

Exit Codes and HS Completion

Training for LEA Registrars and Data Entryists

Graduation and Dropout Calculation

- ▶ A graduation and dropout rate is calculated for each high school based on students' exit codes and high school completion statuses.



Four categories

- ▶ Based on a student's final code or status, s/he will be categorized as either a
 - ▶ Graduate (meaning, a student who receives a regular or advanced Utah high school diploma within four years), or
 - ▶ Non-Graduate
 - ▶ Dropout
 - ▶ Other Completer (meaning, a student who did not receive a regular high school diploma but still finished educational services)
 - ▶ Continuing Student (meaning, a student who did not receive a regular high school diploma but continued onto other educational services)
- ▶ This training will explain how each code affects each category



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- ▶ This training is provided to help LEAs code students correctly so that their graduation and dropout rates accurately reflect the student population

- ▶ For more background information, please see <http://schools.utah.gov/data/Educational-Data/Graduation-Dropout-Rates.aspx>



Notes and Definitions

- ▶ Every student must have the following
 - ▶ **Entry date** at the beginning of every school year
 - ▶ If the student exits a school for any reason, s/he must have an **exit date and exit code**
 - ▶ If a 12th grader, a **high school completion status** code AND an **exit code**
- ▶ Definitions
 - ▶ Cohort
 - ▶ Group of students who are expected to graduate the same year (e.g., Class of 2012). Students who leave the Utah Public Education school system are excluded from the cohort
 - ▶ SSID
 - ▶ Statewide student identifier. Unique student identifier assigned to students when they enter the Utah Public Education System. The SSID follows a student from preschool to 12th grade.
 - ▶ LEA
 - ▶ Local Education Agency (District or charter school)
 - ▶ Cohort rate
 - ▶ The graduation or dropout rate of all of the students in a cohort
 - ▶ Single-year dropout (or event) rate
 - ▶ The number of dropouts in a single school year.
 - ▶ MoveIt
 - ▶ Secure file transfer system used to send files from USOE to LEAs and vice versa



Exit Codes

- ▶ An exit code is necessary for all students who have an exit date
- ▶ Students returning the next school year do not need an exit date or an exit code
- ▶ Exit codes can result in implications for the cohort graduation rate, cohort dropout rate, and single-year dropout rate
- ▶ Students who leave over the summer will need an exit code. Typically, this exit code is changed after a school's SIS system has rolled over to the next year. If a student rolled over within the SIS system exit student with one day of membership. I.E. If the first day of the school year is 8/1 exit student on 8/2. If student was a 12th grader and therefore did not rollover then use the SI-X record (X Residency).



List of Exit Codes

- ▶ AE
- ▶ CH
- ▶ DE
- ▶ DO
- ▶ EX
- ▶ FE
- ▶ GE
- ▶ HE
- ▶ OG
- ▶ Q1, Q2, Q3, T1, T2, I1
- ▶ TC
- ▶ TD
- ▶ TH
- ▶ TN
- ▶ TO
- ▶ TP
- ▶ TR
- ▶ TS
- ▶ TT
- ▶ UC
- ▶ UN
- ▶ WD
- ▶ WM
- ▶ WP

The next slides will define each exit code, explain each code's implications for the graduation rate, give some background information, and identify situations when the code should be used.

For a quick one-paged reference for all codes, please refer to the accompanying handout



AE

- ▶ **AE (Transferred to Adult Education)**
 - ▶ Use AE when the student leaves the K-12 system to enroll in an Adult Education program without first having earned a high school diploma
 - ▶ **AE code will count as a dropout in the graduation rate**
- ▶ Under Board rule, a student must be a dropout before transferring to an Adult Ed program:
<http://www.schools.utah.gov/adulted/DOCS/Directors/Policy/TabF.aspx>



Situational Example: Adult Education

- ▶ Jane leaves Apple High as an 11th grader and transfers to Adult Ed (AE). She will be counted as a dropout for the single-year rate that year and will count as a dropout when her cohort graduates the following year unless she receives her GED (GG) or Carnegie Unit Diploma (GC) by September 30th following her senior year. Note: Adult Ed provides a file via Moveit to LEAs every year that details the students that received a GG or GC. It is up to each LEA to update their student records with the new Adult Ed information.



