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# ENTRY AND EXIT GUIDANCE

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OFFICE OF STATE SUPERINTENDENT OF EDUCATION (OSSE)



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## Introduction

### Purpose

The importance of appropriate entry and exit codes should not be understated – they help derive enrollment counts, track student movement to ensure timely service delivery, inform funding to ensure adequate resources, and contribute to the development of education strategy and policy throughout all District of Columbia public and public charter schools. Additionally, entry and exit codes are used for several federal reporting requirements including Indicator 2 of the Individuals with Disabilities Education Act Annual Performance Report (IDEA APR), the Adjusted Cohort Graduation Rate (ACGR) and the identification and accurate tracking of disengaged students for the OSSE ReEngagement Center.

This document was developed to assist local education agencies 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.

This guidance document updates three previously published documents: OSSE Standard Student Entry and Exit Code Guidance issued on July 1, 2014, OSSE’s Entry and Exit Policy issued on March 16, 2011 as well as the subsequent Special Education Exits guidance issued on July 29, 2011. This document supersedes each of those publications and is intended to provide current, comprehensive guidance.

### Implementation Guidance

This document lists the valid set of student entry and exit types to be used by LEAs. **LEAs must have at least one code in their Student Information System (SIS) which corresponds to each of the valid entry and exit codes detailed in this document.** In addition to these codes, LEAs may choose to collect more granular entry and exit types within their local Student Information System; 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. 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 should collect and retain an appropriate level of documentation to support the code being used. LEAs will be asked to provide documentation of their code mapping directly to OSSE to ensure that such mapping accurately maintains the underlying meaning of the OSSE codes.

### About This Document

This document is presented in eleven sections as described below:

- **All Exit Codes:** This section details each entry code effective as of data for the 2016-2017 school year as well as detailed description and guidance for usage.
- **All Entry Codes:** This section details each exit code in effective as of data for the 2014-2015 school year as well as detailed description and guidance for usage.
- **Enrollment Audit Guidance:** This section summarizes the six stages of enrollment and also provides a high-level overview of expectations with regard to the annual Enrollment Audit.



- **Special Education Guidance:** This section details the special education requirements of each exit code and a designation of whether the use of each code removes the student from special education roster for a given LEA.
- **Adjusted Cohort Graduation Rate Guidance:** This section details the use of codes as they relate to the adjusted cohort graduation rate, a designation of whether the use of each of the codes removes the student from the ninth grade cohort for a given LEA, and the specific documentation that each LEA needs to provide to substantiate an exit from the ninth grade cohort.
- **Youth Dropout Guidance:** This section details the federal guidelines for designation of a student as a “dropout” for purposes of reporting the status dropout rate for each school and grade level.
- **Adult Program Guidance:** This section provides specific guidance with regard to adult programs and their use of exit codes.
- **Non Public Student Transfer Guidance:** This section provides specific guidance on transferring students to and from non-public schools.
- **Quick Reference:** This section provides easy reference to all entry and exit codes.



## Detailed Guidance: Entry Codes

This section lists all Entry codes, including applicable guidance.

### Category 1: Stage 4 Registration Code

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

ENTRY CODES CATEGORY 1: STAGE 4 REGISTRATION CODE				
CODE	CATEGORY	CODE NAME	USAGE GUIDELINES	ADDITIONAL GUIDANCE
1800	Stage 4 Pre-Enrollment	Student provided school with required enrollment forms and letter of enrollment agreement; school has completed registration of the student in the Student Information System (SIS)	Stage 4 pre-enrollment should be completed when the student or student's family has completed all enrollment paperwork, thereby completing the registration process. On July 1 <sup>st</sup> , the LEA will assume responsibility of the student from his/her previous LEA. The LEA must then request record for the student from the previous LEA in the OSSE Support Tool.	The LEA assumes responsibility for providing services on an existing IEP or determining eligibility for any necessary special education services on the date that the Stage 4 Pre-enrollment is completed (This sixth stage of enrollment is triggered upon completion of Stage 4.

### Category 2 and 3: Continuation and Transfer Codes

This category of codes should be used for those students who remain enrolled in a District of Columbia DCPS or charter school and continue to receive education services or funding. These students may change programs, schools, or local education agencies. 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 non-public school in the same local education agency	This code should be used when a student transfers from a public or non-public school to a public or non-public school that is located within the administrative boundaries of the same local education agency.	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 non-public school in a different local education agency in the same state	This code should be used when a student transfers from a public or non-public school to a public or non-public school that is not located within the administrative boundaries of the same local education agency but is located in the same state.	

Category 4: Original Entry Codes

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

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



ENTRY CODES CATEGORY 4: ORIGINAL ENTRY CODES				
CODE	CATEGORY	CODE NAME	USAGE GUIDELINES	ADDITIONAL GUIDANCE
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 DC public or public charter school after living in a foreign country where he or she was not enrolled in school.	

Category 5: Entry Codes

This category of codes should be used for those students who are registered and enrolled in the District of Columbia public school system either for the first time or who are re-entering the DC public school system from another state, a private school in the District or from home schooling.

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





ENTRY CODES CATEGORY 5: ENTRY CODES				
CODE	CATEGORY	CODE NAME	USAGE GUIDELINES	ADDITIONAL GUIDANCE
				disengaged from schooling while living in another state.
1880	Entry	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	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 code 2042 and re-enrolled using code 1880.

### Detailed Guidance: Exit Codes

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 code 1800.

