
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 public and public charter schools in the District of Columbia (DC). 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 local education agency (LEA) Attendance, Statewide Longitudinal Education Data (SLED) Exit Management, SLED Prior Year Exits, Special Programs, Data Validation, DC Report Card, and
- the identification and accurate tracking of disengaged students for the Office of the State Superintendent of Education (OSSE) Reengagement Center.

This document was developed to assist 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.

About This Document

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.

This document is presented in nine sections as described below:

- **All Entry Codes:** This section details each entry code effective as of the current school year as well as detailed description and guidance for usage.
- **All Exit Codes:** This section details each exit code effective as of the current 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 requirements of each code for student with disabilities 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 regarding 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’ Special Programs special education rosters.

Enrollment Guidance

What are the six stages of enrollment?

The six stages of enrollment are a mandated part of every public and public charter schools in the District 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 Free Appropriate Public Education (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 individualized education program (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.

What happens when the responsibility for a student with disabilities (stage 4) is assumed?

The LEA will be able to access the student's IEP once the SIS data has been sent to OSSE via Automated Data Transfer (ADT). The receiving LEA will not have access to a pre-enrolled student if the student is attending Extended School Year (ESY) at a different LEA. The receiving LEA will have access to the student in the Special Programs, 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 Special Programs 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.

Stage 5

A stage 5 entry code and date should only be recorded when the enrolled student has 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's 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 a "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 (SWD) has a completed stage 4 enrollment, the LEA is responsible for this student without exception. For additional guidance please review [Special Education Guidance](#) and [Full Reference: Exit Codes](#).

Detailed Guidance: Entry Codes

Types of Entry Codes:

- *Continuation* codes are used for those students who are still enrolled in the same public and public charter schools in the District 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 public and public charter schools in the District 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 public and public charter schools in the District 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.

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 <u>or are undergoing evaluation by DCPS Early Stages.</u>	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 the public and public charter schools in the District 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 public and public charter schools in the District 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 public and public charter schools in the District 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 which can include interruption in schooling for this code to be applicable.	
1852	Original Entry	Original entry into a United States school from a foreign country; no prior schooling in a foreign country	This code should be used when a student enrolls in a public and public charter schools in the District after living in a foreign country where he or she was not enrolled in school.	

2022 Category 5: Entry Codes

This category of codes should be used for those students who are registered and enrolled in the public and public charter schools in the District either for the first time or who are re-entering the public and public charter schools in the District 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 homeschooling or a public, private, or online diploma-granting school in a different state.	This code should be used when a student enrolls in a public and public charter schools in the District 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 homeschooling 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 homeschooling in the same state	This code should be used when a student enters a public and public charter schools in the District after a period of receiving instruction in a home environment within the state.	For students who received homeschooling 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 public and public charter schools in the District 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 public and public charter schools in the Districts after either a voluntary or involuntary interruption in schooling.	This code should also be used when a student is entering a public and public charter schools in the District 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

The student’s enrollment lifecycle is complete when an appropriate exit code has been submitted for the school year. Before the start of the next school year, and preferably at the end of the current school year, LEAs **must** provide an exit code for every student, representing the best information the LEA has about the student’s exit reason each school year in accordance with the [LEA Data Management Policy](#). If no exit code is initially provided by the LEA, OSSE will attempt to use other validated data received to impute an exit code for a student at the end of each school year. The validated data includes alternative sources such as the certified graduates list, stage 5 enrollments for the next school year and homeschool enrollments in the District. In instances (1) where the provided exit code conflicts with the validated data, OSSE will change the submitted exit code to align with the validated data and notify the LEA so they can update their SIS, and (2) where OSSE is unable to impute a definitive exit code the student’s enrollment record will receive exit code 9888 that will require the LEA to perform the necessary due diligence to update the record to an appropriate exit code that best describes the student’s exit reason in the [SLED](#) Prior Year Exit Management module.

End of Year Exit Code Scenario	OSSE Action	LEA Action
LEA provides exit code at end of year and does not conflict with validated data	No action needed.	No action needed.
LEA provides exit code at end of year but conflicts with validated data	OSSE will change the submitted exit code to align with the validated data.	If the LEA does not agree with the imputed exit code, the LEA should make the update in the SLED Prior Year Exit Management.
LEA does not provide exit code at end of year	OSSE will impute an exit code to align with the validated data or insert exit code 9888.	If the LEA does not agree with the imputed exit code, the LEA should make the update in the SLED Prior Year Exit Management and where exit code 9888 is imputed, the LEA is required to perform the necessary due diligence.

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 public and public charter schools in the District 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 public and public charter schools in the District 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.

