

Before we get started...

During the webinar, participants are encouraged to ask questions by typing in the question box.

A follow-up email will be sent to all participants and will include the link to the recording and survey. The follow-up e-mail will also address any follow outstanding items or questions from the webinar.



Entry and Exit Code Changes

Support Webinar

July 2014



OSSE Office of Data Management



Agenda

- A. Purpose and Problem Statement
- B. Overview of Changes to Entry and Exit Codes
 - 1) Stage 4 Registration Code and New Entry Codes
 - 2) New Exit Codes
 - 3) Guidance for Students with Disabilities
 - 4) Guidance for the Adjusted Cohort Graduation Rate
 - 5) Guidance for the Federal Event Dropout Rate
- C. Resources for Improvement in Data Quality
- D. Reminders and Announcements



Overview of Changes to Entry and Exit Codes

Changes Effective
July 1, 2014

Purpose and Problem Statement: Entry and Exit Codes

Why change Entry and Exit Codes?

- Entry and Exit Codes are IMPORTANT! They are used to:
 - Derive enrollment counts and inform funding to ensure adequate resources
 - Track student movement and ensure timely service delivery
 - Fulfill several federal reporting requirements, including:
 - Indicator 2 of the IDEA APR (graduation and dropout data for students w/ and w/o disabilities)
 - Adjusted Cohort Graduation Rate
 - Federal Event Status Dropout Rate
 - Determine the status of disengaged youth for the OSSE REC
- Feedback from LEAs indicated that the previous entry and exit codes were too numerous, unclear and difficult to use
- Analysis of Entry and Exit Code data revealed numerous inaccuracies as well as missing data

Overview of Changes to Entry and Exit Codes

	ORIGINAL TOTAL	ADDED	SPLITS	MERGES	DISCONTINUED	NEW TOTAL
Entry Codes	21	1	0	12 → 4	3	11
Exit Codes	36	1	2 → 6	7 → 2	7	29
All Codes	56	2	2 → 6	19 → 6	10	40

- Overall, there are fewer entry and exit codes
- Entry and Exit Codes are now divided into “buckets” with the same three leading numbers
 - E.g., 181X are continuation or transfer codes; 194X are exits from the state system
- Most changes to Entry and Exit Codes entail “merges” – one code replacing several previous codes
 - In these instances, LEAs are asked to map the old codes to the new code

Overview of Changes to Entry and Exit Codes

Split Exit Codes

- In a few instances, previous exit codes will be “split” – more than one code will replace on old code (explain why)
 - In these instances, LEAs will have to completely resign the old code and create new codes for use
 - To aid in this transition, OSSE will provide technical assistance to LEAs to help them update their SIS
 - Old codes will no longer be accepted by OSSE; manual data collections will take place for LEAs that are unable to transition their SIS in time for SY2014-2015

Note: Given new requirements for documentation of the Adjusted Cohort Graduation Rate and the Event Dropout Rate, this should not entail more work for LEAs



Stage 4 Registration Code and New Entry Codes

Changes Effective
July 1, 2014

Stage 4 Registration Code and New Entry Codes

The 6 Stages of Enrollment

Stage	Description	Entry Code to Use
Stage 1	Application by student to attend the school;	None
Stage 2	Acceptance and notification of an available slot to the student by the school	None
Stage 3	Acceptance of the offered slot by the student (signified by completion of enrollment forms and parent signature on a “letter of enrollment agreement form	None
Stage 4	Registration of the student in the Student Information System (SIS) by school upon receipt of required enrollment forms and letter of enrollment agreement	1800
Stage 5	Receipt of educational services, which are deemed to begin on the first official school day	1810-1873
Stage 6	The LEA’s obligation to determine eligibility for special education services or to provide special education services on an existing IEP is triggered upon completion of registration. This is the same date as stage 4; <i>no additional information is required.</i>	n/a

Stage 4 Registration Code and New Entry Codes

Code 1800: Stage 4 Registration

- Stage 4 registration should be completed when the student or student's family has completed all enrollment paperwork, thereby completing the registration process.
- On July 1st, the LEA will assume responsibility of the student from his/her previous LEA. The LEA must then request the student from the previous LEA using the OSSE Support Tool.
 - If the student has an existing IEP, the LEA assumes responsibility for providing services in accordance with the IEP and with IDEA Child Find requirements.
- Once the student has been in attendance at the LEA, Stage 5 registration should be completed and the student should be given a permanent Entry Code: 1810-1873.

