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 <u>ONLY</u> have an end status of Remained Advanced or Remained Retained. The student <u>MUST</u> 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. 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.

<u>Dropout Codes</u>	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
 - o 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.

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

D06: Dropped Out: Moved not known continuing

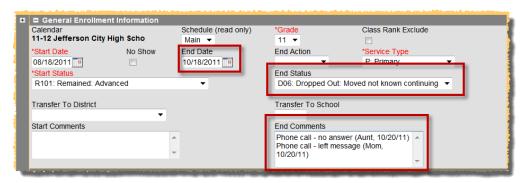
This code is used when a student ends enrollment at the school and there has been information provided that the student is moving but no record request has been received on the student.

***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.



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.

- 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 <u>ONLY</u> to be used at the <u>end</u> of the year when a student follows the standard progression of grades through the schools <u>OR</u> 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 <u>ONLY</u> to be used at the <u>end</u> 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
 - o Retained to grade #_

R003: Remained: Other

This code is <u>ONLY</u> to be used <u>during</u> 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 <u>OR</u> when a student moves between the Jefferson City High School calendar and the Jefferson City Academic calendar <u>during</u> the year.

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

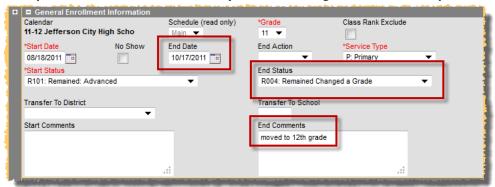
R004: Remained Changed a Grade

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
 - o Moved to grade # to #

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



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.

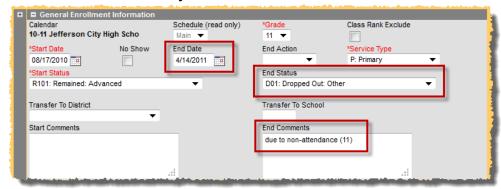
- 1. <u>ON OR BEFORE</u> the fall count date (last Wednesday in September) of the subsequent school year. See Example 1.
- 2. <u>AFTER</u> 20 consecutive <u>CALENDAR</u> Days. See Example 2.

*NOTE: If the student returns <u>AFTER</u> the fall count date to any school in the district, the start status is coded as <u>T108</u>: <u>Tfr from drop-out</u>

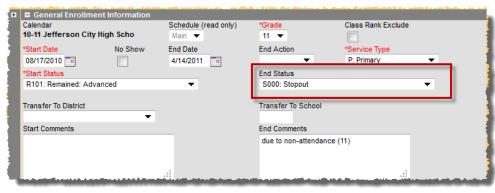
- Grade
- Start Date
- Start Status
- End Comments
 - Returned from Drop Out Status

<u>Example 1:</u> 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.

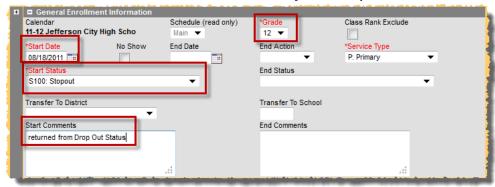
Previous Year Enrollment before the student returns



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

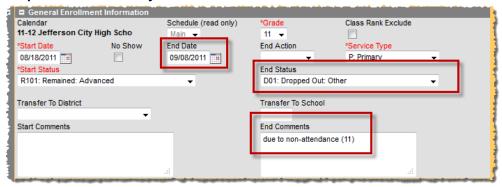


Create the new enrollment with a Start Status of S100: Stopout

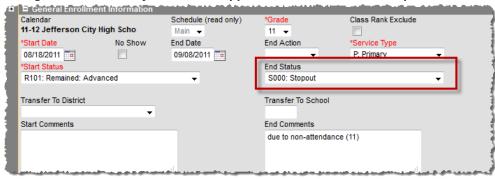


<u>Example 2:</u> A student originally drops out due to non-attendance. This student returns to school after 20 consecutive calendar days.