CH

- ▶ CH when a student transfers from a Charter to Home Schooling
 - ▶ The charter must verify that the student has informed/signed the affidavit with their home district.
- ▶ **CH will be excluded from the cohort**



DE

- ▶ DE (Death)
 - ▶ Student is deceased
- ▶ **DE will be excluded from the cohort**



DO (as an exit code)

- ▶ DO (Dropout)
 - ▶ Use DO when student drops out of school
- ▶ Use DO when student is dropped from a school's records due to 10 or more consecutive unexcused absences (R277-419-5) AND if the student cannot be accounted for by any other exit code
- ▶ **DO will count as a dropout**



EX

- ▶ **EX (Expelled)**
 - ▶ Use EX when the student is no longer receiving instructional or other services from the school/LEA.
- ▶ **EX will count as a dropout**
- ▶ If a student was identified as EX at year end and there are no enrollment (SI) or updated transfer (X-residency) records reported as of October 15 the next school year, then the student's high school completion status will be set to DO for the prior school year.



FE

- ▶ FE (Foreign Exchange)
 - ▶ Use FE when a student formally enrolls in school in another country as a foreign exchange student
- ▶ Use FE when a foreign exchange student that comes to Utah exits to return home
- ▶ **FE will be excluded from the cohort**
- ▶ If an LEA does not use this exit code with foreign exchange students, the student will be considered unknown/dropout and included in the cohort



GE & GG

▶ GE (GED)

- ▶ Use GE when a student exits the LEA to take the GED prior to graduation.

▶ GE will count as a dropout

▶ GG (Utah High School Completion Diploma)

- ▶ If the LEA receives notice that the student passed the GED before Oct 1, the LEA can change GE to GG

▶ GG will count as neither a dropout nor a graduate. GG students are in another category: Other Completer



HE, UC

- ▶ **HE (Transferred to Higher Ed (not UCAT))**
 - ▶ Use HE when the student leaves the K-12 system to enroll in an institution of higher education without first having earned a high school diploma
- ▶ **UC (Transferred to UCAT)**
 - ▶ Use UC when the student leaves the K-12 system to enroll in the Utah College of Applied Technology without first having earned a high school diploma
- ▶ **HE and UC will count as neither a dropout nor a graduate. These students are in another category: Other Completer**



Situational Example: Transfer without Graduating

- ▶ Peter decides to transfer to UCAT (UC) or an institution of higher education (HE) before receiving his high school diploma. Peter is not considered a graduate or a dropout; rather, he will be coded as a non-graduate, or more specifically, a continuing student.



OG

▶ OG (Other Graduate)

- ▶ Use "OG" for students who exit as graduates, completers, or who turn 22 and cannot continue receiving services in the public education system (AO):
 - ▶ during the fourth quarter or third trimester of their senior year
 - ▶ if a “retained senior” in the prior year, any time before the end of their second or subsequent senior year (retained seniors are students who re-enroll in school after their senior year; see slide 35)
- ▶ If EXIT CODE is “OG”, HIGH SCHOOL COMPLETION STATUS must be “GR”, “G3”, “GM”, “CT”, or “AO”.



Early Graduates

- ▶ Q1, Q2, Q3, T1, T2, I I (Early Graduate)
 - ▶ Q1—1st Quarter senior year
 - ▶ Q2—2nd Quarter senior year
 - ▶ Q3—3rd Quarter senior year
 - ▶ T1—1st Trimester Senior Year
 - ▶ T2—2nd Trimester Senior Year
 - ▶ I I—Any time during the I Ith grade
- ▶ **Early graduates are counted as graduates**
- ▶ If one of these early graduate exit codes are submitted, one of the graduate codes must be submitted in the high school completion status



Transfers within State

- ▶ TD (Transferred within the LEA)
 - ▶ Use when student transfers within the LEA
 - ▶ TN (Transferred to another public school by choice under NCLB)
 - ▶ Use when a student transfers schools because of and in accordance with NCLB provisions
 - ▶ TR (Transfer to charter school)
 - ▶ TS (Transfer to a public school within the state)
 - ▶ TT (Transferred to another track within the school)

 - ▶ No documentation necessary; however, if student does not show up in another public school within the state, the student will be coded as a **dropout** from the last school submitting records to the state

 - ▶ Students with these exit codes accounts for most of Utah's dropouts. Please see [SSID Training](#)
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Transfers out of State

- ▶ TH (Transfer to Home School)
 - ▶ Use when student leaves to be home schooled
 - ▶ Use if a student transfers to Electronic High School and plans on graduating from there.
- ▶ TO (Transfer out of State)
 - ▶ Use when a student transfer to another state within the United States
- ▶ TP (Transfer to Private School)
- ▶ TH, TO, and TP are excluded from the cohort
- ▶ Auditors require official written documentation when TH, TO, TP are used



What is official written documentation?