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, General Education 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 or International Baccalaureate	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; for these students, use code 2022.	Exit codes will not be used to track the different types of diplomas awarded by LEAs. The certified graduates (grads) 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 completion	This code should be used for students with disabilities who have received an IEP certificate of completion.	An 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 school year 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	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	If the technical or vocational coursework is completed concurrently while another credential is being pursued, the student should be exited and

		of study; unknown if official certification was received	a certification was received. If documentation of a certification has been received, use code 2023 and provide documentation of certification to OSSE.	re-enrolled using code 1810 in order to designate completion of the credential.
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Category 2: End-of-Year Codes

This category of codes should be used for those students who are still enrolled in the public and public charter schools in the District 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 2: END OF YEAR CODES				
CODE	CATEGORY	CODE NAME	USAGE GUIDELINES	ADDITIONAL GUIDANCE
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 the public and public charter schools in the District 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	<p>This code should be used for students who transfer to a different school within the same LEA.</p> <p>This code should also be used for transfers to and from a nonpublic school when the responsible LEA remains unchanged.</p>	<p>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.</p> <p>This code should be used for DCPS students who transferred to Youth Service Center.</p>
2041	Transfer	Transferred to a public or nonpublic school in a different local education agency in the same state	<p>This code should be used for students who transfer to a different LEA within the District.</p> <p>This code should also be used for transfers to and from a nonpublic school when the responsible LEA changes. See Nonpublic Student Transfer Guidance.</p>	<p>The receiving LEA should correctly enroll the student in the SIS, Special Programs will trigger an automatic transfer of records to the receiving LEA.</p> <p>This code should be used for students who transferred to Youth Service Center.</p>
2042	Transfer	Student is no longer physically present in school but remains enrolled in the same local education agency and is receiving educational services	<p>This code should be used for students who are a) dual-enrolled in a secondary and post-secondary institution; b) taking online courses that are administered or tracked by a DC LEA; c) enrolled in an exchange program; or other similar circumstances.</p>	<p>A school may use this code if a student will not be physically present in the public and public charter schools in the District while receiving educational services.</p>
2043	Transfer	Transferred to DYRS or other educational program that is part of the juvenile justice system.	<p>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.</p>	<p>Students who transfer to an institution that is tracked or administered by the public and public charter schools in the District remain members of the ninth grade cohort for Adjusted Cohort Graduation Rate and are NOT counted as disengaged youth.</p>

Category 4: Exit from State Public School System

This category of codes is used for those students who have exited the public and public charter schools in the District.

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.	<p>This code should be used when a student leaves a public and public charter schools in the District and enrolls in school in another state.</p> <p>If the student is enrolling in a non-diploma-granting school or educational institution in another state, use exit code 1982.</p> <p>If the student transferred out of the country, use exit code 1941.</p>	<p>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.</p> <p>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 and Special Education: 5-A DCMR Chapter 30 Regulations for more information on transfer requirements.</p>
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.	<p>The school is responsible for obtaining appropriate documentation of the exit from the student’s parents.</p> <p>If the student has been deported and the school is unable to obtain other deportation documentation, the responsible school must provide the OSSE Deportation Certification Form.</p>
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 Notice of Eligibility to Homeschool verification. Only students that are being home-schooled in DC should be exited using this exit code. See OSSE DC Homeschooling Program for more 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 public and public charter schools in the District 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 with disabilities who will continue to receive special education equitable 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.	<p>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.</p> <p>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.</p>
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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 attendance (age 5); eligible to seek re-enrollment	This code should be used when there is evidence that the student has been withdrawn from school by the parent and is under compulsory attendance age (age 5); these students are eligible to seek future enrollment.	This code should NOT be used for a student age 5 years or older who withdraws from 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 school year 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 public and public charter schools in the District, 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 school year 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 over the maximum age for compulsory attendance	This code should be used for students who are over 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 school year 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 <i>outside</i> the public and public charter schools in the District. 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 public and public charter schools in the District, 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 or Federal Bureau of Prisons)	This code should be used if the sending school has evidence that the student has transferred to a non-school institution other than DYRS.	
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 .
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 CODES				
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 is 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.
2012	Program End	Received an IEP certificate of completion, continuing adult education in the same LEA	This code should be used for students who have received an IEP certificate of 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 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,	This code should be used for students who have received a technical certification or nationally- or state-recognized vocational education certification	If the student is continuing to pursue adult educational services after completion of a technical certification or nationally- or state-recognized

		continuing adult education in the same LEA	but are continuing to receive adult education services.	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.
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.

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 school year 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).

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 school year 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](#) and [Full Reference: Exit Codes](#) 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 Special Programs. If a student who has not been found eligible for services under IDEA completes a stage 4 enrollment but exits the LEA prior to receiving educational services, the student should be exited using exit code 4321.

