



OFFICE OF STATE SUPERINTENDENT  
OF EDUCATION

# ENTRY AND EXIT

## GUIDANCE

JULY 1, 2014

## Table of Contents

<b>Introduction</b>	3
Purpose	3
Implementation Guidance	3
Summary of Changes for 2014-2015	3
About This Document	5
<b>Quick Reference: Entry Codes</b>	7
<b>Quick Reference: Exit Codes</b>	8
<b>Entry Code Additions</b>	12
<b>Exit Code Additions</b>	12
<b>Exit Code Splits</b>	13
<b>Entry Code Merges</b>	14
<b>Exit Code Merges</b>	17
<b>Entry Code Discontinuations</b>	18
<b>Exit Code Discontinuations</b>	21
<b>Entry Code Continuations</b>	24
<b>Exit Code Continuations</b>	25
<b>Detailed Guidance: Entry Codes</b>	29
Category 1: Stage 4 Registration Code	29
Category 2 and 3: Continuation and Transfer Codes	29
Category 4: Original Entry Codes	30
Category 5: Entry Codes	31
<b>Detailed Guidance: Exit Codes</b>	33
Category 1: Credential Codes	33
Category 2: End-of-Year Codes	34
Category 3: Transfer Codes	35
Category 4: Exit from State Public School System	36
Category 5: Discharge Codes	37
Category 6: Disengagement Codes	38
<b>Enrollment Audit Guidance</b>	41
What are the six stages of enrollment?	41
How do I use the six stages in practice?	41
What happens when I assume responsibility for a student's IEP (stage 4)?	42

How will I transfer this information to OSSE?.....	43
How will OSSE use this information? .....	44
<b>Special Education Guidance</b> .....	45
Expectations of LEAs .....	45
Truancy Implications .....	45
Exited from Special Education .....	45
Use of OSSE Reports .....	46
Exit Code Treatment .....	46
<b>Adjusted Cohort Graduation Rate Guidance</b> .....	51
What is the Adjusted Cohort Graduation Rate? .....	51
Cohort Development and Codes that Remove Students from the Adjusted Cohort .....	51
Documentation .....	53
Special Populations .....	53
<b>Youth Dropout Guidance</b> .....	54
Federal Reporting of “Dropouts” Mapping to OSSE Exit Codes.....	54

## 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 (“District”) schools. Additionally, entry and exit codes are used for several federal reporting requirements including Indicator 2 of the IDEA APR, the Adjusted Cohort Graduation Rate (ACGR) and the identification and accurate tracking of disengaged students for the newly established Re-engagement 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 two previously published documents: 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. 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.

### Summary of Changes for 2014-2015

The following changes were made in this new guidance:

	ORIGINAL TOTAL	ADDED	SPLITS	MERGES	DISCONTINUED	NEW TOTAL
Entry Codes	21	1	0	12→4	3	11
Exit Codes	36	1	2→6	7→2	7	29
<b>All Codes</b>	<b>56</b>	<b>2</b>	<b>2→6</b>	<b>19→6</b>	<b>10</b>	<b>40</b>

\* All 14 of the added, split or merged codes either clarify or streamline the thirty (30) discontinued codes.

- As shown in the table above, one entry and one exit code that did not previously exist were added. These two codes are being implemented to improve tracking of all students.

- Two ambiguous and misused exit codes were replaced by six more specific codes to more effectively track student movement.
- Nineteen additional entry and exit codes were consolidated to form six new entry and exit codes; the original 19 codes are discontinued and are no longer in use.
- Ten codes have been discontinued completely either because the codes were redundant, ambiguous or because the codes were used by LEAs but have never been included in any OSSE guidance.
- This guidance document specifies which codes should be used in lieu of all discontinued codes. (See sections “Entry Code Discontinuations” and “Exit Code Discontinuations”. All discontinued codes will no longer be accepted by OSSE student data systems, and any usage of these codes will result in the rejection of the student record. *Please note: LEAs may use any number of entry and exit codes for their own uses so long as they align with and can be directly and accurately mapped to the official OSSE entry and exit codes.*
- Guidelines for usage of all new and continuing entry and exit codes were updated to help ensure clarity and consistency in use. For example, this guidance clarifies the use of the term “transferred” versus “exited”. Transferred refers to a student that continues to attend a DC public or public charter school, facility, or program while exited refers to a student who has left the DC public educational system (e.g., student discontinued education, student is being home-schooled).
- In order to clarify the types of entry codes to be used, they have been classified in one of four categories: *Continuation, Original Entry, Entry or Transfer*.
  - *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.
- Exit codes have similarly been classified into Credential, Discharge, Disengagement and Transfer Codes as described below:
  - *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 years or older for general education students; aged 22 years or older for students with Individualized Education Plans (IEPs) ) 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”.

## About This Document

This document is presented in eleven sections as described below:

- **Quick Reference:** This section provides easy reference to all entry and exit codes.
- **Additions:** This section details new entry and exits codes that will go into effect beginning in the 2014-2015 school year and includes general guidelines for their usage.
- **Splits:** This section details each of the previous exit codes that were split into multiple new exit codes beginning in the 2014-2015 school year and includes general guidelines for their usage.
- **Merges:** This section details each of the entry and exit codes that have been streamlined beginning in the 2014-2015 school year and includes general guidelines for their usage.
- **Discontinuations:** This section details each entry and exit code that was discontinued beginning in the 2014-2015 school year, the rationale related to each removal, and guidance as to what code should be used in its place.
- **Continuations:** This section details each entry and exit code that will remain the same as years previous to the 2014-2015 school year. Please note that some codes have new guidance. Additionally, all new codes have new code numbers.
- **All Exit Codes:** This section details each entry code effective as of 2014-2015 school year as well as detailed description and guidance for usage.
- **All Entry Codes:** This section details each exit code in effective as of 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 9<sup>th</sup> grade cohort for a given LEA, and the specific documentation that each LEA needs to provide to substantiate an exit from the 9<sup>th</sup> 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 Education Guidance:** This section provides specific guidance with regard to adult education. Please note that this section is not yet completed and will be added as an appendix to this guidance at a later date.

## Quick Reference: Entry Codes

ALL ENTRY CODES			
CODE	CATEGORY	CODE NAME	Guidance
STAGE 4 REGISTRATION CODE			
1800	Stage 4 Registration	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)	New Code
CONTINUATION AND TRANSFER CODES			
1810	Continuing	Continuing education in the same school with no interruption in schooling	Previously 1835
1811	Transfer	Transfer from a public school in the same local education agency	Previously 1821
1812	Transfer	Transfer from a public school in a different local education agency in the same state	Previously 1822
ORIGINAL ENTRY CODES			
1850	Original Entry	Original entry into a United States school; previously living in the United States	Previously 1838
1851	Original Entry	Original entry into a United States school from a foreign country; prior schooling in a foreign country	Combines 1830, 1839
1852	Original Entry	Original entry into a United States school from a foreign country; no prior schooling in a foreign country	Previously 1840
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.	Combines 1823, 1826, 1829
1871	Entry	Entry from home schooling in the same state	Previously 1833
1872	Entry	Entry from a private school in the same state.	Combines 1824, 1825, 1827, 1828
1873	Entry	Entry after an interruption in schooling (voluntary or involuntary)	Combines 1831, 1836, 1837



