

JORDAN SCHOOL DISTRICT
Patrice A. Johnson, Ed.D., Superintendent of Schools
West Jordan, Utah

Intradistrict Communication

DATE: August 15, 2016

TO: Secondary Principals
Secondary School Registrars

FROM: Administrator of Schools *AS*
Dr. Anthony Godfrey, Associate Superintendent of Schools *AG*
Luann Leavitt, Planning and Student Services *LL*
Steven Harwood, Information Systems *SH*

SUBJECT: Dropout Report for the 2015-16 School Year –
State Reporting Deadline

The students on the list sent to you through "Move It" are students who should have graduated in 2016 and need to be resolved. In an effort to improve our drop out data with the State Board of Education, the following students need to be accounted for as follows:

The codes are as follows:

1. UN – Unknown – these students are shown as a member of Jordan School District and never showed up in another system within the state or left the state or country. If they are not resolved, they will translate into our drop-out rate. They need to be resolved by either:
 - o updating the attached file to the correct exit code;
 - o contacting the school who requested records to resolve duplicate SSID issues that may have been created on that student at the receiving school. Please contact the school and determine the data needing to be updated regarding both records. (Birth Certificate should be used when entering legal names). Email both SSID numbers through Move it to Denise Smith at denise.smith@jordandistrict.org and indicate which SSID is accurate. Information Systems will then let the State know which two SSID numbers need to be merged into the correct data. Send the merge corrects as soon as you find them to Denise. They take longer to correct. Indicate the correction on the master drop out sheet.
 - o If the student has returned to a school in Jordan School District and that student's name is on the list then a duplicate SSID number has been created within the District and needs to be resolved with the receiving school. Please contact the school and determine the data needing to be updated regarding both records. (Birth Certificate should be used when entering legal names). Email both SSID numbers through Move it to

Denise Smith at denise.smith@jordandistrict.org and indicate which SSID is accurate. Information Systems will then let the State know which two SSID numbers need to be merged into the correct data. Send the merge corrects as soon as you find them to Denise. They take longer to correct. Indicate the correction on the master drop out sheet.

- UTREX – look up in State Systems to see if another school is reporting a current enrollment.

EXIT CODES:

AE	Transferred to adult education (See note 4)
DE	Death
DO	Dropout –Type in a reason in the comment section of Skyward. (Employed, marriage, unknown, etc.)
EX	Expelled
FE	Foreign student (See note 2)
GED	Exited school but earned a GED by year's end (See note 3)
HE	Transferred to higher ed, except UCAT (See note 4)
OG	Other Graduate (includes previous codes of AO, CT Q4)
11	Early Grad – 11 th grade (See note 1)
Q1	Early Grad – 1 st quarter senior year (See note 1)
Q2	Early Grad – 2 nd quarter senior year (See note 1)
Q3	Early Grad – 3 rd quarter senior year (See note 1)
TC	Transfer out of country- Requires written documentation
TD	Transfer within the Jordan School District. (See note 5) Requires written documentation.
TD	Kindergarten students who are withdrawing, but will repeat kindergarten the following year
TH	Home taught- (See note 8) Completed Home School Affidavit required
TO	Transfer to school outside of state – Requires written documentation
TN	ALWAYS and ONLY when the transfer was explicitly by choice because of and in accordance with NCLB provisions. (See note 5) Open Enrollment school choice.
TP	Transfer to private school (See note 8)
TR	Transfer to a charter school (See note 5)
TS	Transfer to school outside our district but within the state (If parents don't know the name of the new school, get written documentation of the location where they will be relocating.) (See note 5)
TT	Transfer to another track in school
UC	Transfer to Utah college of Applied Technology (See note 4)
UN	Unknown - Used when K-6 records are not sent for. (Can use TO when records are not sent for if you have written documentation from parents stating where they will be relocating.)
WD	General withdraw due to illness (See note 7)
WM	Withdraw medical – Requires written documentation
WP	Withdrawn from pre-school

GRADUATION/DIPLOMA STATUS:

- AO** Aged out of special education (See note 1)
- CT** Certificate of Completion – awarded by LEA (See note 1)
- DO** Student finishes the year, but no other graduation codes apply – Used for Seniors only
- G3** Basic High School Diploma, IEP team has determined that the student's participating in statewide assessment is through the UAA – Used for Seniors only
- GM** Basic High School Diploma, did not meet requirements of GR, or G3 but did satisfy other criteria provided specifically for military children in Utah Code 53A-11-1404
- GP** Graduation Pending – Used for Seniors only
- GR** Graduated with a diploma (including Early Graduate)
- RT** Retained Seniors (special education student only) – Used for Seniors only

2. GP – Graduation Pending, please indicate
 - a. if the student did graduate,
 - b. returned to the school,
 - c. or did not finish.
3. AE – Adult Education – The student went on to Adult Education (South Point Academy)
4. GE – GED – The student received their GED
5. RT – Retained Senior – validate that the student is still eligible for Special Education Services.

The SSID resolutions are going to take time working with the State. Please begin working on those issues first. **Email both SSID numbers through Move it to Denise Smith at denise.smith@jordandistrict.org and indicate which SSID is accurate.**

Please call us at 567-8183 if you have any questions pertaining to the recording for dropouts for the 2015-16 school year. You can also verify dropout information and codes on pgs. 6 & 7 in the Planning & Student Services Manual located on the Jordan School District website. These updates need to be completed and back to Planning & Student Services in the electronic format through "Move it" by October 1, 2016.

Thank you for your assistance.

Attachments: School Year Dropout work copies.