OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION

Private School Exit Codes: 2023-24 School Year

Overview

This document provides private schools with the exit codes necessary to enable them to fulfill their enrollment reporting obligations. The importance of appropriate exit codes helps derive enrollment counts, track student movement and contribute to the development of education strategy and policy throughout private schools in the District of Columbia.

About This Document

This document was developed to assist private schools in the District of Columbia in the usage of appropriate exit codes for students in their jurisdiction. It is a tool for private school administrators responsible for collecting student enrollment and exit data. Appropriate use of these codes helps ensure student data is timely, accurate and reflects the current status of each student.

The exit codes created for private schools in the District of Columbia can be found in the table below. Starting in the 2021-22 school year, the exit codes were implemented to allow private schools administrators to enter an exit code for every compulsory age student from the private school, representing the best information the local education agency (LEA) has about the student's exit reason each school year.

Private School Exit Codes

The below table lists the final Office of the State Superintendent of Education (OSSE) exit codes that DC private schools can select when reporting a student withdrawal in the Private School Data Collection Quickbase application.

Code	Code Name	Usage Guidelines
4322	Withdrawn never received educational services at any point during the current school year	This code should be used when the student did not receive educational services at any point during the current school year. This code may be used to exit a student who has been registered but has not received educational services at any point during the current school year.
2020	Graduated with regular, advanced or International Baccalaureate	This code should be used for students who graduate with a high school diploma.
7000	Promoted within the school to the next grade level	At the close of each school year, all students should be assigned an exit code; if a student is continuing at the same private school, use exit code 7000 or 7001.
7001	Retained within the school at the previous grade level	At the close of each school year, all students should be assigned an exit code; if a student is continuing at the same private school, use exit code 2000 or 2001.

Code	Code Name	Usage Guidelines
7940	Exited to home-schooling or a public, private, or online diploma-granting school in a different state	This code should be used when a student leaves a private school in the District of Columbia and enrolls in school in another state.
1941	Exited to a school outside of the United States	This code should be used when the student is transferring to a school outside of the United States or its territories.
7942	Exited to be homeschooled in the District of Columbia	This code should be used for students who transfer to homeschooling.
7943	Exited to attend another private school in the District of Columbia	This code should be used for students who leave the private school to attend another private school in the District of Columbia.
7945	Exited to attend a public school in the District of Columbia	This code should be used for students who leave the private school to attend a public school in the District of Columbia. This includes District of Columbia Public Schools (DCPS) and public charter schools.
1944	Died or is permanently incapacitated	This code must only be used for students who are deceased or permanently incapacitated either physically or mentally.
1960	Withdrawn under the age for compulsory attendance (age 5)	This code should be used when there is evidence that the student has been withdrawn from school by the parent and is under compulsory attendance age (age 5 as of September 30 of the current school year).
7964	Withdrawn due to school policy related to absenteeism or truancy	This code should be used for students who are withdrawn from private school by the private school due to violations of the disciplinary code related to absenteeism or truancy.
1965	Withdrawn for disciplinary reasons other than expulsion, truancy or absenteeism	This code should be used for students who withdraw for disciplinary reasons other than expulsion, truancy or absenteeism.
1966	Expelled for disciplinary reasons	This code is to be used for all expulsions.
1980	Student voluntarily discontinued schooling and is over the age of compulsory attendance	This code should be used for students who are over the maximum age for compulsory attendance (age 18) and communicate their intention to discontinue schooling to their private school.
1981	Completed grade 12, but did not meet all graduation requirements and voluntarily	This code should be used for any student who completed grade 12 but did not meet all graduation requirements and voluntarily discontinued schooling.
7984	Not enrolled; school has performed due diligence; status unknown	This code should be used when the type and/or location of the school to which the student is moving is unknown. Private schools should make efforts to determine the type and/or location of the student's next school in order to use a more accurate Exit Code.

Note, LEAs have been using OSSE issued entry and exit codes for more than 10 years. The creation of private school exit codes was created based on the LEAs exit codes. The private school exit codes were given the 7000 numbers when the exit code names were reworded to accommodate private schools. In the instance where the exit code names were reworded, the private school exit code starts with "7" instead of using "1" or "2." If the exit code names were not changed, then the original exit code remained. The usage guidelines were modified to support private schools, which has no impact to the exit code and name changes.