ENTRY AND EXIT GUIDANCE

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OFFICE OF STATE SUPERINTENDENT OF EDUCATION (OSSE)

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Introduction

Purpose

The importance of appropriate entry and exit codes should not be understated – they help derive enrollment counts, track student movement to ensure timely service delivery, inform funding to ensure adequate resources, and contribute to the development of education strategy and policy throughout all District of Columbia Public and Public Charter Schools. Additionally, entry and exit codes are used for the following:

- several federal reporting requirements including Indicator 2 of the Individuals with Disabilities Education Act Annual Performance Report (IDEA APR) and Adjusted Cohort Graduation Rate (ACGR);
- interpretation in data systems such as DCPS Attendance, Charter Sector Attendance, Statewide Longitudinal Education Data (SLED) Exit Management, SLED Prior Year Exits, Special Education Data System (SEDS), Data Validation, Report Card and STAR Framework, DC Report Card, and
- the identification and accurate tracking of disengaged students for the OSSE Reengagement Center.

This document was developed to assist local education agencies (LEAs) in the District of Columbia in the usage of appropriate entry and exit codes for students in their jurisdiction. It will be a tool for data managers, accountability staff, and other school administrators responsible for collecting student enrollment and exit data. Appropriate use of these codes will help ensure student data is timely, accurate, and reflects the current status of each student at any point in time.

Implementation Guidance

This document lists the valid set of student entry and exit types to be used by LEAs. In addition to these codes, LEAs may choose to collect more granular entry and exit codes within their student information systems (SIS); however, any additional codes (i.e., codes not listed in this document) must be mapped by the LEA to a valid code identified in this document in the LEA Data Mapping Tool. OSSE will not map additional codes submitted by LEAs to the valid set of codes.

Please be aware that regardless of which code is used, each LEA must collect and retain an appropriate level of documentation to support the code being used.

About This Document

This document is presented in nine sections as described below:

- **All Entry Codes:** This section details each entry code in effective as of the 2020-21 school year as well as detailed description and guidance for usage.
- **All Exit Codes:** This section details each exit code effective as of the 2020-21 school year as well as detailed description and guidance for usage.
- **Enrollment Guidance:** This section summarizes the six stages of enrollment and also provides a high-level overview of expectations with regards to maintaining enrollment data.

- **Special Education Guidance:** This section details the special education requirements of each exit code and a designation of whether the use of each code removes the student from special education roster for a given LEA.
- **Nonpublic Student Transfer Guidance:** This section provides specific guidance on transferring students to and from nonpublic schools.
- **Exit Management Guidance**: This section details the appropriate use of exit documentation for stage 5 exits between LEAs and OSSE. It also outlines the usage of exit management for the different reporting functions such as ACGR and federal reporting sources.
- **Adjusted Cohort Graduation Rate Guidance:** This section details the use of codes as they relate to the adjusted cohort graduation rate, a designation of whether the use of each of the codes removes the student from the ninth grade cohort for a given LEA, and the specific documentation that each LEA needs to provide to substantiate an exit from the ninth grade cohort.
- **Youth Dropout Guidance**: This section details the federal guidelines for designation of a student as a "dropout" for purposes of reporting the status dropout rate for each school and grade level.
- **Adult Program Guidance:** This section provides specific guidance with regard to adult programs and their use of exit codes.
- **Quick Reference A:** This section provides reference of all entry and exit codes.
- **Quick Reference B:** This section provides guidance on exit codes impacting LEAs' SEDS Rosters.

Detailed Guidance: Entry Codes

Types of Entry Codes:

- *Continuation* codes are used for those students who are still enrolled in the same District of Columbia Public or Public Charter Schools and continue to receive education and funding. These students are continuing their education in the same school with no interruption in schooling.
- *Transfer* codes are used for those students who are still enrolled in a District of Columbia Public or Public Charter Schools and continue to receive education or funding. These students may change programs, schools, or local education agencies.
- *Original Entry* codes are used for those students who are registered and enrolled in the District of Columbia for the first time from either outside of the United States or for the first time in any United States school.
- *Entry* codes are used for those students who have received previously schooling either in the District of Columbia or another state and who are registered and enrolled in the District either for the first time or who are re-entering the DC public school system after an interruption in schooling.

This section lists all Entry codes, including applicable guidance.

Category 1: Stage 4 Registration Code

This category of codes should be used for those students who have completed stage 4 registration in the Enrollment process. See **Enrollment Guidance** for more details.

ENTRY CODES CATEGORY 1: STAGE 4 REGISTRATION CODE				
CODE	**CATEGORY**	**CODE NAME**	**USAGE GUIDELINES**	**ADDITIONAL GUIDANCE**
1800	Stage 4 Pre-Enrollment	Student provided school with required enrollment forms and letter of enrollment agreement; school has completed registration of the student in the Student Information System (SIS)	Stage 4 pre-enrollment should be completed when the student or student's family has completed all enrollment paperwork, thereby completing the registration process. The LEA will assume responsibility of the student from the previous LEA. The LEA must then request record for the student from the previous LEA in the OSSE Support Tool (OST).	For a student transferring or enrolling during the school year, the LEA assumes responsibility for providing services on an existing IEP or determining eligibility for any necessary special education services on the date that the Stage 4 Pre-enrollment is completed. For a student transferring between school years, the new LEA is responsible for making FAPE available on the first day of the school year.

| 1880 | Stage 4 Pre-Enrollment | Enrolled for special education services only. | This code should be used when a student is enrolled at an LEA for special education services only and is not physically present in school – i.e. students attend a private and religious organizations (PRO) schools. | If a student who is currently enrolled at an LEA stops attending school and transitions to receiving special education services only, the student should be exited using exit code 2042 and re-enrolled using entry code 1880.

The LEA assumes responsibility for providing services on an existing IEP or determining eligibility for any necessary special education services on the date that the Stage 4 Pre-enrollment is completed (This sixth stage of enrollment is triggered upon completion of Stage 4.). |

Category 2 and 3: Continuation and Transfer Codes

This category of codes should be used for those students who remain enrolled in a District of Columbia Public and Public Charter Schools and continue to receive education services or funding. These students may change programs, schools, or LEAs. This category assumes no interruption in schooling.

ENTRY CODES CATEGORY 2: CONTINUATION CODE				
CODE	CATEGORY	CODE NAME	USAGE GUIDELINES	ADDITIONAL GUIDANCE
1810	Continuing	Continuing education in the same school with no interruption in schooling	This code should be used when a student who had previously entered any class in a school continues his or her membership in the same school from one term or school year to the next due to promotion or retention.	

ENTRY CODES CATEGORY 3: TRANSFER CODES				
CODE	**CATEGORY**	**CODE NAME**	**USAGE GUIDELINES**	**ADDITIONAL GUIDANCE**
1811	Transfer	Transfer from a public or nonpublic school in the same LEA	This code should be used when a student transfers from a public or nonpublic school to a public or nonpublic school that is located within the administrative boundaries of the same LEA.	This code also includes students who transferred to a new school within the same LEA because of advancement to a grade no longer served by the sending school.
1812	Transfer	Transfer from a public or nonpublic school in a different LEA in the same state	This code should be used when a student transfers from a public or nonpublic school to a public or nonpublic school that is not located within the administrative boundaries of the same LEA but is located in the same state.	

Category 4: Original Entry Codes

Original Entry codes are used for those students who are registered and enrolled in the District of Columbia for the first time from either outside of the United States or for the first time in any United States school.

ENTRY CODES CATEGORY 4: ORIGINAL ENTRY CODES				
CODE	**CATEGORY**	**CODE NAME**	**USAGE GUIDELINES**	**ADDITIONAL GUIDANCE**
1850	Original Entry	Original entry into a United States school; previously living in the United States	This code should be used when a student already residing in the United States enters a DC public or public charter school for the first time and has never been enrolled in school previously.	
1851	Original Entry	Original entry into a United States school from a foreign country; prior schooling in a foreign country	This code should be used when a student enrolls in a DC public or public charter school after being enrolled in school in a foreign country; the student must have been enrolled in school in the foreign country at a previous point in their lifetime for this code to be applicable.	
1852	Original Entry	Original entry into a United States school from a foreign	This code should be used when a student enrolls in a DC public or public charter school	

		country; no prior schooling in a foreign country	after living in a foreign country where he or she was not enrolled in school.	

Category 5: Entry Codes

This category of codes should be used for those students who are registered and enrolled in the District of Columbia public school system either for the first time or who are re-entering the DC public school system from another state, a private school in the District or from homeschooling. Once a student receives a stage 5 enrollment code, the LEA must take attendance for the student and provide appropriate services for students with disabilities (SWD).

ENTRY CODES CATEGORY 5: ENTRY CODES				
CODE	**CATEGORY**	**CODE NAME**	**USAGE GUIDELINES**	**ADDITIONAL GUIDANCE**
1870	Entry	Entry from a different state; entered from home-schooling or a public, private, or online diploma-granting school in a different state.	This code should be used when a student enrolls in a DC public or public charter school after being enrolled in school in another state. If the student was enrolled in a non-diploma-granting school or educational institution in another state, please use code 1873.	The student may have been enrolled in home-schooling in another state, a public school in another state, a private school in another state or an online diploma-granting school in a different state.
1871	Entry	Entry from home schooling in the same state	This code should be used when a student enters a DC public or public charter school after a period of receiving instruction in a home environment within the state.	For students who received home-schooling in a different state, use code 1870.
1872	Entry	Transfer from a private school in the same state	This code should be used when a student enrolls in a DC public or public charter school after previously being enrolled in a private school in DC.	
1873	Entry	Entry after an interruption in schooling (voluntary or involuntary)	This code should be used when a student is either re-enrolling in a DC public or public charter schools after either a voluntary or involuntary interruption in schooling.	This code should also be used when a student is entering a DC public or public charter school from out-of-state when the student was previously enrolled in a non-diploma-granting program in another state or was disengaged from schooling while living in another state.

