

Enrollment End Status Codes

When an enrollment is end dated, an end status for that enrollment must be entered. The fields that need to be filled out for each end status code being used are listed below each code. The End Comments allow more detailed information on the movement of the student. We have provided a format of how to fill out the end comments under each end status.

Enrollments end dated as of the last day of school should **ONLY** have an end status of Remained Advanced or Remained Retained. The student **MUST** have an enrollment entered for the following year with a start status that matches.

***NOTE:** No matter when notification is received that the student will not be attending the upcoming school year, if they were enrolled on the last day of school, their enrollment must show an end status of Remained Advanced or Remained Retained. The next year's enrollment would be marked as a No Show with a Start Status of Remained Advanced or Remained Retained and the appropriate end status. Please refer to the Use of No Show documentation to see how to handle these enrollments.

Dropout Codes 2

D01: Dropped Out: Other

D02: Dropped Out: Expulsion

D03: Dropped Out: Received Cert

D04: Dropped Out: Reached Max Age

D05: Dropped Out: GED Program

D06: Dropped Out: Moved not known continuing

Graduated Code 3

G01: Graduated with Non-College Prep

Remained Codes 4

R001: Remained: Advanced

R002: Remained: Retained

R003: Remained: Other

R004: Remained Changed a Grade

Stopout Code 5

S000: Stopout

Transfer Codes 8

T001: Tfer to pub schl outside district in state

T002: Tfer to pub schl within district

T003: Tfer to home Schl in state

T004: Tfer to private Schl in state

T005: Tfer to pub schl out of state

T006: Tfr to private schl out of state

T007: Tfr to home schl out of state

T008: Tfr to another country

T009: Deceased

Dropout Codes

D01: Dropped Out: Other

This code is used if a student is not attending school and attempts have been made to get the student back at school or establish where the student went. If there has been an indication that the student has moved but no record request has been received use the D06: Moved not knowing continuing end status.

***NOTE:** Do not use this code unless you have exhausted all options for obtaining information on where the student is attending

The following fields need to be filled out

- End Date
- End Status
- End Comments
 - Due to Reason

D02: Dropped Out: Expulsion

This code is used if a student has been permanently expelled from school.

The following fields need to be filled out

- End Date
- End Status

D03: Dropped Out: Received Cert – NOT CURRENTLY USED

This code is used when students with disabilities exit an education program through the receipt of a certificate of attendance. Currently, Jefferson City Public Schools does not award this type of certificate.

***NOTE:** This code should only be used after a conversation with the special education case manager and counselor.

D04: Dropped Out: Reached Max Age

This code is used when a student with disabilities reaches the age of 21 and has not graduated.

***NOTE:** This code should only be used after a conversation with the special education case manager and counselor.

The following fields need to be filled out

- End Date
- End Status

D05: Dropped Out: GED Program

This code is used when a student enrolls in a GED Program.

***NOTE:** If a student moves to the MO Options at JCAC, an end status of R003: Remained Other would be used.

The following fields need to be filled out

- End Date
- End Status
- End Comments
 - Changed from Jefferson City High School to Jefferson City Academic Center (Grade)

D06: Dropped Out: Moved not known continuing

This code is used when a student ends enrollment at the school and there has been information provided that the student is moving but no record request has been received on the student.

***NOTE:** Do not use this code unless you have exhausted all options for obtaining information on where the student is attending

The following fields need to be filled out

- End Date
- End Status
- End Comments
 - List all of the contacts that have been made (relationship to student, date of contact)

Example: Student drops out of 11th grade, student says they are moving but no records request has been received from the area they moved to. All attempts have been made to figure out if the student is attending school somewhere else.

The screenshot shows a software interface for 'General Enrollment Information' for '11-12 Jefferson City High Scho'. It includes fields for 'Start Date' (08/18/2011), 'End Date' (10/18/2011), 'End Status' (D06: Dropped Out: Moved not known continuing), and 'End Comments' (Phone call - no answer (Aunt, 10/20/11), Phone call - left message (Mom, 10/20/11)). The 'End Date', 'End Status', and 'End Comments' fields are highlighted with red boxes.