Homeschooling

Exit codes 1940 or 1942: If a parent/legal 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 PWN notifying parent/ legal guardian or student of exit and must include language advising the student of their right to access FAPE until age 22. Homeschooled students are no longer eligible to receive those services after withdrawing from their respective LEA. The parent/guardian 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. The parent/ legal guardian of a student can seek an offer of FAPE, please contact District of Columbia Public Schools at dcps.childfind@dc.gov.

Early Childhood

Exit code 1960 will remove a student from the Special Programs Roster only if the student is under the age of 5 as of Sept. 30 of the current school year.

Credential Codes

Under IDEA, the LEA obligation to provide 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 school year 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 Special Programs roster of the sending LEA. For students with disabilities, 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 Special Programs 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 Special Programs 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 Special Programs roster at an LEA. Based on the exit code used, the LEA must issue a select the appropriate PWN in Special Programs and perform the necessary documented due diligence in Special Programs for a student to be administratively exited from their Special Programs 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 Special Programs. 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 Special Programs 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 Special Programs, the LEA can enter the appropriate exit code in the SIS. The communication attempts and PWN must be documented in Special Programs in order for OSSE to administratively exit a student from Special Programs

To request administrative action following submission of a PWN for removal from Special Programs, 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 school year 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.

Resolving Special Programs Roster Issues

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

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 Special Programs roster. For exit code guidance regarding Special Programs Roster refer to [Appendix A: Full Reference](#).

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.

When a student transfers from public and public charter schools in the District 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 [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. It facilitates accurate and reliable enrollment data and help derive enrollment counts, monitors student movement and contributes to the development of education strategy and policy throughout all the public schools and public charter schools in the District of Columbia.

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 to ensure all enrollments have an assigned exit code. The enrollment records for all students are listed for the previously completed school year (i.e., in the 2021-22 school year, the previously completed school year is 2020-21). Enrollment records for students from previous school years are listed for diploma granting LEAs and SWDs remaining on the LEA's Special Programs roster. Documentation for SWDs must be in PYE and Special Programs for a student to be administratively removed from the LEAs Special Programs roster.

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 [District of Columbia Adjusted Cohort Graduation Rate Guidance](#) provides guiding principles for the determination of an ACGR supporting documentation requirements for use of exit codes.

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).

Appendix A: Full Reference

Quick Reference A: Entry Codes

CODE	CATEGORY	CODE NAME	USAGE GUIDELINES	ADDITIONAL GUIDANCE
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)	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 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 <u>or are undergoing evaluation by DCPS Early Stages.</u>	<p>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.</p> <p>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.).</p>
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.	
1811	Transfer	Transfer from a public or nonpublic school in the same local education agency	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.	
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 public and public charter schools in the District 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 public and public charter schools in the District 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 which can include interruption in schooling for this code to be applicable.	
1852	Original Entry	Original entry into a United States school from a foreign country; no prior schooling in a foreign country	This code should be used when a student enrolls in a public and public charter schools in the District after living in a foreign country where he or she was not enrolled in school.	
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 public and public charter schools in the District 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 public and public charter schools in the District 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	Entry from a private school in the same state.	This code should be used when a student enrolls in a public and public charter schools in the District 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 public and public charter schools in the Districts after either a voluntary or involuntary interruption in schooling.	This code should also be used when a student is entering a public and public charter schools in the District 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.

Quick Reference B: Exit Codes

*denotes documentation required

†denotes documentation required at most recent program offering a regular HS Diploma

‡denotes OSSE will impute exit code on the previous school year enrollments

^ denotes documentation required for SWDs in Special Programs

Code	Code Category	Code Name	Usage Guidelines	Additional Guidance	Required Document	Dropout?	Expectation of Re-enrollment?	Exit Management?	Prior Year Exit?	Cohort?	Remains on Special Programs Roster?	LEA Special Programs Process for Exit	OSSE Review
1234	Stage 4 Enrollment Exit	For students with disabilities : Withdrawn from school after the student has been enrolled using the Stage 4 Registration codes.	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.	PWN	Yes, if previously enrolled in public and public charter schools in the District	No	None	N/A	Yes, if previously enrolled in public and public charter schools in the District	Yes, until documentation is verified	Prior written notice	Request for administrative removal ONLY if the documentation has been validated.
4321	Stage 4 Enrollment Exit	For students without disabilities: Withdrawn from school after the student has been enrolled using the Stage 4 Registration codes.	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.	None	Yes, if previously enrolled in public and public charter schools in the District	No	None	N/A	Yes, if previously enrolled in public and public charter schools in the District	N/A	Documentation not required	OSSE review not required
2020	Credential	Graduated with regular, advanced or International Baccalaureate	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; for these students, use code 2022.	Exit codes will not be used to track the different types of diplomas awarded by LEAs. The certified graduates (grads) list data collection will be used to distinguish	Certified Grads List, PWN, Graduate with diploma form and summary of performance (SOP)	No*	No	No	Yes [‡] ^	Yes- Grad	Yes, until documentation is verified	1. Graduation with Diploma Form provided 60 days prior to graduation. 2. PWN (Exit) 3. A signed summary of performance must be provided to the student	1. Graduation with a Diploma Form 2. Completed summary of performance 3. Prior written notice.

