

Intradistrict Communication

DATE: August 27, 2021

TO: Registrars

FROM: Steven Harwood, Information Systems Support Services & Programming Mgr.
Chris Richards-Khong, Teaching and Learning Staff Assistant Administrator

SUBJECT: **Dropout Cohort Report**

In an effort to improve our dropout statistics at the State Board of Education, it is important that we correctly account for each student's enrollment. Please find your school's current Dropout Cohort report in the files provided by JSD Information Systems in Move It. This is a report of students who will be counted as dropouts for your school. Please review each record on this report to determine whether or not an existing dropout exit code can be changed (thus lowering your dropout rate.) Enter the corrected information and return the report in the same electronic format as was sent to you via MoveIt to jenny.fox@jordandistrict.org in Information Systems by Friday, October 1st. Please also send a cc copy to Chris Richards-Khong in Teaching and Learning.

Attached in the items provided will be a worksheet to assist you in choosing the correct exit codes. If a corrected exit code is not entered in the "New Code" field, the student's record will remain a dropout, so be sure to enter the corrected exit code in the "New Code" field and NOT the "Notes" field. The "Notes" field is for your use only; no action will be taken on something written in that field.

All corrections made on this report will be reflected in the State system and not in Skyward. If you wish to have any action taken on a student's record in Skyward (such as fixing previous years' enrollment), please call the Information Systems helpdesk at 801-567-8737.

If the student has a duplicate SSID number, please indicate the duplicate number in the "SSIDs to Merge" field. You will also need to send an email to jenny.fox@jordandistrict.org if you wish to have the SSID merge expedited, but still indicate the duplicate number on this report. Please begin to initiate merges immediately. Due to the timing of when the state generated the list it's possible that some merges have already been communicated to Jenny. If this is the case please still enter them on the spreadsheet so we can verify they've been completed.

Feel free to contact the Information Systems Help Desk at 801-567-8737 with any questions as you work through this process. The UTREX system is a great help in locating students. (If you don't have access to UTREX, your principal may request access for you by emailing a request to Information Systems.) Permanent records requests from schools might help, as well as demographic information from siblings, family and even previous Emergency contacts. Southpointe High is great at sharing their graduation list. The latest grad list will be attached.

cc: Secondary Principals
crk/cw