## Quick Reference: Exit Codes

ALL EXIT CODES				Guidance	Remains on SEDS roster?	Dropout?	Cohort?
CODE	CATEGORY	CODE NAME			*requires documentation		
CREDENTIAL CODES							
2020	Credential	Graduated with regular, advanced, International Baccalaureate, or external degree program (EDP) diploma.		Previously 1921	No	No	Yes- Grad
2021	Credential	Completed with a state-recognized equivalency certificate (GED)		Previously 3509	No	No	Yes
2022	Credential	Received an IDEA certificate of attendance or completion		New Code	No	No	Yes
2023	Credential	Received a technical certification or nationally- or state-recognized vocational education certification		Previously 3501	No	Yes	Yes
END OF YEAR CODES							
2000	Year End	Promoted within the same school and LEA to the next grade level		No change	Yes	No	Yes
2001	Year End	Retained within the same school and LEA at the previous grade level		No change	Yes	No	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.		Previously 1920	Yes	No	Yes
TRANSFER CODES							
2040	Transfer	Transferred to a different public school within the same local education agency		Previously 1907	Yes	No*	Yes
2041	Transfer	Transferred to a public school in a different local education agency in the same state		Previously 1908	Yes	No*	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		Previously 3499	Yes	No*	Yes
2043	Transfer	Transferred to DYRS or other educational program that is part of the juvenile justice system		New; 1917 split into 1961, 1983 and 2043	Yes	No*	Yes

ALL EXIT CODES			Guidance	Remains on SEDS roster?	Dropout?	Cohort?
CODE	CATEGORY	CODE NAME	*requires documentation			
EXIT FROM STATE PUBLIC SCHOOL SYSTEM CODES						
1940	Exited	Exited state; exited to home-schooling or a public, private, or online diploma-granting school in a different state.	Combines 1909, 1912, 1915; add'l guidance	No	No*	No*
1941	Exited	Exited to a school outside of the United States	Previously 1916	No	No*	No*
1942	Exited	Exited the DC public school system to be home-schooled in the same state	Previously 1918	Yes	No*	No*
1943	Exited	Exited the DC public school system to attend a private school in the same state	Combines 1910, 1911, 1913, 1914	No	No*	No*
1944	Exited	Died or is permanently incapacitated	Previously 1923	No	No*	No*
DISCHARGE CODES						
1960	Discharge	Withdrawn from school, under the age for compulsory attendance (age 5); eligible to seek re-enrollment	Previously 3504	No	No	N/A
1961	Discharge	Withdrawn from school due to documented severe physical or mental illness, including residential drug treatment and care from a mental institution; eligible to seek re-enrollment	Previously 1924 or 1917; add'l guidance	Yes	No*	Yes
1962	Discharge	Withdrawn due to reaching the maximum compulsory attendance age or maximum age for services (aged 18 and older for traditional students and aged 22 and older for special education students) OR because student will reach the maximum age for services before completion of school is possible.	Previously 1926	No	Yes	Yes
1963	Discharge	Withdrawn for ineligibility reasons (e.g., residency, immunizations), eligible to seek re-enrollment	New; 3502 split into 1963, 1964 and 1965	No	Yes, if previously enrolled in DC public school system*	Yes, if previously enrolled in DC public school system

ALL EXIT CODES			Guidance	Remains on SEDS roster?	Dropout?	Cohort?
CODE	CATEGORY	CODE NAME	*requires documentation			
1964	Discharge	Withdrawn due to LEA policy related to absenteeism or truancy	New; 3502 split into 1963, 1964 and 1965	No	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).	New; 3502 split into 1963, 1964 and 1965	No	Yes	Yes
1966	Discharge	Expelled for disciplinary reasons	Previously 1925	Yes	Yes	Yes
DISENGAGEMENT CODES						
1980	Disengagement	Student voluntarily discontinued schooling and is under the maximum age for compulsory attendance	Previously 1927	Yes	Yes	Yes
1981	Disengagement	Completed grade 12, but did not meet all graduation requirements and voluntarily discontinued schooling	Previously 1928	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.	Previously 3500; Add'l guidance	Yes	Yes	Yes
1983	Disengagement	Exited to an institution that is not administered or tracked by the DC public school system (e.g., military, DC Jail, Department of Corrections, Court Social Services, etc.).	New; 1917 split into 1961, 1983 and 2043	No	Yes	Yes
1984	Disengagement	Not enrolled; LEA has performed due diligence; status unknown	Previously 1931	Yes	Yes, unless documentation of a "no show" is provided to OSSE*	Yes, unless documentation of a "no show" is provided to OSSE

ALL EXIT CODES			Guidance	Remains on SEDS roster?	Dropout?	Cohort?
CODE	CATEGORY	CODE NAME	*requires documentation			
1985	Disengagement	Adult-only code; Exited after enrolling in an adult education program in a DC public or public charter school	Previously 3505	Yes	Yes	Yes, at most recent program offering a HS Diploma
1986	Disengagement	Adult-only code; Completed the course of study for a GED, technical certificate or nationally- or state-recognized vocational certificate, but did not pass the certification test and is no longer enrolled	New Code	Yes	Yes	Yes, at most recent program offering a HS Diploma

## Entry Code Additions

This section details the new entry code that will go into effect beginning in the 2014-2015 school year.

ENTRY CODE ADDITIONS				
CODE	CODE CATEGORY	CODE NAME	USAGE GUIDELINES	ADDITIONAL GUIDANCE
1800	Stage 4 Registration	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 registration 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 in accordance with an existing IEP and in accordance with IDEA Child Find requirements.

## Exit Code Additions

This section details the new exit code the will go into effect beginning in the 2014-2015 school year.

EXIT CODE ADDITIONS				
CODE	CODE CATEGORY	CODE NAME	USAGE GUIDELINES	ADDITIONAL GUIDANCE
2022	Credential	Received an IDEA certificate of attendance or completion	This code should be used for students with disabilities who have received an IDEA certificate of attendance.	Replaces ambiguous code 1922: A student who completed a program of study that did not address state diploma requirements and has received a certificate of completion or attendance in lieu of a high school diploma.

## Exit Code Splits

This section details the six new exit codes resulting from splitting old codes 3502 and 1917.

EXIT CODE SPLITS				
CODE	CODE CATEGORY	CODE NAME	USAGE GUIDELINES	ADDITIONAL GUIDANCE
1961	Discharge	Withdrawn from school due to documented severe physical or mental illness, including residential drug treatment and care from a mental institution; eligible to seek re-enrollment	This code should be used for students who withdraw from school due to a documented illness; Students who withdraw from school to enroll in a residential drug treatment facility or due to severe mental or physical illness that is documented and verified by a physician should also be exited using this code.	<p>1917 was split into 1961, 1983 and 2043;</p> <p>1961 replaces previous code 1924 and was expanded to include students who enroll in a residential drug treatment program or mental institution or who withdraw due to severe physical or mental illness that has been verified by a physician.</p> <p>Per federal guidelines, students who exit to an institution that <i>is not tracked or administered by the DC public school system</i> remain members of the 9<sup>th</sup> grade cohort for Adjusted Cohort Graduation Rate and are counted as “dropouts”.</p> <p>Students who exit to an institution that <i>is tracked or administered by the DC public school system</i> remain members of the 9<sup>th</sup> grade cohort for Adjusted Cohort Graduation Rate and are NOT counted as “dropouts”.</p>
1983	Disengagement	Exited to an institution that is not administered or tracked by the DC public school system (e.g., military, DC Jail, Department of Corrections, Court Social Services, 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 mental institutions and residential treatment, use code 1961.	
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.	
1963	Discharge	Discharged 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.	3502 was split into 1963, 1964 and 1965 to provide more detail on student exits per LEA request .

EXIT CODE SPLITS				
CODE	CODE CATEGORY	CODE NAME	USAGE GUIDELINES	ADDITIONAL GUIDANCE
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.	

## Entry Code Merges

This section details each new entry code resulting from streamlining and merging previous entry codes (listed in order of category).