Code	Code Category	Code Name	Usage Guidelines	Additional Guidance	Required Document	Dropout?	Expectation of Re-enrollment?	Exit Management?	Prior Year Exit?	Cohort?	Remains on Special Programs Roster?	LEA Special Programs Process for Exit	OSSE Review
				between the different types of diplomas awarded to students.								60 days prior to graduation.	4. Request for administrative removal ONLY if student is on the certified graduate list.
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.	Pearson GED feed	No*	No	No	Yes [†]	Yes	Yes	Pearson GED feed, Special Programs process not required	OSSE review not required
2022	Credential	Received an IEP certificate of completion	This code should be used for students with disabilities who have received an IEP certificate of completion.	An 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 school year in which they turn 22	Certified Credential List; PWN and Copy of Credential	No*	No	No	Yes [^]	Yes	Yes, until documentation is verified	1. For students with disabilities age 18 and older, a PWN documenting exit initiated by parent or student. 2. Uploaded copy of IEP Certificate of Completion in SLED OR verified as having received a certificate through the annual certified credentials list.	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 student is on the certified credential list.

Code	Code Category	Code Name	Usage Guidelines	Additional Guidance	Required Document	Dropout?	Expectation of Re-enrollment?	Exit Management?	Prior Year Exit?	Cohort?	Remains on Special Programs Roster?	LEA Special Programs Process for Exit	OSSE Review
				years old or are awarded a regular diploma, whichever occurs first.									
2023	Credential	Received a nationally- or state-recognized career or technical 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.	UDC feed; PWN, Copy of Credential	Yes	No	Yes*	Yes* † ^	Yes	Yes	1. PWN documenting exit initiated by parent or student. 2. Copy of Certificate uploaded to student's file in SLED.	OSSE review not required
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.	PWN, Copy of Credential	Yes	No	Yes*	Yes* † ^	Yes	Yes	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 uploaded to student's file in SLED.	OSSE review not required
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	If the technical or vocational coursework is completed concurrently while another credential is being pursued, the student should be exited and re-	Verified through CTE collection, PWN; Copy of Credential	Yes	No	Yes*	Yes* † ^	Yes	Yes	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 uploaded	OSSE review not required

Code	Code Category	Code Name	Usage Guidelines	Additional Guidance	Required Document	Dropout?	Expectation of Re-enrollment?	Exit Management?	Prior Year Exit?	Cohort?	Remains on Special Programs Roster?	LEA Special Programs Process for Exit	OSSE Review
			certification has been received, use code 2023 and provide documentation of certification to OSSE.	enrolled using code 1810 in order to designate completion of the credential.								to student's file in SLED.	
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.	SIS feed	No	Yes	No	No [‡]	Yes	Yes	N/A	N/A
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.	SIS feed	No	Yes	No	No [‡]	Yes	Yes	N/A	N/A
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.	SIS feed	No	Yes	No	No [‡]	Yes	Yes	N/A	N/A

Code	Code Category	Code Name	Usage Guidelines	Additional Guidance	Required Document	Dropout?	Expectation of Re-enrollment?	Exit Management?	Prior Year Exit?	Cohort?	Remains on Special Programs Roster?	LEA Special Programs Process for Exit	OSSE Review
2040	Transfer	Transferred to a different public or nonpublic school within the same local education agency	<p>This code should be used for students who transfer to a different school within the same LEA.</p> <p>This code should also be used for transfers to and from a nonpublic school when the responsible LEA remains unchanged.</p>	<p>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.</p> <p>This code should be used for DCPS students who transferred to Youth Service Center.</p>	SIS feed	No*	Yes	No	No [‡]	Yes	Yes	SIS Feed, Special Programs process not required	OSSE review not required
2041	Transfer	Transferred to a public or nonpublic school in a different local education agency in the same state	<p>This code should be used for students who transfer to a different LEA within the District.</p> <p>This code should also be used for transfers to and from a nonpublic school</p>	<p>The receiving LEA should correctly enroll the student in the SIS, Special Programs will trigger an automatic</p>	SIS feed	No*	Yes	No	No [‡]	Yes	Yes	SIS Feed, Special Programs process not required	OSSE review not required