Stage 4 Registration Code and New Entry Codes

New Entry Codes

ALL ENTRY CODES			
CODE	CATEGORY	CODE NAME	GUIDANCE
CONTINUATION AND TRANSFER CODES			
1810	Continuing	Continuing education in the same school with no interruption in schooling	Previously 1835
1811	Transfer	Transfer from a public school in the same local education agency	Previously 1821
1812	Transfer	Transfer from a public school in a different local education agency in the same state	Previously 1822
ORIGINAL ENTRY CODES			
1850	Original Entry	Original entry into a United States school; previously living in the United States	Previously 1838
1851	Original Entry	Original entry into a United States school from a foreign country; prior schooling in a foreign country	Combines 1830, 1839
1852	Original Entry	Original entry into a United States school from a foreign country; no prior schooling in a foreign country	Previously 1840
ENTRY CODES			
1870	Entry	Entry from a different state; entered from home-schooling or a public, private, or online diploma-granting school in a different state	Combines 1823, 1826, 1829
1871	Entry	Entry from home schooling in the same state	Previously 1833
1872	Entry	Entry from a private school in the same state	Combines 1824, 1825, 1827, 1828
1873	Entry	Entry after an interruption in schooling (voluntary or involuntary)	Combines 1831, 1836, 1837



New Exit Codes

Changes Effective
July 1, 2014

New Exit Codes

Summary

- 2020-2023: Credential Codes
- 2000-2002: End of Year Codes
- 2040-2043: Transfer Codes
- 1940-1944: Exit From State Public School System Codes
 - These codes result in removal from the Adjusted Cohort
- 1960-1966: Discharge Codes
- 1980-1984: Disengagement Codes
 - Both Discharge and Disengagement codes may result in student designation of “dropout”

New Exit Codes

ALL EXIT CODES			Guidance	Remains in SEDS?	Dropout?	Cohort?
CREDENTIAL CODES						
2020	Credential	Graduated with regular, advanced, International Baccalaureate, or external degree program (EDP) diploma	Previously 1921	No	No	Yes- Grad
2021	Credential	Completed with a state-recognized equivalency certificate (GED)	Previously 3509	No	No	Yes
2022	Credential	Received an IDEA certificate of attendance or completion	New Code	No	No	Yes
2023	Credential	Received a technical certification or nationally- or state-recognized vocational education certification	Previously 3501	No	Yes	Yes
END OF YEAR CODES						
2000	Year End	Promoted within the same school and LEA to the next grade level	No change	Yes	No	Yes
2001	Year End	Retained within the same school and LEA at the previous grade level	No change	Yes	No	Yes
2002	Year End	Student successfully completed the last grade offered by school of origin and transferred to another public school in the same state	Previously 1920	Yes	No	Yes