Graduated Code

G01: Graduated with Non-College Prep

This code is used when a student graduates from High School. This code and end date will be set at the end of school year by the Office of Student Information, Planning and Assessment, with the exception of early graduates.

***NOTE:** Contact the Office of Student Information, Planning and Assessment (SIPA) if you have students who drop out, attend summer school and obtain enough credits to graduate.

The following fields need to be filled out

- End Date
 - This is the last day of school
- End Status

Remained Codes

If there is an end status on an enrollment with a remained code, you must have the start status with the same remained code in the next enrollment, with the exception of Pre-School to Kindergarten. If a student is enrolled in pre-school and has a remained advanced end status, the Kindergarten start status would be E100: Initial Entry.

R001: Remained: Advanced

*This code is **ONLY** to be used at the **end** of the year when a student follows the standard progression of grades through the schools **OR** when a Nichols Career Center student enters their second year in the program. This code and end date will be set, at the end of school year, by the Office of Student Information, Planning and Assessment.*

R002: Remained: Retained

*This code is **ONLY** to be used at the **end** of the year when a student is retained in a grade level. If an enrollment has an end status of R002, the start status for the next year's enrollment should be R102: Remained Retained and the grade on both enrollments should be the same.*

The following fields need to be filled out

- End Date
- End Status
- End Comments
 - Retained to grade #

R003: Remained: Other

*This code is **ONLY** to be used **during** the year when a student has remained in the building but has changed one or more of the following statuses: Residency Status, Full-Time/Part-Time status **OR** when a student moves between the Jefferson City High School calendar and the Jefferson City Academic calendar **during** the year.*

The following fields need to be filled out

- End Date
- End Status
- End Comments
 - Changed from full time status to part time status (Grade) (Periods , #, #, #)/(Music)/(AM only)
 - Changed from part time status to full time status (Grade)
 - Changed from Jefferson City High School to Jefferson City Academic Center (Grade)

R004: Remained Changed a Grade

This code is **ONLY** to be used **during** the year to show a grade change in the middle of the year.

The following fields need to be filled out

- End Date
- End Status
- End Comments
 - Moved to grade # to #

Example: A student starts the school year in the 11th grade and moves up to the 12th grade mid year.

The screenshot shows a software interface for 'General Enrollment Information' for '11-12 Jefferson City High Scho'. It includes fields for 'Start Date' (08/18/2011), 'End Date' (10/17/2011), 'Start Status' (R101: Remained: Advanced), 'End Status' (R004: Remained Changed a Grade), and 'End Comments' (moved to 12th grade). The 'End Date', 'End Status', and 'End Comments' fields are highlighted with red boxes.

Stopout Codes

S000: Stopout

This code is used when a student initially recorded as a dropout returns to school with one of the two scenarios listed below.

1. **ON OR BEFORE** the fall count date (last Wednesday in September) of the subsequent school year. See Example 1.
2. **AFTER** 20 consecutive **CALENDAR** Days. See Example 2.

***NOTE:** If the student returns **AFTER** the fall count date to any school in the district, the start status is coded as [T108: Tfr from drop-out](#)

The following fields need to be filled out

- Grade
- Start Date
- Start Status
- End Comments
 - Returned from Drop Out Status

Example 1: A student originally drops out due to non-attendance. This student returns to school on or before the count date (last Wednesday of September) of the next school year.

Previous Year Enrollment before the student returns

General Enrollment Information

Calendar: 10-11 Jefferson City High Scho

Schedule (read only): Main

*Grade: 11

Class Rank Exclude: ☐

*Start Date: 08/17/2010

No Show: ☐

End Date: 4/14/2011

End Action:

*Service Type: P: Primary

*Start Status: R101: Remained: Advanced

End Status: D01: Dropped Out: Other

Transfer To District:

Transfer To School:

Start Comments:

End Comments: due to non-attendance (11)

Change the End Status from D01: Dropped Out: Other to S000: Stopout with the start date as when the student returned.