Detailed Guidance: Exit Codes

Types of Exit Codes:
- **_Credential_** codes are used for those 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 those students who will either remain enrolled in the same District of Columbia Public or Public Charter Schools during the next school year or will transfer to another public school in the same state because the student has completed the last grade offered by the school of origin.
- **_Transfer_** codes are used for those students who are still enrolled in District of Columbia Public or Public Charter Schools and continue to receive education or funding. These students may change programs, schools, LEAs. Note: 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 homeschooled or attend a private school in-state, or died or were permanently incapacitated. _In cases where proper documentation is provided, these students will not be included in the calculation of the Adjusted Cohort Graduation Rate._

This section lists all exit codes, by category, with applicable usage guidelines.

Stage 4 Pre-Enrollment Exit Codes

This category of codes are the only valid codes which can be used for withdrawing students that are entered into an LEA roster at stage 4 with entry codes 1800 and 1880.

PRE-ENROLLMENT EXIT CODES				
CODE	**CATEGORY**	**CODE NAME**	**USAGE GUIDELINES**	**ADDITIONAL GUIDANCE**
1234	Stage 4 Pre-Enrollment Exit	For students with disabilities: Withdrawn from school after the student has been enrolled in the Stage 4 Pre-Enrollment codes 1800, and 1880.	For **students with disabilities**: Student does not receive educational services at the school after the school has completed registration of the student exit in the SIS and enrolled the student using the sage 4 Pre-Enrollment code 1800 and 1880.	This code may not be used to exit a student who has been enrolled using a stage 5 enrollment code or who has received educational services at any point during the current school year.

| 4321 | Stage 4 Pre-Enrollment Exit | For students without disabilities: Withdrawn from school after the student has been enrolled using the Stage 4 Pre-Enrollment codes 1800, and 1880. | For **students without disabilities**: Student does not receive educational services at the school after the school has completed registration of the student exit in the SIS and enrolled the student using the stage 4 Pre-Enrollment code 1800 and 1880. | This code may not be used to exit a student who has been enrolled using a stage 5 enrollment code or who has received educational services at any point during the current school year. |

Stage 5 Enrollment Exit Codes

Category 1: Credential Codes

This category of codes should be used for those students who complete a required program or course of study including diploma, GED, certificate, or other completion milestone.

EXIT CODES CATEGORY 1: CREDENTIAL CODES				
CODE	CATEGORY	CODE NAME	USAGE GUIDELINES	ADDITIONAL GUIDANCE
2020	Credential	Graduated with regular, advanced, International Baccalaureate, or external degree program (EDP) diploma	This code should be used for students who graduate with a high school diploma. This code does not apply to students who received an IEP certificate of completion or attendance; for these students, use code 2022.	Exit codes will not be used to track the different types of diplomas awarded by LEAs. The certified grad list data collection will be used to distinguish between the different types of diplomas awarded to students.
2021	Credential	Received a state diploma from the Office of the State Superintendent of Education	This code should be used for students who have earned a state diploma from OSSE through completion of a General Education Diploma (GED) or requirements of the National External Diploma Program (NEDP).	Students should only be exited with 2021 only if the LEA has evidence that the student has passed all sections of the GED; Students who have completed a GED prep program, but have not passed the GED certification test, should be exited using code 1986.
2022	Credential	Received an IEP certificate of attendance or completion	This code should be used for students with disabilities who have received an IEP certificate of attendance.	An IEP certificate of attendance, IEP certificate of completion, and Certificate of IEP are different names for the same credential and are included under this code. Students receiving these credentials remain eligible to receive special education services until either the end of the semester in which they turn 22 years old or are awarded a regular diploma, whichever occurs first.

2023	Credential	Received a technical certification or nationally- or state-recognized vocational education certification	This code should be used for students who were enrolled in a Career or Technical Education (CTE) program and/or other nationally- or state-recognized vocational program and passed the certification test for that program.	For students who completed the course of study associated with a technical or vocational certification, but who did not pass or are not known to have passed the certification test, use code 1986.
2024	Credential	Received an ESL certificate	This code should be used when a student receives an ESL certificate.	If the ESL certificate is completed concurrently while another credential is being pursued, the student should be exited and re-enrolled using code 1810 in order to designate completion of the credential.
2025	Credential	Received a certificate of completion for a technical or vocational course of study; unknown if official certification was received	This code should be used when a student completes a technical or vocational course of study in instances where the LEA or school **does not** have evidence that a certification was received. If documentation of a certification has been received, use code 2023 and provide documentation of certification to OSSE.	If the technical or vocational coursework is completed concurrently while another credential is being pursued, the student should be exited and re-enrolled using code 1810 in order to designate completion of the credential.

Category 2: End-of-Year Codes

This category of codes should be used for those students who are still enrolled in a District of Columbia Public or Public Charter Schools and continue to receive education or funding. These students may change programs, schools, or LEAs. This category follows accountability and funding models that assume the District is still responsible for providing education services and included the student in enrollment counts.

CODE	CATEGORY	CODE NAME	USAGE GUIDELINES	ADDITIONAL GUIDANCE
EXIT CODES CATEGORY 2: END OF YEAR CODES				
2000	Year End	Promoted within the same school and LEA 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 LEA, use exit code 2000 or 2001.	If a student is transferring to another LEA, the appropriate transfer code (codes 2040-2043) should be used.
2001	Year End	Retained within the same school and LEA 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 LEA, use exit code 2000 or 2001.	If a student is transferring to another LEA, the appropriate transfer code (codes 2040-2043) should be used.
2002	Year End	Student successfully completed the last grade offered by school of origin and transferred to another public school in the same state.	It is the responsibility of the LEA to use the appropriate "exit from state public school system" code (exit codes 1940-1944), if the student does not transfer to another public school in the same state after successfully completing the last grade offered by the school of origin.	Per federal guidelines, students exited using this code who do not enroll in a public school in the same state in the next school year will be marked as "dropouts" until the LEA performs due diligence and updates OSSE on the status of the student.

Category 3: Transfer Codes

This category of codes should be used for those students who are still enrolled in a District of Columbia Public or Public Charter Schools and continue to receive education or funding. These students may change programs, schools, or LEAs. This category follows accountability and funding models that assume the District is still responsible for providing education services and included the student in enrollment counts.

			EXIT CODES CATEGORY 3: TRANSFER CODES	
CODE	**CATEGORY**	**CODE NAME**	**USAGE GUIDELINES**	**ADDITIONAL GUIDANCE**
2040	Transfer	Transferred to a different public or nonpublic school within the same local education agency	This code should be used for students who transfer to a different school within the same LEA. This code should also be used for transfers to and from a nonpublic school when the responsible LEA remains unchanged.	When a student transfers schools within an LEA, the LEA retains responsibility for the student. If applicable, the sending school should confirm the student's new placement as per 5 DCMR §A-2101 and encourage the receiving school to correctly enter the student's information into the SIS. The receiving school should correctly enter the student in the SIS and contact the sending school for student records. This code should be used for DCPS students who transferred to Youth Service Center.
2041	Transfer	Transferred to a public or nonpublic school in a different local education agency in the same state	This code should be used for students who transfer to a different school in a different LEA in a DC public or public charter school. This code should also be used for transfers to and from a nonpublic school when the responsible LEA changes. See **Nonpublic Student Transfer Guidance**	The receiving LEA should correctly enroll the student in the SIS, SEDS will trigger an automatic transfer of records to the receiving LEA. This code should be used for students who transferred to Youth Service Center.
2042	Transfer	Student is no longer physically present in school but remains enrolled in the same local education agency and is receiving educational services	This code should be used for students who are a) receiving residential special education services; b) dual-enrolled in a secondary and post-secondary institution; c) taking online courses that are administered or tracked by a DC LEA; d) enrolled in an exchange program e) receiving hospital / homebound instruction; or other similar circumstances.	A school may use this code if a student will not be physically present in the DC public or public charter school while receiving educational services.

| 2043 | Transfer | Transferred to DYRS or other educational program that is part of the juvenile justice system. | This code should be used for students transferred to the Department of Youth Rehabilitation Services (DYRS) or other educational program for youth who are part of the juvenile justice system. If the student transfers to YSC, then use exit code 2040 for DCPS or 2041 for public charter schools. | Students who transfer to an institution that is tracked or administered by the DC public school system remain members of the ninth grade cohort for Adjusted Cohort Graduation Rate and are NOT counted as disengaged youth. |

Category 4: Exit from State Public School System

This category of codes is used for those students who have exited DC Public or Public Charter Schools.

EXIT CODES CATEGORY 4: EXIT FROM STATE PUBLIC SCHOOL SYSTEM				
CODE	CATEGORY	CODE NAME	USAGE GUIDELINES	ADDITIONAL GUIDANCE
1940	Exited	Exited state; 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 DC public or public charter school and enrolls in school in another state. If the student is enrolling in a non-diploma-granting school or educational institution in another state, use exit code 1982. If the student transferred out of the country, use exit code 1941.	The school is responsible for providing documentation that the student has enrolled in school in another state; if documentation of enrollment cannot be verified, use exit code 1984. Under 34 CFR §300.323g (2), the sending LEA "must take reasonable steps to promptly respond to the request from the new public agency" for the child's records. See also OSSE's **IEP Implementation for Transfer Students Policy** for more information on transfer requirements.
1941	Exited	Exited to a school outside of the United States	This code should be used when the sending school has evidence that the student is transferring to a school outside of the United States or its territories.	The school is responsible for obtaining appropriate documentation of the exit from the student's parents or **OSSE Deportation Certification Form.**
1942	Exited	Exited the state public school system to be home-schooled in the same state	This code should be used for students who transfer to home schooling and remain a resident of DC.	The LEA continues to be responsible for the child until the parent affirmatively revokes consent for services. Only students that are being home-schooled in DC should be exited using this exit code. See OSSE **DC Homeschooling Program** for more

CODE	CATEGORY	CODE NAME	USAGE GUIDELINES	ADDITIONAL GUIDANCE
				information and policy. Students who exit to homeschooling in another state should be exited using exit code 1940.
1943	Exited	Exited the state public school system to attend a private school in the same state	This code should be used for students who leave the DC public school system to attend a private school in the same state; Exits to both religiously-affiliated and non-religiously-affiliated private schools should be captured using this code.	Students who will continue to receive special education services should be enrolled using code 1880.
1944	Exited	Died or is permanently incapacitated	This code must only be used for students who are deceased or permanently incapacitated either physically or mentally.	A student whose doctor certified permanent withdrawal. This code should be used only for students who are extremely sick or incapacitated (in the opinion of a physician licensed by the State Board of Medical Examiners) that the student is not anticipated to return to school and the withdrawal is considered permanent. Students with a temporary medical condition should be kept enrolled and treated as Homebound Services and Hospital Instruction Homebound students. The LEA is responsible for obtaining appropriate documentation in the form of a letter from the parent, certificate of death or completion of **OSSE Death Certificate Form**

Category 5: Discharge Codes

This category of codes is used for those students who have withdrawn from school or have been withdrawn from school due to ineligibility or disciplinary reasons.