- ▶ “Official written documentation that a student transferred out may include several different types of documentation, such as a request for records from the receiving high school; an approved application for home schooling or distance education; evidence of a transfer that is recorded in a State’s data system; or a letter from an official in the receiving school acknowledging the student’s enrollment. Documentation must be in writing rather than a telephone conversation or other verbal communication with a parent, relative, or neighbor so that the transfer can be verified through audits or monitoring. . . With respect to students who . . . have emigrated to another country, the . . . LEA also must confirm this fact in writing but need not obtain official documentation. For example, written confirmation of a student who has emigrated might include a school administrator’s memo to the student’s file, based on a phone conversation with a parent, stating that the student is leaving the country. Students who have moved to another country either temporarily (such as a foreign exchange student) or permanently must have written documentation”. In addition, “A school or LEA must have written confirmation that a student is deceased before removing the student from the school. A letter from a parent or an obituary is sufficient documentation. Official written documentation of a student’s death, such as a death certificate, is not necessary.” Note: Official documentation may be kept in an electronic format (such as scanned images, memos, or email) as long as an original hard copy can be reproduced.
 - ▶ (Federal Register, October 29, 2008, p. 64452)
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Transfers out of Country

- ▶ TC (Transferred out of the Country)
 - ▶ Use when student leaves the U.S.
- ▶ For this data collection, “outlying areas” (such as American Samoa, Guam, the Northern Mariana Islands, Palau, Puerto Rico, and the Virgin Islands) are considered to be outside the U.S.
- ▶ **TC are excluded from the cohort**
- ▶ Auditors require transfer documentation when TC is used



Situational Example: Transfer

- ▶ Billy is a 10th grader. He transfers to either a private school (TP), to home school (TH), to a school in another state (TO)/country (TC), or dies (DE) in the middle of the school year. The high school should code him correctly. USOE will exclude Billy from all school and LEA graduation rates.



UN

- ▶ **UN (Unknown)**
 - ▶ Use UN when location or status of student is unknown or uncertain
- ▶ **UN are dropouts in the graduation rate**
- ▶ Unknown students make up a large majority of dropouts.
- ▶ Most common problem is the student was given a new SSID when transferring schools
 - ▶ Please refer to slides 52-58 to learn how to identify and fix unknown students.



WD

- ▶ **WD (Withdraw)**
 - ▶ Use "WD" only in a situation so serious that educational services can't be continued even under conditions of R277-419-4(A)(1)(f)(ii).
- ▶ **WD are dropouts in the graduation rate**



WM

- ▶ **WM (Withdraw Medical)**
 - ▶ Use "WM" only in a situation so serious that educational services can't be continued even through home and hospitalized services
 - ▶ **WM are excluded in the graduation rate**



WP

- ▶ WP (Withdrawn from Preschool)
 - ▶ Use for students who exit preschool
- ▶ Grade level must be PK



High School Completion Status

- ▶ All students who are seniors (GRADE LEVEL = 12) must have one of the high school completion status codes indicating the final outcome of their schooling as of July 7th.
- ▶ ONLY seniors can be G3, CT, GP, DO, or RT.
- ▶ A high school completion status code is also required if student is an early graduate or EXIT CODE is 'OG'.



List of HS Completion Status Codes

- ▶ GR
- ▶ GM
- ▶ RT
- ▶ G3
- ▶ GC
- ▶ GG
- ▶ CT
- ▶ GP
- ▶ AO
- ▶ DO

The next slides will define each high school completion status code, explain each code's implications for the graduation rate, give some background information, and identify situations when the code should be used.

For a quick one-paged reference for all codes, please refer to the accompanying handout.