ENTRY CODE MERGES				
CODE	CODE CATEGORY	CODE NAME	USAGE GUIDELINES	ADDITIONAL GUIDANCE
1851	Original Entry	Original entry into a United States school from a foreign country; student has had 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 may have been enrolled in school in the foreign country at any point during their lifetime for this code to be applicable.	Combines 1830 and 1839; 1830: Original entry into a United States school from a foreign country 1839: A student who has recently moved from a foreign country where he or she had been enrolled in school and enters a school in the United States or an outlying area for the first time.
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. 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	Combines 1823, 1826, 1829 and adds language about entering the DC public school system after being enrolled in 1) online diploma-granting schools in a different state; and 2) home schooling in another state
1870				

ENTRY CODE MERGES				
CODE	CODE CATEGORY	CODE NAME	USAGE GUIDELINES	ADDITIONAL GUIDANCE
(con't)			<p>diploma-granting school in a different state.</p> <p>If the student was enrolled in a non-degree-granting school or educational institution in another state, please use code 1873.</p>	<p>1823: A student who transfers from a public school that is located in another state</p> <p>1826: A student who transfers from a private school (operated by a non-governmental, non-religious group or organization) that is located in another state</p> <p>1829: A student who transfers from a private school (affiliated with and operated by a non-governmental, religious group or organization) that is located in another state</p>
1872	Entry	Entry from a private school in the same state	This code should be used when a student enrolls a DC public or public charter school after previously being enrolled in a private school in DC.	<p>Combines 1824, 1825, 1827, and 1828</p> <p>1824: A student who transfers from a private school (affiliated with and operated by a non-governmental, non-religious group or organization) that is located within the administrative boundaries of the same local education agency but is in the same state</p> <p>1825: A student who transfers from a private school (affiliated with and operated by a non-governmental, non-religious group or organization) that is not located within the administrative boundaries of the same local education agency but is in the same state</p> <p>1827: A student who transfers from a private school (affiliated with and operated by a non-governmental, religious group or organization) that is located within the administrative boundaries of the same local education agency but is in the same state</p>
1872 (con't)				



ENTRY CODE MERGES				
CODE	CODE CATEGORY	CODE NAME	USAGE GUIDELINES	ADDITIONAL GUIDANCE
				1828: A student who transfers from a private school (affiliated with and operated by a non-governmental, religious group or organization) that is located within the administrative boundaries of the same local education agency but is in the same state
1873	Entry	Entry after an interruption in schooling (voluntary or involuntary)	<p>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.</p> <p>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 disengaged from schooling while living in another state.</p>	<p>Combines 1831, 1836 and 1837</p> <p>1831: A student who transfers from an institution which has an educational program. This includes mental health institutions, correctional institutions, juvenile service agencies, care shelters, and detention facilities</p> <p>1836: A student who had previously entered any class in a school and then re-enters the same school after he or she has left school for voluntary reasons (e.g., prolonged illness, temporary disability, or dropping out) during a regular school session</p> <p>1837: A student who had previously entered any class in a school and then re-enters the same school after he or she has left school for involuntary reasons (e.g., expulsion) during a regular school session.</p>

## Exit Code Merges

This section details each new entry code resulting from streamlining and merging previous entry codes (listed in order of category).

EXIT CODE MERGES				
CODE	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. The school is responsible for providing documentation that the student has 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.</p> <p>If the student is enrolling in a non-degree-granting school or educational institution in another state, please use code 1982; For transfers out of the country, use code 1941; If documentation of enrollment cannot be verified, please use code 1984.</p>	<p>Combines 1909, 1912, 1915; adds language about exiting the DC public school system to enroll in 1) online diploma-granting schools in a different state; and 2) home-schooling in a different state.</p> <p>1909: A student who transferred to a public school that is located in another state or to a United States overseas dependents school.</p> <p>1912: A student who transferred to a private school (operated by a non-governmental, non-religious group or organization) that is located in another state</p> <p>1915: A student who transferred to a private school (affiliated with and operated by a non-governmental, religious group or organization) that is located in another state</p>
1943	Exited	Exited the DC public school system to attend a private school in the same state	<p>This code should be used for students who leave the DC public school system to attend a private school in the District; Exits to both religiously-affiliated and non-religiously-affiliated private schools should be captured using this code.</p> <p>Transfers to PROs should be captured using school codes, not exit codes if the student remains in the same LEA. For students who transfer to a PRO in another LEA, use code 2041.</p>	<p>Combines codes 1910, 1911, 1913, 1914</p> <p>1910: A student who transferred to a private school (operated by a non-governmental, non-religious group or organization) that is located within the administrative boundaries of the same local education agency</p> <p>1911: A student who transferred to a private school (operated by a non-governmental, non-religious group or organization) that is not located within the</p>

EXIT CODE MERGES				
CODE	CODE CATEGORY	CODE NAME	USAGE GUIDELINES	ADDITIONAL GUIDANCE
(con't)				<p>administrative boundaries of the same local education agency but is in the same state</p> <p>1913: A student who transferred to a private school (affiliated with and operated by a non-governmental, religious group or organization) that is located within the administrative boundaries of the same local education agency</p> <p>1914: A student who transferred to a private school (affiliated with and operated by a non-governmental, religious group or organization) that is not located within the administrative boundaries of the same local education agency but is in the same state</p>

## Entry Code Discontinuations

This section details each entry code that was discontinued beginning in the 2014-2015 school year, the rationale related to each removal, and guidance as to what code should be used in its place.

ENTRY CODE DISCONTINUATIONS			
CODE	CODE NAME	ORIGINAL GUIDANCE	REASON FOR REMOVAL
1822x	N/A	N/A	This code was not included in any published entry and exit code guidance provided by OSSE.
1823	Transfer from a public school in a different state	A student who transfers from a public school that is located in another state or from a United States overseas dependents school.	Combined all entry codes regarding entry from a different state under one code and removed religious and state/LEA designation; <b>Use 1870 for these students.</b>
1824	Transfer from a private, non-religiously-affiliated school in the same local education agency.	A student who transfers from a private school (affiliated with and operated by a non-governmental, non-religious group or organization) that is located within the administrative boundaries of the same local	Changed wording to reflect an entry (not transfer) from a private school in another state; Removed religious and state/LEA designation; <b>Use 1872 for these students.</b>

ENTRY CODE DISCONTINUATIONS			
CODE	CODE NAME	ORIGINAL GUIDANCE	REASON FOR REMOVAL
		education agency.	
1825	Transfer from a private school in a different local education agency in the District	A student who transfers from a private school that is not located within the administrative boundaries of the same local education agency but is located within District of Columbia boundaries.	Changed wording to reflect an entry (not transfer) from a private school in another state; Removed religious and state/LEA designation; <b>Use 1872 for these students.</b>
1826	Transfer from a private, non-religiously-affiliated school in a different state.	A student who transfers from a private school (operated by a non-governmental, non-religious group or organization) that is located in another state.	Combined all entry codes regarding entry from a different state under one code and removed religious and state/LEA designation; <b>Use 1870 for these students.</b>
1827	Transfer from a private, religiously-affiliated school in the same state	A student who transfers from a private school (affiliated with and operated by a non-governmental, religious group or organization) that is located within the administrative boundaries of the same local education agency.	Changed wording to reflect an entry (not transfer) from a private school in another state; Removed religious and state/LEA designation; <b>Use 1872 for these students.</b>
1828	Transfer from a private, religiously-affiliated school in a different local education agency in the same state.	A student who transfers from a private school (affiliated with and operated by a non-governmental, religious group or organization) that is not located within the administrative boundaries of the same local education agency but is in the District.	Changed wording to reflect an entry (not transfer) from a private school in another state; Removed religious and state/LEA designation; <b>Use 1872 for these students.</b>
1829	Transfer from a private, religiously-affiliated school in a different state.	A student who transfers from a private school (affiliated with and operated by a non-governmental, religious group or organization) that is located in another state.	Combined all entry codes regarding entry from a different state under one code and removed religious and state/LEA designation; <b>Use 1870 for these students.</b>
1830	Original entry into a United States school from a foreign country	A student who transfers from a school outside of the country that is not a United States overseas dependents school (including private and public school systems).	Combined all entry codes regarding entry from a foreign country <i>with no prior schooling</i> under one code. <b>Use 1851 for these students.</b>