EXIT CODES CATEGORY 5: DISCHARGE CODES				
CODE	**CATEGORY**	**CODE NAME**	**USAGE GUIDELINES**	**ADDITIONAL GUIDANCE**
1960	Discharge	Withdrawn from school, under the age for compulsory	This code should be used when there is evidence that the student has been withdrawn	This code should NOT be used for a student age 5 years or older who withdraw from

		attendance (age 5); eligible to seek re-enrollment	from school by the parent and is under compulsory attendance age (age 5); these students are eligible to seek future enrollment.	school. Please use appropriate discharge (exit codes 1960-1966) or disengagement (exit codes 1980-1986) code for these students.
1961	Discharge	Withdrawn from school due to documented severe physical or mental illness, including residential treatment facility; eligible to seek re-enrollment	This code is not to be used for students with disabilities.	LEAs are responsible for obtaining documentation from a physician indicating that the student has an illness that renders the student incapable of further engaging in educational services.
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.	Students should be exited using this code if they withdraw due to reaching the maximum age served by the LEA; students should also be exited using this code if it is the policy of the LEA or school to withdraw a student because the student will reach the maximum age for services before completion of a school credential is possible.	Students with disabilities remain eligible for special education services until the end of the semester in which they turn 22 years old or upon receipt of a regular high school diploma, whichever occurs first.
1963	Discharge	Withdrawn for ineligibility reasons (e.g., immunization or residency); eligible to seek re-enrollment	This code may be used for students who have not presented proper evidence of required immunizations or proper residency.	If the student was enrolled the previous year in a DC public or public charter school, withdrawal due to ineligibility will result in the student being designated as a "dropout". If the student has been assigned to a ninth grade cohort, this code will NOT exit the student from the cohort.
1964	Discharge	Withdrawn due to LEA policy related to absenteeism or truancy	This code should be used for students who are withdrawn from school by the LEA due to violations of the disciplinary code 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).	This code should be used for students who withdraw for disciplinary reasons other than expulsion, truancy or absenteeism. This code should be used, for example, when a student withdraws from school while he or she is pending a disciplinary hearing and does not attend the hearing or stops attending school.	This code may also be used for other disciplinary reasons aside from expulsion, truancy or absenteeism according to individual LEA policy.
1966	Discharge	Expelled for disciplinary reasons	This code is to be used for all expulsions.	For further guidance see **Discharge Codes for Students with Disabilities** section for details.

| 1968 | Discharge | Withdrawn due to exceeding the maximum age for special education services eligibility under IDEA | This code is to be used for students who have exceeded the maximum age for special education services eligibility under IDEA. | Students with disabilities are eligible to receive special education services until the end of the semester in which they turn 22 years old. |

Category 6: Disengagement Codes

This category of codes should be used for those students who have dropped out or disengaged from school.

EXIT CODES CATEGORY 6: DISENGAGEMENT				
CODE	CATEGORY	CODE NAME	USAGE GUIDELINES	ADDITIONAL GUIDANCE
1980	Disengagement	Student voluntarily discontinued schooling and is under the maximum age for compulsory attendance	This code should be used for students who are under the maximum age for compulsory attendance (aged 18) and communicate their intention to discontinue schooling to their LEA or school.	Students with disabilities are eligible to receive special education services until the end of the semester in which they turn 22 years old.
1981	Disengagement	Completed grade 12, but did not meet all graduation requirements and voluntarily discontinued schooling	This code should be used for any student who completed grade 12, but did not meet all graduation requirements and voluntarily discontinued schooling.	This code reflects a discontinuation of schooling; students who do not meet all graduation requirements, but continue schooling at an LEA or adult program should be exited using a different appropriate code.
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.	This code should be used when there is evidence that a student has enrolled in an Adult Education program *outside* the DC public or public charter school. Examples include when a student is enrolling in a GED, adult basic education, or workforce program at a local non-profit.	This code should also be used for students enrolling in a non-diploma granting school or educational institution in another state. If the student is transferring to an adult education program or alternative program serving adult students which is part of the DC public or public charter school, use exit code 2040 or 2041.

1983	Disengagement	Exited to an institution that is not administered or tracked by DC public or public charter schools (e.g., military, Federal Bureau of Prisons, DC Jail programs not administered by DCPS, etc.)	This code should be used if the sending school has evidence that the student has transferred to a non-school institution other than DYRS. For a DYRS or nonpublic transfer, use appropriate transfer exit code. For residential treatment facilities, use exit code 1961.	
1984	Disengagement	Not enrolled; LEA has performed due diligence; status unknown	It is the responsibility of every LEA to determine the status of every student who is enrolled; Per federal guidelines, students whose status cannot be determined are classified as "dropouts".	For purposes of the Adjusted Cohort Graduation Rate, the LEA or school is responsible for providing documentation verifying that the student has exited the cohort; if documentation of enrollment cannot be verified, use code 1984. For students who complete Stage 4 registration at a given school, but never attend that school, documentation of a "no show" must be provided to OSSE in order to assign the student to the appropriate school for the ninth grade cohort. See **Adult Education Guidance** section for details.
1989	Disengagement	Discontinued for pregnancy, maternity or paternity obligations.	This code should be used when a student discontinues his or her education due to becoming pregnant or due to maternal or paternal care obligations	Even if the student plans to return to schooling and continue his or her educational program at a later date, the student should be exited using this code and re-enrolled once he or she returns and continues his or her educational program.

Adult Education Guidance

This section provides information on the exit and entry codes that should be used for students enrolled in Adult Education Use of Entry and Exit Codes.

Detailed Guidance: Adult Program - only Exit Codes

This section details the new "Adult Program - only" exit codes.

		EXIT CODE ADDITIONS		
CODE	CODE CATEGORY	CODE NAME	USAGE GUIDELINES	ADDITIONAL GUIDANCE
2003	Year End	Moved onto the next level in educational program during the school year; continuing in educational program	This code should be used when a student completes his or her current level in his or her current educational program.	If the student is continuing to the next level of the program, the student should be exited and re-enrolled using code 1810 in order to designate completion of the current level.
2004	Year End	Working on the same level in educational program; continuing in educational program	This code should be used when a student is currently working on completion of his or her current level in his or her educational program, but has not moved to the next level by year-end.	If the student is continuing at the same level in the next school year, the student should be exited and re-enrolled using code 1810.
2005	Year End	Continuing and not in an educational program that has a level structure	This code should be used when a student is continuing in his or her current educational program, but the program does not have specific level progression.	If the student is continuing in the same program in the next school year, the student should be exited and re-enrolled using code 1810.
2006	Year End	Completed current level in educational program and is eligible for promotion but is not moving to next level; continuing in educational program	This code should be used when a student completes his or her current level in his or her current educational program but is not moving on to the next level in his or her educational program due to scheduling or other reasons.	If the student in continuing in the same program in the next school year, the student should be exited and re-enrolled using code 1810.
2010	Program End	Received a diploma, continuing **adult education** in the same LEA	This code should be used for a student who has received a high school diploma but are continuing to receive adult education services.	If the student is continuing to pursue adult educational services after completion of a high-school diploma, the student should be exited and re-enrolled using code 1810.
2011	Program End	Received a GED, continuing **adult education** in the same LEA	This code should be used for a student who has received a GED but is continuing to receive adult education services.	If the student is continuing to pursue adult educational services after completion of a GED, the student should be exited and re-enrolled using code 1810.

			EXIT CODE ADDITIONS	
CODE	**CODE CATEGORY**	**CODE NAME**	**USAGE GUIDELINES**	**ADDITIONAL GUIDANCE**
2012	Program End	Received an IEP certificate of attendance or completion, continuing **adult education** in the same LEA	This code should be used for students who have received an IEP certificate of attendance or completion but are continuing to receive adult education services.	If the student is continuing to pursue adult educational services after completion of an IEP certificate of attendance or completion, the student should be exited and re-enrolled using exit code 1810.
2013	Program End	Received a technical certification or nationally- or state-recognized vocational education certification, continuing **adult education** in the same LEA	This code should be used for students who have received a technical certification or nationally- or state-recognized vocational education certification but are continuing to receive adult education services.	If the student is continuing to pursue adult educational services after completion of a technical certification or nationally- or state-recognized vocational education certification, the student should be exited and re-enrolled using exit code 1810.
2014	Program End	Received an ESL certificate, continuing **adult education** in the same LEA	This code should be used for students who have received an ESL certificate but are continuing to receive adult education services.	If the student is continuing to pursue adult educational services after completion of an ESL certificate, the student should be exited and re-enrolled using exit code 1810.
2015	Program End	Received a certificate of completion for a technical or vocational course of study, continuing **adult education** in the same LEA	This code should be used for a student who has received a certificate of completion for a technical or vocational course of study but is continuing to receive adult education services.	If the student is continuing to pursue adult educational services after completion of a certificate of completion for a technical or vocational course of study, the student should be exited and re-enrolled using exit code 1810.
1985	Disengagement	Student voluntarily discontinued education after enrolling in an adult education program in a DC public or public charter school	This code is only meant for a student who discontinues education after enrolling in an adult education program or re-enroll in school after completing a diploma.	
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	This code should be used when a student completes a GED preparation course of study in instances where the school or LEA **does not** have evidence that a GED was received by the student. If documentation of a certification has been received, use exit code 2021 and provide documentation of certification to OSSE.	If it is unknown whether the student received a GED, exit code 1986 should be used. OSSE will contact the LEA if it learns that the student has passed the GED test.

