District Exit Page

Version 1.1 Updated June 5, 2018

Documenting where students have gone after leaving our district has been centralized in the PowerSchool **District Exit** page. Documentation is required for *both* of the following types of students:

1) All Grade 7–12 students who have finished the prior school year but did not graduate or show up in the current school year.

2) Grade 7–12 students who have left sometime during the current school year.

COMPLETING THE DISTRICT EXIT PAGE AFTER WITHDRAWING A STUDENT

After withdrawing a student in grades 7 through 12, please fill out the **District Exit** page if the student has left San Diego Unified.

Follow the steps below to fill out the **District Exit** page.

1. Log into **PowerSchool**. Find the withdrawn student you need. On the left side of the screen, under the **Enrollment** area, click **District Exit**.
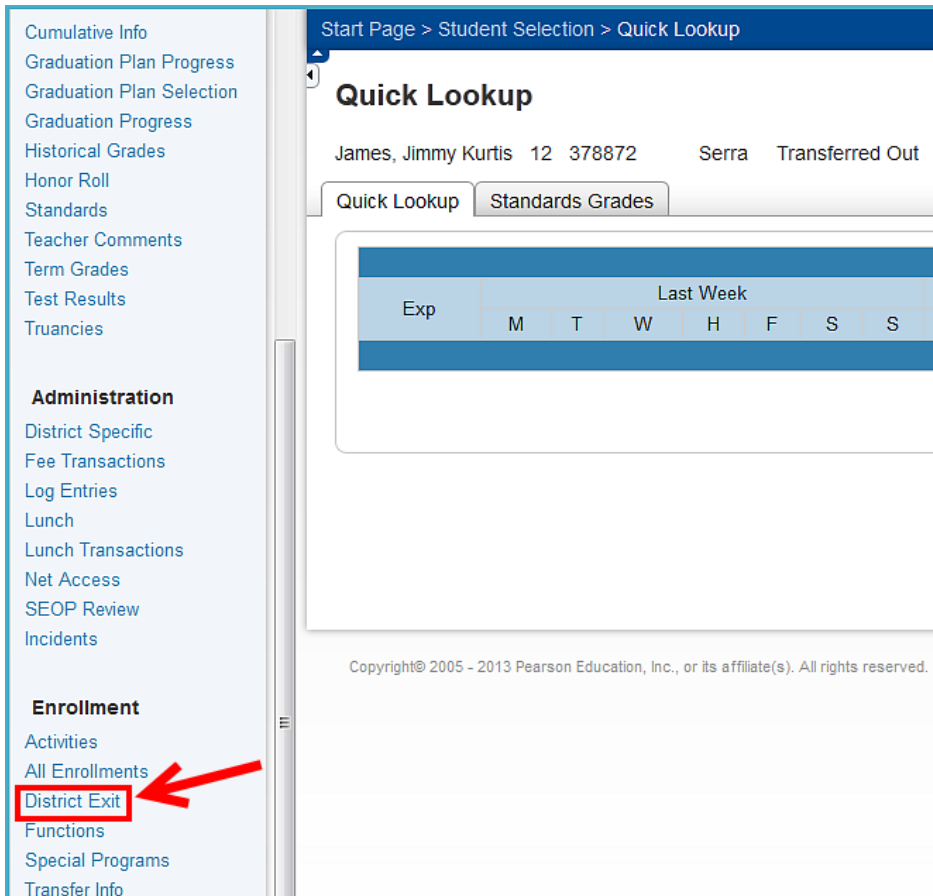
2. Select the appropriate state exit code from the **State Exit Code** drop-down.

