

Entry and Exit Codes

LEA Training



Summer 2016

Office of the State Superintendent of Education
Division of Data, Assessment, and Research

Agenda

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 - What are LEA responsibilities?
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 - Adjusted Cohort Graduation Rate (ACGR)
 - Youth Dropout
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Why Entry and Exit Data Matter

**Entry and exit data have far-reaching implications.
OSSE uses these data to...**

- determine students' enrollments and withdrawals,
- inform LEA payments,
- produce federal reporting and
- calculate student mobility and graduation rates.

Entry and Exit Data Create the Foundation of Student Rosters

Which data systems and processes rely on accurate and timely enrollment data?

Special Education Data System (SEDS)

Transportation Online Tool for Education (TOTE)

Nonpublic Placements

Adjusted Cohort Graduation Rate (ACGR)

Enrollment Audit

LEA Payments



What Are LEA Responsibilities?

- Ensuring accurate and timely data entry for enrollment and withdrawal.
- Recording at least one valid entry or exit code per student in the Student Information System (SIS) that reflects student enrollment and disenrollment.
- Collecting and retaining documentation to support the codes being used.
- Documenting code mapping.
- Providing documentation for exit codes for **ALL** students within five days of student exit.
- Avoiding backdating student entries and exits.

Why to Avoid Backdating Data

- Backdating student entries and exits in your SIS will cause persistent data quality issues in OSSE reports.
- Enrollment data discrepancies may affect other downstream reporting systems and platforms, such as the Performance Management Framework (PMF) and attendance reports in Qlik.