		EXIT CODE ADDITIONS		
CODE	**CODE CATEGORY**	**CODE NAME**	**USAGE GUIDELINES**	**ADDITIONAL GUIDANCE**
1988	Disengagement	Discontinued due to hardship, health or personal reasons	This code should be used when a student voluntary or involuntary discontinues his or her education due to a specific hardship, health, or personal reasons	Even if the student plans to return to schooling and continue his or her educational program at a later date, the student should be exited using this code and re-enrolled once he or she returns and continues his or her educational program.
1990	Disengagement	Discontinued for employment reasons	This code should be used when a student discontinues his or her education due to becoming employed. Employment can be new employment – either full-time or part-time, change in employment schedule, seasonal employment, or similar situation.	Even if the student plans to return to schooling and continue his or her educational program at a later date, the student should be exited using this code and re-enrolled once he or she returns and continues his or her educational program.

Enrollment Guidance

What are the six stages of enrollment?

The six stages of enrollment are a mandated part of every DC public or public charter school student's attendance record, per 5-A DCMR §2199.1. Each stage represents a different step in the enrollment process. The six stages are established in the definition of "Enrollment "as:

(1) Application by student to attend the school;
(2) Acceptance and notification of an available slot to the student by the school;
(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");
(4) Registration of the student in the SIS by school upon receipt of required enrollment forms and letter of enrollment agreement; and
(5) Receipt of educational services, which are deemed to begin on the first official school day.

The sixth stage of enrollment takes place upon completion of stage four, and is defined as follows:

(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 (stage 4).

Additionally, under 5-E DCMR 3002.9(b), for children transferring between LEAs between school years, the new LEA's obligation to make FAPE available begins on the new LEA's first day of the school year.

What do the six stages of enrollment look like in practice?

There are several major differences among LEAs and types of students when collecting the stages of enrollment information. The biggest difference will be students who are returning versus new to the LEA.

Stage 4

The stage 4 enrollment date must be recorded when the student or student's family has completed all enrollment paperwork, thereby completing the registration process. The LEA assumes responsibility for providing services on an existing IEP or evaluating that student to determine eligibility for special education and related services for students transferring during the school year. The stage 4 enrollment date indicates that the student has not physically attended school at the LEA yet, but has completed registration.

Stage 4 enrollment can be designated in the SIS in two ways:

  o *For LEAs that are able to provide two separate Stage 4 and Stage 5 enrollment dates in their SIS.* The student is given a **Stage 4 entry date** and appropriate **Stage 4 entry code** in the SIS of either 1800, 1880 or 1890 until the student physically attends his/her first day of school at the LEA.

Once the student has physically attended school and received educational services, the **Stage 5 entry date** must be entered and the entry code must be changed to a valid **Stage 5 entry code**; or

- o *For LEAs that **are not** able to provide two separate Stage 4 and Stage 5 enrollment dates in their SIS.* The student is given a **Stage 4 entry date** and appropriate **Stage 4 entry code** of either 1800, 1880 or 1890 until the student physically attends his/her first day of school at the LEA. Once the student has physically attended school and received educational services, the entry date and code must be changed to a valid **Stage 5 entry date and code** (not 1800, 1880 or 1890) reflecting the student's enrollment status.

- At the beginning of July, OSSE begins the official transition from one school year to the next. Mid-July, any receiving LEA who has completed a stage 4 enrollment will assume responsibility of the student from their previous LEA. For students with disabilities, special education service delivery is expected to start on the first day of school.
- OSSE releases relevant test scores and IEP information to the LEA to support providing services as efficiently as possible.

Stage 5

A stage 5 entry code and date should only be recorded when the enrolled student has physically attended school at the LEA. For most students, this date will likely be the LEA's first day of school. If the student never attends a class at the LEA (i.e., is a 'no-show'), do **NOT** enter a stage 5 enrollment code and date. Please follow the process below on the LEA responsibilities for a "no-show".

What are the LEA responsibilities for a "no show"?

It is the responsibility of the LEA to determine the whereabouts of every student that has completed stage 4 of the enrollment process. In cases where there is no record of attendance at the LEA, *and* LEAs can demonstrate that significant attempts have been made to contact the student's family and ascertain the whereabouts of a student who never attended school at the LEA after a stage 4 enrollment, the LEA may designate the student as an "no-show" under the following conditions:

1. The student is receiving special education services. In this case, the student should be exited using code 1234.
2. The student is not receiving special education services. In this case, the student should be exited using code 4321.

Please note, it is not possible for a student receiving special education services who completed stage 4 of the enrollment process to be designated as a *"no-show"* unless enrollment at another LEA has been verified by OSSE. Once a student with disabilities has a completed stage 4 enrollment, the LEA is responsible for this student without exception. **For additional guidance please review Appendix B: Exit Codes Impacting LEAs SEDS Roster.**

What happens when the responsibility for a student's IEP (stage 4) is assumed?

Starting mid-July, the LEA will be able to access the student's IEP once the SIS data has been sent to OSSE via ADT. The receiving LEA will not have access to a pre-enrolled student if the student is attending ESY at a different LEA. The receiving LEA will have access to the student in the Special Education Data System (SEDS),

five days after the end of ESY for the previous LEA. For example, a student with an existing IEP who is transferring from LEA A to LEA B must be provided services by LEA A through the end of school year. LEA A is further responsible for providing ESY services to the student, if eligible. If the student is not eligible for ESY, LEA B will have access to the student's special education records in SEDS once LEA B's SIS is switched to the new school year. Special education service delivery is expected to begin on the first day of school.

What if the student transfers mid-year?

An LEA must provide the information it has available. Take John Doe as an example. John transfers to District High School in August, from Brookland High School:

School Name	Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	Withdrawal Date
Brookland HS	2/3/2020	3/31/2020	4/26/2020	7/1/2020	8/21/2020	8/22/2020
District HS	8/21/2020	8/21/2020	8/22/2020	8/22/2020	8/23/2020	

We'll look at this example at the school level, day-by-day:
- John went through the lottery and was accepted by his second choice school, Brookland High School (Stages 1-4, February to August).
- On August 21:
  - John attends his first day of school at Brookland High School (Stage 5).
  - John's family put in an application for him at his first choice, District High School (Stage 1).
  - John is notified of an open slot at District High School on the same day (Stage 2).
- August 22
  - John accepts the space at District High School (Stage 3)
  - Registration paperwork at District High School (Stage 4) is completed.
    - District High School (receiving school) should enter a Stage 4 enrollment date of 8/22/2020 and a corresponding entry code of 1800.
  - John withdraws from Brookland High School.
    - Brookland High School (sending school) should enter a withdrawal date of 8/22/2020 and corresponding exit code (in this case, exit code 2041 should be used because the student is transferring to another LEA in the state)
  - John is considered to have a duplicative enrollment
- August 23
  - John is no longer considered to have a duplicative enrollment.
  - John begins his first day at his new school, District High School (Stage 5).
    - District High School should enter a Stage 5 enrollment date of 8/23/2020 with entry code of 1812.

How are LEAs required to transfer Student Data to OSSE?

See **2020-21 School Year OSSE LEA Data Collection Template** for more information on transferring student data to OSSE.

Special Education Guidance

Under District of Columbia law, students are eligible for special education and related services from age three (3) through the end of the semester in which they turn twenty-two (22) years of age. Based on requirements of the Individuals with Disabilities Education Act (IDEA), there are circumstances in which students with disabilities may exit an LEA's roster but retain the right to access FAPE until age twenty-two (22). **For additional guidance please review Appendix B: Exit Codes Impacting LEAs SEDS Roster.**

Expectations of LEAs

Under IDEA, the LEA is responsible for making special education and related services available to eligible students who are enrolled in the LEA, and who are between the ages of three (3) and twenty-two (22) (students remain eligible until the end of the semester in which they turn twenty-two (22)). For an existing student, an LEA may not be responsible for making special education and related services available to a student if the LEA has made reasonable efforts to contact the parent in accordance with 5-E DCMR §3005.2(b), and prior written notice has been issued as appropriate – see **Disengagement Codes for Students with Disabilities a**nd Appendix for more information.

Exit Prior to Stage 5 Enrollment

Exit codes 1234 and 4321. If a student who has been found eligible for services under IDEA completes Stage 4 enrollment but is exited using exit code 1234 prior to receiving educational services, the LEA still is responsible for continuing to provide special education services until prior written notice (PWN) is issued. The LEA must issue a PWN for a student to be administratively exited from SEDS. If a student who has not been found eligible for services under IDEA completes a Stage 4 enrollment but exits the LEA priors to receiving educational services, the student should be exited using exit code 4321.

Homeschooling

Exit codes 1940 or 1942: If a parent/guardian of a student who has been found eligible for services under IDEA decides to provide home instruction, and this decision occurs before the child reached the maximum age for services, the LEA shall take steps to document via issuance of a prior written notice (PWN) which details the parent's right to access services through the LEA at any time in the future. The parent must complete the **Notice of Intent to Homeschool form** and submit to OSSE Home School Office – see **OSSE DC Homeschooling Program** for more information and policy.