Code	Code Category	Code Name	Usage Guidelines	Additional Guidance	Required Document	Dropout?	Expecta tion of Re- enrollm ent?	Exit Manage ment?	Prior Year Exit?	Cohort?	Remains on Special Programs Roster?	LEA Special Programs Process for Exit	OSSE Review
			when the responsible LEA changes. See Nonpublic Student Transfer Guidance .	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) dual-enrolled in a secondary and post-secondary institution; b) taking online courses that are administered or tracked by a DC LEA; c) enrolled in an exchange program; or other similar circumstances.	A school may use this code if a student will not be physically present in the public and public charter schools in the District while receiving educational services.	SIS feed	No*	Yes	No	No	Yes	Yes	SIS Feed, Special Programs process not required	OSSE review not required
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.	Students who transfer to an institution that is tracked or administered by the public and public charter schools in the District remain members of the ninth grade cohort for Adjusted Cohort Graduation Rate and are NOT counted as disengaged youth.	Exit Form, Signed letter from parent, Confirmation of enrollment, PWN	No*	Yes	Yes* if enrollment not at DYRS	Yes* †	Yes	Yes	SIS Feed, Special Programs process not required	OSSE review not required

Code	Code Category	Code Name	Usage Guidelines	Additional Guidance	Required Document	Dropout?	Expectation of Re-enrollment?	Exit Management?	Prior Year Exit?	Cohort?	Remains on Special Programs Roster?	LEA Special Programs Process for Exit	OSSE Review
1940	Exited	Exited the State public school system to home-schooling or a public, private, or online diploma-granting school in a different state.	<p>This code should be used when a student leaves a public and public charter schools in the District and enrolls in school in another state.</p> <p>If the student is enrolling in a non-diploma-granting school or educational institution in another state, use exit code 1982.</p> <p>If the student transferred out of the country, use exit code 1941.</p>	<p>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.</p> <p>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 and Special Education: 5-A DCMR Chapter 30 Regulations for more information on transfer requirements.</p>	Exit Form, Signed letter from parent, Confirmation of enrollment, PWN	No*	No	Yes*	Yes* † ^	No*	Yes, until documentation is verified	<ol style="list-style-type: none"> 1. Documentation of parent-initiated withdrawal: signed withdrawal form or letter from parent uploaded in SLED; or 2. Documentation from receiving school of enrollment with school stamp uploaded in SLED; or 3. Other form of confirmation from receiving LEA/school as documented in SLED (only for PK3 through 8 and adult students, 9-12 must adhere to the ACGR policy); or 4. PWN notifying parent or student of exit. 	Request for administrative removal ONLY if all documentation have been validated in SLED and Special Programs.

Code	Code Category	Code Name	Usage Guidelines	Additional Guidance	Required Document	Dropout?	Expectation of Re-enrollment?	Exit Management?	Prior Year Exit?	Cohort?	Remains on Special Programs Roster?	LEA Special Programs Process for Exit	OSSE Review
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.	<p>The school is responsible for obtaining appropriate documentation of the exit from the student's parents.</p> <p>If the student has been deported and the school is unable to obtain other deportation documentation, the responsible school must provide the OSSE Deportation Certification Form.</p>	Exit Form, Signed parent letter, Confirmation of enrollment, OSSE Deportation form, PWN	No*	No	Yes*	Yes* † ^	No*	Yes, until documentation is verified	<ol style="list-style-type: none"> 1. Documentation of parent-initiated withdrawal: signed withdrawal form or letter from parent uploaded in SLED; or 2. Documentation from receiving school of enrollment with school stamp in SLED; or 3. OSSE Deportation Certification Form in SLED 4. PWN informing parent or student of exit. 	Request for administrative removal ONLY if all documentation have been validated in SLED and Special Programs.
1942	Exited	Exited the State public school system to be homeschooled in the same state	This code should be used for students who transfer to homeschooling 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 homeschooled in DC should be exited using this exit code. See OSSE DC Homeschooling Program for more information and policy. Students who exit to homeschooling in	OSSE Homeschool Eligibility Letter, PWN	No*	Yes	Yes*	Yes* † ^	No*	Yes, until documentation is verified	PWN notifying parent or student of exit.	<ol style="list-style-type: none"> 1. The student is registered with the OSSE Homeschool office after the school's enrollment period. 2. Request for administrative removal ONLY if student is registered with the OSSE Homeschool office.