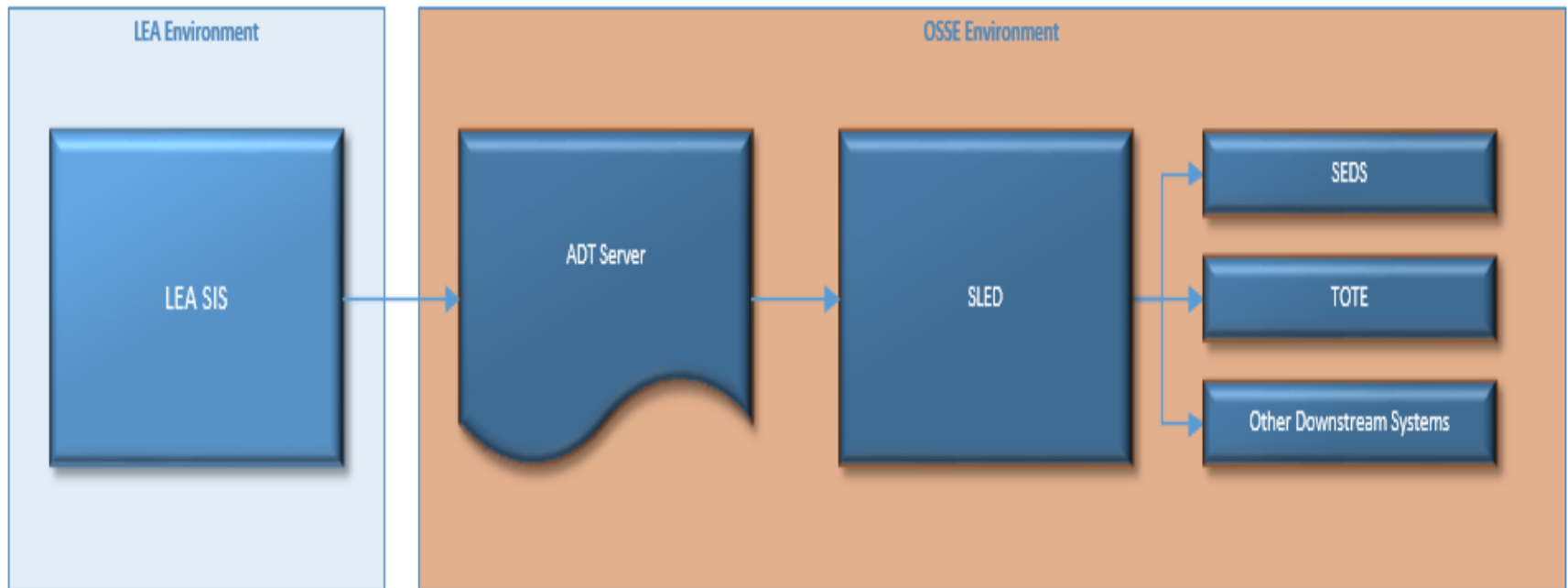
Example: Backdating Hurts Data Quality

The practice of backdating student entries and exits in your SIS **will have an adverse impact on data accuracy** in downstream systems.

- Example: Student A withdraws from LEA B on 2/1/16, but the enrollment record is not updated until 3/1/16.
- Issue: If LEA B submits the exit date of 2/1/16 on 3/1/16, Student A will still have been active in the data feed for the period of 2/1/16 – 3/1/16.
- Implication: For the period of 2/1/16 – 3/1/16, LEA B did not capture attendance for the non-attending student.

Enrollment Data in Downstream Systems

Enrollment data are sent to SLED, SEDS, TOTE, and other systems **from** the LEA SIS.





Entry and Exit Codes – The Basics

- What are Entry and Exit Codes?
- Types of Entry Codes
- Types of Exit Codes
- What's New This Year

What are Entry and Exit Codes?

- Entry and exit codes are four-digit codes that signal the different enrollment and withdrawal actions of students
- LEAs must have at least one code in their SIS which corresponds and maps to each of OSSE's valid entry and exit codes

Types of Entry Codes

- ***Continuation*** codes are used for students who remain enrolled in the same D.C. public or public charter school and continue to receive education and funding without interruption.
- ***Transfer*** codes are used for students who may change program, school, or LEA but remain enrolled in a D.C. public or public charter school and continue to receive education or funding.

Types of Entry Codes

- ***Original Entry*** codes are used for students who are registered and enrolled in D.C. for the first time from either outside of the U.S. or for the first time in any U.S. school.
- ***Entry*** codes are used for students who have previously received schooling either in D.C. or another state and who are registered and enrolled in the District either for the first time or who are re-entering the D.C. public school system after an interruption.

Types of Exit Codes

- ***Credential*** codes are used for students who complete a required program or course of study including diploma, certificate, or other recognized completion milestone.
- ***End of Year*** codes are used for students who will either remain enrolled in the same D.C. public or public charter school during the next school year or will transfer to another public school in the state because the student has completed the last grade offered by the school of origin.

Types of Exit Codes

- ***Transfer*** codes are used for students who are still enrolled in D.C. public or public charter schools and continue to receive education or funding. These students may change programs, schools, or local education agencies.
 - For transfers that occur at the end of the school year, please use End of Year codes.
- ***Exited the state public school system*** codes are used for those students who exited the state to be schooled in a different state or foreign country, exited the state public school system to be home-schooled or attend a private school in-state, or died or were permanently incapacitated.

Types of Exit Codes

- ***Discharge*** codes are used for those students who either withdrew from school (but did not drop out) or were withdrawn from school due to LEA-specific eligibility, disciplinary or other policy reasons.
- ***Disengagement*** codes are used for those students who have discontinued schooling before reaching the maximum age for compulsory attendance or for students whose whereabouts are unknown.
 - Disengagement codes are also used for students who have exited to an institution that is not administered or tracked by the District of Columbia public school system. Under federal guidelines, these students are considered to have “dropped out.”