PRE-ENROLLMENT EXIT CODES				
CODE	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 using the Stage 4 Pre-Enrollment code 1800.	For <b>students with disabilities</b> : Student does not receive educational services at the school after the school has completed registration of the student in the Student Information System (SIS) and enrolled the student using the Stage 4 Pre-Enrollment code 1800.	<i>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.</i>
4321	Stage 4 Pre-Enrollment Exit	For students without disabilities: Withdrawn from school after the	For students <b>without</b> disabilities: Student does not receive educational services at the school after the school has completed registration of the	<i>This code may not be used to exit a student who has been enrolled using a Stage 5 enrollment code or who has received</i>



PRE-ENROLLMENT EXIT CODES				
CODE	CODE CATEGORY	CODE NAME	USAGE GUIDELINES	ADDITIONAL GUIDANCE
		student has been enrolled using the Stage 4 Pre-Enrollment code 1800.	student in the Student Information System (SIS) and enrolled the student using the Stage 4 Pre-Enrollment code 1800.	<i>educational services at any point during the current school year.</i>

### Stage 5 Enrollment Exit Codes

#### Category 1: Credential Codes

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

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



EXIT CODES CATEGORY 1: CREDENTIAL CODES				
CODE	CATEGORY	CODE NAME	USAGE GUIDELINES	ADDITIONAL GUIDANCE
				diploma.
2023	Credential	Received a technical certification or nationally- or state-recognized vocational education certification	This code should be used for students who were enrolled in a Career or Technical Education (CTE) program and or other nationally- or state-recognized vocational program and passed the certification test for that program.	For students who completed the course of study associated with a technical or vocational certification, but who did not pass or are not known to have passed the certification test, use code 1986.
2024	Credential	Received an ESL certificate	This code should be used when a student receives an ESL certificate.	If the ESL certificate is completed concurrently while another credential is being pursued, the student should be exited and re-enrolled using code 1810 in order to designate completion of the credential.
2025	Credential	Received a certificate of completion for a technical or vocational course of study; unknown if official certification was received	This code should be used when a student completes a technical or vocational course of study in instances where the school or LEA <b>does not</b> have evidence that a certification was received. If documentation of a certification has been received, use code 2023 and provide documentation of certification to OSSE.	If the technical or vocational coursework is completed concurrently while another credential is being pursued, the student should be exited and re-enrolled using code 1810 in order to designate completion of the credential.



### Category 2: End-of-Year Codes

This category of codes should be used for those students who are still enrolled in a District of Columbia public or public charter school and continue to receive education or funding. These students may change programs, schools, or local education agencies. 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, either code 2000 or 2001 should be used.	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, either code 2000 or 2001 should be used.	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 (codes 1940-1944) if the student does not transfer to another public school in the same state after successfully completing the last grade offered by the school of origin.	Per federal guidelines, students exited using this code who do not enroll in a public school in the same state in the next school year will be marked as "dropouts" until the LEA performs due diligence and updates OSSE on the status of the student.

### Category 3: Transfer Codes

This category of codes should be used for those students who are still enrolled in a District of Columbia public or public charter school and continue to receive education or funding. These students may change programs, schools, or local education agencies. 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



EXIT CODES CATEGORY 3: TRANSFER CODES				
CODE	CATEGORY	CODE NAME	USAGE GUIDELINES	ADDITIONAL GUIDANCE
2040	Transfer	Transfer to a different public or non-public school within the same local education agency	<p>This code should be used for students who transfer to a different school within the same local education agency. This code should be used for transfers within DCPS and well as for transfers within the same public charter LEA.</p> <p>This code should also be used for transfers to and from a non-public school when the responsible LEA remains unchanged.</p>	When a student transfers schools within an LEA, the LEA retains responsibility for the student. The sending school should confirm the child's new placement as per 5 DCMR §A-2101 and encourage the receiving school to correctly enter the student's information into the student information system. The receiving school should correctly enter the student in the student information system and contact the sending school for student records.
2041	Transfer	Transferred to a public or non-public school in a different local education agency in the same state	<p>This code should be used for students who transfer to a different school in a different local education agency in a DC public or public charter school.</p> <p>This code should also be used for transfers to and from a non-public school when the responsible LEA changes. See <b>Non-Public Student Transfer Guidance</b></p>	The receiving LEA should correctly enroll the student in the student information system, contact the sending school for student records, and request the transfer of records from the OSSE Support Tool as required by 34 CFR §300.323(g). Records pending transfer for 5 or more business days following a Stage 5 enrollment will trigger an automatic transfer of records to the receiving LEA.
2042	Transfer	Student is no longer physically present in school but remains enrolled in the same local education agency and is receiving educational services	This code should be used for students who are: a) receiving residential special education services; b) dual-enrolled in a secondary and post-secondary institution; c) taking online courses that are administered or tracked by a DC LEA; d) receiving hospital / homebound instruction; or other similar circumstances.	A school may use this code if a student is enrolled in an exchange program that is DC public or public charter school-based or initiated when the student will not be physically present in the DC public or public charter school while receiving educational services.
2043	Transfer	Transferred to DYRS or other educational program that is part of the juvenile justice system	This code should be used for students transferred to the Department of Youth Rehabilitation Services (DYRS) or other educational program for youth who are part of the juvenile justice system.	Students who transfer to an institution that <i>is tracked or administered by the DC public school system</i> remain members of the ninth grade cohort for Adjusted Cohort Graduation Rate and are NOT counted as disengaged youth.



### Category 4: Exit from State Public School System

This category of codes is used for those students who have exited the state's Public School System.

