li>2) After continued absences without a valid excuse following the notice, an appropriate district officer or employee shall make a conscientious effort to hold at least one conference with the parent or guardian and pupil as required in Education Code Section 48262.</li> <li>3) If it appears upon investigation that any parent, guardian, or other person having control or charge of the child is violating any of the provisions of California's compulsory education law, then the case should be referred to a school attendance review board (SARB) pursuant to Education code Section 48291</li> </ol>
160	<b>Moved – Verified in other CA Public School (Not Another Code)</b>	No	No	No	Student withdrew from/left school and transferred to another California public school (within or outside district). Transfers that are a result of referrals made by a school or district are to be coded as 165 or 167 as appropriate. The district has acceptable documentation for this transfer.
165	<b>Transfer due to Court Order or Severe Discipline</b>	No	No	No	The student was withdrawn from one school due to specified disciplinary reasons, and transferred to another school (within

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165 (cont.)					<p>or outside the district). The district has acceptable documentation of this transfer.  <i>The specified disciplinary reasons include: referral by a juvenile court judge or other correctional or judicial official; or expulsions pursuant to Education Code Section 48915 (a), (b), or (c) and where the student is known to be enrolled in another institution.</i></p> <p>Do <b>NOT</b> use this code if:</p> <ul style="list-style-type: none"> <li>• student is expelled and referred to an alternative education program for disciplinary reasons other than those specified in Education Code Section 48915 (a), (b), or (c). <b>(use 167 [TransAltSchlPgm])</b></li> <li>• an expelled student is <b>NOT</b> known to be enrolled in another institution (use <b>300 – Expelled No Known Enrollment</b>)</li> <li>• a truant student has not been attending and has been referred for truancy intervention (use <b>140 – Next School Unknown <u>Truant</u></b>)</li> <li>• a student is transferred due to school/district referrals approved by the parent/guardian for non-disciplinary reasons (<b>167 – Alt Ed or Independent Study Transfer (non-discipline)</b>)</li> <li>• a student is transferred voluntarily, without a referral and for non-disciplinary reasons. (160 - Transfer CASchl <b>Regular</b>)</li> </ul>
167	<b>Transfer Alternative Schl Program (non-discipline)</b>	No	No	No	<p>The student was referred by school and/or school district to enroll in an alternative education school or voluntarily transferred to an independent study program in another school in the same district or in a different district for one of the following reasons:</p> <ul style="list-style-type: none"> <li>• The student was referred or voluntarily transferred to an alternative education school, or an independent study program for non-disciplinary reasons.</li> <li>• The student was referred by the school and/or school district to withdraw from/leave school and transfer to an</li> </ul>

Code	Code Description	Dropout	Graduate	Completer	Definition/Notes
167 (cont.)					<p>alternative education school or to a non-alternative education school independent study program for any disciplinary reason except those specified in 165</p> <p>Do <b>NOT</b> use this code for:</p> <ul style="list-style-type: none"> <li>interdistrict transfers (i.e., formal agreement pursuant to Education Code Section 46600, NCLB public school choice-program improvement, NCLB public school choice-persistently dangerous, district of choice transfers pursuant to Education Code Section 48313)</li> <li>students who are referred to an alternative education school or independent study program for disciplinary reasons by a juvenile court judge or other correctional or judicial officer or who are expelled pursuant to Education Code Section 48915 (a),(b), or (c). (Use 165)</li> </ul>
180	<b>Moved – Verified in CA Private School</b>	No	No	No	Student withdrew from/left school and the district has received acceptable documentation of enrollment in a private school in California.
200	<b>Moved – Verified in US District or School (Outside CA)</b> <i>(Use this code for students who transfer to U.S. territories.)</i>	No	No	No	Student withdrew from/left school and the district has received acceptable documentation of enrollment in another public or private <b>U.S.</b> school outside California.
230	<b>Completer Exit – (Finished Highest Grade)</b>	This depends on the School Completion Status element	This depends on the School Completion Status element	This depends on the School Completion Status element	<p>Student left school after completing their academic program at this school, whether or not the completion resulted in high school graduation. This includes students who fail CAHSEE, who graduate with CAHSEE waivers, or who reach the maximum age for high school but don't have enough credits to graduate.</p> <p><b><i>(This code must be accompanied with a School Completion Status.)</i></b></p> <p><b><i>***Please see Completer/Graduate document for these completer codes***</i></b></p>
240	<b>Moved – Foreign Country</b> <i>(Do not use this code for students who transfer to U.S. territories. Instead use code 200.)</i>	No	No	No	Student withdrew from/left school to move to another country

