

Withdraw Codes

Valid Values:

Currently Enrolled Codes:

P1 – Promoted to next grade level:

Note: The P1 code is used whenever a student is promoted to the next grade level.

The P1 code is not a valid code for graduating seniors – they should be coded as G0 or with another appropriate completer code.

The P1 code is used if the student is promoted within the current school year (mid-year promotion) to the next grade in the same school.

If the student transfers schools, but not because of end-of-year promotion, use T0 or T1.

RET – Retained in same grade level for rollups – or moving to a lower grade level during the school year.

Completer Codes:

G0 – Graduated with regular High School diploma

Note: Only high schools can issue high school diplomas and actually ‘graduate’ students.

C1 – Confirmed **Receipt** of General Education Development (GED) Certificate (counts as a dropout under NCLB)

C2 – Confirmed Completion of Individualized Education Program (IEP)

C3 – Confirmed Receipt of Adult High School diploma

Confirmed Transfer Codes:

T0 – Confirmed transfer out of the district *or moved out of the country*

Note: A confirmed transfer is defined as a student whose transcripts and/or student records have been requested by another school; or, the student’s parent filed an *Intent to Provide Home-Based Instruction* form. Districts should not accept hearsay reports or unsubstantiated statements of intent from departing students since these are not valid confirmations.

Students **without** confirmed transfers should be coded with an “unknown” status (U code).

If the student transfers from a public school to home school (*with a letter of intent from the parent*), use **T0**. This includes part-time home school students who return to full-time home school. *If no letter of*

intent is provided, use **U1** unless a declaration to drop out is provided.

Home-schooled students participating in Running Start full time (15 credits or more) are coded as currently enrolled (**E0**) while participating in Running Start. When they complete/end Running Start and return to home-school status, the student is coded as a confirmed transfer (T0).

Foreign Exchange students (not on F-1 Visa) are reported as **T0** when withdrawn from the district.

T1 – Confirmed transfer out of the school to another school within district

Note: *If the student moves to another school at the end of the year due to promotion, use **P1**.*

If the student transfers schools, (confirmed transfer) but not because of end-of-year promotion, use **T0** or **T1**.

Dropout Codes: (Student Declared Intent to Dropout)

Note: A dropout is defined as a student who intentionally leaves school for any reason, except death, before receiving a regular high school diploma and does not transfer to another school or educational program. An individual is considered a dropout whether dropping out occurs during or between regular school terms. See dropout codes below under Valid Values.

If the student does not declare his/her intent to drop out or the district cannot confirm the intent of the student, then the status of the student is “unknown” and should be coded as such.

D1 – Expelled or suspended and did not return (dropout form/confirmation is on file)

D2 – Attended 4 years or more and did not graduate (student drops or ages out)

D3 – Lack of academic progress or poor grades

D4 – School not for me

D5 – Married or needs to support family

D6 – Pregnant or had baby

D7 – Offered training or chose to work

D8 – Chose to stay home

D9 – Drugs or alcohol related

D0 – Other (dropped out, but reason unknown, or *released by district to take the GED*)

Unknown Status Codes:

U1 – Unknown – includes long-term suspension (11 days or more) and expelled with no intent to drop out (dropout forms/confirmation not on file)

If, at some time after the student leaves the district and the student's status becomes known and needs to be updated, the district must correct the student's enrollment status as appropriate.

U2 – Enrolled in prior year, but “no show” this year

A no show is a student who was enrolled at the end of the school year prior to the reporting period but did not show up for the new school year, AND verification was not received of transfer.

If the student attends even one class period and then does not return, the student is no longer a “no show” but is coded as an “unknown”.

U3 – Transfer reported by student (not confirmed)

Deceased:

ZZ – Deceased