ENTRY CODE DISCONTINUATIONS			
CODE	CODE NAME	ORIGINAL GUIDANCE	REASON FOR REMOVAL
1831	Transfer from an institution	A student who transfers from an institution, which has an educational program. This include mental health institutions, correctional institutions, juvenile service agencies, care shelters, and detention facilities.	Combined all entry codes regarding entry after an interruption of schooling (voluntary or involuntary) under one code. <b>Use 1873 for these students.</b>
1836	Re-entry after a voluntary withdrawal	A student who had previously entered any class in a school and then re-enters the same school after he or she has left school due to a documented illness, being removed for disciplinary reasons, ineligibility reasons (immunizations, residency) or being enrolled in a foreign exchange program.	Combined all entry codes regarding entry after an interruption of schooling (voluntary or involuntary) under one code. <b>Use 1873 for these students.</b>
1837	Re-entry after an involuntary withdrawal	A student who had previously been enrolled in a DC public school and then re-enters DC school system after he or she has left school due to expulsion or other type of involuntary withdrawal during a regular school session or has previously dropped out.	Combined all entry codes regarding entry after an interruption of schooling (voluntary or involuntary) under one code. <b>Use code 1873 for these students.</b>
1839	Original entry into a United States school from a foreign country with no interruption in schooling	A student who has recently moved from a foreign country where he or she had been enrolled in school and enters a school in the United States or an outlying area for the first time.	Combined entry codes regarding entry from a foreign country with previous schooling under one code. Removed distinction between interruption and no interruption in schooling for students entering from a foreign country. <b>Use 1851 for these students.</b>
1841	Matriculation from another school	This code should be used if a child is matriculating from one school in an LEA to another school in the same LEA because of advancement to a grade no longer served by the sending school.	Removed: No distinction between a transfer within an LEA due to the grade no longer being offered in the school of origin and a transfer within the LEA for other reasons will be made. <b>Use 1811 for these students.</b>
9999	N/A	N/A	Removed; LEAs should use Code 1800 for a Stage 4 Registration. Pre-enrollment codes will no longer be permitted by the system.

## Exit Code Discontinuations

This section details each exit code that was discontinued beginning in the 2014-2015 school year, the rationale related to each removal, and guidance as to what code should be used in its place.

EXIT CODE DISCONTINUATIONS			
CODE	CODE NAME	ORIGINAL DESCRIPTION	REASON FOR REMOVAL
1909	Transferred to a public school in a different state	A student who transferred to a public school that is located in another state or to a United States overseas dependents school.	Combined all exit codes regarding exit to a different state under one code and removed religious and state/LEA designation; <b>Use 1940 for these students.</b>
1910	Transferred to a private, non-religiously-affiliated school in the same local education agency	A student who transferred to a private school (operated by a non-governmental, non-religious group or organization) that is located within the administrative boundaries of the same LEA.	Combined all exit codes regarding exit to a private school in the same state; Removed religious and state/LEA designation; <b>Use 1943 for these students.</b>
1911	Transferred to a private, non-religiously-affiliated school in the same state	A student who transferred to a private school (operated by a non-governmental, non-religious group or organization) that is not located within the administrative boundaries of the same LEA but is in the same state.	Combined all exit codes regarding exit to a private school in the same state; Removed religious and state/LEA designation; <b>Use 1943 for these students.</b>
1912	Transferred to a private, non-religiously-affiliated school in a different state	A student who transferred to a private school (operated by a non-governmental, non-religious group or organization) that is located in another state.	Combined all exit codes regarding exit to a different state under one code and removed religious and state/LEA designation; <b>Use 1940 for these students.</b>
1913	Transferred to a private, religiously-affiliated school in the same local education agency	A student who transferred to a private school (operated by a non-governmental, religious group or organization) that is located within the administrative boundaries of the same LEA.	Combined all exit codes regarding exit to a private school in the same state; Removed religious and state/LEA designation; <b>Use 1943 for these students.</b>
1914	Transferred to a private, religiously-affiliated school in the same state	A student who transferred to a private school (operated by a non-governmental, religious group or organization) that is not located within the administrative boundaries of the same LEA but is in the same state.	Combined all exit codes regarding exit to a private school in the same state; Removed religious and state/LEA designation; <b>Use 1943 for these students.</b>

EXIT CODE DISCONTINUATIONS			
CODE	CODE NAME	ORIGINAL DESCRIPTION	REASON FOR REMOVAL
1915	Exited to a private, religiously-affiliated school in a different state	A student who transferred to a private school (operated by a non-governmental, religious group or organization) that is located in another state.	Combined all exit codes regarding exit to a different state under one code and removed religious and state/LEA designation; <b>Use 1940 for these students.</b>
1917	Transferred to an institution	A student who transferred to a non-school, public institution that has an educational program. This includes mental health institutions, correctional institutions, juvenile service agencies, care shelters, and detention facilities.	Split; This code was split into three codes: 1961, 1983 and 2043 in order to comply with federal guidelines on which students should be designated as having “dropped out”. <b>Use 1961, 1983 or 2043 for these students.</b>
1919	Transferred to a charter school	A student who transferred to a charter school in the same state.	Removed; This code is ambiguous as it does not distinguish between a transfer within or across local education agencies. <b>Use 2040, 2041, 2042 or 2043 for these students.</b>
1922	Completed school with other credentials	A student who completed a program of study that did not address state diploma requirements and has received a certificate of completion or attendance in lieu of a high school diploma.	Removed; The “other credentials” aspect of this code was ambiguous. A new code 2022 was created for special education students receiving an IDEA certificate of completion or attendance. <b>Use 2021, 2022 or 2023 for students who complete school with a non-diploma credential.</b>

EXIT CODE DISCONTINUATIONS			
CODE	CODE NAME	ORIGINAL DESCRIPTION	REASON FOR REMOVAL
1924	Withdrawn from school due to a documented illness; eligible to return	A student who has left school due to a long-term medical condition, or who is in a drug treatment or rehabilitative center, that prevents them from receiving services, but who is eligible to return to school.	Removed; This code was part of a split-merge process. Previous code 1917 was split such that students who are being treated at a mental health institution should be considered withdrawn from school due to a documented illness. This code was therefore incomplete and has been discontinued. <b>Use 1961 for these students.</b>
1930	Enrolled in a postsecondary early admission program, eligible to return	A student who has withdrawn from school and enrolled in an accredited postsecondary institution prior to his or her graduation from high school but is eligible to graduate.	Removed; This code did not provide enough detail as to the nature of the postsecondary program. <b>Code 2042 should be used for students who are dual-enrolled in a DC public or public charter school and post-secondary institution.</b> <b>Code 1982 should be used for students who transfer to a post-secondary institution without being dual-enrolled.</b>
3502	Not enrolled, eligible to return	A student who left school for disciplinary or other eligibility reasons, but who is eligible to attend at a later date. This includes students who are expelled or suspended, but not permanently. This may also include students prevented from attending school because they have not presented proper evidence of required immunizations.	Split; This code was split into three codes 1963, 1964 and 1965 per LEA feedback and guidance. <b>Use 1963, 1964 or 1965 for these students.</b>
3503	Enrolled in a foreign exchange program, eligible to return	A student who has withdrawn from a school system to participate in a foreign exchange program, but is eligible to return.	Removed; This code did not provide enough detail as to the nature of the foreign exchange program. <b>Code 3499 should be used for students who enroll in a foreign exchange program that is school-based and should not be removed from a school's roster.</b> <b>Code 1940 or 1941 should be used for students who enroll in a foreign or domestic exchange program that is not school-based or initiated.</b>



EXIT CODE DISCONTINUATIONS			
CODE	CODE NAME	ORIGINAL DESCRIPTION	REASON FOR REMOVAL
3508	Student is in a charter school managed by the same local education agency	A student who left his or her school and enrolled in a charter school managed by the same LEA.	Combined codes concerning within-LEA transfers; <b>Use 2040 for these students.</b>
9999	N/A	N/A	Removed; LEAs have the responsibility to conduct due diligence to determine student status prior to using an exit code.