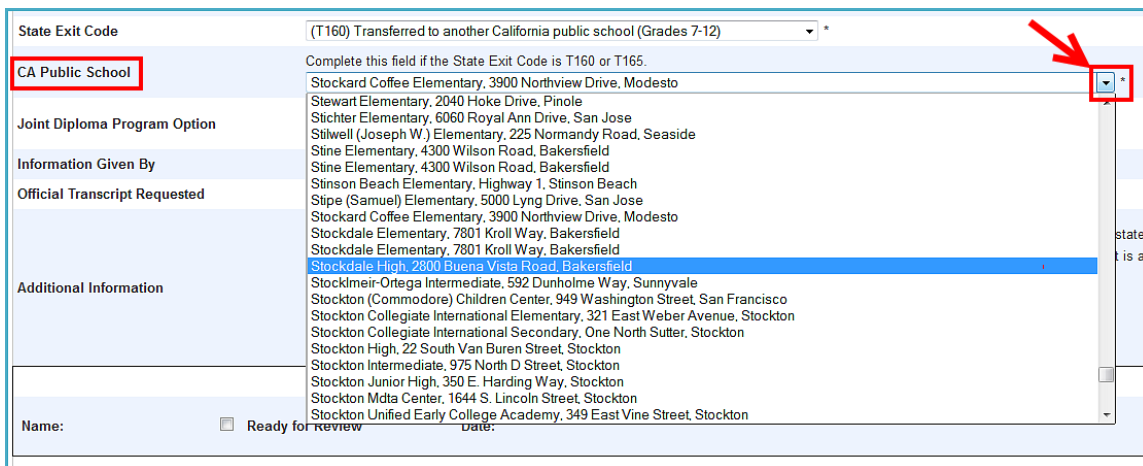   See the table beginning on page 7 for help on choosing the correct exit code.

The complete list of official state Exit Codes can be found in this document:

https://www-classic.sandi.net/dar/R_R/SpecialProcedures/Exits/StateExitCodes.pdf

3. If you selected *(T160) Transferred to another California public school (Grades 7-12)* or *(T165) Expelled – enrolled in another California public school* in Step 2 above, you need to select the school from the **CA Public School** drop-down. If you selected any other codes, you will not use this field. The schools are listed alphabetically and include the school's address. This drop-down menu includes all currently open public schools in California and is updated on a regular basis, so all schools should be listed.

    NOTE: These schools are listed by their official school name. If you do not see the school in this menu, you'll need to find out the official name of the school. A tool that could be helpful in finding a school's name can be found at **http://www.cde.ca.gov/re/sd/**.

    NOTE: If the school the student transferred to is not listed, please select another school from the drop-down and type in the actual school name and location in the **Additional Information** field. See Step 7 for more details.
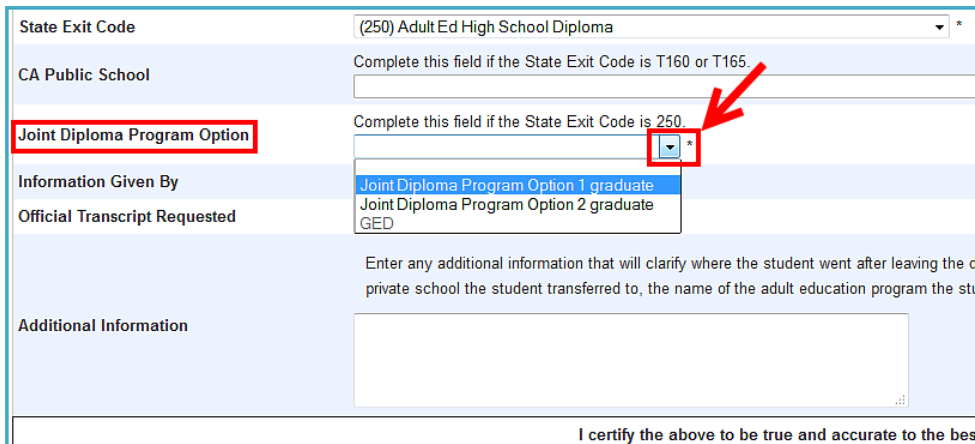
4. If you selected *(250) Adult Ed High School Diploma* in Step 1 above, you must select the type of graduate from the **Joint Diploma Program Option** drop-down:

    a. Joint Diploma Program Option 1 graduate

    b. Joint Diploma Program Option 2 graduate

    NOTE: You will also see GED listed which cannot be selected as this is only used in prior years.
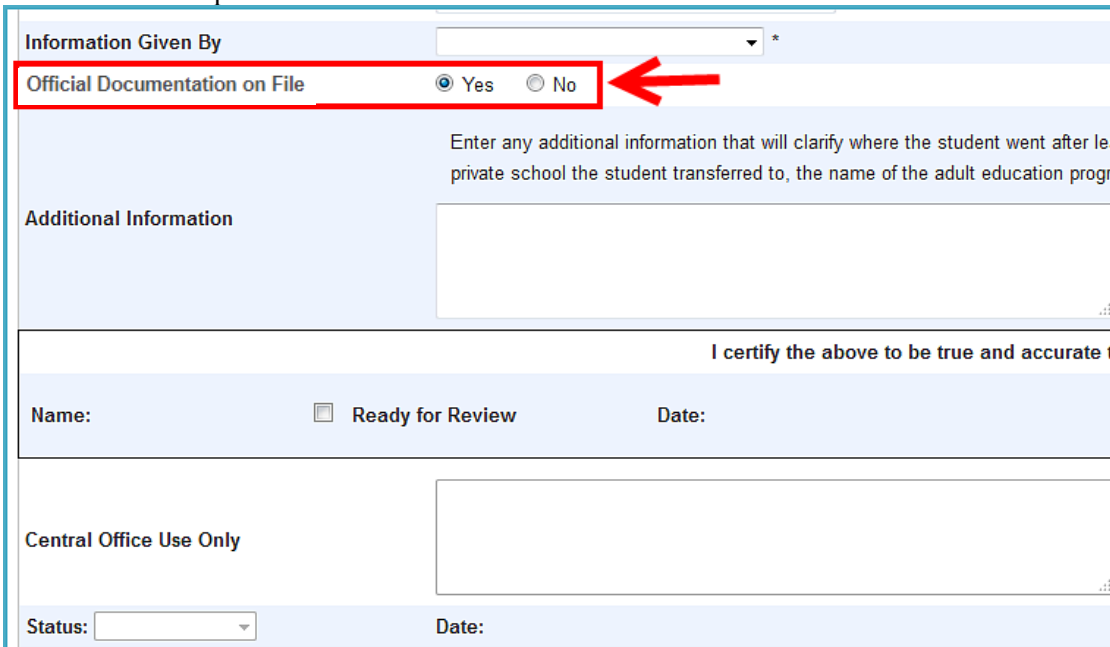
5. Select how the information was received in the **Information Given by** drop-down.

6. If the student went to another school, please choose either **Yes** or **No** from the **Official Documentation on File** field. You must select **Yes** for students who transferred to a private school (T180) or out of state (T200). The official written documentation that the student is enrolled at the private or out-of-state school must be kept in the student's file.

7. **Additional Information** field: This is used to indicate any other relevant information and is required for certain state codes. There is a 900 character limit to this field.

   a. If the student enrolled in any of the following, then the name of the school or facility needs to be entered in this **Additional Information** field:

      i. private school in California

      ii. any school outside of California

      iii. institution for a high school diploma

      iv. institution *not* for a high school diploma

      v. adult education program

      vi. college or university

   b. If the student moved to another country, then the name of the country needs to be entered here.

   c. If the student left for a medical reason, then the medical reason needs to be entered here.

   d. If the student entered a health care facility, the name of the facility needs to be entered here.

NOTE: Any other documentation or explanation that you feel is helpful or necessary may be entered in this field.

8. When all of the information is complete and accurate, check the **Ready for Review** box and click **Submit**. This signals the Central Office staff to look over the data. If the data appear accurate and complete, then t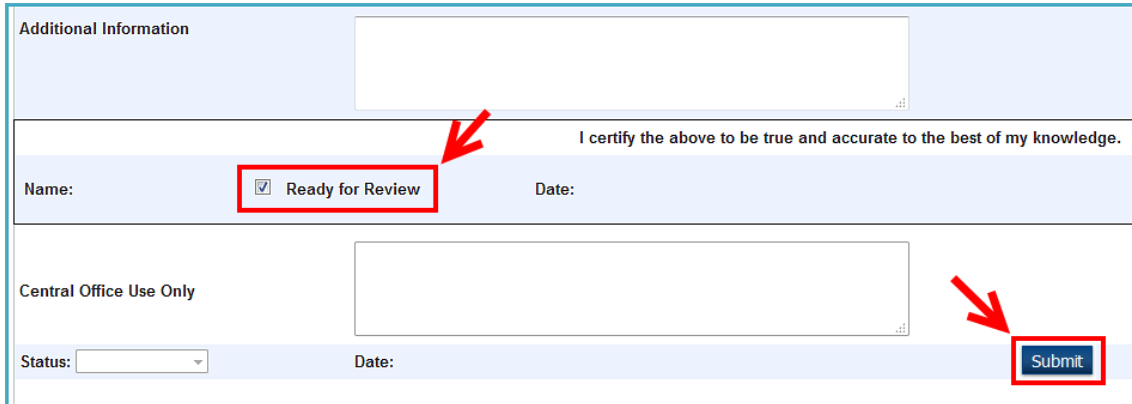he Central Office staff will choose **Approved** from the **Status** menu, and nothing more needs to be done by you for that student.
NOTE: Your name and today's date will automatically display *after* you have clicked **Submit**.