What's New This Year

The following are new codes for the 2016-17 school year:

CODE	CATEGORY	CODE NAME
1880	Entry	Enrolled for special education services only
1968	Exit	Withdrawn due to exceeding the maximum eligibility age for IDEA services (split out from 1962)



Entry and Exit Codes: Beyond the Basics

- Student Roster
- Enrollment
- Special Education (SEDS)

The Use of Entry and Exit Codes in Creating the Student Roster

- Entry and exit codes are used to determine the SLED student roster through real-time tracking all students' enrollments and withdrawals throughout the school year
- Starting in the 2016-17 school year, LEAs will have to provide documentation for all student exits as part of the **LEA Membership Tracker** initiative, except for:
 - Student transfers within the state public school system
 - Student discharge or disengagement

Entry Codes: Stages of Enrollment

- The “six stages of enrollment” became a requirement of every LEA, by law, on Jan. 10, 2014.
- Each stage represents a different milestone in the enrollment process.
- Stages One, Two, and Three refer to the application and acceptance processes that take place at the LEA.
- Stages Four, Five, and Six involve registration and certification of enrollment to OSSE.

Using Entry Codes: Enrollment Stages 4, 5, and 6

Stage 4 (entry code 1800)

- *Registration* of the student in the SIS by school upon receipt of required enrollment forms and letter of enrollment agreement

Stage 5 (All other entry codes except 1800)

- *Receipt of educational services*, which are deemed to begin on the first official school day

Stage 6 (No data entry required)

- *Completion of Stage 4*, and defined as follows:

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 (stage 4).

Difference between Stage 4 and Stage 5 Enrollment

- Stage 4 enrollment should be recorded when the student or student's family has completed all enrollment paperwork for registration.
 - Your LEA assumes responsibility for providing services on an existing IEP or evaluating that student for any necessary special education services (Stage Six).
- Stage 5 enrollment should only be recorded when a student has physically attended school at your LEA. For most students, this date will likely be the LEA's first day of school.
 - If the student never attends a class at your LEA (i.e., is a "no-show"), do NOT enter a Stage Five enrollment date.

Exiting Students from a Stage 4 Enrollment

- Students should be exited from Stage 4 enrollment in instances where students do not attend school after completing registration (i.e., “no-show”)
- The following exit codes trigger the process for administratively exiting a student from the SLED roster:
 - **Exit Code 4321** may be used only for general education students who have pre-enrolled
 - **Exit Code 1234** may be used for special education students who are pre-enrolled only under specific circumstances.

Exiting Special Education Students from Stage 4

- LEAs may designate the student as an “administrative no-show” using **Exit code 1234** if:
 - there is no record of attendance at the LEA, *and*
 - the LEA can demonstrate it has made significant attempts to ascertain the whereabouts of a student who never attended after a Stage 4 enrollment
 - LEAs are responsible for determining the whereabouts of every student with a disability who has completed Stage 4 of the enrollment process
- LEAs are responsible for continuing to provide special education services to all special education students with a Stage 4 enrollment until prior written notice is issued

Exiting Students from a Stage 5 Enrollment and the SLED Roster

- Students should be exited from the SLED roster when a student:
 - Receives a credential;
 - Transfers to another LEA;
 - Transfers out of the state public educational system;
 - Is discharged from his or her LEA; or
 - Disengages from school
- LEAs are responsible for entering an appropriate exit code and date for each of these types of student withdrawals

Documentation Requirements for Exiting Students from Stage 5

- All valid exit codes remove students from the SLED roster
- LEAs are responsible for providing documentation for:
 - Exit codes indicating student transfer out of the state public education system

Note: DCPS and PCSB will provide documentation of student credentials, where applicable
- All unverified exit codes will default to exit code 1984, signaling student disengagement

Exiting Students from the SEDS Roster

Once documented, students may be exited from the SEDS roster when they:

- Graduated with a regular, advanced or International Baccalaureate diploma
- Were awarded a state diploma from OSSE
- Exited the state public school system
- Died or were permanently incapacitated
- Withdrew due to exceeding the maximum age for special education services eligibility under IDEA (age 22)