Code	Code Category	Code Name	Usage Guidelines	Additional Guidance	Required Document	Dropout?	Expectation of Re-enrollment?	Exit Management?	Prior Year Exit?	Cohort?	Remains on Special Programs Roster?	LEA Special Programs Process for Exit	OSSE Review
				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 public and public charter schools in the District 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 with disabilities who will continue to receive special education equitable services should be enrolled using code 1880.	Exit Form, Signed letter from parent, Confirmation of enrollment, PWN	No*	No	Yes*	Yes* † ^	No*	Yes, until documentation is verified	1. Documentation of parent-initiated withdrawal: signed withdrawal form or letter from parent uploaded in SLED; or 2. Documentation from receiving school of enrollment with school stamp uploaded in SLED; or 3. PWN informing parent or student of exit completed in Special Programs.	Request for administrative removal ONLY if all documentation have been validated in SLED and Special Programs.
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	OSSE Certification of Student Death Form	No*	No	Yes*	Yes* † ^	No*	Yes, until documentation is verified	OSSE Certification of Student Death Form uploaded in SLED.	Automatic administrative removal ONLY if the documentation has been validated in SLED.

Code	Code Category	Code Name	Usage Guidelines	Additional Guidance	Required Document	Dropout?	Expectation of Re-enrollment?	Exit Management?	Prior Year Exit?	Cohort?	Remains on Special Programs Roster?	LEA Special Programs Process for Exit	OSSE Review
				<p>permanent. Students with a temporary medical condition should be kept enrolled and treated as Homebound Services and Hospital Instruction Homebound students.</p> <p>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.</p>									
1960	Discharge	Withdrawn from school, under the age for compulsory attendance (age 5); eligible to seek re-enrollment	This code should be used when there is evidence that the student has been withdrawn from school by the parent and is under compulsory attendance age (age 5); these students are eligible to seek future enrollment.	This code should NOT be used for a student age 5 years or older who withdraws from school. Please use appropriate discharge (exit codes 1960-1966) or disengagement (exit codes 1980-1986) code for these students.	SIS feed, DOB	No	Yes	No	No	N/A	No	Special Programs process not required	OSSE review not required

Code	Code Category	Code Name	Usage Guidelines	Additional Guidance	Required Document	Dropout?	Expectation of Re-enrollment?	Exit Management?	Prior Year Exit?	Cohort?	Remains on Special Programs Roster?	LEA Special Programs Process for Exit	OSSE Review
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.	Doctor's note	No*	Yes	Yes*	Yes†	Yes	Yes, code not to be used for Students with Disabilities	Special Programs process not required	OSSE review not required. This code is not to be used for students with disabilities placed in a residential treatment facility for the purposes of FAPE.
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 school year in which they turn 22 years old or upon receipt of a regular high school diploma, whichever occurs first.	None	Yes	Yes	No	No	Yes	No, unless student is under age 22	No action needed, unless student fails to enroll in a new LEA.	OSSE review not required
1963	Discharge	Withdrawn for ineligibility reasons (e.g., residency, immunizations), 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 public and public charter schools in the District, withdrawal due to ineligibility will result in the student being designated as a "dropout". If the	PWN	Yes, if previously enrolled in public and public charter schools in the District	Yes	No	Yes^	Yes, if previously enrolled in public and public charter schools in the District	Yes, until documentation is verified	PWN notifying parent or student of exit.	Request for administrative removal ONLY if the documentation have been validated in Special Programs.

Code	Code Category	Code Name	Usage Guidelines	Additional Guidance	Required Document	Dropout?	Expectation of Re-enrollment?	Exit Management?	Prior Year Exit?	Cohort?	Remains on Special Programs Roster?	LEA Special Programs Process for Exit	OSSE Review
				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.		(Ages 5-17) Truancy Protocol (Ages 18+) PWN	Yes	Yes	No	Yes^	Yes	Yes, until documentation is verified	1. For students with disabilities ages 5-17: documentation in Special Programs that truancy protocols were completed. PWN notifying parent or student of exit. 2. For students with disabilities age 18 and older, a PWN documenting the exit	Request for administrative removal ONLY if all documentation have been validated in Special Programs.
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.	None	Yes	Yes	No	No	Yes	Yes	Special Programs process not required	OSSE review not required
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.	None	Yes	Yes	No	No	Yes	Yes	Special Programs process not required	OSSE review not required