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 DC public or public charter school and enrolls in school in another state.</p> <p>If the student is enrolling in a non-degree-granting school or educational institution in another state, use code 1982.</p> <p>For exits out of the country, use 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 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” for more information on transfer requirements.</p>
1941	Exited	Exited to a school outside of the United States	<p>This code should be used when the sending school has evidence that the child is transferring to a school outside of the United States and its territories.</p>	<p>The school is responsible for obtaining appropriate documentation of the exit from the student’s parents.</p>
1942	Exited	Exited the state public school system to be home-schooled in the same state	<p>This code should be used for students who transfer to home schooling and remain a resident of DC.</p>	<p>The LEA continues to be responsible for the child until the parent affirmatively revokes consent for services. Only students that are being home-schooled in DC should be exited using this code; students who exit to home-schooling in another state should be exited using code 1940.</p>



EXIT CODES CATEGORY 4: EXIT FROM STATE PUBLIC SCHOOL SYSTEM				
CODE	CATEGORY	CODE NAME	USAGE GUIDELINES	ADDITIONAL GUIDANCE
1943	Exited	Exited the state public school system to attend a private school in the same state	This code should be used for students who leave the DC public school system to attend a private school in the same state; Exits to both religiously-affiliated and non-religiously-affiliated private schools should be captured using this code.	Transfers to non-publics or PROs within the same LEA will be captured through school codes; For students who transfer to a non-public or PRO in another LEA, use code 2041.
1944	Exited	Died or is permanently incapacitated	This code must only be used for students who are deceased or permanently incapacitated.	The LEA is responsible for obtaining appropriate documentation in the form of a letter from the parent, an obituary or a certificate of death.

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 students aged 5 years or older who withdraw from school. Please use appropriate discharge (1960-1966) or disengagement (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 should be used for students who enroll in a residential treatment facility or who withdraw due to severe physical or mental illness that has been verified by a physician should be exited using this code.	LEAs are responsible for obtaining documentation from a physician indicating that the student has an illness the renders him/her incapable of further engaging in educational services.



EXIT CODES CATEGORY 5: DISCHARGE CODES				
CODE	CATEGORY	CODE NAME	USAGE GUIDELINES	ADDITIONAL GUIDANCE
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 school or LEA to withdraw a student because the student will reach the maximum age for services before completion of a school credential is possible.	Students receiving special education services are eligible to receive special education services until the end of the semester in which they turn 22 years old or earn a regular diploma.
1963	Discharge	Withdrawn for ineligibility reasons (e.g., immunization or residency); eligible to seek re-enrollment	This code may be used for students who have not presented proper evidence of required immunizations or proper residency.	If the student was enrolled the previous year in a DC public or public charter school, withdrawal due to ineligibility will result in the student being designated as a “dropout”. If the student has been assigned to a ninth grade cohort, this code will NOT exit the student from the cohort.
1964	Discharge	Withdrawn due to LEA policy related to absenteeism or truancy	This code should be used for students who are withdrawn from school by the LEA due to violations of the disciplinary code related to absenteeism or truancy.	
1965	Discharge	Withdrawn for disciplinary reasons other than expulsion, truancy or absenteeism (e.g., pending a disciplinary hearing that could result in expulsion).	This code should be used for students who withdraw for disciplinary reasons other than expulsion, truancy or absenteeism. This code should be used, for example, when a student withdraws from school while he or she is pending a disciplinary hearing and does not attend the hearing or stops attending school.	This code may also be used for other disciplinary reasons aside from expulsion, truancy or absenteeism according to individual LEA policy.
1966	Discharge	Expelled for disciplinary reasons	This code is to be used for all expulsions.	
1968	Discharge	Withdrawn due to exceeding the maximum age for special education services eligibility under IDEA	This code is to be used for students who have exceeded the maximum age for special education services eligibility under IDEA.	Students with disabilities are eligible to receive special education services until the end of the semester in which they turn 22 years old.





Category 6: Disengagement Codes

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

EXIT CODES CATEGORY 6: DISENGAGEMENT				
CODE	CATEGORY	CODE NAME	USAGE GUIDELINES	ADDITIONAL GUIDANCE
1980	Disengage ment	Student voluntarily discontinued schooling and is under the maximum age for compulsory attendance	This code should be used for students who are under the maximum age for compulsory attendance (aged 18) and communicate their intention to discontinue schooling to their school or LEA.	Students with disabilities are eligible to receive special education services until the end of the semester in which they turn 22 years old.
1981	Disengage ment	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	Disengage ment	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 DC public school system. 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-degree-granting school or educational institution in another state.  If the student is transferring to an adult education program or alternative program serving adult students which is part of the DC public school system, use code 2040 or 2041. See <b>Adult Education Guidance</b> appendix for a list of these schools.
1983	Disengage ment	Exited to an institution that is not administered or tracked by the DC public school system (e.g., military, Federal Bureau of Prisons, DC Jail programs not administered by DCPS, etc.)	This code should be used if the sending school has evidence that the student has transferred to a non-school institution other than DYRS. For a DYRS or non-public transfer, use appropriate TRANSFER code; For residential treatment facilities, use code 1961.	



EXIT CODES CATEGORY 6: DISENGAGEMENT				
CODE	CATEGORY	CODE NAME	USAGE GUIDELINES	ADDITIONAL GUIDANCE
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 school or LEA 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 for details.



## Enrollment Audit Guidance

### What are the six stages of enrollment?

The six stages of enrollment are a mandated part of every public and public charter school student's attendance record, per DCMR Section 5-A2101. Each stage represents a different date in the enrollment process. The six stages are defined in the DCMR 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 Student Information System (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).

The six stages of enrollment became required of every LEA, by law, on January 10, 2014. The definitions are listed in Section 5-A2199.1 DC Municipal Regulations Chapter 5-A21, Compulsory Education and School Attendance, Section 5-A2101.3, Attendance Records and Reporting captures a full list of requirements for a student's attendance record.

