Exit Page FAQs

- **Why do I need to fill out the exit page?**
  The short answer: to accurately report which students are and are not dropouts. The long answer: the approved exit code on the Exit Page gets transferred to the exit code on the Transfer Info page. That exit code then gets reported to the state. Accurate reporting of where students went after leaving our district reduces the number of dropouts for our schools and increases the graduation rates for our high schools.

- **What do I do if the student transfers to a charter school?**
  If the charter school is not in our district, please code as T160 (Transferred to another California public school) and select the school from the CA Public School drop-down.

  If the charter school is in our district and uses PowerSchool, then you don't have to fill out the exit page.

  If the charter school is in our district and doesn't use PowerSchool, then please code as T160 (Transferred to another California public school) and select the school from the CA Public School drop-down. These charter schools are Audeo, Charter School of San Diego, Einstein Middle, Ingenuity, and Laurel Prep.

- **The district school that the student transferred to didn't pick up the student in PowerSchool. Now what do I do?**
  Please call the school to make sure the student actually enrolled there. And, ask them to enroll the student in PowerSchool. If they used a different local student ID or created a new one, please call the Help Desk to let the IT Department know, and they will let you know how to proceed.

- **The student is going to an HSDP program in the district. What do I do?**
  You do not need to fill out the exit page. But, please be sure that when the student is transferred out of your school, you use the T260 (Transferred to an adult education program) exit code.

- **What exit code do I use when the student goes to Juvenile Hall?**
  For any county program, including Juvenile Hall, please use T160 (Transferred to another California public school), and select either "San Diego County Community" or "San Diego County Court," as appropriate, from the CA Public School drop-down.

- **The parent told us that they are moving to Los Angeles/Nebraska/Hawaii/San Francisco, but they don't know what school they are enrolling their student in. What do I do?**
  If the student is enrolling in a school in California, please follow up with the family to find out what school they ended up enrolling in.

  If a public school, then use the T160 exit code and select the school from the drop-down.

If a private school, then use the T180 exit code and indicate which school in the Additional Information field. Official written documentation of the student's enrollment in a private school needs to be put in the student's file and indicated on the District Exit page.

If the student in enrolling in a school in another state, then code as T200 (Transferred to a school in another state) and indicate which school in the Additional Information field. Official written documentation of the student's enrollment in an out-of-state school needs to be put in the student's file and indicated on the District Exit page.

- **The student's parents didn't let us know where the student went and I haven't received any requests for records. Now what do I do?**
  Please call all numbers for all contacts, as well as email the parents.

- **We called the parents, and they are not calling us back. Now what do I do?**
  If you are not reaching the parents or getting a return call, then call all numbers for all contacts, or email the parents.

- **We called all numbers for all parents and contacts, but all numbers were bad and/or we didn't reach anybody and/or nobody has returned phone calls. Now what?**
  Unfortunately, it sounds like you need to code this student as a dropout (E140 – Dropout, no known enrollment, for students under age 18, or E400 – Dropout, unknown reason, for students ages 18 or older).

- **Why is a student on our list when he was a no-show at our school? He never went to our school.**
  As long as the no-show enrollment record is the student's most recent enrollment record, that school will have that student on their exit page list. However, the IT Department deletes the no-show record on a regular basis, so the student will eventually come off your school's list and go on his prior school's list. So, please don't fill out the exit page for these students.

- **There is already information on my student's exit page, but it's not correct. And, it says "Student has a new exit date. Please update exit page information." What's going on?**
  This student had previously exited the district, and his exit page had been filled out. However, the student has since re-enrolled in a district school and exited the district again. So, the exit page needs to be updated with the most current information on the student's whereabouts.

- **I ran the report called Exit SDUSD Students (in System Reports, sqlReports 4, under CALPADS), and there are students on that list who I've already filled out exit pages for. Why are they still on my list?**
  Students will stay on your list until the Central Office approves the exit page. Exit pages are approved when the information is complete and verified. Sometimes, other California public school districts are slow to upload their student enrollments into CALPADS, so it may take a few weeks for an exit page to be approved.

- **Do I need to fill out exit pages for the graduates at my school?**
  No, you do not need to fill out exit pages for the graduates at your school. The exit page will be updated using the information in Grad Docs, so please make sure the information in Grad Docs is accurate.

- **Why does it say "Mara Bernd" as the person who filled out some of our school's exit pages?**
  She works in the Central Office and has graciously filled out your students' exit pages for you. She does this when she finds students who have enrolled in other public school districts in California. There is no need to adjust the information or re-submit the exit page, unless the student has since re-enrolled in the district and has left again. Then, the student's most recent exit information needs to go on the exit page.