GR

- ▶ GR (Basic High School Diploma)
 - ▶ High school graduate
- ▶ **GR are graduates in the graduation rate**
- ▶ Use of the GR code is governed by R277-705-4 subsections 4 on diplomas and certificates of completion and 5 on students with disabilities (see: <http://www.rules.utah.gov/publicat/code/r277/r277-705.htm>)



GM

- ▶ **GM (High School Diploma—Military)**
 - ▶ Use when student has not met requirements of GR but did satisfy other criteria provided specifically for military children in Utah Code 53A-11-1404
- ▶ **GM are graduates in the graduation rate**
- ▶ If GM is used, then child must be marked as a military child



Situational Example: Graduate

- ▶ Johnny enters 9th grade in Apple High, a 4 year high school. He stays in Apple High for all four years of high school and graduates at the end of his senior year. Johnny is coded as a GR (or the equivalent GM; see code sheet) and is considered a graduate in Apple High's 3-year and 4-year graduation rates and in Apple School District's 4 year graduation rates.



Situational Example: Graduation

- ▶ Jennie enters Orange School District as a 9th grader but due to district policy, stays in the district's junior high. In 10th grade she transfers from Orange Jr. High to Orange High school and stays there until she graduates at the end of her senior year. Jennie is coded as a GR and is considered a graduate in Orange High's 3-year graduation rate and Orange School District's 4-year graduation rates.



RT

- ▶ **RT (Retained Senior)**
 - ▶ Use “RT” for students in grade 12 who meet the criteria listed in R277-419-4(1)(i) for continuing to enroll beyond the age of 17 after one’s cohort has graduated and who are expected to reenroll in the following year. These students cannot be exited.
- ▶ **RT will count as neither a dropout nor a graduate. These students are in another category: Continuing Students**



Situational Example: Retained Seniors

- ▶ James is a student with a disability who has been enrolled for four years in high school. Because he continues to qualify for services, he returns to school for another year. At the end of his fourth year in high school, he should be coded as a retained senior (RT) for each and every year afterwards. James will count as a non-graduate and will be dropped from all future cohorts, even if he is still enrolled in school. If he drops out after his fourth year of high school, he will be counted as a single-year dropout.



G3

- ▶ **G3 (High School Diploma—UAA)**
 - ▶ Use when student has received a diploma when the IEP team has determined that the student's participation in statewide assessment is through the UAA
- ▶ **G3 will count as neither a dropout nor a graduate. These students are in another category: Other Completer**
- ▶ Use of the G3 code is governed by R277-705-4 subsections 4 on diplomas and certificates of completion and 5 on students with disabilities (see: <http://www.rules.utah.gov/publicat/code/r277/r277-705.htm>)
- ▶ Student must also have a Scram record
- ▶ A G3 ends an LEA's responsibility to provide FAPE (Free Appropriate Public Education) under IDEA (Individuals with Disabilities Education Act)



Situational Example: G3

- ▶ Alice's IEP team at Silverton High determined that her participation in state-wide assessment would be through Utah's Alternate Assessment (UAA). Her IEP team carefully planned her courses of study during high school and Alice was able to meet graduation requirements with course substitutions. Alice is coded as a G3 and is not considered to be either a graduate or a dropout, but is considered an other completer.
 - ▶ Note: Alice has until age 22 to complete the requirements for a G3. If Alice completes the requirements within 4 years, her high school completion status should be G3. If Alice takes longer, her high school completion status should be RT EACH YEAR until requirements are finished, at which point her status should change to G3.
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GC

- ▶ GC (High School Diploma—Carnegie Units)
 - ▶ Use when student receives a Carnegie Unit diploma
 - ▶ **GC are graduates in the graduation rate**
 - ▶ Use of the GC and GG are governed by R277-733-7-D-(5). An out-of-school youth of school age who has successfully completed an Adult Education Secondary Diploma or a Utah High School Completion Diploma shall be reported as a graduate for K-12 graduation (AYP) outcomes. The USOE Adult Education program will report these graduates to LEAs twice a year – June and September. GC and GG can't be used for early graduates.
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GG