### How do I use the six stages 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 students who are new to your LEA.

#### **Stage 4**

This date should be recorded when the student or student's family has completed all enrollment paperwork, thereby completing the registration process. Your LEA is assuming responsibility for providing services on an existing IEP or evaluating that student for any necessary special education services (Stage 6). Providing this date for a student indicates:

- The student has not physically attended school at your LEA yet, but has completed registration.
- Stage 4 enrollment can be designated in the SIS in one of two ways:
  - For LEAs that are able to provide two separate Stage 4 and Stage 5 enrollment dates in their SIS. The student is given a **Stage 4 enrollment date** and appropriate entry code in the SIS. The entry code provided (cannot be 1800) will reflect the student's enrollment status and will not change. Once the student has attended school and received educational services, a **Stage 5 enrollment date** must be entered.
  - For LEAs that **are not** able to provide two separate Stage 4 and Stage 5 enrollment dates in their SIS. The student should be entered onto your LEA roster with **entry code 1800** until the student attends his/her first day of school at your LEA. Once the student has



attended school and received educational services, the entry code must be changed to a valid entry code reflecting the student's enrollment status (not 1800).

- July 1<sup>st</sup> marks the official transition date from one school year to the next, On July 1<sup>st</sup>, any receiving LEA who has completed a Stage 4 enrollment (entered an 1800 code or valid Stage 4 entry date in the SIS) will assume responsibility of the student from his/her previous LEA. The LEA must then request records for the student from the previous LEA in the OSSE Support Tool.
- OSSE should release relevant test scores and IEP information to your LEA to support your LEA in providing services as efficiently as possible.

### **Stage 5**

A stage 5 enrollment date should only be recorded when the enrolled student has physically attended school at your LEA. For most students, this date will likely be his or her LEA's first day of school. **If the student never attends a class at your LEA (i.e., is a 'no-show'), do NOT enter a stage 5 enrollment date.**

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

It is the responsibility of the LEA to determine the whereabouts of every student that has completed Stage 4 of the enrollment process. OSSE can assist LEAs in determining whether students have enrolled in another LEA in the state. 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 your LEA after a Stage 4 enrollment, the LEA may designate the student as an "administrative no-show" under the following conditions:

1. The student is receiving special education services *and* the LEA has documentation that the student has enrolled in another LEA. 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 that *it is not possible for any student receiving special education services who has completed Stage 4 of the enrollment process to be designated as an "administrative no-show" unless enrollment at another LEA has been verified by OSSE.* Once a special education student has a completed Stage 4 enrollment, the LEA is responsible for this student without exception.

#### **What happens when I assume responsibility for a student's IEP (stage 4)?**

If you have a stage 4 enrollment date for a student with a disability, the LEA is responsible for requesting the student's special education records from the previous LEA in the OSSE Support Tool. Your LEA will be able to access the students' information in EasyIEP starting on July 1<sup>st</sup> of each year if your pre-enrolled students have been released by their previous LEAs.

- 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 SY16-17. LEA A is further responsible for providing ESY services to the student, where applicable. If the student is not entitled to ESY, on July 1, 2017, LEA B should request the student's special education records from LEA A so that appropriate educational services may be provided by LEA B.



- For a student without existing services who has completed registration at LEA C, LEA C assumes responsibility for providing services in accordance with IDEA Child Find requirements starting July 1<sup>st</sup>.

### What if I have a student who transfers mid-year?

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

School Name	Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	Withdrawal Date
Brookland HS	2/3/2014	3/31/2014	4/26/2014	7/1/2014	8/25/2014	8/26/2014
District HS	8/25/2014	8/25/2014	8/26/2014	8/26/2014	8/27/2014	

We'll look at this example at the school level, day by day:

- John went through the lottery and was accepted by his second choice school (Stages 1-4, February to August).
- On August 25:
  - John attends his first day of school at Brookland HS (Stage 5).
  - John's family put in an application for him at his first choice, District High School (Stage 1).
  - John is notified of an open slot at District HS on the same day (Stage 2).
- August 26
  - He accepts the space at District (Stage 3)
  - He completes his registration paperwork at District (Stage 4)
    - District High School (the receiving school) should enter a Stage 4 enrollment date of 08/26/2014 and a corresponding entry code (in this case, entry code 1812 should be used because the student transferred from another LEA in the state)
- August 27
  - He withdraws from his current school, which allows his records to transfer.
    - Brookland High School (the sending school) should enter a withdrawal date of 08/27/2014 and corresponding exit code (in this case, exit code 2041 should be used because the student is transferring to another LEA in the state)
- August 28
  - The next day, he begins his first day at his new school, District HS (Stage 5).
    - District High School (the receiving school) should enter a Stage 5 enrollment date of 08/28/2014. The entry code (1812) entered on 08/26/2014 will remain the same.

### How will I transfer this information to OSSE?

Your ADT is already prepared to accommodate all five stages of enrollment. Please enter only date values in your system, as follows:

- MM/DD/YYYY



If your student information system (e.g. PowerSchool, SchoolForce) does not have specific fields for this information, you will need to create custom fields or repurpose existing fields to capture this information. Once you create new fields in your system, please contact your ADT point-of-contact at OSSE to make sure these fields have been correctly mapped from your data system to your ADT client. If these fields exist already, you have mapped these fields with your ADT point-of-contact, and the information in these fields is formatted as MM/DD/YYYY, then you do not need to take any extra steps.

### How will OSSE use this information?

OSSE will use the stage 4 and 5 dates to:

- Provide requested test score and special education information to LEAs who have pre-enrolled students
- Resolve duplicate enrollments
- Resolve no-show situations (versus students who would otherwise be marked as 'drop-outs')
- Conduct mobility reporting

## Special Education Guidance

This section specifies the impact of an exit code on the student's special education status in SEDS. Under District of Columbia law, students are eligible for special education and related services from age three (3) through the semester in which they turn twenty-two (22) years of age. Based on requirements of the Individuals with Disabilities Education Act (IDEA), there are circumstances in which students with disabilities may exit an LEA's roster but retain the right to access educational services at any point in the future 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 semester in which they turn twenty-two (22)). 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 standards set forth in OSSE's Part B Initial Evaluation and Reevaluation Policy, and prior written notice has been issued.