New Exit Codes

ALL EXIT CODES			Guidance	Remains in SEDS?	Dropout?	Cohort?
TRANSFER CODES						
2040	Transfer	Transferred to a different public school within the same local education agency	Previously 1907	Yes	No*	Yes
2041	Transfer	Transferred to a public school in a different local education agency in the same state	Previously 1908	Yes	No*	Yes
2042	Transfer	Student is no longer physically present in school but remains enrolled in the same local education agency and is receiving educational services	Previously 3499	Yes	No*	Yes
2043	Transfer	Transferred to DYRS or other educational program that is part of the juvenile justice system	New; split from 1917	Yes	No*	Yes
EXIT FROM STATE PUBLIC SCHOOL SYSTEM CODES – Removal from the Adjusted Cohort						
1940	Exited	Exited state; exited to home-schooling or a public, private, or online diploma-granting school in a different state	Combines 1909, 1912, 1915	No	No*	No*
1941	Exited	Exited to a school outside of the United States	Previously 1916	No	No*	No*
1942	Exited	Exited the DC public school system to be home-schooled in the same state	Previously 1918	Yes	No*	No*
1943	Exited	Exited the DC public school system to attend a private school in the same state	Combines 1910, 1911, 1913, 1914	No	No*	No*
1944	Exited	Died or is permanently incapacitated	Previously 1923	No	No*	No*

New Exit Codes

ALL EXIT CODES			Guidance	Remains in SEDS?	Dropout?	Cohort?
DISCHARGE CODES						
1960	Discharge	Withdrawn from school, under age for compulsory attendance (age 5); eligible to seek re-enrollment	Previously 3504	No	No	N/A
1961	Discharge	Withdrawn from school due to documented severe physical or mental illness, including residential drug treatment and care from a mental institution; eligible to seek re-enrollment	Previously 1924 or 1917	Yes	No*	Yes
1962	Discharge	Withdrawn due to reaching the maximum compulsory attendance age or maximum age for services (aged 18 and older for traditional students and aged 22 and older for special education students) OR because student will reach the maximum age for services before completion of school is possible	Previously 1926	No	Yes	Yes
1963	Discharge	Withdrawn for ineligibility reasons (e.g., residency, immunizations), eligible to seek re-enrollment	New; split from 3502	No	If enrolled previously	If enrolled previously
1964	Discharge	Withdrawn due to LEA policy related to absenteeism or truancy	New; split from 3502	No	Yes	Yes
1965	Discharge	Withdrawn for disciplinary reasons other than expulsion, truancy or absenteeism	New; split from 3502	No	Yes	Yes
1966	Discharge	Expelled for disciplinary reasons	Previously 1925	Yes	Yes	Yes

New Exit Codes

ALL EXIT CODES			Guidance	Remains in SEDS ?	Dropout?	Cohort?
DISENGAGEMENT CODES						
1980	Disengagement	Student voluntarily discontinued schooling and is under the maximum age for compulsory attendance	Previously 1927	Yes	Yes	Yes
1981	Disengagement	Completed grade 12, but did not meet all graduation requirements and voluntarily discontinued schooling	Previously 1928	Yes	Yes	Yes
1982	Disengagement	Left the DC public school system to attend a vocational, GED, online or other adult educational or training program that is not part of the DC public school system	Previously 3500	Yes	Yes	Yes
1983	Disengagement	Exited to an institution that is not administered or tracked by the DC public school system (e.g., military, DC Jail, Department of Corrections, Court Social Services, etc.)	New; 1917 split into 1961, 1983 and 2043	No	Yes	Yes
1984	Disengagement	Not enrolled; LEA has performed due diligence; status unknown	Previously 1931	Yes	Yes, unless evidence of a “no show” is provided*	Yes, unless evidence of a “no show” is provided*



Guidance for Students with Disabilities

Guidance for Students with Disabilities

- **Expectations of LEAs:** Once a student no longer attends a school, the LEA and school should continue to keep documented evidence of each withdrawal and any communications associated with attempts to contact the parent.
- OSSE's LEA Data Management Policy, issued in January 2011, requires receiving LEAs to update the records of transferring students within ten (10) business days of the student's transfer from another LEA within or outside the state.
- **Truancy Implications:** In the case that a child with an IEP is not withdrawn by the parent and the LEA does not know the whereabouts of the child, it is expected that LEAs adhere to the following truancy guidelines:
 - Make reasonable attempts to reach the parent using multiple methods on multiple dates
 - Issue prior written notice (PWN) that: 1) details the contact attempts made (dates, types and modalities); 2) denotes that as a result of being unable to make contact with the parent, the child will be withdrawn from the school and individualized education program; and 3) indicates that the parent has a right to pursue reenrollment and special education services at any time in the future
 - The PWN should be faxed into the student's record in SEDS
 - The appropriate exit code should be entered in the student information system