## Entry Code Continuations

This section details each entry code that will remain the same as years previous to the 2014-2015 school year. Please note that some codes have new guidance associated with them. Additionally, all new codes have new code numbers.

ENTRY CODE CONTINUATIONS				
OLD CODE	OLD CODE NAME	NEW CODE	NEW CODE NAME	NEW GUIDANCE
1821	Transfer from a public school in the same local education agency	1811	Transfer from a public school in 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 (old code 1841).
1822	Transfer from a public school in a different local education agency in the same state	1812	Transfer from a public school in a different local education agency in the same state	No new guidance
1833	Entry from home schooling in the same state	1871	Entry from home schooling in the same state	No new guidance
1835	Re-entry from the same school with no interruption in schooling	1810	Continuing education in the same school with no interruption in schooling	No new guidance
1838	Original entry into a United States school	1850	Original entry into a United States school; previously living in the United States	No new guidance

ENTRY CODE CONTINUATIONS				
OLD CODE	OLD CODE NAME	NEW CODE	NEW CODE NAME	NEW GUIDANCE
1840	Original entry into a United States school from a foreign country with an interruption in schooling	1852	Original entry into a United States school from a foreign country; no prior schooling in a foreign country	No new guidance

## Exit Code Continuations

This section details each exit code that will remain the same as the years previous to the 2014-2015 school year. Please note that some codes have new guidance associated with them. Additionally, all new codes have new code numbers.

EXIT CODE CONTINUATIONS				
OLD CODE	OLD CODE NAME	NEW CODE	NEW CODE NAME	NEW GUIDANCE
1907	Transferred to a different public school within the same local education agency	2040	Transferred to a different public school within the same local education agency	This code also includes students who are in a charter school managed by the same local education agency (old code 3508).
1908	Transferred to a public school in a different local education agency in the same state	2041	Transferred to a public school in a different local education agency in the same state	This code also includes students who transferred to a charter school (old code 1919).
1916	Transferred to a school outside of the country	1941	Exited to a school outside of the United States	This code was changed to specify that this code signals an “exit” from the DC public school system and an “exit” from the 9 <sup>th</sup> grade cohort.

EXIT CODE CONTINUATIONS				
OLD CODE	OLD CODE NAME	NEW CODE	NEW CODE NAME	NEW GUIDANCE
1918	Transferred to home schooling	1942	Exited the DC public school system to be home-schooled in the same state	This code was changed to specify that it signals an exit from the DC public school system and an exit from the 9 <sup>th</sup> grade cohort. Only students that are being home-schooled in DC should be exited using this code as these students remain on the SEDS roster; Students who exit to home-schooling in another state should be exited using code 1940.
1920	Matriculation to another school	2002	Student successfully completed the last grade offered by school of origin and transferred to another public school in the same state.	The wording of this code was changed to specify its meaning; It is the responsibility of the LEA to use the appropriate “exit from state public school system” code if a student does not transfer to another public school in the same state after successfully completing the last grade offered by the school of origin.
1921	Graduated with regular, advanced, international Baccalaureate, or other type of diploma	2020	Graduated with regular, advanced, International Baccalaureate, or external degree program (EDP) diploma.	“Other type of diploma” was replaced with “external degree program (EDP) diploma” as this is the only other type of diploma that is recognized by OSSE.
1923	Died or is permanently incapacitated	1944	Died or is permanently incapacitated	No new guidance.
1925	Expelled or involuntarily withdrawn	1966	Expelled for disciplinary reasons	Students who are involuntarily withdrawn should be exited using codes 1962, 1963, 1964 or 1965.
1926	Reached maximum age for services	1962	Withdrawn due to reaching the maximum compulsory attendance age or maximum age for services (aged 18 and older for traditional students and aged 22 and older for special education students) OR because student will reach the maximum age for services before completion of school is possible.	<p>This code was changed to specify the maximum compulsory attendance age for both traditional student and special education students.</p> <p>Students should also be exited using this code if it is the policy of the school or LEA to withdraw the student because the student will reach the maximum compulsory attendance age or maximum age for services before completion of a school credential is possible.</p>

EXIT CODE CONTINUATIONS				
OLD CODE	OLD CODE NAME	NEW CODE	NEW CODE NAME	NEW GUIDANCE
1927	Discontinued schooling	1980	Student voluntarily discontinued schooling and is under 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 older for traditional students and aged 23 and older for special education students) and communicate their intention to discontinue schooling to their school or LEA.
1928	Completed grade 12, but did not meet all graduation requirements	1981	Completed grade 12, but did not meet all graduation requirements, and voluntarily discontinued schooling	This code was changed to specify that it 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 the appropriate code.
1931	Not enrolled, unknown status	1984	Not enrolled; LEA has performed due diligence; status unknown	The phrase "LEA has performed due diligence" was added to this code to reflect 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".
3499	Student is in the same local education agency and receiving education services, but is not assigned to a particular school	2042	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.
3500	Enrolled in an adult education or training program	1982	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 was changed to specify that it should only be used when for students who are leaving the DC public school system to attend an adult education or training program; For students who are enrolling in a DC public or public charter adult school, code 2040 or 2041 should be used. See <b>Error! Reference source not found.</b> for a list of these schools.

EXIT CODE CONTINUATIONS				
OLD CODE	OLD CODE NAME	NEW CODE	NEW CODE NAME	NEW GUIDANCE
3501	Completed a state-recognized vocational education program	2023	Received a technical certification or nationally- or state-recognized vocational education certification	This code was changed to specify that students should only be exited with this code if the LEA has evidence that the student passed the certification test; students who completed a certificate or vocational program only should be exited using code 1986.
3504	Withdrawn from school, under the age for compulsory attendance	1960	Withdrawn from school, under the age for compulsory attendance (age 5); eligible to seek re-enrollment	An age specification was added to this code to clarify that this code should only be used for students who are under age 5 when they withdraw from school. These students are eligible to seek future enrollment at a DC public school.
3505	Exited	1985	Adult-only code; Exited after enrolling in an adult education program in a DC public or public charter school	<b>This code may only be used for adult students.</b> This code is only meant for students who discontinue education after enrolling in an adult education program or re-enroll in school after completing a diploma. <b>Any use of this code from a non-adult school will be rejected by OSSE.</b>
3509	Completed with a state-recognized equivalency certificate	2021	Completed a state-recognized equivalency certificate (GED)	This code was changed to specify that it should only be used for those students receiving a GED; 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.
2000	Promotion	2000	Promoted within the same school and LEA to the next grade level	
2001	Demotion/Retention	2001	Retained within the same school and LEA at the previous grade level	

## 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 Registration	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 registration 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 evaluating a student for any necessary special education services on the date that the Stage 4 Registration is completed.  The LEA also become responsible for determining if a student is eligible for special education services, if the student has no existing IEP.

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

This category of codes should be used for those students who are still enrolled in a District of Columbia DCPS or 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.

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 school in the same local education agency	This code should be used when a student transfers from a 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 (old code 1841).
1812	Transfer	Transfer from a public school in a different local education agency in the same state	This code should be used when a student transfers from a 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 may have been enrolled in school in the foreign country at any 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.	<p>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. 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.</p> <p>If the student was enrolled in a non-degree-granting school or educational institution in another state, please use code 1873.</p>	
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 with 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 a DC public or public charter school after previously being enrolled in a private school in DC.	



