

**To:** LEAs

**From:** The Office of the State Superintendent of Education (OSSE)

**Date:** March 2, 2011

**Re:** OSSE Entry and Exit/Withdrawal Types Policy

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The Office of the State Superintendent of Education (OSSE) has identified a need to standardize the use of entry and exit/withdrawal types across all LEAs in the District's publicly funded schools. The lack of standardized entry and exit/withdrawal types has meant that LEAs use current codes inconsistently. Specifically, LEAs do not necessarily use the same codes to indicate student entry, exit or withdrawal types from a school. As a result, OSSE is unable to accurately report overall state, LEA or school entry and exit/withdrawal rates.

By requiring LEAs to use the identified entry and exit/withdrawal codes, OSSE will be able to accurately report, compare and better track entries, transfers and exits of students across all District schools and LEAs.

Please note that this policy concerns exit/withdrawal from the LEA only and does not pertain to exit from special education. Exiting special education is a separate process that occurs in the Special Education Data System (SEDS) and utilizes exit codes unique to that purpose. However, when exiting a student with disabilities from an LEA, the LEA must ensure that the student is properly exited from special education within SEDS prior to completing the exit of the student from the LEA in accordance with this LEA exit code policy.

***Proposed Entry Types to be Accepted by OSSE***

Listed in Appendix A is the valid set of student entry types to be used by LEAs. In addition to these entry type codes, LEAs may choose to collect more granular entry types within their local Student Information System; however, any additional codes (i.e. codes not listed in Appendix A) must be mapped by the LEA to a valid code identified in Appendix A. ***OSSE will not map additional codes submitted by LEAs to the valid set of entry codes.***

***Proposed Exit/Withdrawal Types to be Accepted by OSSE***

Listed in Appendix B is the valid set of student exit/withdrawal types to be used by LEAs. In addition to these exit/withdrawal code types, LEAs may choose to collect more granular exit/withdrawal types within their local Student Information System; however, any additional codes (i.e. codes not listed in Appendix B) must be mapped by the LEA to a valid code identified in Appendix B. ***OSSE will not map additional codes submitted by LEAs to the valid set of exit/withdrawal codes.***

***Implementation by LEAs***

In order to collect entry and exit/withdrawal types prescribing to the types listed in the appendices, OSSE strongly recommends that all LEAs modify their Student Information Systems and the Public Charter School Board modifies its attendance management system (OLAMS) to incorporate the values identified in the appendices.

In order to ensure that each LEA is implementing an acceptable set of values and that transference of this data is appropriately mapped to acceptable state values, OSSE will require each LEA to begin collecting and providing these entry and exit/withdrawal types by the start of the 2011/2012 school year. The SLED will generate error reports for any LEA that does not provide OSSE with the entry and exit/withdrawal types identified in the appendices. The LEA will be responsible for correcting the data and providing OSSE with the correct entry and exit/withdrawal code.

***Timeframe***

LEAs and the Public Charter School Board must capture and provide OSSE with these entry and exit/withdrawal codes by the start of the 2011/2012 school year. If these codes are not provided, the LEA provided codes will be rejected and included by the OSSE generated Error Report.

***Training***

OSSE will provide LEAs with an Entry and Exit/Withdrawal Code Guidebook in mid-April of 2011 and will provide LEA webinar trainings in April and May of 2011.

**Appendix A: Acceptable Entry Types**

ENTRY TYPE	ENTRY CODE	DEFINITION
Transfer from a public school in the same local education agency	1821	A student who transfers from a public school that is located within the administrative boundaries of the same local education agency.
Transfer from a public school in a different local education agency in the same state	1822	A student who transfers from a public school that is not located within the administrative boundaries of the same local education agency but is in the same state.
Transfer from a public school in a different state	1823	A student who transfers from a public school that is located in another state or from a United States overseas dependents school.
Transfer from a private, non-religiously-affiliated school in a different local education agency in the same state	1825	A student who transfers from a private school (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 same state.
Transfer from a private, non-religiously-affiliated school in a different state	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.
Transfer from a private, religiously-affiliated school in a different local education agency in the same state	1828	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 same state.
Transfer from a private, religiously-affiliated school in a different state	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.
Transfer from a school outside of the country	1830	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).
Transfer from an institution	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.
Transfer from home schooling	1833	A student who transfers from a period of receiving instruction in a home environment (chosen for reasons other than health).