Exit Codes That Affect the SEDS Roster

CODES RESULTING in REMOVAL from the SEDS Roster

CODE	CATEGORY	CODE NAME
2020	Credential	Graduated with regular, advanced, or International Baccalaureate diploma.
2021	Credential	Received a state diploma from the Office of the State Superintendent of Education
1940	Exited	Exited state; exited to home-schooling or a public, private, or online diploma-granting school in a different state.
1941	Exited	Exited to a school outside of the United States
1943	Exited	Exited the DC public school system to attend a private school in the same state
1944	Exited	Died or is permanently incapacitated
1960*	Discharge	Withdrawn from school, under the age for compulsory attendance (age 5); eligible to seek re-enrollment
1968	Discharge	Withdrawn due to exceeding the maximum age for special education services eligibility under IDEA

*Exit code 1960 will remove a student from the SEDS Roster unless the student was previously eligible for services under Part C, in which case the student remains on the SEDS roster.

Other Special Circumstances for Special Education Students

- All other valid exit codes will be recognized by OSSE but will not result in automatically inactivating the student's status in SEDS.
- In these instances, the LEA is responsible for continuing to provide special education services until prior written notice is issued.
- Once the LEA has made reasonable efforts to contact the parent in accordance with standards set forth in OSSE's initial evaluation and reevaluation policy, and prior written notice has been issued, the student may be administratively exited from SEDS.



Entry and Exit Codes for Special Circumstances

- Transfers to and from nonpublic schools
- Adjusted Cohort Graduation Rate (ACGR)

Nonpublic Student Transfers

- When a student transfers to a non-public school, the student must be withdrawn using an appropriate exit code and re-enrolled using an appropriate entry code.
- Changing the school code assigned to a student to reflect enrollment in a non-public school is not sufficient for accurately tracking student enrollment and movement.

Transfers Between DCPS and Nonpublic Schools

- The student should first be withdrawn from the DCPS school using exit code 2040. The student should then be re-enrolled using entry code 1811.
- DCPS remains the responsible LEA and is obligated to retain an open slot at the school for the special education student in the event the student completes services at the non-public institution and wishes to continue his or her education at the sending school.

Transfers Between Public Charter Schools and Nonpublic Schools

- The student should first be withdrawn from the public charter school using exit code 2040. The student should then be re-enrolled in the same public charter school using entry code 1811.
- The public charter LEA remains the responsible LEA, and the sending school remains the responsible school.
- At all times, while the child is placed at the nonpublic school, the LEA must maintain the capacity to serve the child at the responsible public charter school (i.e., hold an open seat for the child) unless and until the student's parent or guardian enrolls the student in another LEA.

Adjusted Graduation Cohort Entry and Exit

- Any student with a valid Stage 5 entry code at any point in grades nine, 10, 11 or 12 or who has attended a degree-granting adult program belongs to a cohort.
- Students with valid exit codes signaling transfer out of the state educational system (exit codes 1940, 1941, 1942, 1943, or 1944) may be removed from the cohort after the LEA submits appropriate documentation to OSSE and after OSSE reviews and approves the documentation

Exit Codes Affecting the Cohort

CODES RESULTING in REMOVAL from the ADJUSTED COHORT

CODE	CATEGORY	CODE NAME
1940	Exited	Exited state; exited to home-schooling or a public, private, or online diploma-granting school in a different state.
1941	Exited	Exited to a school outside of the United States
1942	Exited	Exited the DC public school system to be home-schooled in the same state
1943	Exited	Exited the DC public school system to attend a private school in the same state
1944	Exited	Died or is permanently incapacitated

ACGR Guidance Documents Can Help

[District of Columbia Adjusted Cohort Graduation Rate Guidance](#) provides information about:

- Supporting documentation requirements for using exit codes 1940, 1941, 1942, 1943 and 1944 (and using exit code 1984 when documentation is not available)
- Specific scenarios and guidance about unique student entry and exit cases
- How to handle transfers
- Exit codes verified by DCPS and PCSB (2020, 2021 and 2022)
- Exit codes for non-graduates

Exit Codes and Youth Dropout Calculation

- Federal guidelines require OSSE to report the number of youth in grades 7 through 12 who “drop out” of school in a given year (“event dropout rate”).
- The ability of LEAs to provide accurate exit codes for all students is imperative to informing these obligations and ensuring that youth are receiving the educational services they need to be successful in life.
- The following tables summarize those exit codes which will identify a student as “educationally disengaged.”