Early Childhood

Exit code 1960 will remove a student from the SEDS Roster only if the student is under the age of 5 as of Sept. 30 of the school year. If the student was previously eligible for services under Part C, in which case the student remains on the SEDS roster.

CODES RESULTING in REMOVAL from the SEDS Roster		
CODE	CATEGORY	CODE NAME
1960	Discharge	Withdrawn from school, under the age for compulsory attendance (age 5); eligible to seek re-enrollment

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 a PWN is issued and due diligence have been performed.

Credential Codes

Under IDEA, the LEA obligation to provide a free appropriate public education (FAPE) to eligible students continues until a student graduates from high school with a regular high school diploma (34 C.F.R. §300.102(a) (3)), or if a student exceeds the maximum age of eligibility which, in the District of Columbia, is the end of the semester in which a student turns 22 years old (5-E DCMR §3002.1(b)).

End of Year Codes and Transfer Codes for Students with Disabilities

Once confirmed via the OSSE enrollment feed data, a Stage 4 enrollment at a different public or public charter school will remove a student from the SEDS roster of the sending LEA. For special education students, the receiving school should request a transfer of records from the **OSSE Support Tool** (OST). Until the receiving school enters a Stage 4 enrollment for the student, the student will continue to appear on the sending school's SEDS roster.

IDEA requires the receiving public education agency to take steps to promptly obtain the student's special education records for students who transfer from another public agency within the State or from another State (34 CFR §300.323(g)(2)). OSSE's "Individualized Education Program (IEP) Implementation for Transfer Students Policy" requires that, if a child with an IEP transfers between LEAs, the new LEA must request the student's records from the previous LEA within five (5) business days of enrollment, including any existing IEP, supporting documentation, and any other records pertaining to the provision of special education or related services to the student. If records are not requested or no records response is received from the sending LEA, records which have been pending transfer for 5 or more business days will be automatically transferred to the receiving LEA. If a student transfers from out-of-state, the new LEA must upload the student's existing IEP into SEDS within ten (10) business days of receipt from the previous out-of-state LEA.

Discharge Codes for Students with Disabilities

Discharge codes are used for those students who either withdrew from school (but did not disengage) or were withdrawn from school due to LEA-specific eligibility, disciplinary or other policy reasons.

In all other scenarios, Discharge Codes do not remove students from the SEDS roster at an LEA. Based on the exit code used, the LEA must issue a select the appropriate PWN in SEDS and perform the necessary documented due diligence in SEDS for a student to be administratively exited from their SEDS roster.

Illness. Under IDEA, the LEA continues to be responsible for making services available to students who have withdrawn due to illness, as determined by the child's IEP team. These services may include homebound instruction. If there is no documentation of illness that specifies that student is incapable of further engaging in educational services, student should be exited using Code 1980.

Expulsion. Under IDEA, the LEA continues to be responsible for making services available when a student is expelled even if it is determined that the behavior that gave rise to the violation is not a manifestation of the child's disability. Under IDEA, students may NOT be expelled for disciplinary reasons if the behavior is a manifestation of the child's disability except that such students may be removed to an interim alternative educational setting for a period not to exceed 45

days if the behavior involved the use of weapons or drugs, or resulted in serious bodily injury. See 34 C.F.R. §300.530(g). In such cases, the LEA must continue to provide educational services in the alternative setting. This code should not be used for temporary suspensions from school for disciplinary reasons.

Disengagement Codes for Students with Disabilities

Once a student no longer attends a school, it is expected that the LEA and school continue to keep documented evidence of each withdrawal and any communications associated with attempts to contact the parent or student in SEDS. Once the LEA has made reasonable efforts to contact the parent in accordance with 5-E DCMR §3005.2(b), and a PWN has been issued, the student may be administratively exited from SEDS by submitting a request in the **OST.**

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 LEA will follow its truancy guidelines. In addition, the LEA must make reasonable efforts to contact the parent in accordance with 5-E DCMR §3005.2 (b) If none of these attempts is successful, the LEA/school must issue a PWN that:

1. Details the 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. Advises that the parent has a right to pursue re-enrollment and special education services at any time up to the age of 22.

Once these steps are completed, and the PWN is faxed/uploaded into the student's record in SEDS, the LEA can enter the appropriate exit code in the SIS. The communication attempts and PWN must be documented in SEDS in order for OSSE to administratively exit a student from SEDS

To request administrative action following submission of a PWN for removal from SEDS, submit a ticket in the **OST**.

Prior Written Notice (PWN)

For exit codes requiring the LEA to issue a PWN, the language of the PWN must be consistent with the reason for exit and, if appropriate, advise the parent or student of their right to pursue re-enrollment to access FAPE at any time through the end of the semester in which the student turns age 22. Prior to administratively exiting a student, OSSE will review the PWN to ensure the description of the proposed LEA action is consistent with the documented exit code.

Nonpublic Student Transfer Guidance

Student enrollment and transfers must be captured using the appropriate entry and exit codes. When a student transfers to a nonpublic institution, the student must be withdrawn using an appropriate exit code and re-enrolled using an appropriate entry code. The practice of just changing the specific school code assigned to a student to reflect enrollment in a nonpublic school is not advised to accurately tracking student enrollment and movement.

Transfer from DCPS or Public Charter to Nonpublic School

When a student transfers from DCPS or Public Charter School to a nonpublic institution, the LEA remains responsible for the student and is obligated to retain an open slot at the school for the student in the event the student completes services at the nonpublic institution and wishes to continue his or her education at the sending school.

The student should first be withdrawn from the LEA using exit code 2040. The student should then be re-enrolled using entry code 1811. The "responsible school" is the LEA and the "attending school" is the receiving nonpublic.

Exit Management Guidance

What is Exit Management?

The Exit Management module in the Statewide Longitudinal Education Data System (SLED) provides real-time notification to LEAs of discrepancies within a student's Stage 5 enrollment record between the LEA's SIS and enrollment data maintained by OSSE. Exit Management reduces the administrative burden on LEAs to conduct multiple Stage 5 enrollment data verifications throughout the school year. It facilitates accurate and reliable enrollment data and help derive enrollment counts, monitor student movement, inform funding to ensure adequate resources, and contribute to the development of education strategy and policy throughout all the public schools and public charter schools in the District of Columbia. For the complete Exit Management guide. See the **Exit Management Guide** for more information.

Prior Year Exit Management Guidance

What is Prior Year Exit Management?

The Prior Year Exit (PYE) Management module in SLED facilitates the process for LEAs to update students' stage 5 exit codes for previous school years. The enrollment records for all students are listed for the previously completed school year (i.e. in the 2020-21 school year, the previously completed school year is 2019-20). Enrollment records for students from previous school years are listed for diploma granting LEAs and student with disabilities (SWD) remaining on the LEA's Special Education Data System (SEDS) roster. Documentation for SWDs must be in PYE and SEDS in order for a student to be administratively removed from the LEAs SEDS roster. See the, **Prior Year Exit Guide** for more information.

Adjusted Cohort Graduation Rate Guidance

What is the ACGR?

On Oct. 29, 2008, the U.S. Department of Education finalized rulemaking that established a uniform graduation rate calculation required for all states.

Cohort graduation rates improve DC's understanding of the students who do, and do not, earn a regular high school diploma within four years, and those students who take more than four years to earn a regular diploma. Further, cohort rates more clearly describe the variety of paths taken by students who do not earn regular diplomas.

Pursuant to federal regulations, the term four-year adjusted cohort graduation rate is the number of students who graduate in four years with a regular high school diploma divided by the number of students who form the adjusted cohort for that graduating class.

The term "adjusted cohort" means the students who enroll after the beginning of the entering cohort's first year in high school, up to and including grade 12. Practically speaking, this means that an incoming class of ninth graders comprise a "cohort" that is subsequently "adjusted" by adding any students who transfer into the cohort either later in the ninth grade year or at any point during the next three years and subtracting any students who transfer out of state, emigrate to another country, or die during that same period.

The four-year cohort graduation rate is the percentage of students in this adjusted cohort that graduate with a regular high school diploma within four years of entering high school.

Cohort Development and Codes that Remove Students from the Adjusted Cohort

Utilizing previous enrollment audits, and ADT feeds, OSSE creates a list of students whose **first time ninth grade enrollment was during a given school year**. Students with **valid exit codes prior to the start of their ninth grade year** are not assigned to a cohort responsible LEA; students with **valid exit codes which result in a removal from the adjusted cohort after the start of their ninth grade year** may be removed from the cohort if proper documentation is provided to OSSE. Valid exit codes are as follows:

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

These are the only codes that may remove a student from their adjusted cohort. In order for a student to be removed from the cohort, the LEA must provide documentation that another diploma-granting LEA is providing educational services to the student. LEAs are required to provide proper documentation for cohort exits to OSSE. **These documents must be reviewed and approved by OSSE before a student may be removed from the cohort.**

Note: Students who are present in the Missing Child Clearinghouse will also be removed from the cohort.

The **District of Columbia Adjusted Cohort Graduation Rate Guidance** provides supporting documentation requirements for use of exit codes 1940, 1941, 1942, 1943 and 1944; and specific scenarios and guidance pertaining to unique student entry and exit cases.

When documentation supporting exit codes 1940, 1941, 1942, 1943 and 1944 cannot be provided to OSSE, the student must be exited using code 1984. In these cases, the student will remain a member of the ninth grade adjusted cohort and will be reported as a non-graduate.

Transfers to another LEA within the state must be verified by OSSE in SLED and Data Management-Exit Management. Transfers from one DC public or public charter school to another DC public or public charter school are tracked via SLED. If a transfer does not appear in SLED, it is the responsibility of the sending LEA to verify the transfer.