Code	Code Category	Code Name	Usage Guidelines	Additional Guidance	Required Document	Dropout?	Expectation of Re-enrollment?	Exit Management?	Prior Year Exit?	Cohort?	Remains on Special Programs Roster?	LEA Special Programs Process for Exit	OSSE Review
1968	Discharge	Withdrawn due to exceeding the maximum eligibility age for IDEA services	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 school year in which they turn 22 years old.	PWN and Age-out form	No	No	No	Yes [^]	Yes	Yes, until documentation is verified	1. Completed age-out form and 2. PWN notifying parent or student of exit.	Request for administrative removal ONLY if all documentation have been validated in Special Programs.
1980	Disengagement	Student voluntarily discontinued schooling and is over the age of compulsory attendance	This code should be used for students who are over the maximum age for compulsory attendance (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 school year in which they turn 22 years old.	(Ages 18+) PWN	Yes	Yes	No	Yes [^]	Yes	Yes, until documentation is verified	This code should only be used for students over the age of 18. A PWN notifying parent or student of exit.	Request for administrative removal ONLY if the documentation have been validated in Special Programs.
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.	PWN	Yes	No	No	Yes [^]	Yes	Yes, until documentation is verified	A PWN notifying parent or student of exit.	Request for administrative removal ONLY if the documentation have been validated in Special Programs.

Code	Code Category	Code Name	Usage Guidelines	Additional Guidance	Required Document	Dropout?	Expectation of Re-enrollment?	Exit Management?	Prior Year Exit?	Cohort?	Remains on Special Programs Roster?	LEA Special Programs Process for Exit	OSSE Review
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 public and public charter schools in the District. 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 public and public charter schools in the District, use exit code 2040 or 2041.	PWN	Yes	No	No	Yes [^]	Yes	Yes, until documentation is verified	A PWN notifying parent or student of exit.	Request for administrative removal ONLY if the documentation have been validated in Special Programs.
1983	Disengagement	Exited to an institution that is not administered or tracked by DC public or public charter schools (e.g., military or Federal Bureau of Prisons)	This code should be used if the sending school has evidence that the student has transferred to a non-school institution other than DYRS.		PWN	Yes	No	No	Yes [^]	Yes	Yes, until documentation is verified	A PWN notifying parent or student of exit.	Request for administrative removal ONLY if the documentation have been validated in Special Programs.

Code	Code Category	Code Name	Usage Guidelines	Additional Guidance	Required Document	Dropout?	Expectation of Re-enrollment?	Exit Management?	Prior Year Exit?	Cohort?	Remains on Special Programs Roster?	LEA Special Programs Process for Exit	OSSE Review
1984	Disengagement	Not enrolled; PWN 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.	(Ages 5-17) Truancy Protocol (Ages 18+) PWN	Yes	Yes	No	Yes [^]	Yes	Yes, until documentation is verified	1. For students with disabilities age's 5-17 documentation in Special Programs that truancy protocols were completed. PWN notifying parent or student of exit. 2. For students with disabilities age 18 and older, a PWN documenting exit initiated by parent or student.	Request for administrative removal ONLY if all documentation have been validated in Special Programs.
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	PWN	Yes	Yes	No	Yes [^]	Yes	Yes, until documentation is verified	A PWN informing student of exit/documentation of (health or personal reasons) in Special Programs.	Request for administrative removal ONLY if the documentation has been validated

Code	Code Category	Code Name	Usage Guidelines	Additional Guidance	Required Document	Dropout?	Expectation of Re-enrollment?	Exit Management?	Prior Year Exit?	Cohort?	Remains on Special Programs Roster?	LEA Special Programs Process for Exit	OSSE Review
				should be exited using this code and re-enrolled once the student returns and continues the educational program.									
9888	Administrative	OSSE Administrative Code - Status unknown	This code will be imputed when a student did not receive an exit code at the end of the prior school year.	LEAs should update to the appropriate exit code for the student in the SLED Prior Year Exit Management module.	N/A	Yes	Yes	N/A	Yes ^f	N/A	N/A	N/A	N/A
2003	Year End (Adult Program - only)	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.	None	No	Yes	No	No	Yes [†]	Yes	Year End, Special Programs process not required	OSSE review not required
2004	Year End (Adult Program - only)	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.	None	No	Yes	No	No	Yes [†]	Yes	Year End, Special Programs process not required	OSSE review not required

Code	Code Category	Code Name	Usage Guidelines	Additional Guidance	Required Document	Dropout?	Expectation of Re-enrollment?	Exit Management?	Prior Year Exit?	Cohort?	Remains on Special Programs Roster?	LEA Special Programs Process for Exit	OSSE Review
2005	Year End (Adult Program - only)	Continuing and not in an adult 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.	None	No	Yes	No	No	Yes†	Yes	Year End, Special Programs process not required	OSSE review not required
2006	Year End (Adult Program - only)	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.	None	No	Yes	No	No	Yes†	Yes	Year End, Special Programs process not required	OSSE review not required
2010	Program End (Adult Program - only)	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.	PWN, Summary of Performance, Graduation with Diploma form	No*	Yes	No	Yes [^]	Yes†	Yes, until documentation is verified	1. Graduation with Diploma Form provided 60 days prior to graduation. 2. PWN (Exit) 3. A signed summary of performance must be provided to the student 60 days prior to graduation.	1. Graduation with a Diploma Form 2. Completed summary of performance 3. Prior written notice. 4. Request for administrative removal ONLY if student is on the certified graduate list.
2011	Program End (Adult	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	If the student is continuing to pursue adult educational services	Pearson GED feed	No*	Yes	No	Yes [‡]	Yes†	Yes	Pearson GED feed, documentation not required	OSSE Review not required