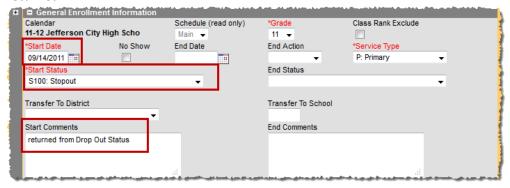
Drop Out Enrollment before the student returns



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



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



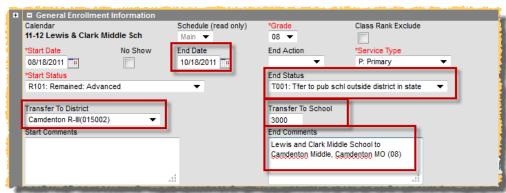
Transfer Codes

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.



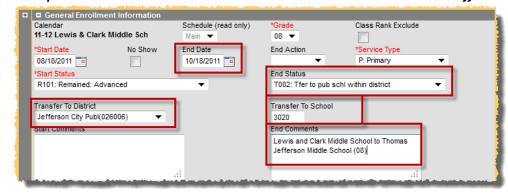
T002: Tfer to pub schl within district

<u>**Do Not Use**</u> 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
 - o Jefferson City Pub(026006)
- Transfer to School
 - Lewis and Clark: 3000Thomas Jefferson: 3020
 - o Belair: 4020
 - Callaway Hills: 4025Cedar Hill: 4030
 - East: 4040Lawson: 4050
 - o Moreau Heights: 4060
 - North: 4070South: 4080Pioneer Trail: 5010Thorpe Gordon: 5020
 - o West: 5040
 - Southwest Early Childhood Center: 7500
- End Comments
 - o <u>School transferring from</u> to <u>School transferring to</u> (<u>Grade</u>)

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



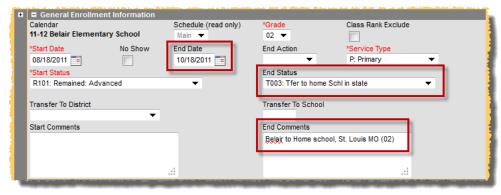
T003: Tfer to home Schl in state

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

The following fields need to be filled out

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

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

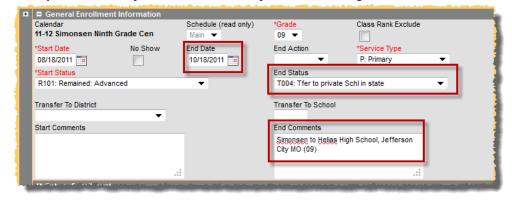


T004: Tfer to private Schl in state

The following fields need to be filled out

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

Example: A student from Simonsen transfers to Helias High School

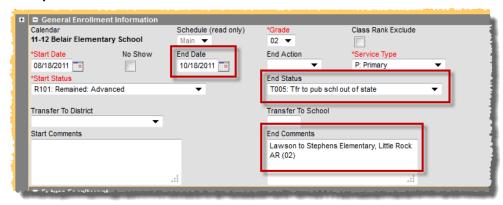


T005: Tfer to pub schl out of state

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.

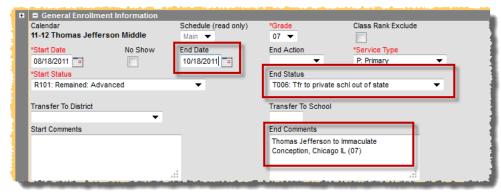


T006: Tfr to private schl out of state

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.

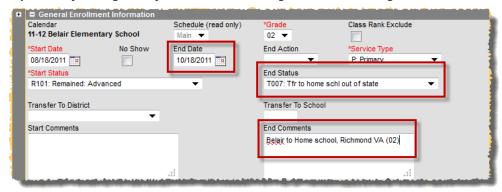


T007: Tfr to home schl out of state

*NOTE for PK: This code can be used as a substitute for a drop out status for <u>pre-school</u> aged children <u>ONLY</u>. The following fields need to be filled out

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

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



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
 - o 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



T009: Deceased

- End Date
- End Status