Role of Exit Codes in Determining Student Outcomes in the ACGR Calculation

Exit codes are also used to inform student outcomes reported in the release of the Adjusted Cohort Graduation Rate. Exit codes which provide credential data (e.g., 2020-2022) are verified by OSSE. Exit codes 2020, 2021 and 2022 are verified using the Certified Graduates List, Pearson GED Feed, and Certified IEP Certificates list, respectively. Only students who graduate with a regular diploma (exit code 2020) and are included on the Certified Graduates List are reported as graduates in the calculation of the ACGR; students who receive a state diploma or IEP certificate are reported as non-graduates. LEAs may provide documentation for exits codes 2023, 2024 and 2025; however, these students are reported as non-graduates in the calculation of the ACGR.

A student who is retained in grade, enrolls in a GED program or other adult educational or other training program that does not result in the award of a regular high school diploma, withdraws for school for illness, withdraws or is withdrawn from school for disciplinary reasons, is expelled, reaches the maximum age for services, exits to an institution that is not administered or tracked by the DC school system or leaves school for any other reason **must remain in the adjusted cohort** (i.e., must be included in the denominator of the graduation rate for that cohort). These students are also reported as non-graduates in the calculation of the ACGR. Please see **Adjusted Cohort Graduation Rate Policy Guide** for more information.

Youth Dropout Guidance

This section describes the impact of an exit code on the student's "disengaged youth" status. OSSE has obligations both to the federal government and its stakeholders to ascertain the status of all youth who have enrolled in District of Columbia public or public charter school. 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.

Federal Reporting of "Dropout" using OSSE Exit Codes

Per federal guidelines, OSSE is mandated to report the number of youth in grades 7 through 12 who "drop out" of school in a given year (event dropout rate). The following table summarizes those exit codes which will identify a student as "educationally disengaged".

CODE	CATEGORY	CODE NAME
CODES RESULTING in EDUCATIONAL DISENGAGEMENT DESIGNATION		
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 reason
1967	Discharge	Withdrawn due to LEA policy related to substance use
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
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

Appendix A: Quick References

Quick Reference: Entry Codes

CODE	CATEGORY	CODE NAME
ALL ENTRY CODES		
CODE	CATEGORY	CODE NAME
STAGE 4 PRE-ENROLLMENT CODE		
1800	Stage 4 Enrollment	Student has provided school with required enrollment forms and letter of enrollment agreement; school has completed registration of the student in the Student Information System (SIS)
1880	Stage 4 Enrollment	Enrolled for special education services only
CONTINUATION AND TRANSFER CODES		
1810	Continuing	Continuing education in the same school with no interruption in schooling
1811	Transfer	Transfer from a public or nonpublic school in the same local education agency
1812	Transfer	Transfer from a public or nonpublic school in a different local education agency in the same state
ORIGINAL ENTRY CODES		
1850	Original Entry	Original entry into a United States school; previously living in the United States
1851	Original Entry	Original entry into a United States school from a foreign country; prior schooling in a foreign country
1852	Original Entry	Original entry into a United States school from a foreign country; no prior schooling in a foreign country
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.
1871	Entry	Entry from home schooling in the same state
1872	Entry	Entry from a private school in the same state.
1873	Entry	Entry after an interruption in schooling (voluntary or involuntary)

Quick Reference: Exit Codes

	ALL EXIT CODES		Required Document	Dropout?	Exit Management?	Prior Year Exit?	Cohort?	Remains on SEDS Roster?
CODE	CATEGORY	CODE NAME	*LEA must upload documentation in SLED and SEDS					
STAGE 4 PRE-ENROLLMENT CODE EXIT								
1234	Stage 4 Enrollment Exit	For **students with disabilities**: Withdrawn from school after the student has been enrolled using the Stage 4 Registration codes.	PWN	Yes, if previously enrolled in DC public school system	None	N/A	Yes, if previously enrolled in DC public school system	Yes, until documentation is verified
4321	Stage 4 Enrollment Exit	For students **without** disabilities: Withdrawn from school after the student has been enrolled using the Stage 4 Registration codes.	None	Yes, if previously enrolled in DC public school system	None	N/A	Yes, if previously enrolled in DC public school system	N/A
CREDENTIAL CODES								
2020	Credential	Graduated with regular, advanced, International Baccalaureate, or external degree program (EDP) diploma.	Certified Grads List, PWN or Graduate with diploma form and summary of performance (SOP)	No*	Yes*	Yes*	Yes- Grad	Yes, until documentation is verified
2021	Credential	Received a state diploma from the Office of the State Superintendent of Education	Pearson GED feed	No*	Yes*	Yes	Yes	Yes
2022	Credential	Received an IEP certificate of attendance or completion	Certified Credential List; PWN and Copy of credential	No*	Yes*	Yes*	Yes	Yes, until documentation is verified
2023	Credential	Received a nationally- or state-recognized career or technical certification	UDC feed; PWN, Copy of credential	Yes	Yes*	Yes*	Yes	Yes, until documentation is verified

ALL EXIT CODES			Required Document	Dropout?	Exit Management?	Prior Year Exit?	Cohort?	Remains on SEDS Roster?
CODE	CATEGORY	CODE NAME	*LEA must upload documentation in SLED and SEDS					
2024	Credential	Received an ESL certificate	PWN; PWN Copy of credential	Yes	Yes*	Yes*	Yes	Yes, until documentation is verified
2025	Credential	Received a certificate of completion for a technical or vocational course of study; unknown if official certification was received	Verified through CTE collection, PWN; Copy of Credential	Yes	Yes*	Yes*	Yes	Yes, until documentation is verified
END OF YEAR CODES								
2000	Year End	Promoted within the same school and LEA to the next grade level	SIS feed	No	No	No	Yes	Yes
2001	Year End	Retained within the same school and LEA at the previous grade level	SIS feed	No	No	No	Yes	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.	SIS feed	No	No	No	Yes	Yes
TRANSFER CODES								
2040	Transfer	Transferred to a different public or nonpublic school within the same local education agency	SIS feed	No*	No	No	Yes	Yes
2041	Transfer	Transferred to a public or nonpublic school in a different local education agency in the same state	SIS feed	No*	No	No	Yes	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	SIS feed	No*	No	No	Yes	Yes
2043	Transfer	Transferred to DYRS or other educational program that is part of the juvenile justice system	Exit Form, Signed letter from parent, Confirmation of enrollment, PWN	No*	No	Yes*	Yes	Yes

	ALL EXIT CODES		Required Document	Dropout?	Exit Management?	Prior Year Exit?	Cohort?	Remains on SEDS Roster?
CODE	CATEGORY	CODE NAME				*LEA must upload documentation in SLED and SEDS		
EXIT FROM STATE PUBLIC SCHOOL SYSTEM CODES								
1940	Exited	Exited the State public school system to home-schooling or a public, private, or online diploma-granting school in a different state.	Exit Form, Signed letter from parent, Confirmation of enrollment, PWN	No*	Yes*	Yes*	No*	Yes, until documentation is verified
1941	Exited	Exited to a school outside of the United States	Exit Form, Signed parent letter, Confirmation of enrollment, OSSE Deportation form, PWN	No*	Yes*	Yes*	No*	Yes, until documentation is verified
1942	Exited	Exited the State public school system to be home-schooled in the same state	OSSE Homeschool Letter, PWN	No*	Yes*	Yes*	No*	Yes, until documentation is verified
1943	Exited	Exited the State public school system to attend a private school in the same state	Exit Form, Signed letter from parent, Confirmation of enrollment, PWN	No*	Yes*	Yes*	No*	Yes, until documentation is verified
1944	Exited	Died or is permanently incapacitated	OSSE Certification of Student Death Form	No*	Yes*	Yes*	No*	Yes, until documentation is verified
DISCHARGE CODES								
1960	Discharge	Withdrawn from school, under the age for compulsory attendance (age 5); eligible to seek re-enrollment	SIS feed, DOB	No	No	No	N/A	No
1961	Discharge	Withdrawn from school due to documented severe physical or mental illness, including residential treatment facility; eligible to seek re-enrollment	Doctor's note	No*	Yes	Yes	Yes	Yes, code not to be used for Special Education Students
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.	None	Yes	No	No	Yes	No, unless student is under age 22

ALL EXIT CODES			Required Document	Dropout?	Exit Management?	Prior Year Exit?	Cohort?	Remains on SEDS Roster?
CODE	CATEGORY	CODE NAME	*LEA must upload documentation in SLED and SEDS					
1963	Discharge	Withdrawn for ineligibility reasons (e.g., residency, immunizations), eligible to seek re-enrollment	PWN	Yes, if previously enrolled in DC public school system	No	Yes*	Yes, if previously enrolled in DC public school system	Yes, until documentation is verified
1964	Discharge	Withdrawn due to LEA policy related to absenteeism or truancy	(Ages 5-17) Truancy Protocol (Ages 18+) PWN	Yes	No	Yes*	Yes	Yes, until documentation is verified
1965	Discharge	Withdrawn for disciplinary reasons other than expulsion, truancy or absenteeism (e.g., pending a disciplinary hearing that could result in expulsion).	None	Yes	No	No	Yes	Yes
1966	Discharge	Expelled for disciplinary reasons	None	Yes	No	No	Yes	Yes
1967	Discharge	Withdrawn due to LEA policy related to substance use	None	Yes	No	No	Yes	Yes
1968	Discharge	Withdrawn due to exceeding the maximum eligibility age for IDEA services	PWN or Age-out form	No	No	Yes*	Yes	Yes, until documentation is verified
DISENGAGEMENT CODES								
1980	Disengagement	Student voluntarily discontinued schooling and is under the age of compulsory attendance	(Ages 5-17) Truancy Protocol (Ages 18+) PWN	Yes	No	Yes*	Yes	Yes, until documentation is verified
1981	Disengagement	Completed grade 12, but did not meet all graduation requirements and voluntarily discontinued schooling	PWN and Transcript/Diploma (if out of state)	Yes	No	Yes*	Yes	Yes, until documentation is verified
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.	PWN	Yes	No	Yes*	Yes	Yes, until documentation is verified
1983	Disengagement	Exited to an institution that is not administered or tracked by the DC public school system (e.g., military, Federal Bureau	PWN	Yes	No	Yes*	Yes	Yes, until documentation is verified

CODE	CATEGORY	CODE NAME	Required Document	Dropout?	Exit Management?	Prior Year Exit?	Cohort?	Remains on SEDS Roster?
		of Prisons, DC Jail programs not administered by DCPS, etc.)						
1984	Disengagement	Not enrolled; LEA has performed due diligence; status unknown	(Ages 5-17) Truancy Protocol (Ages 18+) PWN	Yes	No	Yes*	Yes	Yes, until documentation is verified

The header row also contains a spanning label: **ALL EXIT CODES** (over CODE, CATEGORY, CODE NAME) and ***LEA must upload documentation in SLED and SEDS** (over Required Document through Remains on SEDS Roster).