Exit Codes Affecting Youth Dropout Calculations

CODES RESULTING in EDUCATIONAL DISENGAGEMENT DESIGNATION

CODE	CATEGORY	CODE NAME
1960	Discharge	Withdrawn from school, under the age for compulsory attendance (age 5); eligible to seek re-enrollment
1962	Discharge	Withdrawn due to reaching the maximum age served by the LEA OR because student will reach the maximum age served by the LEA before completion of school is possible.
1963	Discharge	Withdrawn for ineligibility reasons (e.g., residency, immunizations), eligible to seek re-enrollment
1964	Discharge	Withdrawn due to LEA policy related to absenteeism or truancy
1965	Discharge	Withdrawn for disciplinary reasons other than expulsion, truancy or absenteeism (e.g., pending a disciplinary hearing that could result in expulsion).
1966	Discharge	Expelled for disciplinary reasons
1967	Discharge	Withdrawn due to LEA policy related to substance use

Youth Dropout Guidance

CODES RESULTING in EDUCATIONAL DISENGAGEMENT DESIGNATION

CODE	CATEGORY	CODE NAME
1968	Discharge	Withdrawn due to exceeding the maximum eligibility age for IDEA services
1980	Disengagement	Student voluntarily discontinued schooling and is under the maximum age for compulsory attendance
1981	Disengagement	Completed grade 12, but did not meet all graduation requirements and voluntarily discontinued schooling
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.
1983	Disengagement	Exited to an institution that is not administered or tracked by the DC public school system (e.g., military, Federal Bureau of Prisons, DC Jail programs not administered by DCPS, etc.)
1984	Disengagement	Not enrolled; LEA has performed due diligence; status unknown

Youth Dropout Guidance

CODES RESULTING in EDUCATIONAL DISENGAGEMENT DESIGNATION

CODE	CATEGORY	CODE NAME
1985	Disengagement	Student voluntarily discontinued education after enrolling in an adult education program in a DC public or public charter school
1986	Disengagement	Completed the course of study for a GED, technical certificate, nationally- or state-recognized vocational certificate, or other certificate program, but did not pass the certification test and is no longer enrolled
1988	Disengagement	Discontinued due to a hardship (health or personal reasons).
1989	Disengagement	Discontinued for pregnancy, maternity or paternity obligations.
1990	Disengagement	Discontinued for employment reasons



Technical Assistance and Support

- OSSE Support Tool
- Escalating Issues

Need Assistance?

- LEAs should use the [OSSE Support Tool](#) for assistance with enrollment issues.
 - Including students who are not appearing in SLED or SEDS as expected OR who are appearing in SLED or SEDS after they have been withdrawn from the SIS.
- Be sure to review all relevant guidance documents and ensure any required due diligence has been completed and documented in the appropriate system before asking OSSE to take administrative action on an enrollment issue.