Guidance for Students with Disabilities

- **Exited from Special Education** The maximum age through which a student is eligible to receive services is the semester they turn 22.
- **Use of OSSE Reports:** The OSSE has developed various reports in the SEDS Reports Tab of the Student Longitudinal Educational Database (SLED) that allow LEA users to identify those students that have been exited from general education but remain on the LEA's SEDS roster. Please email sled.info@dc.gov for additional information, training, and access to this and other special education reports.
- **Exit Code Treatment:** Certain exit codes will be recognized by the OSSE but will not result in inactivating the student's status in SEDS. For these exit codes, the LEA is responsible for continuing to provide special education services. Please see the "Quick Reference" in the Entry and Exit Guidance to determine those exit codes that will cause a student to remain active on the SEDS roster despite being exited from the general education roster.



Guidance for the Adjusted Cohort Graduation Rate

Guidance for the Adjusted Cohort Graduation Rate

- Only “Exit from State or Public School System” codes (1940-1944) may remove a student from the Adjusted Cohort.
- **Official written documentation** of all exits from the state or public school system must be provided to OSSE.
 - Acceptable documentation includes:
 1. Request for students records from the *receiving* public or private high school;
 2. Request for student records from an educational program that culminates in a regular high school diploma; **or**
 3. Written record of a response from an official in the receiving school or program acknowledging the student’s enrollment.
- All documentation must be on the **letterhead** of the receiving school or program OR must include an **official stamp** of the receiving school or program
 - The official OSSE “Verification of Student Enrollment” form may be used for verification purposes.
 - An LEA or school may also use its own form; however, this form must contain all of the data elements on the OSSE Verification of Student Enrollment form.

Guidance for the Adjusted Cohort Graduation Rate

- Transfers to another LEA within the state must be confirmed by the receiving LEA; if a transfer does not appear in the SLED system, it is the responsibility of the sending LEA to verify the transfer.
- Any student who does not have a verified exit that results in an exit from the state or DC public school system will remain in the Adjusted Cohort, including students who:
 - Enroll in a GED program or other adult educational or other training program that does not result in the award of a high school diploma;
 - Withdraw from school for school for illness;
 - Withdraw or are withdrawn from school for disciplinary reasons, or are expelled;
 - Reach the maximum age for services;
 - Exit to an institution that is not administered or tracked by the DC school system; or
 - Drop out or leave school for any other reason.



Guidance for the Federal Event Dropout Rate

Guidance for the Federal Event Dropout Rate

Dropout?	Code Description	OSSE CODES
Yes	All instances in which the student discontinued schooling at a DC public or public charter school without receiving a diploma or certification, regardless of age.	1962, 1980, 1981, 1982, 1985, 1986, 2023
Yes	Left the DC public school system to attend a vocational, GED, online or other adult educational or training program that is not part of the DC public school system.	1982
Yes	Exited to an institution that is not administered or tracked by the DC public school system (e.g., military, DC Jail, Department of Corrections, Court Social Services, etc.).	1983
Yes	Not enrolled; LEA has performed due diligence; status unknown.	1984
Yes	Withdrawn for ineligibility reasons (e.g., residency, immunizations), eligible to seek re-enrollment.	1963; if enrolled previously
Yes	Withdrawn due to LEA policy related to absenteeism or truancy.	1964
Yes	Withdrawn for disciplinary reasons other than expulsion, truancy or absenteeism (e.g., pending a disciplinary hearing that could result in expulsion).	1965
Yes	Expelled for disciplinary reasons; Note: Students who are temporarily suspended or expelled with the option to return should not be exited from the LEA roster.	1966
Yes	Withdrawn due to physical or mental illness, no documentation.	1961, if proper documentation is not provided
Yes	Exited state or state public school system; no documentation of enrollment in another state.	1940, 1942, 1943 if proper documentation is not provided
Yes	Transferred within the state; no documentation of enrollment (transfers to another LEA within the state must be confirmed by the receiving LEA. If a transfer does not appear in the SLED system, it is the responsibility of the sending LEA to verify the transfer.	2040, 2041, 2042, 2043 if proper documentation is not provided