Quick Reference: Additional Adult Program-only Exit Codes

ALL EXIT CODES			Required Document	Dropout?	Cohort?	Remains on SEDS Roster?
CODE	CATEGORY	CODE NAME	*documentation required †at most recent program offering a regular HS Diploma			
ADULT ONLY: END OF YEAR CODES						
2003	Year End	Moved onto the next level in educational program during the school year; continuing in adult educational program	None	No	Yes†	Yes
2004	Year End	Working on the same level in educational program; continuing in adult educational program	None	No	Yes†	Yes
2005	Year End	Continuing and not in an adult educational program that has a level structure	None	No	Yes†	Yes
2006	Year End	Completed current level in educational program and is eligible for promotion but is not moving to next level; continuing in adult educational program	None	No	Yes†	Yes
ADULT ONLY: CREDENTIAL PLUS CONTINUATION CODES						
2010	Program End	Received a diploma, continuing adult education in the same LEA	PWN, Graduation with Diploma form	No*	Yes†	Yes, until documentation is verified
2011	Program End	Received a GED, continuing adult education in the same LEA	PWN	No*	Yes†	Yes, until documentation is verified
2012	Program End	Received an IEP certificate of attendance or completion, continuing adult education in the same LEA	PWN, Copy of credentials	No*	Yes†	Yes, until documentation is verified
2013	Program End	Received a technical certification or nationally- or state-recognized vocational education certification, continuing adult education in the same LEA	PWN, Copy of credentials	No*	Yes†	Yes, until documentation is verified

ALL EXIT CODES			Required Document	Dropout?	Cohort?	Remains on SEDS Roster?
CODE	CATEGORY	CODE NAME	*documentation required †at most recent program offering a regular HS Diploma			
2014	Program End	Received an ESL certificate, continuing adult education in the same LEA	PWN, Copy of certificate	No	Yes†	Yes, until documentation is verified
2015	Program End	Received a certificate of completion for a technical or vocational course of study, continuing adult education in the same LEA	PWN, Copy of certificate	No	Yes†	Yes, until documentation is verified
ADULT ONLY: DISENGAGEMENT CODES						
1985	Disengagement	Student voluntarily discontinued education after enrolling in an adult education program in a DC public or public charter school	PWN	Yes	Yes†	Yes, until documentation is verified
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	PWN	Yes	Yes†	Yes, until documentation is verified
1988	Disengagement	Discontinued due to hardship, health or personal reasons	PWN	Yes	Yes†	Yes, until documentation is verified
1990	Disengagement	Discontinued for employment reasons	PWN	Yes	Yes†	Yes, until documentation is verified

Appendix B: Exit Codes Impacting LEA's SEDS Roster

This appendix provides clarification and guidance on exit codes impacting LEA's SEDS Roster. The guidance below constitutes the most up-to-date information. If an area is not mentioned here, the Entry and Exit Guidance document continues to be the authoritative source of information.

Resolving SEDS Roster Issues

LEAs should utilize the OST for assistance with enrollment issues, including students who are not appearing in SEDS as expected OR who are appearing in SEDS after they have been withdrawn from the LEA SIS and appropriate processes have been followed in SEDS.

Be sure to review all relevant guidance in this document and ensure any required due diligence has been completed and documented in the appropriate system prior to requesting that OSSE take administrative action to remove the student from the LEA's SEDS roster. For exit code guidance regarding SEDS Roster refer to the steps listed below.

Exit Codes Impacting LEA's SEDS Roster

Stage 4 Pre-Enrollment Exit Codes

PRE-ENROLLMENT EXIT CODES				
CODE	CODE CATEGORY	CODE NAME	LEA SEDS PROCESS FOR EXIT	OSSE REVIEW
1234	Stage 4 Pre-Enrollment Exit	For students with disabilities withdrawn from school after the student has been enrolled using the Stage 4 Pre-enrollment codes 1800 and 1880.	PWN documenting the exit. PWN must include language advising the student of their right to access FAPE until age 22.	Request for administrative removal **ONLY** if the documentation has been validated.
4321	Stage 4 Pre-Enrollment Exit	For students without disabilities: Withdrawn from school after the student has been enrolled using the Stage 4 Registration codes.	SEDS process not required	OSSE Review not required

Stage 5 Enrollment Exit Codes

	EXIT CODES CATEGORY 1: CREDENTIAL CODES		
CODE	**CODE DESCRIPTION**	**LEA SEDS PROCESS FOR EXIT**	**OSSE REVIEW**
2020	Graduated with regular, advanced, International Baccalaureate, or external degree program (EDP) diploma	1. Graduation with Diploma Form or a PWN advising that eligibility terminates upon graduation with a regular diploma. 2. A signed summary of performance must be completed 60 days prior to the student graduating. If an LEA is unable to provide a signed summary of performance due to COVID-19 closures, the LEA may provide the summary of performance and any ONE (1) of the following would be accepted: • communication log entry – showing the document was provided to the student • addressed envelope – showing the SOP was mailed to the student • certified mailing slip receipt – showing the SOP was mailed to the student • cover letter explaining summary of performance (SOP) mailing	1. The student is on the certified graduate list to validate that the student graduated. 2. Graduation with a Diploma Form or PWN is present in SEDS. 3. Request for administrative removal **ONLY** if all documentation have been validated in SEDS.
2021	Received a state diploma from the Office of the State Superintendent of Education	Pearson GED feed, SEDS process not required	OSSE Review not required
2022	Received an IEP certificate of completion	1. For students with disabilities age 18 and older, a PWN documenting exit initiated by parent or student. PWN must include language advising the student of their right to access FAPE until age 22. 2. Copy of IEP Certificate of completion or attendance uploaded in SEDS OR verified as having received a certificate through the annual certified credentials list received from District of Columbia Public Schools (DCPS), Department of Youth Rehabilitation (DYRS) Services and DC Public Charter School Board (PCSB)	1. The student is on the certified credential lists to validate the student has received an IEP certificate of completion. 2. Request for administrative removal **ONLY** if all documentation have been validated in SEDS.

EXIT CODES CATEGORY 1: CREDENTIAL CODES			
CODE	**CODE DESCRIPTION**	**LEA SEDS PROCESS FOR EXIT**	**OSSE REVIEW**
2023	Received a technical certification or nationally-or state-recognized vocational education certification	1. PWN documenting exit initiated by parent or student. PWN must include language advising the student of their right to access FAPE until age 22. 2. Copy of Certificate	Request for administrative removal **ONLY** if all documentation have been validated in SEDS.
2024	Received an ESL certificate	1. PWN documenting exit initiated by parent or student. PWN must include language advising the student of their right to access FAPE until age 22. 2. Copy of ESL certificate.	Request for administrative removal **ONLY** if all documentation have been validated in SEDS.
2025	Received a certificate of completion for a technical or vocational course of study; unknown if official certification was received	1. PWN documenting exit initiated by parent or student. PWN must include language advising the student of their right to access FAPE until age 22. 2. Copy of the Technical certification.	Request for administrative removal **ONLY** if all documentation have been validated in SEDS.

EXIT CODES CATEGORY 2: TRANSFER CODES			
CODE	**CODE DESCRIPTION**	**LEA SEDS PROCESS FOR EXIT**	**OSSE REVIEW**
2040	Transferred to a different public or nonpublic school within the same local education agency	SIS Feed, SEDS process not required	OSSE Review not required
2041	Transferred to a public or nonpublic school in a different local education agency in the same state	SIS Feed, SEDS process not required	OSSE Review not required
2042	Student is no longer physically present in school but remains enrolled in the same local education agency and is receiving educational services	SIS Feed, SEDS process not required	OSSE Review not required
2043	Transferred to DYRS or other educational program that is part of the juvenile justice system	SIS Feed, SEDS process not required	OSSE Review not required

EXIT CODES CATEGORY 3: EXIT FROM STATE PUBLIC SCHOOL SYSTEM			
CODE	**CODE NAME**	**LEA SEDS PROCESS FOR EXIT**	**OSSE REVIEW**
1940	Exited state; exited to home-schooling or a public, private, or online diploma-granting school in a different state.	1. Documentation of parent-initiated withdrawal: signed withdrawal form or letter from parent uploaded in SEDS; or 2. Documentation from receiving school of enrollment with school stamp; or 3. Other form of confirmation from receiving LEA/school as documented in SEDS **(only for PK3 through 8 and adult students)**; or 4. Evidence that the LEA conducted due diligence to determine the location of the student. a. Communication log – due diligence in accordance with reasonable efforts (three attempts to contact using two modalities on three separate days) or documentation of confirmation from receiving LEA/school. b. PWN notifying parent or student of exit. PWN must include language advising the student of the right to access FAPE until age 22.	Request for administrative removal **ONLY** if all documentation have been validated in SEDS.
1941	Exited to a school outside of the United States	1. Documentation of parent-initiated withdrawal: signed withdrawal form or letter from parent uploaded in SEDS; or 2. Documentation from receiving school of enrollment with school stamp; or 3. OSSE Deportation Certification Form 4. PWN informing parent or student of exit. PWN must include language advising the student of their right to access FAPE until age 22.	Request for administrative removal **ONLY** if all documentation have been validated in SEDS.
1942	Exited the state public school system to be home-schooled in the same state	1. PWN notifying parent or student of exit. PWN must include language advising the student of their right to access FAPE until age 22.	1. The student is registered with the OSSE Homeschool office. 2. Request for administrative removal **ONLY** if all documentation have been validated in SEDS.