ENTRY CODES CATEGORY 5: ENTRY CODES				
CODE	CATEGORY	CODE NAME	USAGE GUIDELINES	ADDITIONAL GUIDANCE
1873	Entry	Entry after an interruption in schooling (voluntary or involuntary)	<p>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.</p> <p>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 disengaged from schooling while living in another state.</p>	If the student was enrolled in a non-degree-granting school or educational institution in another state, please use code 1873.

## Detailed Guidance: Exit Codes

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

### 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 IDEA 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	Completed with a state-recognized equivalency certificate (GED)	This code should be used for students who have completed a General Education Diploma (GED).	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 IDEA certificate of attendance or completion	This code should be used for students with disabilities who have received an IDEA certificate of attendance.	An IDEA certificate of attendance and an IEP certificate of completion and Certificate of IEP are all the same credential and are included under this code.
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, code 1986 should be used.

## 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
2040	Transfer	Transfer to a different 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 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.</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). The LEA/School must transmit the student's records to the receiving LEA within 10 days of learning of the new enrollment.
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.

EXIT CODES CATEGORY 3: TRANSFER CODES				
CODE	CATEGORY	CODE NAME	USAGE GUIDELINES	ADDITIONAL GUIDANCE
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 9 <sup>th</sup> grade cohort for Adjusted Cohort Graduation Rate and are NOT counted as “dropouts”.

### 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.	This code should be used when a student leaves a DC public or public charter school and enrolls in school in another state.  If the student is enrolling in a non-degree-granting school or educational institution in another state, use code 1982.  For exits out of the country, use code 1941.	The school is responsible for providing documentation that the student has enrolled in school in another state; if documentation of enrollment cannot be verified, use code 1984.  Under 34 CFR §300.323g (2), the sending LEA “must take reasonable steps to promptly respond to the request from the new public agency” for the child’s records.
1941	Exited	Exited to a school outside of the United States	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.	The school is responsible for obtaining appropriate documentation of the exit from the student’s parents.
1942	Exited	Exited the state public school system to be home-schooled in the same state	This code should be used for students who transfer to home schooling and remain a resident of DC.	The LEA continues to be responsible for the child until the parent affirmatively revokes consent for services. Only students that are being home-schooled in DC should be exited using this code; students who exit to home-schooling in another state should be exited using code 1940.

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 i	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 drug treatment and care from a behavioral health institution; eligible to seek re-enrollment	This code should be used for students who enroll in a residential drug treatment program or mental institution 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 compulsory attendance age or maximum age for services (aged 18 and older for traditional students and aged 22 and older for students with IEPs) OR because student will reach the maximum age for services before completion of school is possible.	<p>Students should be exited using this code if they withdraw due to reaching the maximum compulsory attendance age or are withdrawn for reaching the maximum age for services.</p> <p>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.</p>	In the District of Columbia, the students are eligible to receive traditional education services until age 19; students are eligible to receive special education services until the semester they turn 22 years old.
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 9 <sup>th</sup> 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.	

### 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 over the maximum age for compulsory attendance (aged 18 and older for traditional students and aged 23 and older for special education students) and communicate their intention to discontinue schooling to their school or LEA.	
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 the 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 that is part of the DC public school system, use code 2040 or 2041. See <b>Error! Reference source not found.</b> 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, DC Jail, Department of Corrections, Court Social Services, 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 mental institutions and residential treatment, use code 1961.	



EXIT CODES CATEGORY 6: DISENGAGEMENT				
CODE	CATEGORY	CODE NAME	USAGE GUIDELINES	ADDITIONAL GUIDANCE
1984	Disengage ment	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 9 <sup>th</sup> grade cohort.  See <b>Adjusted Cohort Graduation Rate Guidance</b> for details.
1985	Disengage ment	Adult-only code; Exited after enrolling in an adult education program in a DC public or public charter school	<b>This code may only be used for adult students.</b> This code is only meant for students who discontinue education after enrolling in an adult education program or re-enroll in school after completing a diploma. <b>Any use of this code from a non-adult school will be rejected by OSSE.</b>	
1986	Disengage ment	Adult-only code; Completed the course of study for a GED, technical certificate or nationally- or state-recognized vocational certificate, but did not pass the certification test and is no longer enrolled	<b>This code may only be used for adult students.</b> This code is only meant for students who fail to complete the certification after completing the course of study for a GED, technical certificate or nationally- or state-recognized vocational certificate. <b>Any use of this code from a non-adult school will be rejected by OSSE.</b>	This code should not be used for a student enrolled in a non-adult program who is seeking a GED, technical certificate or nationally- or state-recognized vocational certificate but does not pass the certification test. Use codes 1980-1984 for these students.

## 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.
- 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.

- On July 1, 2014 (for SY14-15), the LEA 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 the new student, Jane, this date will most likely be 08/25/2014, 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. 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, OSSE has the sole authority to designate the student as an "administrative no-show". Per federal guidelines, any student whose whereabouts are unknown is designated as a dropout. Determination of an "administrative no-show" will be made on a case-by-case basis.

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". Once a special education student has completed Stage 4, 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, as of July 1, 2014 (for SY14-15). Your LEA will be able to access the students' information in EasyIEP at this time 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 X to LEA Y must be treated by LEA X through the end of SY13-14. On July 1, 2014, LEA Y should request the student's special education records from LEA X to obtain the student's records.
- For a student without existing services who has completed registration at LEA Z, LEA Z assumes responsibility for providing services in accordance with IDEA Child Find requirements starting July 1.

### **What if I have students who transfer mid-year?**

Provide the information you have 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)
- August 27
  - He withdraws from his current school, which allows his records to transfer.
- August 28
  - The next day, he begins his first day at his new school, District HS (Stage 5).

#### 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 shows the impact of an exit code on the student's special education status in SEDS. Based on requirements of the Individuals with Disabilities Education Act (IDEA), there are circumstances in which children with IEPs may exit LEA rosters but continue to have a right to access educational services at any point in the future.

### Expectations of LEAs

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. 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)). The District of Columbia Municipal Regulations (DCMR) requires that if a child with an IEP transfers from one LEA to another, the sending LEA must provide a copy of the child's records to the receiving LEA within ten (10) days of receipt of the notice of enrollment. (See 5 DCMR §E-3019.5(a)) OSSE's LEA Data Management Policy, issued in January 2011, also requires the receiving LEA to update the records of transferring students within ten (10) days of the student's transfer from another LEA within or outside of the District.

### Truancy Implications

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 attempts to reach the parent and attempt to contact the parent using multiple modalities on multiple dates and times in accordance standards set forth in OSSE's Initial Evaluation and Reevaluation Policy, issued in March, 2010. 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.

### Exited from Special Education

If a child is no longer eligible for special education but continues to attend an LEA, the change in status should be documented in the Special Education Data System.

The maximum age by which a student is eligible to receive services is 22. District law allows for students to receive services until the end of the semester they turn 22. The Special Education Data System (SEDS) will administratively close out students who turn 23 and inactivate them with a reason of "Reached Maximum Age" effective on their 23<sup>rd</sup> birthday if they continue to be included in data feeds received from PCSB or DCPS.

## Use of OSSE Reports

The OSSE has developed various reports in the SEDS Reports Tab of the Student Longitudinal Educational Database (SLED) that allow LEA users to identify those students that have been exited from general education but remain on the LEA's SEDS roster. Please email [sled.info@dc.gov](mailto:sled.info@dc.gov) for additional information, training, and access to this and other special education reports.

## Exit Code Treatment

Certain exit codes will be recognized by the OSSE but will not result in inactivating the student's status in SEDS. For these exit codes, the LEA is responsible for continuing to provide special education services. The table below highlights those exit codes that will cause a student to remain active on the SEDS roster despite being exited from the general education roster.