Resources for Improvement in Data Quality

Guidance Documents

Error Reports

Student Transfer Records

On-site Technical Assistance

Guidance Documents

- The official “Entry and Exit Guidance” can be found online at www.osse.dc.gov/service/entry-codes-exit_codes-and-enrollment

Error Reports

- During SY2014-2015, OSSE will provide periodic error reports for Entry and Exit codes.
- Error reports will notify LEAs of:
 - Missing Entry and Exit Codes
 - Instances where Entry and Exit Codes conflict with SLED data
 - Student status (e.g., in cohort, exited cohort, dropout, etc.) to alert LEAs of instances when documentation may be missing or insufficient

Error Reports: Example

SLED DC STATEWIDE LONGITUDINAL EDUCATION DATA SYSTEM

SLED State OSSE: DCGOV\sheneee.akinmolayan
[Logout](#)

[Refresh Explorer](#)

[Hide](#)

- OSSE
 - SEDS Reports
 - Performance and Management
 - Events Not Transferred
 - LEA Performance and Planning Report
 - LEA Performance and Planning Summary
 - Student Exited GenEd Remain in SPED**
 - Students in SEDS not in STARS
 - Students in SEDS not in Proactive
 - Enrollment And Attendance
 - LEA Roster Planning Report
 - Nonpublic Placement Report
 - Enrollment Report Ages 3-6
 - ESY Roster Report
 - C To B Transition Tracking Report
 - Nonpublic Transition Report
 - Transportation Roster Report
 - Enrollment History Report
 - Student Level Analysis
 - Special Education Roster Report
 - Student Special Education Events

Welcome to the OSSE Reports Viewer

Click on the **Report** links in the left navigation bar to view your selected report.

All Reports will be displayed in this Reports Viewer area.

Please Note: You can click the **Hide** button to close the navigation bar while viewing and then click the **Show** button to reopen the navigation bar.

This report is one used to identify those students for which a potentially inappropriate exit code was used.

Technical Assistance

Onsite Technical Assistance:

- OSSE will provide technical assistance to support LEAs in transitioning to the use of the new Entry and Exit Codes
- OSSE is currently providing technical assistance as part of the ADT Transition. Contact your ADT point-of-contact for support.

Other Technical Assistance

- LEAs should log any questions or concerns in the OSSE Support Tool.



Reminders & Announcements

Upcoming Training Opportunities

LEA Look Forward Newsletter

Upcoming Training Opportunities

Upcoming trainings by the Office of Grants Management and Compliance :

- Trainings will be announced via the LEA Look Forward, and will be conducted during the month of August. OGMC trainings will be review Enrollment Audit procedures, and provide additional enrollment support.

Upcoming trainings by the Division of Specialized Education:

- New LEA Special Education Point of Contact (formerly LEA Data Administrator) Orientation (3 dates offered: 7/25, 8/15, 9/11)
- SEDS Fall Release Training (webinar, July 23rd)
- SEDS Train-the-Trainer (beginning September 2014)

For registration details, see the LEA Look Forward or visit the calendar on the OSSE website: osse.dc.gov

Subscribing to the LEA Look Forward

It has recently come to our attention that some of you may not be receiving the OSSE LEA Look Forward, a weekly bulletin for LEAs designed to keep you apprised of announcements, important deadlines, and upcoming training opportunities.

If you are not receiving the Look Forward, please sign up by clicking on the link below:

<https://public.govdelivery.com/accounts/DCWASH/subscriber/new>

Please share this information with your staff.

Thank you for your participation!

For questions, please contact: Laura Maurizi
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