To that end, there are only four (4) scenarios under which an exit code may automatically remove a student from an LEA's SEDS roster:

- 1) The student graduated with a regular, advanced or International Baccalaureate diploma
- 2) The student was awarded a state diploma from the Office of the State Superintendent of Education
- 3) The student exited the state public school system (see exception below for home-schooling)
  - a. **Note:** *Documentation required*
- 4) The student died or was permanently incapacitated
  - a. **Note:** *Documentation required*
- 5) The student withdrew due to exceeding the maximum age for special education services eligibility under IDEA



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

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

**Home-schooling.** Exit code 1942: If a parent of a student who has been found eligible for services under IDEA decides to provide home instruction, and this decision occurs before the child has reached maximum age for services, then the LEA shall take steps to document its understanding via issuance of a prior written notice (PWN) which details this understanding and denotes the parent’s right to access services through the LEA at any time in the future.

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

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

All other valid exit codes will be recognized by OSSE but will not result in automatically inactivating the student’s status in SEDS. In these instances, the LEA is responsible for continuing to provide special education services until prior written notice is issued.

### Credential Codes

Under IDEA, the LEA obligation to provide a free appropriate public education (FAPE) to eligible students continues until a student graduates from high school with a regular high school diploma (34 C.F.R. §300.102(a)(3)), or if a student exceeds the maximum age of eligibility which, in the District of Columbia,



is the end of the semester in which a student turns 22 years old (5-E DCMR §3002.1(b)). In the District of Columbia, a resident who has successfully passed the General Education Development (GED) test or completed the requirements of the National External Diploma Program (NEDP) will be granted a state diploma from OSSE. This state diploma is recognized as equivalent to a regular high school diploma. A GED certificate without an accompanying state diploma, IEP certificate, or technical or vocational certificates do not qualify as a regular high school diploma.

### End of Year Codes and Transfer Codes

Once confirmed via the OSSE enrollment feed data, a Stage 4 enrollment at a different public or public charter school will remove a student from the SEDS roster of the sending LEA. For special education students, the receiving school should request a transfer of records from the OSSE Support Tool. Until the receiving school enters a Stage 5 enrollment for the student, the student will continue to appear on the sending school's SEDS roster.

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

### Discharge Codes

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

In all other scenarios, Discharge Codes do not remove students from the SEDS roster at an LEA. The LEA must issue a PWN for a student to be administratively exited from SEDS.

**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

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. Once the LEA has made reasonable efforts to contact the parent in accordance with standards set forth in OSSE's initial evaluation and reevaluation policy, and prior written notice has been issued, the student may be administratively exited from SEDS.

In the case that a child with an IEP is not withdrawn by the parent, and the LEA does not know the whereabouts of the child, it is expected that LEAs follow the truancy guidelines. In addition, the LEA must make reasonable efforts to contact the parent, including at least three attempts using at least two modalities in accordance with 5-E DCMR §3005.2. If none of these attempts is successful, the school/LEA should issue a prior written notice (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) that the parent has a right to pursue reenrollment and special education services at any time in the future. Once these steps are completed, and the PWN is faxed into the student's record in SEDS, the LEA can enter the appropriate exit code in the student information system.

### Resolving SEDS Roster Issues

LEAs should utilize the [OSSE Support Tool](#) for assistance with enrollment issues, including students who are not appearing in SEDS as expected OR who are appearing in SEDS after they have been withdrawn from the LEA SIS.

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

To request administrative action following submission of a PWN for removal from SEDS, submit a ticket in the OST under Issue Type: *Enrollment / Enrollment Audit*; Sub-Category: *Administrative Exit from SEDS / PWN*.

## Adjusted Cohort Graduation Rate Guidance

### What is the Adjusted Cohort Graduation Rate?

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

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

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



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

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

### Cohort Development and Codes that Remove Students from the Adjusted Cohort

Utilizing previous enrollment audits, and OLAMS/ASPEN feeds, the DC Office of the State Superintendent of Education (OSSE) creates a list of students whose **first time ninth grade enrollment was during a given school year**.

Students with **valid exit codes prior to the start of their ninth grade year** are not assigned to a Cohort Responsible LEA; students with **valid exit codes which result in a removal from the adjusted cohort after the start of their ninth grade year** may be removed from the cohort if proper documentation is provided to OSSE. Valid exit codes are as follows:

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

**These are the only codes that may remove a student from their adjusted cohort.** In order for a student to be removed from the cohort, the LEA must provide documentation that another degree-granting LEA is providing educational services to the student. LEAs are required to provide proper documentation for cohort exits to OSSE. **These documents must be reviewed and approved by OSSE before a student may be removed from the cohort.** Please note that students who are present in the Missing Child Clearinghouse will also be removed from the cohort.

Please see District of Columbia Adjusted Cohort Graduation Rate Guidance at <http://osse.dc.gov/service/high-school-graduation-rates-0> for:

1. Supporting Documentation requirements for use of codes 1940, 1941, 1942, 1943 and 1944
2. Specific scenarios and guidance pertaining to unique student entry and exit cases.

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



Transfers to another location education agency (LEA) within the state must be verified by OSSE in SLED. Transfers from one DC public or public charter school to another DC public or public charter school are tracked via the SLED system. If a transfer does not appear in the SLED system, it is the responsibility of the sending LEA to verify the transfer.

### The Role of Exit Codes in Determining Student Outcomes in the Calculation of the Adjusted Cohort Graduation Rate (ACGR)

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

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

### Youth Dropout Guidance

This section describes the impact of an exit code on the student’s “disengaged youth” status in SLED. OSSE has obligations both to the federal government and its stakeholders to ascertain the status of all youth who have enrolled in DC public or public charter schools. The ability of LEAs to provide accurate exit codes for all students is imperative to informing these obligations and ensuring that youth are receiving the educational services they need to be successful in life.