9. If there are questions about the student or corrections that need to be made, then the Central Office staff will choose **Not Approved** from the **Status** menu and write notes in the **Central Office Use Only** field to indicate what needs to be changed or looked into. They will also uncheck the **Ready for Review** box, indicating that changes need to be made. Once you have made corrections, repeat Step 8, above, and Central Office staff will check the information again. When Central Office staff finds the data accurate and complete, they will choose **Approved** from the **Status** menu, and nothing more needs to be done by you for that student.

KEY POINTS TO KEEP IN MIND WHILE COMPLETING THE DISTRICT EXIT PAGE

1. See the table on the next three pages for common withdrawal scenarios and which code should be used when completing the District Exit page. Don't enter anything in the **District Exit** page if student is transferring to another San Diego Unified school (this includes our district charter schools).

2. Don't fill out if you have incomplete information on the student or if you know nothing about what happened to the student. Keep investigating and following up with contacts.
Note: It's *not* a good practice to state that a student is a dropout when the student is likely to re-enroll by October of the following year, the state's deadline for dropouts.

3. Do *not* code **graduates** of a High School Diploma Program (HSDP) as 100. Code them as **250**.

4. Code **county programs**, for example, Juvenile Hall, as **T160**.

5. Code **all non-San Diego Unified charter schools** as **T160**.

LIST OF COMMON SCENARIOS TO HELP FIGURE OUT HOW TO CODE EXITING DISTRICT STUDENTS

Note: The complete official list of the State Codes can be found in the following document on the web:

https://www-classic.sandi.net/dar/R_R/SpecialProcedures/Exits/StateExitCodes.pdf

Situation	Status to Select
Student **moved within California** (to Los Angeles or Carlsbad, or Fresno, or San Francisco, etc.)	Find out if the student is enrolled in school there? If yes: T160 — Transferred to another California public school (Grades 7-12) **or** T180 — Transferred to a California Private School If no: E140 — Dropout, no known enrollment
Student moved to **another state**.	If it is *known* that the student is *not* enrolled in school: E140 — Dropout, no known enrollment else T200 — Transferred to a school in another state
Student moved to **another country**. (This includes exchange students who went back to their home country.)	T240 — Moved to another country
Student is in **Juvenile Hall, Summit, Sarah Anthony, or any other county program**.	T160 — Transferred to another California public school
Student is enrolled in an adult education program, working towards a GED or high school diploma. For example, Continuing Education's Educational Cultural Complex (ECC), Miramar, Mesa, City College, Cesar Chavez, Mid-City, North City, etc.	T260 — Transferred to an adult education program
Student is enrolled in **college**, working towards an AA or BA degree.	T280 — Transferred to college for an AA/BA degree
Student is going to **Job Corps or Urban Corps**	Confirm that the student is taking classes to get a GED T370 — Transferred to an institute for a HS Diploma
Student enlisted in the **military**	T380 — Transferred to an institute NOT for a HS Diploma
Student **graduated from another school district**	T160 — Transferred to another California public school (Grades 7-12) **or** T180 — Transferred to a California Private School **or** T200 — Transferred to a school in another state
Student completed a **GED at another school**	Find out the type of school and code appropriately: T260 — Transferred to an adult education program **or** T370 — Transferred to an institute for a HS diploma
Student is an **Option 2 graduate**	250 — Adult Ed High School Diploma
Student is a **JDP grad or graduated from an HSDP program**	250 — Adult Ed High School Diploma
Student is a non-diploma bound Special Ed student who received a **Certificate of Completion** (or a prior **Letter of Recognition**)	120 — Received Special Education certificate of completion
Student was **expelled**.	If the student enrolled somewhere in California, including Sarah Anthony, Camp Barrett, or even Juvenile Hall after being expelled: T165 — Expelled – enrolled in another California public school If the student did *not* enroll in school anywhere after being expelled:

	E300 — Expelled, not enrolled

Student is being **home schooled**	Ask which kind of home schooling program student is enrolled in: one that is affiliated with a public school/district or a private school/district.
	    T160 — Transferred to another California public school **or**
	    T180 — Transferred to a California Private School **or**
	    T200 — Transferred to a school in another state

Student was supposed to show up at your school but didn't.	N470 — No Show – Enrollment Dropped