- ▶ **GG (Utah High School Completion—GED)**
 - ▶ Use when student completes their GED.
 - ▶ School will receive a list of students who completed the GED from Adult Education
 - ▶ **GG will count as neither a dropout nor a graduate. These students are in another category: Other Completer**
 - ▶ Use of the GC and GG are governed by R277-733-7-D-(5). An out-of-school youth of school age who has successfully completed an Adult Education Secondary Diploma or a Utah High School Completion Diploma shall be reported as a graduate for K-12 graduation (AYP) outcomes. The USOE Adult Education program will report these graduates to LEAs twice a year – June and September. GC and GG can't be used for early graduates.
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CT

- ▶ **CT (Certificate of Completion)**
 - ▶ Use when student (typically a student with a disability) is awarded a certificate of completion by an LEA.
 - ▶ Do not use if student intends to return to school the next year (use RT in that case)
- ▶ **CT will count as neither a dropout nor a graduate. These students are in another category: Other Completer**
- ▶ Use of the CT code is governed by R277-705-4 subsections 4 on diplomas and certificates of completion and 5 on students with disabilities (see: <http://www.rules.utah.gov/publicat/code/r277/r277-705.htm>)



Situational Example: Certificate of Completion

- ▶ Luke is a student with a disability who has spent four years in high school. Because he continues to qualify for services, the school knows he will be returning the following year. However, he walks with his class and receives a certificate of completion/award of completion from the LEA. Luke should NOT be coded with a high school completion status of CT, or certificate of completion, if the LEA knows he will be returning. Instead, Luke is coded as a retained senior (RT) each and every year until he finally completes his high school career, at which time the LEA can code him as aged out, or AO.
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GP

▶ GP (Graduation Pending)

- ▶ Use GP for students who are enrolled in a summer program with the expectation of obtaining a high school diploma by October 1. If a subsequent year upload on or prior to October 15 does not contain an updated transfer (SI-X) record for a student identified as GP at year end, the student's high school completion status will be set to a dropout in the USOE's database
- ▶ **GP are considered dropouts**
- ▶ Remember there should be no GPs in the October submission. Remember to update your SIS system so that **ALL GP STUDENTS** receive an updated code before October.



Situational Example: Graduation Pending

- ▶ Emma is at the end of her senior year and realizes she has one more class she needs to complete before she can graduate. The school codes Emma as a pending graduate (GP), she finishes her summer class, and in the fall an updated transfer (SI-X) record of GR is submitted for her. If that SI-X record is never submitted, Emma is considered a **dropout**.



AO

- ▶ **AO (Aged Out)**
 - ▶ Use AO when a student with a disability has aged out of special education.
- ▶ **AO will count as neither a dropout nor a graduate. These students are in another category: Other Completer**
- ▶ If AO is used, Scram Exit Reason must be “D”



Situational Example: Older Student

- ▶ Kate is a 22 year old student with a disability who has not completed her high school requirements. Because she is ineligible for services, the LEA should code her as an AO, which means she aged out of services. She will not be considered a dropout but will be considered a non-graduate, or more specifically, an other completer.



DO (HS Completion Status)

- ▶ **DO (Dropout)**

- ▶ Use DO for seniors who did not exit and do not fit any other category

- ▶ **DO are considered dropouts**



Other Situations

- ▶ The next slides show some other examples of common situations and solutions



Situational Example: Late Graduates

- ▶ Mary repeats 10th grade twice; thus, she does not graduate in four years with her cohort. She will be considered a dropout in the cohort graduation rate and will be dropped from all future cohorts. In other words, she will never be considered a graduate. This is due to very strict federal guidelines that only include **on-time** graduates.



Situational Example: Summer Transfer

- ▶ Susan is a 10th grader and transfers to either a private school, to home school, to a school in another state/country, dies, or finishes her foreign exchange program (FE) **during the summer**. The high school does NOT re-enroll Susan the following year in order to exit her; instead there is an SI-X record submitted to USOE during the October 1 data submission. USOE will exclude Susan from all school and LEA graduation rates.



Situational Example: Dual Enrollment

- ▶ Jill is a senior dual enrolled in both Apple High and Virtual High. Both schools give her an exit date of June 30th. However, because her primary school is Apple High, Apple High claims Jill using the school of record flag. Jill will be a graduate at Apple High and excluded from Virtual High's graduation rate.