Using the OSSE Support Tool to Resolve Enrollment Problems

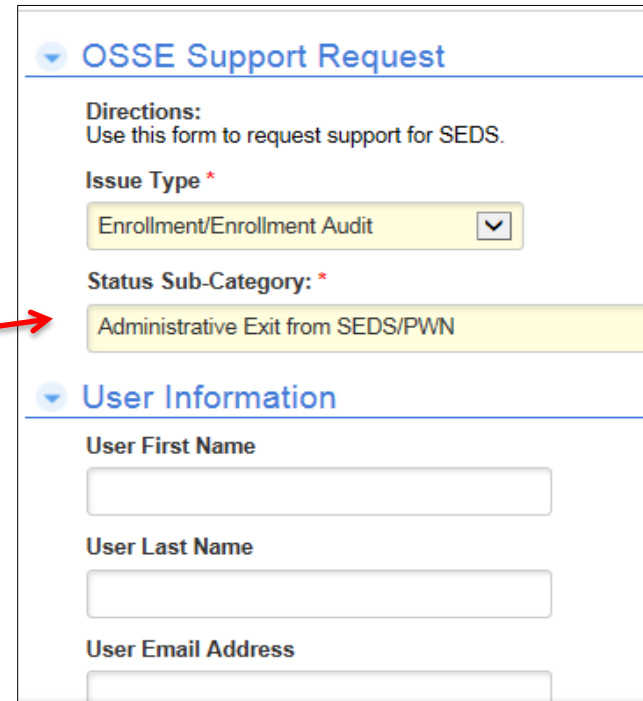
- For resolving issues with enrollment data, use Issue Type: Enrollment / Enrollment Audit.
- Then select the appropriate subcategory from the drop down list

The screenshot displays the 'OSSE Support Request' form. At the top, it says 'Directions: Use this form to request support for SEDS.' Below that is the 'Issue Type *' dropdown menu, which is currently set to 'Enrollment/Enrollment Audit'. A red arrow points from the text 'Enrollment / Enrollment Audit.' in the list to this dropdown. Below the dropdown is the 'Status Sub-Category *' dropdown menu, which is open and showing a list of options. A red arrow points from the text 'Then select the appropriate subcategory from the drop down list' in the list to this dropdown menu. The options in the dropdown menu are: 'Make a Selection...', 'Student Not Appearing in SEDS - Currently Attending LEA', 'Student Erroneously Appearing in SEDS - Student NOT Currently Attending LEA', 'Enrollment Audit: Enrollment Issue (School, grade)', 'Enrollment Audit: Enrollment Issue (Exit/Entry)', 'Annual Enrollment Audit: LEP Status Issue', 'Annual Enrollment Audit: Enrollment Issue (Exit/Entry, School, grade)', 'Annual Enrollment Audit: Residency/Tuition Issue', 'Annual Enrollment Audit: Count Location Issue', 'Annual Enrollment Audit: Demographic Issue (name, DOB, gender, race/ethnicity)', 'Annual Enrollment Audit: SLED/USI Issue', 'Special Education Data Incorrect', 'ADT Issue', 'Administrative Exit from SEDS/PWN', 'Demographic Data Issues (Other than EA)', and '<Add a new issue option...>'. The dropdown menu is currently open, showing the list of options.

Requesting Administrative Action Through the OSSE Support Tool

To request administrative action, following submission of prior written notice for removal from the LEA SEDS roster, use...

- Issue Type: Enrollment / Enrollment Audit;
- Sub-Category: Administrative Exit from SEDS / PWN



The screenshot shows a web form titled "OSSE Support Request". Under the "Directions:" section, it says "Use this form to request support for SEDS." The "Issue Type *" field is a dropdown menu with "Enrollment/Enrollment Audit" selected. The "Status Sub-Category: *" field is a dropdown menu with "Administrative Exit from SEDS/PWN" selected. A red arrow points from the text "Administrative Exit from SEDS / PWN" in the list to this dropdown. Below these fields is a section titled "User Information" with input fields for "User First Name", "User Last Name", and "User Email Address".

How to Escalate an Issue

If there is an urgent issue concerning a student's enrollment record (e.g., inappropriate access, data feed issues affecting the entire LEA, etc.), please contact the OSSE DAR Training and Support Team:

OSSE.DARtraining@dc.gov

Discussion

Thank you for your participation!

**For questions regarding the OSSE Entry and Exit
Guidance, please contact OSSE.DARtraining@dc.gov**