Code	Code Category	Code Name	Usage Guidelines	Additional Guidance	Required Document	Dropout?	Expectation of Re-enrollment?	Exit Management?	Prior Year Exit?	Cohort?	Remains on Special Programs Roster?	LEA Special Programs Process for Exit	OSSE Review
	Program - only)		continuing to receive adult education services.	after completion of a GED, the student should be exited and re-enrolled using code 1810.									
2012	Program End	Received an IEP certificate of completion, continuing adult education in the same LEA	This code should be used for students who have received an IEP certificate of 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 completion, the student should be exited and re-enrolled using exit code 1810.	Certified Credential List, PWN and Copy of Credentials	No*	Yes	No	Yes [^]	Yes [†]	Yes, until documentation is verified	1. For students with disabilities age 18 and older, a PWN documenting exit initiated by parent or student. 2. Uploaded copy of IEP Certificate of Completion in SLED OR verified as having received a certificate through the annual certified credentials list.	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 student is on the certified credential list.
2013	Program End (Adult Program - only)	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.	UDC feed; PWN, Copy of Credential	Yes	No	Yes*	Yes* + [^]	Yes [†]	Yes, until documentation is verified	1. PWN documenting exit initiated by parent or student. 2. Copy of Certificate uploaded to student's file in SLED.	Request for administrative removal ONLY if all documentation have been validated in Special Programs.

Code	Code Category	Code Name	Usage Guidelines	Additional Guidance	Required Document	Dropout?	Expectation of Re-enrollment?	Exit Management?	Prior Year Exit?	Cohort?	Remains on Special Programs Roster?	LEA Special Programs Process for Exit	OSSE Review
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.	PWN, Copy of Credential	Yes	No	Yes*	Yes* † ^	Yes†	Yes, until documentation is verified	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 uploaded to student's file in SLED.	Request for administrative removal ONLY if all documentation have been validated in Special Programs.
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.	Verified through CTE collection, PWN; Copy of Credential	Yes	No	Yes*	Yes* † ^	Yes†	Yes, until documentation is verified	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 uploaded to student's file in SLED.	Request for administrative removal ONLY if all documentation have been validated
1985	Disengagement (Adult Program - only)	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.		PWN	Yes	No	No	Yes^	Yes†	Yes, until documentation is verified	PWN documenting exit initiated by parent or student.	Request for administrative removal ONLY if the documentation have been validated

Code	Code Category	Code Name	Usage Guidelines	Additional Guidance	Required Document	Dropout?	Expectation of Re-enrollment?	Exit Management?	Prior Year Exit?	Cohort?	Remains on Special Programs Roster?	LEA Special Programs Process for Exit	OSSE Review
1986	Disengagement (Adult Program - only)	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.	PWN	Yes	No	No	Yes [^]	Yes [†]	Yes, until documentation is verified	PWN documenting exit initiated by parent or student.	Request for administrative removal ONLY if the documentation have been validated
1988	Disengagement (Adult Program - only)	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.	PWN	Yes	No	No	Yes [^]	Yes [†]	Yes, until documentation is verified	A PWN informing student of exit/documentation of hardship (health or personal reasons) in Special Programs.	Request for administrative removal ONLY if the documentation have been validated
1990	Disengagement (Adult Program - only)	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,	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	PWN	Yes	No	No	Yes [^]	Yes [†]	Yes, until documentation is verified	A PWN informing student of exit/documentation of employment in Special Programs.	Request for administrative removal ONLY if the documentation have been validated

Code	Code Category	Code Name	Usage Guidelines	Additional Guidance	Required Document	Dropout?	Expectation of Re-enrollment?	Exit Management?	Prior Year Exit?	Cohort?	Remains on Special Programs Roster?	LEA Special Programs Process for Exit	OSSE Review
			seasonal employment, or similar situation.	re-enrolled once he or she returns and continues his or her educational program.									
9888	OSSE Administrative	OSSE Administrative Code - Status unknown			N/A	No	N/A	N/A	N/A [‡]	N/A	Yes	N/A	N/A