### Federal Reporting of “Dropout” using OSSE Exit Codes

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

CODES RESULTING in EDUCATIONAL DISENGAGEMENT DESIGNATION		
CODE	CATEGORY	CODE NAME
1960	Discharge	Withdrawn from school, under the age for compulsory attendance (age 5); eligible to seek re-enrollment
1962	Discharge	Withdrawn due to reaching the maximum age served by the LEA OR because student will reach the maximum age served by the LEA before completion of school is possible.



CODES RESULTING in EDUCATIONAL DISENGAGEMENT DESIGNATION		
CODE	CATEGORY	CODE NAME
1963	Discharge	Withdrawn for ineligibility reasons (e.g., residency, immunizations), eligible to seek re-enrollment
1964	Discharge	Withdrawn due to LEA policy related to absenteeism or truancy
1965	Discharge	Withdrawn for disciplinary reasons other than expulsion, truancy or absenteeism (e.g., pending a disciplinary hearing that could result in expulsion).
1966	Discharge	Expelled for disciplinary reasons
1967	Discharge	Withdrawn due to LEA policy related to substance use
1968	Discharge	Withdrawn due to exceeding the maximum eligibility age for IDEA services
1980	Disengagement	Student voluntarily discontinued schooling and is under the maximum age for compulsory attendance
1981	Disengagement	Completed grade 12, but did not meet all graduation requirements and voluntarily discontinued schooling
1982	Disengagement	Left the DC public school system to attend a vocational, GED, online or other adult educational or training program that is not part of the DC public school system.
1983	Disengagement	Exited to an institution that is not administered or tracked by the DC public school system (e.g., military, Federal Bureau of Prisons, DC Jail programs not administered by DCPS, etc.)
1984	Disengagement	Not enrolled; LEA has performed due diligence; status unknown
1985	Disengagement	Student voluntarily discontinued education after enrolling in an adult education program in a DC public or public charter school
1986	Disengagement	Completed the course of study for a GED, technical certificate, nationally- or state-recognized vocational certificate, or other certificate program, but did not pass the certification test and is no longer enrolled
1988	Disengagement	Discontinued due to a hardship (health or personal reasons).
1989	Disengagement	Discontinued for pregnancy, maternity or paternity obligations.
1990	Disengagement	Discontinued for employment reasons

## Non-Public Student Transfer Guidance

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

### Transfer from DCPS School to Non-public School

When a student transfers from a DCPS school to a non-public institution, DCPS remains the responsible LEA and is obligated to retain an open slot at the school for the special education student in the event



the student completes services at the non-public institution and wishes to continue his or her education at the sending school.

The student should first be withdrawn from the DCPS school using exit code 2040. The student should then be re-enrolled using entry code 1811. The “responsible LEA” is DCPS, the “responsible school” is the sending DCPS school, and the “attending school” is the receiving non-public.

### Transfer from Charter LEA and School to Non-public School

When a student transfers from an independent charter LEA to a non-public institution, the charter LEA remains the responsible LEA, and the sending school remains the responsible school. **At all times**, while the child is placed at the nonpublic school, the LEA must maintain the capacity to serve the child at the responsible charter school (i.e., hold an open seat for the child) unless and until the child’s parent enrolls the child in another LEA (5 DCMR §E-3019.9(a)(2)).

The student should first be withdrawn from the charter school using exit code 2040. The student should then be re-enrolled in the same charter school using entry code 1811. The “responsible LEA” is the sending charter LEA, the “responsible school” is the sending charter school, and the “attending school” is the receiving non-public.

## Adult Education Guidance

This section provides information on the exit and entry codes that should be used for students enrolled in Adult Education LEAs. The Entry and Exit codes referenced in the Adult Quick Reference Guide (below) may be used by the following Adult Education Schools, effective for the 2016-17 school year:

Academy of Hope PCS	Latin American Youth Center
Ballou STAY	Maya Angelou Young Adult Learning Center
Briya PCS	The Next Step PCS
Carlos Rosario PCS	Roosevelt STAY
Community College Preparatory PCS	Goodwill Excel Center

### Use of Entry and Exit Codes

Adult Education LEAs may use all entry and exit codes referenced in this guidance document in addition to those designated as “Adult Program- only”. Non-adult LEAs may not use “Adult Program- only” entry or exit codes.



## Detailed Guidance: Adult Program- only Exit Codes

This section details the new “Adult Program- only” exit codes that went into effect beginning in the 2014-2015 school year.

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



EXIT CODE ADDITIONS				
CODE	CODE CATEGORY	CODE NAME	USAGE GUIDELINES	ADDITIONAL GUIDANCE
2012	Program End	Received an IEP certificate of attendance or completion, continuing <b>adult education</b> in the same LEA	This code should be used for students who have received an IEP certificate of attendance or completion but are continuing to receive adult education services.	If the student is continuing to pursue adult educational services after completion of an IEP certificate of attendance or completion, the student should be exited and re-enrolled using code 1810.
2013	Program End	Received a technical certification or nationally- or state-recognized vocational education certification, continuing <b>adult education</b> 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 code 1810.
2014	Program End	Received an ESL certificate, continuing <b>adult education</b> 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 code 1810.
2015	Program End	Received a certificate of completion for a technical or vocational course of study, continuing <b>adult education</b> 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 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.	1985 replaces previous exit code 3505
1986	Disengagement	Completed the course of study for a GED, technical certificate, nationally- or state-recognized vocational	This code should be used when a student completes a GED preparation course of study in instances where the school or LEA <b>does not</b> have evidence that a GED was received by the student.	If it is unknown whether the student received a GED, 1986 should be used. The OSSE will contact the LEA if it learns that the student has passed the GED test.