Situational Example: Automatic Re-enrollment

- ▶ John leaves at the end of his junior year and moves out of state. He informs the school and they code him correctly (TO). However, in August, the high school automatically re-enrolls him and then exits him with a TS or UN code after taking 10 days of membership. This overwrites the old correct code causing John to be counted in the graduation rate as a dropout. Note: This automatic enrollment issue is a problem with MANY LEAs.



Situational Example: Incarceration

- ▶ Billy is incarcerated before completing high school and should be coded as a dropout.



SSID Training

- ▶ Students who are erroneously counted toward the dropout rate have typically either been coded incorrectly or have SSID errors.
- ▶ The following slides will address how to fix SSID mistakes.



Situational Example: SSID error

- ▶ Robert is an 11th grader at Apple High in Apple School District and transfers to Orange High in Orange School District. Apple High codes Robert as a TS (transfer within state). However, if Orange High does not find Robert in the SSID system and instead assigns him a new SSID, Robert is considered a dropout from Apple High since that would be the last known enrollment for him. This problem is fixed by submitting SSID merge requests.



SSID errors

- ▶ Students who exit an LEA with a TS, TD, TR, and TN code, and do not reappear in the state's system are the biggest contributor to the drop out rate.
- ▶ In 2011, the LEAs who merged SSIDs increased the graduation rate from 75% to 76%. It is thought that if all LEAs had participated, the graduation rate would have been closer to 82%
- ▶ The class of 2011 was the first year these students were included in the graduation rate.



Why So Many New SSIDs

- ▶ The two biggest reasons that registrars run into
 - ▶ Misspelled names
 - ▶ Incorrect birth dates



Examples:

- ▶ First name changes: Elizabeth to Beth, Robert to Bob, William to Bill
- ▶ Exchanging first and middle names: Ashley Jane becomes Jane Ashley
- ▶ Hyphens: Elizabeth-Anne becomes Elizabeth Anne
- ▶ Hispanic students often switch between their maternal and paternal last names—look for both
- ▶ Adoptions and marriages often result in new last names
- ▶ Misspellings
- ▶ Birth date errors



Avoid SSID Errors

- ▶ Use only legal documentation when entering a student for the first time: these include birth certificate, adoption records, passports.
- ▶ Ask if the student has been enrolled in another Utah school and from where?
- ▶ Call and ask the originating school for the SSID.
- ▶ Be creative when looking them up on the SSID system



Fixing Them

- ▶ UTREx or the SSID program will identify students with more than one SSID.
- ▶ The LEAs will have to establish that it is the same student. (2 students with the same name, birthdate, etc. is very infrequent)
- ▶ Once the LEA is certain it is the same student, email ssidhelp@schools.utah.gov
 - ▶ Include information on the student and the verification from all involved LEAs.
- ▶ At that point, the LEA will be notified which SSID to use



The Not So Easy Ones

- ▶ Due to the types of errors in student's names and birthdates, sometimes neither UTREx nor the SSID program will identify all students with multiple SSIDs.
- ▶ These students will be counted as dropouts for the originating schools for graduation
- ▶ At the end of July, USOE will make available all students in the cohort class of 2013.
- ▶ LEAS can check these lists and start searching for students who have transferred and not reappeared.



Finding the Unknowns

- ▶ Try and locate the school the student transferred to:
 - ▶ Often the new LEA has requested transcripts. Calling the new school will often result in locating the new SSID
 - ▶ Try the SSID system and be creative with the name and birth date
- ▶ Contact us to help: sarah.wald@schools.utah.gov



Wrap Up

- ▶ Solutions to the most common mistakes
 - ▶ Coding students incorrectly
 - ▶ Solution 1: Change the code in SIS. New code should be reflected whenever your LEA district resubmits a data file to USOE
 - ▶ Solution 2: Change the code for a summer graduate or a previous graduate using an ES record (talk to your LEA district IT staff to know exactly how to submit an ES record)
 - ▶ Duplicated SSID
 - ▶ Solution 1: Avoid this error by creatively searching for students in the SSID program or UTREx program
 - ▶ Solution 2: Perform an SSID merge
 - ▶ Failure to update student information
 - ▶ Solution 1: When receiving any updated information, such as a transcript request, update the student's exit code
 - ▶ Solution 2: Remember to change all GPs to the correct high school completion status code by October 1.