Code	Code Description	Dropout	Graduate	Completer	Definition/Notes
260	<b>Left – Verified in Adult Ed. Program</b> <i>(Enrollment in an adult education program must be verified as of information day in order to use this code. Student must also be 16 or older and reported in grade 7-12, US, or AD to use this code.)</i>	No	No	No	Student withdrew from/left school to enroll in an adult education program and there is evidence that the student is in attendance and is working toward the completion of a GED certificate, CAHSEE preparation courses, or high school diploma through an adult education program.
270	<b>Left – Unverified in Adult Ed. Program (or withdrew from)</b> <i>(Also used when a student's enrollment in an adult education program cannot be verified on information day. Student must also be 16 or older and reported in grade 7-12, US, or AD to use this code.)</i>	Yes	No	No	Student withdrew from/left school to enroll in an adult education program in order to obtain a GED certificate or high school diploma, but subsequently dropped out of the adult education program. <b>Note:</b> This code is to be used by the last secondary (non-adult education) school attended.
280	<b>Left – Verified in Post-Secondary Instruction (College transfer)</b>	No	No	No	Student withdrew from/left school and the district has received acceptable documentation that the student is enrolled in college, working toward an Associate or Bachelor's degree or taking CAHSEE preparation courses.
300	<b>Expelled (w/ no further academic program)</b>	Yes	No	No	Student left school after being expelled, was subsequently referred to another educational service institution, but never showed up and attempts to locate the student were unsuccessful.
310	<b>Hospitalized – (transfer to health care facility)</b> <i>(Does not include pregnancy.)</i>	No	No	No	Student withdrew from/left school and entered a health care facility.
370	<b>Entered Institution/Military <u>in</u> Diploma Program</b> <i>(Does <u>not</u> include the following types of schools: Community Day, Continuation, Juvenile Hall, California Youth Authority, and Alternative School of Choice The "justice system" in the code description is considered prison or jail.)</i>	No	No	No	Student withdrew from/left school and entered an institution that is not primarily academic (military, job corps, justice system, etc.) and <b>is in</b> a secondary program leading toward a high school diploma.
380	<b>Entered Institution/Military <u>not in</u> Diploma Program</b>	Yes	No	No	Student withdrew from/left school and entered an institution that is not primarily academic (military, job corps, justice system, etc.) and <b>is not in</b> a secondary program leading toward a high school diploma.

Code	Code Description	Dropout	Graduate	Completer	Definition/Notes
400	<b>Other or Unknown</b> <i>(Primary Schools: DO NOT USE. For Truant students use Exit Code 450- Grade K-6 Withdrawal.)</i>	Yes	No	No	The student withdrew from/left school for reasons that cannot be determined or for reasons other than those described in the CDE/RUSD Exit/Withdrawal Codes Descriptions document. <b><i>DO NOT</i></b> use this code for students who were referred for truancy intervention, as outlined in <b>140 Left – Next School Unknown Truant</b> .
410	<b>Left – Medical Reasons</b> <i>(If the student entered a health facility, use code 310. This code is to be used for serious long term medical reason (does not include pregnancy).)</i>	No	No	No	Student withdrew from/left school due to medical reasons.
450	<b>Grade K-6 Withdrawal</b> <i>(Includes Infant and PS. Also accommodates No Shows in PS-6<sup>th</sup>)</i>	No	No	No	Infant or students in pre-kindergarten through grade six or ungraded elementary exited/withdrew from school or the student exited school during a temporary break such as summer vacation or year-round intersession, but was expected to return to the same school after the break.
460	<b>Home school – non affiliated</b> <i>(Do not use for students in private schools (those schools that submit a private school affidavit) or for students in Independent study programs through public school districts.)</i>	No	No	No	Student withdrew from/left school for a home school setting not affiliated with a private school or independent study program at a public school.
470	<b>Pre-Enrolled, but never attended</b> <i>(Students that matriculate to their feeder school, i.e. Elem. to MS or MS to HS, and the student does not show, the site can give the student a 470 exit code.)</i>	No	No	No	Student was exited after failing to either return to the same school after a summer or intersession break or failing to show up after pre-enrolling in a school which they had not previously attended.