EXIT CODE ADDITIONS				
CODE	CODE CATEGORY	CODE NAME	USAGE GUIDELINES	ADDITIONAL GUIDANCE
		certificate, or other certificate program, but did not pass the certification test and is no longer enrolled	If documentation of a certification has been received, use code 2021 and provide documentation of certification to OSSE.	
1988	Disengagement	Discontinued due to a hardship (health or personal reasons).	This code should be used when a student discontinues his or her education due to a specific hardship (e.g., health, 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.
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.
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.





## Appendix A: Quick References

### Quick Reference: Entry Codes

ALL ENTRY CODES		
CODE	CATEGORY	CODE NAME
STAGE 4 PRE-ENROLLMENT CODE		
1800	Stage 4 Enrollment	Student has provided school with required enrollment forms and letter of enrollment agreement; school has completed registration of the student in the Student Information System (SIS)
CONTINUATION AND TRANSFER CODES		
1810	Continuing	Continuing education in the same school with no interruption in schooling
1811	Transfer	Transfer from a public or non-public school in the same local education agency
1812	Transfer	Transfer from a public or non-public school in a different local education agency in the same state
ORIGINAL ENTRY CODES		
1850	Original Entry	Original entry into a United States school; previously living in the United States
1851	Original Entry	Original entry into a United States school from a foreign country; prior schooling in a foreign country
1852	Original Entry	Original entry into a United States school from a foreign country; no prior schooling in a foreign country
ENTRY CODES		
1870	Entry	Entry from a different state; entered from home-schooling or a public, private, or online diploma-granting school in a different state.
1871	Entry	Entry from home schooling in the same state
1872	Entry	Entry from a private school in the same state.
1873	Entry	Entry after an interruption in schooling (voluntary or involuntary)
1880	Entry	Enrolled for special education services only



Quick Reference: Exit Codes

ALL EXIT CODES			Required Document	Dropout?	Cohort?	Remains on SEDS Roster?
CODE	CATEGORY	CODE NAME	*LEA must upload documentation in SLED			
<b>STAGE 4 PRE-ENROLLMENT CODE EXIT</b>						
1234	Stage 4 Enrollment Exit	For <b>students with disabilities</b> : Withdrawn from school after the student has been enrolled using the Stage 4 Registration code 1800.	None	Yes, if previously enrolled in DC public school system	Yes, if previously enrolled in DC public school system	Yes
4321	Stage 4 Enrollment Exit	For students <b>without</b> disabilities: Withdrawn from school after the student has been enrolled using the Stage 4 Registration code 1800.	None	Yes, if previously enrolled in DC public school system	Yes, if previously enrolled in DC public school system	N/A
<b>CREDENTIAL CODES</b>						
2020	Credential	Graduated with regular, advanced, International Baccalaureate, or external degree program (EDP) diploma.	Certified Grads List	No*	Yes- Grad	No
2021	Credential	Received a state diploma from the Office of the State Superintendent of Education	Pearson GED feed	No*	Yes	No
2022	Credential	Received an IEP certificate of attendance or completion	Certified Grads List	No*	Yes	Yes
2023	Credential	Received a nationally- or state-recognized career or technical certification	UDC feed; Copy of credential	Yes	Yes	Yes
2024	Credential	Received an ESL certificate	Copy of credential	Yes	Yes	Yes
2025	Credential	Received a certificate of completion for a technical or vocational course of study; unknown if official certification was received	Verified through CTE collection	Yes	Yes	Yes
<b>END OF YEAR CODES</b>						
2000	Year End	Promoted within the same school and LEA to the next grade level	ADT feed	No	Yes	Yes



ALL EXIT CODES			Required Document	Dropout?	Cohort?	Remains on SEDS Roster?
CODE	CATEGORY	CODE NAME	*LEA must upload documentation in SLED			
2001	Year End	Retained within the same school and LEA at the previous grade level	ADT feed	No	Yes	Yes
2002	Year End	Student successfully completed the last grade offered by school of origin and transferred to another public school in the same state.	ADT feed	No	Yes	Yes
<b>TRANSFER CODES</b>						
2040	Transfer	Transferred to a different public or non-public school within the same local education agency	ADT feed	No*	Yes	Yes
2041	Transfer	Transferred to a public or non-public school in a different local education agency in the same state	ADT feed	No*	Yes	Yes
2042	Transfer	Student is no longer physically present in school but remains enrolled in the same local education agency and is receiving educational services	ADT feed	No*	Yes	Yes
2043	Transfer	Transferred to DYRS or other educational program that is part of the juvenile justice system	ADT feed	No*	Yes	Yes
<b>EXIT FROM STATE PUBLIC SCHOOL SYSTEM CODES</b>						
1940	Exited	Exited the State public school system to home-schooling or a public, private, or online diploma-granting school in a different state.	Exit Form	No*	No*	Yes
1941	Exited	Exited to a school outside of the United States	Exit Form	No*	No*	Yes
1942	Exited	Exited the State public school system to be home-schooled in the same state	Exit Form	No*	No*	Yes
1943	Exited	Exited the State public school system to attend a private school in the same state	Exit Form	No*	No*	Yes
1944	Exited	Died or is permanently incapacitated	Exit Form	No*	No*	Yes
<b>DISCHARGE CODES</b>						
1960	Discharge	Withdrawn from school, under the age for compulsory attendance (age 5); eligible to seek re-enrollment	ADT feed, DOB	No	N/A	Yes
1961	Discharge	Withdrawn from school due to documented severe physical or mental illness, including residential treatment facility; eligible to seek re-enrollment	Doctor's note	No*	Yes	Yes