General Enrollment Information

Calendar: 10-11 Jefferson City High Scho

Schedule (read only): Main

*Grade: 11

Class Rank Exclude: ☐

*Start Date: 08/17/2010

No Show: ☐

End Date: 4/14/2011

End Action:

*Service Type: P: Primary

*Start Status: R101: Remained: Advanced

End Status: S000: Stopout

Transfer To District:

Transfer To School:

Start Comments:

End Comments: due to non-attendance (11)

Create the new enrollment with a Start Status of S100: Stopout

General Enrollment Information

Calendar: 11-12 Jefferson City High Scho

Schedule (read only): Main

*Grade: 12

Class Rank Exclude: ☐

*Start Date: 08/18/2011

No Show: ☐

End Date:

End Action:

*Service Type: P: Primary

*Start Status: S100: Stopout

End Status:

Transfer To District:

Transfer To School:

Start Comments: returned from Drop Out Status

End Comments:

Example 2: A student originally drops out due to non-attendance. This student returns to school after 20 consecutive calendar days.

Drop Out Enrollment before the student returns

This screenshot shows the 'General Enrollment Information' form for a student at Jefferson City High School. The form is divided into several sections. The 'Calendar' section shows the school year as '11-12 Jefferson City High Scho'. The 'Schedule (read only)' section shows 'Main' as the selected schedule. The 'End Date' is set to '09/08/2011'. The 'End Status' is set to 'D01: Dropped Out: Other'. The 'End Comments' field contains the text 'due to non-attendance (11)'. The 'Start Date' is '08/18/2011' and the 'Start Status' is 'R101: Remained: Advanced'. The 'Transfer To District' and 'Transfer To School' fields are empty. The 'Start Comments' field is empty.

Change the End Status from D01: Dropped Out: Other to S000: Stopout

This screenshot shows the 'General Enrollment Information' form for the same student. The 'End Status' has been changed from 'D01: Dropped Out: Other' to 'S000: Stopout'. The 'End Comments' field still contains the text 'due to non-attendance (11)'. All other fields remain the same as in the previous screenshot.

Create the new enrollment with a Start Status of S100: Stopout with a Start Date as when the student returned.

This screenshot shows a new 'General Enrollment Information' form for the same student. The 'Start Date' is set to '09/14/2011' and the 'Start Status' is set to 'S100: Stopout'. The 'Start Comments' field contains the text 'returned from Drop Out Status'. The 'End Date' is empty. The 'End Status' is empty. The 'Transfer To District' and 'Transfer To School' fields are empty. The 'Start Comments' field is highlighted with a red box.

Transfer Codes

T001: Tfer to pub schl outside district in state

The following fields need to be filled out

- End Date
- End Status
- Transfer To District (district codes can be found at <http://www.dese.mo.gov/directory/>)
- Transfer to School (school codes can be found at <http://www.dese.mo.gov/directory/>)
- End Comments
 - School transferring from to School transferring to , City and State of school transferring to (Grade)

Example: A student is enrolled at Lewis and Clark and moves to a Public School in Camdenton, MO.

The screenshot shows the 'General Enrollment Information' form for a student at '11-12 Lewis & Clark Middle Sch'. The form is divided into several sections. Red boxes highlight the following fields:

- End Date:** 10/18/2011
- End Status:** T001: Tfer to pub schl outside district in state
- Transfer To District:** Camdenton R-III(015002)
- Transfer To School:** 3000
- End Comments:** Lewis and Clark Middle School to Camdenton Middle, Camdenton MO (08)

Other visible fields include: *Start Date (08/18/2011), *Start Status (R101: Remained: Advanced), *Grade (08), *Service Type (P: Primary), and End Action.