SPECIAL EDUCATION GUIDANCE				
CODE	CATEGORY	CODE NAME	REMAIN ON SEDS ROSTER?	Guidance
<b>CREDENTIAL CODES</b>				
2020	Credential	Graduated with regular, advanced, International Baccalaureate, or external degree program (EDP) diploma.	No	
2021	Credential	Completed with a state-recognized equivalency certificate (GED)	No	
2022	Credential	Received an IDEA certificate of attendance or completion	No	
2023	Credential	Received a technical certification or nationally- or state-recognized vocational education certification	No	
<b>END OF YEAR CODES</b>				
2000	Year End	Promoted within the same school and LEA to the next grade level	Yes	
2001	Year End	Retained within the same school and LEA at the previous grade level	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.	Yes	

SPECIAL EDUCATION GUIDANCE				
CODE	CATEGORY	CODE NAME	REMAIN ON SEDS ROSTER?	Guidance
<b>TRANSFER CODES</b>				
2040	Transfer	Transferred to a different public school within the same local education agency	<b>Yes</b>	For special education students, the receiving school should request a transfer of records from the OSSE Support Tool. Until the child is correctly entered in the receiving school's student information system, the child will continue to appear on the sending school's SEDS roster.
2041	Transfer	Transferred to a public school in a different local education agency in the same state	<b>Yes</b>	
2042	Transfer	Student is no longer physically present in school but remains enrolled in the same local education agency and is receiving educational services	<b>Yes</b>	
2043	Transfer	Transferred to DYRS or other educational program that is part of the juvenile justice system	<b>Yes</b>	
<b>EXIT FROM STATE PUBLIC SCHOOL SYSTEM CODES – COHORT NO</b>				
1940	Exited	Exited state; exited to home-schooling or a public, private, or online diploma-granting school in a different state.	No	
1941	Exited	Exited to a school outside of the United States	No	
1942	Exited	Exited the DC public school system to be home-schooled in the same state	<b>Yes</b>	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.
1943	Exited	Exited the DC public school system to attend a private school in the same state	No	
1944	Exited	Died or is permanently incapacitated	No	
<b>DISCHARGE CODES</b>				



SPECIAL EDUCATION GUIDANCE				
CODE	CATEGORY	CODE NAME	REMAIN ON SEDS ROSTER?	Guidance
1960	Discharge	Withdrawn from school, under the age for compulsory attendance (age 5); eligible to seek re-enrollment	No	Under IDEA, the LEA is responsible for making special education services available to eligible students enrolled in the LEA between the ages of three and the semester they turn 22, unless 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.
1961	Discharge	Withdrawn from school due to documented illness, eligible to seek re-enrollment; this includes residential drug treatment, and severe physical or mental illness)	Yes	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
1962	Discharge	Withdrawn due to reaching the maximum compulsory attendance age or maximum age for services (aged 18 and older for traditional students and aged 22 and older for special education students) OR because student will reach the maximum age for services before completion of school is possible.	No	Under IDEA, the LEA is responsible for making special education services available to eligible students enrolled in the LEA between the ages of three and 22, unless 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.
1963	Discharge	Withdrawn for ineligibility reasons (e.g., residency, immunizations), eligible to seek enrollment	No	
1964	Discharge	Withdrawn due to LEA policy related to absenteeism or truancy	No	
1965	Discharge	Withdrawn for disciplinary reasons other than expulsion, truancy or absenteeism (e.g., pending a disciplinary hearing that could result in expulsion).	No	

SPECIAL EDUCATION GUIDANCE				
CODE	CATEGORY	CODE NAME	REMAIN ON SEDS ROSTER?	Guidance
1966	Discharge	Expelled for disciplinary reasons	Yes	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, drugs, or 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				
1980	Disengagement	Student voluntarily discontinued schooling and is under the maximum age for compulsory attendance	Yes	Under IDEA, the LEA is responsible for making special education services available to eligible students unless the student has reached maximum age for services (after the semester in which the student turned 22) or the LEA has made 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.
1981	Disengagement	Completed grade 12, but did not meet all graduation requirements and voluntarily discontinued schooling	Yes	Under IDEA, the LEA is responsible for making special education services available to eligible students unless the student has reached maximum age or 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.
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.	Yes	

SPECIAL EDUCATION GUIDANCE				
CODE	CATEGORY	CODE NAME	REMAIN ON SEDS ROSTER?	Guidance
1983	Disengagement	Exited to an institution that is not administered or tracked by the DC public school system (e.g., military, DC Jail, Department of Corrections, Court Social Services, etc.) For a DYRS or non-public transfer, use appropriate TRANSFER code; For mental institutions and residential treatment, use code 1924	No	
1984	Disengagement	Not enrolled; LEA has performed due diligence; status unknown	Yes	
1985	Disengagement	Adult-only code; Exited after enrolling in an adult education program in a DC public or public charter school	Yes	
1986	Disengagement	Adult-only code; Completed the course of study for a GED, technical certificate or nationally- or state-recognized vocational certificate, but did not pass the certification test and is no longer enrolled	Yes	

## Adjusted Cohort Graduation Rate Guidance

### What is the Adjusted Cohort Graduation Rate?

On October 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 will 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 9th graders comprise a "cohort" that is subsequently "adjusted" by adding any students who transfer into the cohort either later in the 9th 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, OLAMS/DCSTARS 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 their 9<sup>th</sup> grade year** are not included in the cohort; students with **valid exit codes after their 9<sup>th</sup> grade year** are removed from the cohort. 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

CODES RESULTING in REMOVAL from the ADJUSTED COHORT		
CODE	CATEGORY	CODE NAME
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 will remove a student from their cohort.** In order for a student to be removed from the cohort, proper documentation for each type of exit is **required**. Please note that students who are present in the Missing Child Clearinghouse will also be removed from the cohort.

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 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).

Transfers to another location education agency (LEA) within the state must be verified by the receiving LEA. 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.

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 9<sup>th</sup> grade cohort.

*Examples:* John Smith entered ninth grade for the first time in school year 2010-2011 at Cardozo High School. During school year 2011-2012, John Smith transfers to Ballou High School and in 2012-2013, John Smith transferred to Booker T. Washington PCS. John Smith would be included in Booker T. Washington's 9<sup>th</sup> grade adjusted cohort.

John Smith entered ninth grade for the first time in school year 2010-2011 at Cardozo High School. At the beginning of school year 2011-12, John Smith tells Cardozo High School that he plans to enroll in Ballou High School. John Smith never appears on Ballou High School's roster and Cardozo is unable to verify that John Smith enrolled in school again. John Smith would be included in Cardozo High School's 9<sup>th</sup> grade adjusted cohort as a non-graduate.

John Smith enrolled in Cardozo High School in school year 2012-2013. Cardozo receives school records from the sending school (out-of-state), and places John Smith in the 11<sup>th</sup> grade. John Smith graduates from Cardozo in school year 2013-2014. John Smith would be included in Cardozo High School 2010-2011 9<sup>th</sup> grade adjusted cohort as a graduate.

John Smith entered ninth grade for the first time in school year 2010-2011 at Cardozo High School. During school year 2011-2012, John Smith transfers to Ballou High School. During school year 2012-2013 John Smith tells Ballou that he is moving to Maryland to attend school in Prince George's County. However, Ballou is unable to verify that John Smith enrolled in school in Maryland. John Smith would be included in Ballou High School's 9<sup>th</sup> grade adjusted cohort as a non-graduate.

## Documentation

To confirm that a student left the state or transferred to a private school (**Codes 1940 and 1943**), the U.S. Department of Education requires a state, school or LEA to have "official written documentation" that the student has enrolled in another school or education program that culminates in the awarding of a regular high school diploma.

**"Official written documentation" for all students, includes:**

1. Request for students records from the receiving public or private high school;
2. Request for student records from an educational program that culminates in a regular high school diploma; **or**
3. Written record of a response from an official in the receiving school or program acknowledging the student's enrollment.