EXIT CODES CATEGORY 3: EXIT FROM STATE PUBLIC SCHOOL SYSTEM			
CODE	**CODE NAME**	**LEA SEDS PROCESS FOR EXIT**	**OSSE REVIEW**
1943	Exited the state public school system to attend a private school in the same state	1. Documentation of parent-initiated withdrawal: signed withdrawal form or letter from parent uploaded in SEDS; or 2. Documentation from receiving school of enrollment with school stamp; or 3. PWN informing parent or student of exit. PWN must include language advising the student of their right to access FAPE until age 22.	Request for administrative removal **ONLY** if all documentation have been validated in SEDS.
1944	Died or is permanently incapacitated	OSSE Certification of Student Death Form uploaded in SEDS.	Request for administrative removal **ONLY** if all documentation have been validated in SEDS.

EXIT CODES CATEGORY 4: DISCHARGE CODES			
CODE	**CODE NAME**	**LEA SEDS PROCESS FOR EXIT**	**OSSE REVIEW**
1960	Withdrawn from school, under the age for compulsory attendance (age 5); eligible to seek re-enrollment	SEDS process not required	OSSE Review not required
1961	Withdrawn from school due to documented severe physical or mental illness, including residential treatment facility; eligible to seek re-enrollment	SEDS process not required	OSSE Review not required, code not to be used for Special Education Students
1962	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.	No action needed, unless student hasn't reenrolled in the district. Due diligence will be required.	OSSE Review not required
1963	Withdrawn for ineligibility reasons (e.g., immunization or	PWN notifying parent or student of exit. PWN must include language advising the student of their right to access FAPE until age 22.	Request for administrative removal **ONLY** if the documentation have been validated in SEDS.

EXIT CODES CATEGORY 4: DISCHARGE CODES			
CODE	CODE NAME	LEA SEDS PROCESS FOR EXIT	OSSE REVIEW
	residency); eligible to seek re-enrollment		
1964	Withdrawn due to LEA policy related to absenteeism or truancy	1. For students with disabilities ages 5-17: documentation in SEDS that truancy protocols were completed. PWN notifying parent/student of exit. PWN must include language advising the student of their right to access FAPE until age 22. 2. For students with disabilities age 18 and older, a PWN documenting the exit. PWN must include language advising the student of their right to access FAPE until age 22.	Request for administrative removal **ONLY** if all documentation have been validated in SEDS.
1965	Withdrawn for disciplinary reasons other than expulsion, truancy or absenteeism (e.g., pending a disciplinary hearing that could result in expulsion).	SEDS process not required	OSSE Review not required
1966	Expelled for disciplinary reasons	SEDS process not required	OSSE Review not required
1967	Withdrawn due to LEA policy related to substance use	SEDS process not required	OSSE Review not required
1968	Withdrawn due to exceeding the maximum age for special education services eligibility under IDEA	1. Signed age-out form or 2. PWN notifying parent or student of exit. PWN must include language advising of the termination of eligibility upon the end of the semester in which the student turned age 22.	Request for administrative removal **ONLY** if all documentation have been validated in SEDS.

This category of codes should be used for those students who have dropped out or disengaged from school.			
EXIT CODES CATEGORY 5: DISENGAGEMENT			
CODE	**CODE NAME**	**LEA SEDS PROCESS FOR EXIT**	**OSSE REVIEW**
1980	Student voluntarily discontinued schooling and is under the maximum age for compulsory attendance	This code should only be used for students under the age of 18. A PWN notifying parent/student of exit. PWN must include language advising the student of their right to access FAPE until age 22.	Request for administrative removal **ONLY** if all documentation have been validated in SEDS.
1981	Completed grade 12, but did not meet all graduation requirements and voluntarily discontinued schooling	A PWN notifying parent/student of exit. PWN must include language advising the student of their right to access FAPE until age 22.	Request for administrative removal **ONLY** the documentation have been validated in SEDS.
1982	Left the DC public school system to attend a vocational, GED, online or other adult educational or training program	A PWN notifying parent/student of exit. PWN must include language advising the student of their right to access FAPE until age 22.	Request for administrative removal **ONLY** if all documentation have been validated in SEDS.
1983	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.)	A PWN notifying parent/student of exit. PWN must include language advising the student of their right to access FAPE until age 22.	Request for administrative removal **ONLY** if all documentation have been validated in SEDS.
1984	Not enrolled; LEA has performed due diligence; status unknown	1. For students with disabilities age's 5-17 documentation in SEDS that truancy protocols were completed. PWN notifying parent/student of exit. PWN must include language advising the student of their right to access FAPE until age 22. 2. For students with disabilities age 18 and older, a PWN documenting exit initiated by parent/ student. PWN must include language advising the student of their right to access FAPE until age 22.	Request for administrative removal **ONLY** if all documentation have been validated in SEDS.

This category of codes should be used for those students who have dropped out or disengaged from school.

EXIT CODES CATEGORY 5: DISENGAGEMENT

CODE	CODE NAME	LEA SEDS PROCESS FOR EXIT	OSSE REVIEW
1985	Student voluntarily discontinued education after enrolling in an adult education program in a DC public or public charter school	PWN documenting exit initiated by parent/ student. PWN must include language advising the student of their right to access FAPE until age 22.	Request for administrative removal **ONLY** if a documentation have been validated
1986	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	PWN documenting exit initiated by parent/ student. PWN must include language advising the student of their right to access FAPE until age 22.	Request for administrative removal **ONLY** if a documentation have been validated
1988	Discontinued due to a hardship (health or personal reasons).	A PWN informing student of exit/documentation of hardship (health or personal reasons) in SEDS. PWN must include language advising the student of their right to access FAPE until age 22.	Request for administrative removal **ONLY** if a documentation have been validated
1989	Discontinued for pregnancy, maternity or paternity obligations.	A PWN informing student of exit/documentation of (health or personal reasons) in SEDS. PWN must include language advising the student of their right to access FAPE until age 22.	Request for administrative removal ONLY if a documentation have been validated
1990	Discontinued for employment reasons	A PWN informing student of exit/documentation of employment in SEDS. PWN must include language advising the student of their right to access FAPE until age 22.	Request for administrative removal ONLY if a documentation have been validated

Detailed Guidance: Adult Program-only Exit Codes

EXIT CODE CATEGORY 6: ADULT EXIT CODES

CODE	CODE NAME	LEA SEDS PROCESS FOR EXIT	OSSE REVIEW
2003	Moved onto the next level in educational program during the school year; continuing in educational program	Year End, SEDS process not required	OSSE Review not required

Detailed Guidance: Adult Program-only Exit Codes

	EXIT CODE CATEGORY 6: ADULT EXIT CODES		
CODE	CODE NAME	LEA SEDS PROCESS FOR EXIT	OSSE REVIEW
2004	Working on the same level in educational program; continuing in educational program	Year End, SEDS process not required	OSSE Review not required
2005	Continuing and not in an educational program that has a level structure	Year End, SEDS process not required	OSSE Review not required
2006	Completed current level in educational program and is eligible for promotion but is not moving to next level	Year End, SEDS process not required	OSSE Review not required
2010	Received a diploma, continuing **adult education** in the same LEA	1. Graduation with Diploma Form or a PWN advising that eligibility terminates upon graduation with a regular diploma. 2. A signed summary of performance must be completed 60 days prior to the student graduating.	Request for administrative removal **ONLY** if all documentation have been validated in SEDS.
2011	Received a GED, continuing **adult education** in the same LEA	A PWN documenting exit initiated by parent/student. PWN must include language advising the student of their right to access FAPE until age 22.	Request for administrative removal **ONLY** if all documentation have been validated in SEDS.
2012	Received an IEP certificate of attendance or completion, continuing **adult education** in the same LEA	1. For students with disabilities age 18 and older, a PWN documenting exit initiated by parent/ student. PWN must include language advising the student of their right to access FAPE until age 22. 2. Copy of IEP Certificate of completion or attendance uploaded in SEDS OR verified as having received a certificate through the annual certified credentials list received from District of Columbia Public Schools (DCPS), Department of Youth Rehabilitation (DYRS) Services and DC Public Charter School Board (PCSB)	Request for administrative removal **ONLY** if all documentation have been validated in SEDS.

Detailed Guidance: Adult Program-only Exit Codes

EXIT CODE CATEGORY 6: ADULT EXIT CODES

CODE	CODE NAME	LEA SEDS PROCESS FOR EXIT	OSSE REVIEW
2013	Received a technical certification or nationally-or state-recognized vocational education certification, continuing **adult education** in the same LEA	1. PWN documenting exit initiated by parent/student. PWN must include language advising the student of their right to access FAPE until age 22. 2. Copy of the Technical certificate.	Request for administrative removal **ONLY** if all documentation have been validated in SEDS.
2014	Received an ESL certificate, continuing **adult education** in the same LEA	1. PWN documenting exit initiated by parent/ student. PWN must include language advising the student of their right to access FAPE until age 22. 2. Copy of the ESL certificate.	Request for administrative removal **ONLY** if all documentation have been validated in SEDS.
2015	Received a certificate of completion for a technical or vocational course of study, continuing **adult education** in the same LEA	1. PWN documenting exit initiated by parent/ student. PWN must include language advising the student of their right to access FAPE until age 22. 2. Copy of the certificate.	Request for administrative removal **ONLY** if all documentation have been validated