T002: Tfer to pub schl within district

Do Not Use when students are transitioning within the district from elementary school to middle school, middle school to Simonsen, Simonsen to High School, High School to JCAC, and JCAC to High School. The student should have an end status of R001: Remained Advanced if they are following the progression listed above.

The following fields need to be filled out

- End Date
- End Status
- Transfer To District
 - Jefferson City Pub(026006)
- Transfer to School
 - Lewis and Clark: 3000
 - Thomas Jefferson: 3020
 - Belair: 4020
 - Callaway Hills: 4025
 - Cedar Hill: 4030
 - East: 4040
 - Lawson: 4050
 - Moreau Heights: 4060
 - North: 4070
 - South: 4080
 - Pioneer Trail: 5010
 - Thorpe Gordon: 5020
 - West: 5040
 - Southwest Early Childhood Center: 7500
- End Comments
 - School transferring from to School transferring to (Grade)

Example: A student is enrolled at Lewis and Clark and moves to Thomas Jefferson during the school year.

The screenshot shows the 'General Enrollment Information' form. Several fields are highlighted with red boxes to illustrate the example scenario:

- End Date:** 10/18/2011
- End Status:** T002: Tfer to pub schl within district
- Transfer To District:** Jefferson City Pub(026006)
- Transfer To School:** 3020
- End Comments:** Lewis and Clark Middle School to Thomas Jefferson Middle School (08)

T003: Tfer to home Schl in state

***NOTE for PK:** This code can be used as a substitute for a drop out status for pre-school aged children ONLY.

The following fields need to be filled out

- End Date
- End Status
- End Comments
 - School transferring from to Homeschool, City and State they are home schooling the student in (Grade)

A parent of a 2nd grader from Belair is moving to St. Louis and decides to home school their child.

The screenshot shows the 'General Enrollment Information' form for a student at '11-12 Belair Elementary School'. The form is divided into several sections. The 'Calendar' section shows the 'Main' schedule, with 'Start Date' (08/18/2011) and 'End Date' (10/18/2011) highlighted with red boxes. The 'End Status' dropdown is set to 'T003: Tfer to home Schl in state', also highlighted with a red box. The 'End Comments' field contains the text 'Belair to Home school, St. Louis MO (02)', highlighted with a red box. Other fields include 'Start Status' (R101: Remained: Advanced), 'Transfer To District', 'Start Comments', 'End Action', 'End Grade' (02), 'Class Rank Exclude', and 'Service Type' (P: Primary).

T004: Tfer to private Schl in state

The following fields need to be filled out

- End Date
- End Status
- End Comments
 - School transferring from to Private School transferring to, City and State Private School is located in (Grade)

Example: A student from Simonsen transfers to Helias High School

The screenshot shows the 'General Enrollment Information' form for a student at '11-12 Simonsen Ninth Grade Cen'. The form is divided into several sections. The 'Calendar' section shows the 'Main' schedule, with 'Start Date' (08/18/2011) and 'End Date' (10/18/2011) highlighted with red boxes. The 'End Status' dropdown is set to 'T004: Tfer to private Schl in state', highlighted with a red box. The 'End Comments' field contains the text 'Simonsen to Helias High School, Jefferson City MO (09)', highlighted with a red box. Other fields include 'Start Status' (R101: Remained: Advanced), 'Transfer To District', 'Start Comments', 'End Action', 'End Grade' (09), 'Class Rank Exclude', and 'Service Type' (P: Primary).

T005: Tfr to pub schl out of state

The following fields need to be filled out

- End Date
- End Status
- End Comments
 - School transferring from to School transferring to , City and State of school transferring to (Grade)

Example: A student is enrolled at Lawson and moves to a Public School in Little Rock, AR.

The screenshot shows the 'General Enrollment Information' form for a student transferring from Lawson Elementary School. The form includes fields for Start Date (08/18/2011), End Date (10/18/2011), Start Status (R101: Remained: Advanced), End Status (T005: Tfr to pub schl out of state), and End Comments (Lawson to Stephens Elementary, Little Rock AR (02)). The End Date, End Status, and End Comments fields are highlighted with red boxes.