ALL EXIT CODES			Required Document	Dropout?	Cohort?	Remains on SEDS Roster?
CODE	CATEGORY	CODE NAME	*LEA must upload documentation in SLED			
1962	Discharge	Withdrawn due to reaching the maximum age served by the LEA OR because student will reach the maximum age served by the LEA before completion of school is possible.	None	Yes	Yes	No, unless student is under age 22
1963	Discharge	Withdrawn for ineligibility reasons (e.g., residency, immunizations), eligible to seek re-enrollment	None	Yes, if previously enrolled in DC public school system	Yes, if previously enrolled in DC public school system	Yes, if previously enrolled in DC public school system
1964	Discharge	Withdrawn due to LEA policy related to absenteeism or truancy	None	Yes	Yes	Yes
1965	Discharge	Withdrawn for disciplinary reasons other than expulsion, truancy or absenteeism (e.g., pending a disciplinary hearing that could result in expulsion).	None	Yes	Yes	Yes
1966	Discharge	Expelled for disciplinary reasons	None	Yes	Yes	Yes
1967	Discharge	Withdrawn due to LEA policy related to substance use	None	Yes	Yes	Yes
1968	Discharge	Withdrawn due to exceeding the maximum eligibility age for IDEA services	PWN and DOB	No	Yes	No
<b>DISENGAGEMENT CODES</b>						
1980	Disengagement	Student voluntarily discontinued schooling and is under the maximum age for compulsory attendance	None	Yes	Yes	Yes
1981	Disengagement	Completed grade 12, but did not meet all graduation requirements and voluntarily discontinued schooling	None	Yes	Yes	Yes
1982	Disengagement	Left the DC public school system to attend a vocational, GED, online or other adult educational or training program that is not part of the DC public school system.	None	Yes	Yes	Yes
1983	Disengagement	Exited to an institution that is not administered or tracked by the DC public school system (e.g., military, Federal Bureau of Prisons, DC Jail programs not administered by DCPS, etc.)	None	Yes	Yes	No
1984	Disengagement	Not enrolled; LEA has performed due diligence; status unknown	None	Yes	Yes	Yes



Quick Reference: Additional Adult Program- only Exit Codes

ALL EXIT CODES			Required Document	Dropout?	Cohort?	Remains on SEDS Roster?
CODE	CATEGORY	CODE NAME	*documentation required †at most recent program offering a regular HS Diploma			
<b>ADULT ONLY: END OF YEAR CODES</b>						
2003	Year End	Moved onto the next level in educational program during the school year; continuing in adult educational program	None	No	Yes†	Yes
2004	Year End	Working on the same level in educational program; continuing in adult educational program	None	No	Yes†	Yes
2005	Year End	Continuing and not in an adult educational program that has a level structure	None	No	Yes†	Yes
2006	Year End	Completed current level in educational program and is eligible for promotion but is not moving to next level; continuing in adult educational program	None	No	Yes†	Yes
<b>ADULT ONLY: CREDENTIAL PLUS CONTINUATION CODES</b>						
2010	Program End	Received a diploma, continuing adult education in the same LEA	None	No*	Yes†	Yes
2011	Program End	Received a GED, continuing adult education in the same LEA	None	No*	Yes†	Yes
2012	Program End	Received an IEP certificate of attendance or completion, continuing adult education in the same LEA	None	No*	Yes†	Yes
2013	Program End	Received a technical certification or nationally- or state-recognized vocational education certification, continuing adult education in the same LEA	None	No*	Yes†	Yes
2014	Program End	Received an ESL certificate, continuing adult education in the same LEA	None	No	Yes†	Yes
2015	Program End	Received a certificate of completion for a technical or vocational course of study, continuing adult education in the same LEA	None	No	Yes†	Yes
<b>ADULT ONLY: DISENGAGEMENT CODES</b>						
1985	Disengagement	Student voluntarily discontinued education after enrolling in an adult education program in a DC public or public charter school	None	Yes	Yes†	Yes



ALL EXIT CODES			Required Document	Dropout?	Cohort?	Remains on SEDS Roster?
CODE	CATEGORY	CODE NAME	*documentation required at most recent program offering a regular HS Diploma			
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	None	Yes	Yes†	Yes
1988	Disengagement	Discontinued due to a hardship (health or personal reasons).	None	Yes	Yes†	Yes
1989	Disengagement	Discontinued for pregnancy, maternity or paternity obligations.	None	Yes	Yes†	Yes
1990	Disengagement	Discontinued for employment reasons	None	Yes	Yes†	Yes



## Appendix B: Glossary

### Types of Entry Codes:

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

### Types of Exit Codes:

- *Credential* codes are used for those students who complete a required program or course of study including diploma, certificate, or other recognized completion milestone.
- *End of Year* codes are used for those students who will either remain enrolled in the same District of Columbia public or public charter school during the next school year or will transfer to another public school in the same state because the student has completed the last grade offered by the school of origin.
- *Transfer* codes are used for those students who are still enrolled in District of Columbia public or public charter schools and continue to receive education or funding. These students may change programs, schools, or local education agencies. 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 home-schooled or attend a private school in-state, or died or were permanently incapacitated. *In cases where proper documentation is provided, these students will not be included in the calculation of the Adjusted Cohort Graduation Rate. See **Adjusted Cohort Graduation Rate Guidance** for documentation requirements.*
- *Discharge* codes are used for those students who either withdrew from school (but did not drop out) or were withdrawn from school due to LEA-specific eligibility, disciplinary or other policy reasons.
- *Disengagement* codes are used for those students who have discontinued schooling prior to reaching the maximum age for compulsory attendance (aged 18) or for students whose whereabouts are unknown. Disengagement codes are also used for students who have exited to an institution that is not administered or tracked by the District of Columbia public school system. Per federal guidelines, these students are considered to have “dropped out”.