***All documentation must be on the letterhead of the receiving school or program OR must include an official stamp of the receiving school or program.*** The official OSSE "Verification of Student Enrollment" form may be used for verification purposes. An LEA or school may also use its own form; however, this form must contain all of the data elements on the OSSE Verification of Student Enrollment form.

## Special Populations

### Special Education Schools:

- Sharpe Health, Mamie D. Lee and St. Coletta are high schools that do not offer a state certified high school diploma, and therefore, are not included in the ACGR calculations.

### Non-traditional High School Institutions:

- Students who began 9<sup>th</sup> grade at The Next Step, Carlos Rosario, LAYC Youth Build, Youth Services Center, Choice Academy or any other DC public or public charter school that does not offer a high school diploma, and did not transfer to a DC public or public charter school at any point after 9<sup>th</sup> grade are not included in the ACGR calculations.
- If a student transferred from a DC public or public charter school to a non-traditional school, the student remains a member of the cohort in the most recent school he or she attended that offered a high school diploma.

## Youth Dropout Guidance

This section describes the impact of an exit code on the student's "drop out" 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 "Dropouts" Mapping to 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 the federal guidelines for how to determine if a student is a dropout and maps the federal guidelines to OSSE's exit codes:

Federal Description	Federal Designation		
Left school without diploma or other certification after passing age up to which the district was required to provide a free, public education.	Yes	All instances in which the student discontinued schooling at a DC public or public charter school without receiving a diploma or certification, <b>regardless of age.</b>	1962, 1980, 1981, 1982, 1985, 1986, 2023
Is in a nontraditional education setting, such as hospital/homebound instruction, residential special education facility, correctional institution, community or technical college where the program is classified as adult education that is <b>not</b> approved, administered or tracked by a regular school district.	Yes	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.	1982
Is in an institution that is <b>NOT</b> primarily academic (military, possibly Job Corps, corrections, etc.) and does not offer a secondary education program.	Yes	Exited to an institution that is not administered or tracked by the DC public school system (e.g., military, DC Jail, Department of Corrections, Court Social Services, etc.).	1983
Is gone; status is unknown.	Yes	Not enrolled; LEA has performed due diligence; status unknown	1984
	Yes	Withdrawn for ineligibility reasons (e.g., residency, immunizations), eligible to seek re-enrollment	1963; if previously enrolled

Federal Description	Federal Designation	
	<b>Yes</b>	Withdrawn due to LEA policy related to absenteeism or truancy
	<b>Yes</b>	Withdrawn for disciplinary reasons other than expulsion, truancy or absenteeism (e.g., pending a disciplinary hearing that could result in expulsion).
Is <b>NOT</b> in school but known to be expelled with <b>NO</b> option to return.	<b>Yes</b>	Expelled for disciplinary reasons
Is <b>NOT</b> in school but known to be ill, <b>NOT</b> verified as legitimate.	<b>Yes</b>	Withdrawn due to physical or mental illness, no documentation
Moved to another district in this or some other state, <b>NOT KNOWN TO BE IN SCHOOL.</b>	<b>Yes</b>	Exited state or state public school system; <b>no documentation of enrollment in schooling</b>
Transferred, enrolled in another public school, a private school, or charter school.	<b>Yes, if proper documentation is not provided</b>	Transferred to another public school in the same state; Exited the DC public school system to attend a private school in the same state; <b>documentation required</b>
Died.	<b>No</b>	Died or is permanently incapacitated
Graduated or received some other recognized credential, such as a certificate of attendance or GED.	<b>No</b>	Graduated with regular, advanced, International Baccalaureate, or national external degree program (NEDP) diploma; Completed with a state-recognized equivalency certificate (GED); Received an IDEA certificate of attendance or completion
Moved out of the United States, enrollment status not known.	<b>No</b>	Exited to a school outside of the United States
Transferred, enrolled in home schooling.	<b>No</b>	Exited the DC public school system to be home-schooled in the same state



Federal Description	Federal Designation	
Is <b>NOT</b> in school but known to be ill, verified as legitimate.	No	Withdrawn from school due to documented severe physical or mental illness, including residential drug treatment and care from a mental institution; eligible to seek re-enrollment
Is <b>NOT</b> in school but known to be suffering long-term illness and <b>NOT</b> receiving education services (residential drug treatment, severe physical or mental illness).	No	Withdrawn from school due to documented severe physical or mental illness, including residential drug treatment and care from a mental institution; eligible to seek re-enrollment
Is in a nontraditional education setting, such as hospital/homebound instruction, residential special education facility, correctional institution, community or technical college where the program is administrated by an agency that is considered a special school district or extension of a regular school district.	No	Student is no longer physically present in school but remains enrolled in the same local education agency and is receiving educational services
Is in a nontraditional education setting, such as hospital/homebound instruction, residential special education facility, correctional institution, community or technical college where the program is an off-campus offering of regular school district.	No	Student is no longer physically present in school but remains enrolled in the same local education agency and is receiving educational services
Transferred, enrolled in early college (baccalaureate or associate's program).	No	Students who are dual-enrolled; <i>Note: Students who exit 1982 without earning a high school diploma or other credential are considered "dropouts"</i>
Is in an institution that is <b>NOT</b> primarily academic (military, possibly Job Corps, corrections, etc.) and offers a secondary education program.	No	Transferred to DYRS or other educational program that is part of the juvenile justice system
Is <b>NOT</b> in school but known to be suspended or expelled and their term of suspension or expulsion is <b>NOT</b> yet over.	No	<i>Note: Students who are temporarily suspended or expelled with the option to return should not be exited from the LEA roster</i>

Federal Description	Federal Designation	
Is <b>NOT</b> in school but known to be expelled and enrolled in another school and/or district.	No	<i>Note: For students who are expelled but known to enroll in school in another state, LEAs should provide documentation of the transfer to OSSE. However, the student should still be exited using Code 1940.</i>
Is <b>NOT</b> in school but known to be planning to enroll late (e.g., extended family vacation, seasonal work).	No	<i>Note: Students who have an excused absence due to extended vacation or seasonal work should not be exited from the LEA roster</i>
Only attended summer school in this school district (i.e., was not enrolled during the regular school year).	No	<i>Note: Students who only attend summer school should not be enrolled on an LEA roster</i>

## Adult Education Guidance

OSSE is actively working with adult education LEAs and schools (listed below) to create entry and exit codes specific to situations encountered by District of Columbia adult education students, including discontinuing classes for employment reasons, continuing in the LEA to move on in the next educational level of the program, and receiving an ESL certificate, but continuing education at the same LEA. Updated codes will be published as soon as they are available. Updated OSSE guidance will be posted online and distributed to LEAs; guidance will note which codes are applicable to adult education students.

### Adult Education Schools

- Ballou STAY
- Roosevelt STAY
- Carlos Rosario International PCS
- Briya Public Charter School
- Community College Preparatory Academy PCS
- Latin American Youth Center (LAYC) Career Academy
- The Next Step PCS
- Maya Angelou PCS Young Adult Learning Center
- Academy of Hope PCS



District of Columbia  
Office of the State Superintendent of Education

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## VERIFICATION OF STUDENT ENROLLMENT

As required by the US Department of Education and the DC Compulsory Education Law, please confirm that the below student enrolled at your school:

Student Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**Name and Address of Receiving School**

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

\_\_\_\_\_

School Phone: \_\_\_\_\_

Enrollment Date: \_\_\_\_\_

School Type: ☐ Public School or Public Charter School ☐ Private School

☐ GED/Adult Education Program ☐ Job Corps ☐ Distance Learning Program

☐ Other: \_\_\_\_\_

Fix school stamp or seal here. If a stamp or seal is not available, please send a letter of enrollment confirmation on your school's letterhead.

By signing below, I verify that the student above has enrolled at our institution. I also certify that this is a **diploma-granting institution** that is accredited by \_\_\_\_\_ (if applicable).

School Official: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form via fax or mail as soon as possible to the attention of the Registrar.