T006: Tfr to private schl out of state

The following fields need to be filled out

- End Date
- End Status
- End Comments
 - School transferring from to School transferring to , City and State of school transferring to (Grade)

Example: A student is enrolled at Thomas Jefferson and moves to a Private School in Chicago, IL.

The screenshot shows the 'General Enrollment Information' form for a student transferring from Thomas Jefferson Middle School. The form includes fields for Start Date (08/18/2011), End Date (10/18/2011), Start Status (R101: Remained: Advanced), End Status (T006: Tfr to private schl out of state), and End Comments (Thomas Jefferson to Immaculate Conception, Chicago IL (07)). The End Date, End Status, and End Comments fields are highlighted with red boxes.

T007: Tfr to home schl out of state

***NOTE for PK:** This code can be used as a substitute for a drop out status for pre-school aged children ONLY.

The following fields need to be filled out

- End Date
- End Status
- End Comments
 - School transferring from to Homeschool, City and State they are home schooling the student in (Grade)

A parent of a 2nd grader from Belair is moving their child to Virginia and will be home schooling them.

The screenshot shows the 'General Enrollment Information' form. The 'Calendar' section is set to '11-12 Belair Elementary School'. The 'End Date' is set to '10/18/2011'. The 'End Status' is set to 'T007: Tfr to home schl out of state'. The 'End Comments' field contains 'Belair to Home school, Richmond VA (02)'. The 'Start Date' is '08/18/2011' and the 'Start Status' is 'R101: Remained: Advanced'. The 'Transfer To District' is set to 'Jefferson City Publ(026006)'. The 'Transfer To School' is set to 'P: Primary'.

T008: Tfr to another country

This code is used if a student is moving to another country and it is assumed the student will be continuing their education in that country.

The following fields need to be filled out

- End Date
 - End Status
 - End Comments
 - School transferring from to Country they are moving to (Grade)
- * Note:** if the School and City the student will be attending are known, enter that information in the comments.

Example: A student moves from Pioneer Trail to Germany

The screenshot shows the 'General Enrollment Information' form. The 'Calendar' section is set to '11-12 Pioneer Trail Elementary'. The 'End Date' is set to '10/18/2011'. The 'End Status' is set to 'T008: Tfr to another country'. The 'End Comments' field contains 'Pioneer Trail to Germany (05)'. The 'Start Date' is '08/18/2011' and the 'Start Status' is 'R101: Remained: Advanced'. The 'Transfer To District' is set to 'Jefferson City Publ(026006)'. The 'Transfer To School' is set to 'P: Primary'.

T009: Deceased

The following fields need to be filled out

- End Date
- End Status

The screenshot shows a web form titled "General Enrollment Information" for "11-12 Jefferson City High Scho". The form is divided into several sections. The "Schedule (read only)" section includes a "Main" dropdown, a "Grade" dropdown set to "12", and a "Class Rank Exclude" checkbox. The "Start Date" is "08/18/2011" and the "End Date" is "10/18/2011", both highlighted with red boxes. The "Start Status" is "R101: Remained: Advanced". The "End Status" is "T009: Deceased", also highlighted with a red box. Other fields include "End Action", "Service Type" (set to "P: Primary"), "Transfer To District", "Transfer To School", "Start Comments", and "End Comments".

Field	Value
Calendar	11-12 Jefferson City High Scho
Schedule (read only)	Main
Grade	12
Class Rank Exclude	<input type="checkbox"/>
*Start Date	08/18/2011
No Show	<input type="checkbox"/>
End Date	10/18/2011
*Start Status	R101: Remained: Advanced
End Status	T009: Deceased
End Action	
*Service Type	P: Primary
Transfer To District	
Transfer To School	
Start Comments	
End Comments	