ENTRY TYPE	ENTRY CODE	DEFINITION
Re-entry from the same school with no interruption of schooling	1835	A student who had previously entered any class in a school and then continues his or her membership in the same school from one term to the next because of a promotion or demotion, or who transfers from one homeroom or class to another during a regular school session.
Re-entry after a voluntary withdrawal	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.
Re-entry after an involuntary withdrawal	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.
Original entry into a United States school	1838	A student already residing in the United States enters a school for the first time in the United States or an outlying area.
Original entry into a United States school from a foreign country with no interruption in schooling	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.
Original entry into a United States school from a foreign country with an interruption in schooling	1840	A student who has recently moved from a foreign country where he or she had not been enrolled in school and enters a school in the United States or an outlying area for the first time.

**Appendix B: Acceptable Exit/Withdrawal Types**

EXIT/WITHDRAWAL TYPE	EXIT/ WITHDRAWAL CODE	DEFINITION	DROP- OUT CODE
Student is in a different public school in the same local education agency	1907	A student who left his or her school and enrolled in a different public school in the same local education agency	N
Transferred to a public school in a different local education agency in the same state	1908	A student who transferred to a public school that is not located within the administrative boundaries of the same local education agency but is in the same state.	N
Transferred to a public school in a different state	1909	A student who transferred to a public school that is located in another state or to a United States overseas dependents school.	N
Transferred to a private, non-religiously-affiliated school in the same state	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 administrative boundaries of the same local education agency but is in same state.	N
Transferred to a private, non-religiously-affiliated school in a different state	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.	N
Transferred to a private, religiously-affiliated school in the same state	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.	N
Transferred to a private, religiously-affiliated school in a different state	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.	N
Transferred to a school outside of the country	1916	A student who transferred to a school outside the country that is not a United States overseas dependents school (includes private and public school systems).	N

EXIT/WITHDRAWAL TYPE	EXIT/ WITHDRAWAL CODE	DEFINITION	DROP- OUT CODE
Transferred to an institution	1917	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.	N
Transferred to home schooling	1918	A student who transferred to a period of instruction in a home environment for reasons other than health.	N
Graduated with regular, advanced, International Baccalaureate, or other type of diploma	1921	A student who has received a regular high school diploma upon completion of state and local requirements for both coursework and assessment or a high school diploma from a program other than the regular school program.	N
Completed school with other credentials	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.	N
Died or is permanently incapacitated	1923	A student who has died or become permanently incapacitated, either physically or mentally.	N
Withdrawn due to illness	1924	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.	N
Expelled or involuntarily withdrawn	1925	A student who is removed from the school system without choice, for reasons other than health. This includes a student who left school due to an expulsion approved by appropriate school authorities or who was removed by court order.	Y

EXIT/WITHDRAWAL TYPE	EXIT/ WITHDRAWAL CODE	DEFINITION	DROP- OUT CODE
Reached maximum age for services	1926	A student who left school because he or she has reached the maximum age until which a free, appropriate public education must be provided as indicated by federal, state, or local laws. This may also include students who exit for cultural or religious reasons recognized by state policy.	Y
Discontinued schooling	1927	A student who stopped attending school for personal or academic reasons and a specified length of time considered by the state or district to constitute "dropping out."	Y
Completed grade 12, but did not meet all graduation requirements	1928	A student who completed an approved program of study for high school completion, but did not meet all state or district requirements for a diploma (e.g. unable to pass a required graduation examination).	Y
Not enrolled, unknown status	1931	A student who is not known to be attending school, but has not informed the local education agency of his/her intent to drop out. This includes students who have moved away but for whom the local education agency cannot verify enrollment in school elsewhere; students dropped from attendance rosters for excessive truancy and students who enrolled in school but never attended.	Y
Student is in the same local education agency and receiving education services, but is not assigned to a particular school	3499	A student who left his or her school, continues to receive district-provided education services but does not attend a particular school.	N
Enrolled in an adult education or training program	3500	A student who exited elementary or secondary school to enroll in a training program or adult education program not recognized by the state and that will not lead to a state-approved high school diploma or completion credential.	Y

EXIT/WITHDRAWAL TYPE	EXIT/ WITHDRAWAL CODE	DEFINITION	DROP- OUT CODE
Completed a state-recognized vocational education program	3501	A student who completed a vocational education program and earned a certificate other than a diploma.	N
Not enrolled, eligible to return	3502	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 for a significant period of time, but not permanently. This may also include students prevented from attending school because they have not presented proper evidence of required immunizations.	N
Withdrawn from school, under the age for compulsory attendance; eligible to return	3504	A student under the age for compulsory school attendance who is withdrawn from school (usually for reasons of immaturity), but is eligible for return to school.	N
Exited	3505	A student who has returned to school after receiving a completion credential, or after reaching the age until which the state guarantees a free, appropriate public education; and has subsequently exited school.	N
Student is in a charter school managed by the same local education agency	3508	A student who left his or her school and enrolled in a charter school managed by the same local education agency.	N
Completed with a state-recognized equivalency certificate	3509	A student who passed an equivalency examination through an approved program of study.	N