



---

# SLED DATA MANAGEMENT

---

## EXIT MANAGEMENT

FEBRUARY 23, 2024

OFFICE OF STATE SUPERINTENDENT OF EDUCATION



---

## Table of Contents

Introduction .....	4
Purpose .....	4
Why is Documentation Collected?.....	4
What Data will the Exit Management Flag? .....	4
Who has Access Data Management modules?.....	4
Log into the Exit Management.....	5
LEA Exit Summary (LEA Approver Dashboard).....	6
Search Student Exit .....	6
Incomplete Exit Summary .....	7
Completed Exit Summary.....	8
LEA Exit Exception Summary.....	8
Exit Roster .....	9
Incomplete, Completed and Exception by School .....	10
School Exit Summary (School Approver Dashboard) .....	11
Student Page .....	11
Student Information .....	11
Incomplete Exit Details .....	12
Buttons.....	13
Enter Exit Verification Notes.....	14
Exit Verification Notes History .....	14
Exit Verification History .....	15
In-State Pending Exits .....	15
Uncertified Graduates.....	15
Exception Details.....	16
Resolution Status Flow.....	16
Automatic Closure of an Exit Record .....	18
Appendix A: Resources .....	18
Appendix B: Document Descriptions .....	19
Appendix C: Exit Codes Overview .....	23
Appendix D: Exit Exceptions Examples .....	32
Overlapping Enrollment.....	32
Example 1: Same LEA and school.....	32



---

Example 2: Different LEAs .....	33
Example 3: Different LEAs .....	33
Exceeded Maximum Age for Special Education Services.....	34
Example 4: Age Under 22.....	34
Under Compulsory Attendance Age .....	34
Example 5: Age 5 or Older .....	34
Died or Is Permanently Incapacitated.....	35
Example 6: Died or Is Permanently Incapacitated .....	35



## Introduction

### Purpose

The Exit Management will provide real-time notification to local education agencies (LEAs) of discrepancies within a student's stage 5 enrollment record between the LEA's student information system (SIS) and enrollment data maintained by OSSE. Exit Management will reduce the administrative burden on LEAs to conduct multiple stage 5 enrollment data verifications throughout the school year. It will facilitate accurate and reliable enrollment data and help derive enrollment counts, monitor student movement, inform funding to ensure adequate resources, and contribute to the development of education strategy and policy throughout all the public schools and public charter schools in the District of Columbia (DC). In addition, entry and exit codes are used for several federal reporting requirements, such as Indicator 2 of the Individuals with Disabilities Education Act Annual Performance Report (IDEA APR) and Adjusted Cohort Graduation Rate (ACGR).

### Why is Documentation Collected?

Historically, OSSE has only collected documentation from diploma-granting LEAs primarily serving grades 9 – 12 for ACGR purposes. For the 2016-17 school year, OSSE has begun collecting documentation on specific exit codes for all LEAs for the following reasons:

1. To ensure exited students outside of the public school system in the District are receiving educational services;
2. To define the LEA enrollment roster for Uniform Per Student Funding Formula (UPSFF);
3. To report on dropouts for students in grades 7 - 12;
4. To better monitor student movement and outcomes;
5. To verify exited students for documented severe physical or mental illness, permanently incapacitated or died;
6. To verify and update enrollment dates; and
7. To verify the use of exit codes.

### What Data will the Exit Management Flag?

Exit Management focuses on students' exits from the LEA and sorts exits into three categories:

1. **Completed Exits** – records OSSE considers exited and no further actions are required by the LEA;
2. **Incomplete Exits** – records requiring LEAs to submit documentation to certify an exit, waiting for enrollment at public school in the District or waiting certified graduates status; and
3. **Exceptions** – records resulting in a Unified Data Error (UDE) or overlapping enrollments for a student. UDEs are created for the misuse of exit codes 1968, 1981 and 1944 – see **Appendix B: Document Descriptions** for exit code details. Overlapping enrollments occur when a student has enrollment records with dates overlapping at the same or different LEA in the District of Columbia.

### Who has Access Data Management modules?

LEA staff assigned the two contact types (point of contacts) below in the [Integrated Data Submission Tool](#) (IDS) – All Staff data collection will have access to the Data Management modules, which includes Exit Management, after completing trainings for Statewide Longitudinal Education Data (SLED).



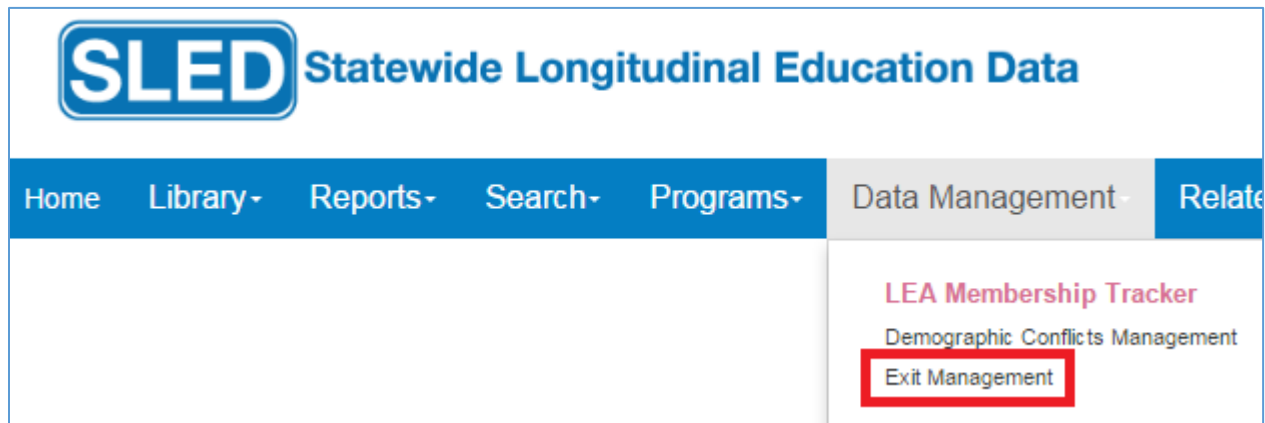
1. School Approver
2. LEA Approver

It is the LEA's responsibility to designate staff members in IDS – All Staff with the LEA/School Approver role to access the Data Management modules in SLED. The contact types are added in IDS – All Staff data collection template.

OSSE staff who are assigned the user role of State Approver will be given access to the Data Management modules to review and either accept or reject supporting documentation.

### Log into the Exit Management

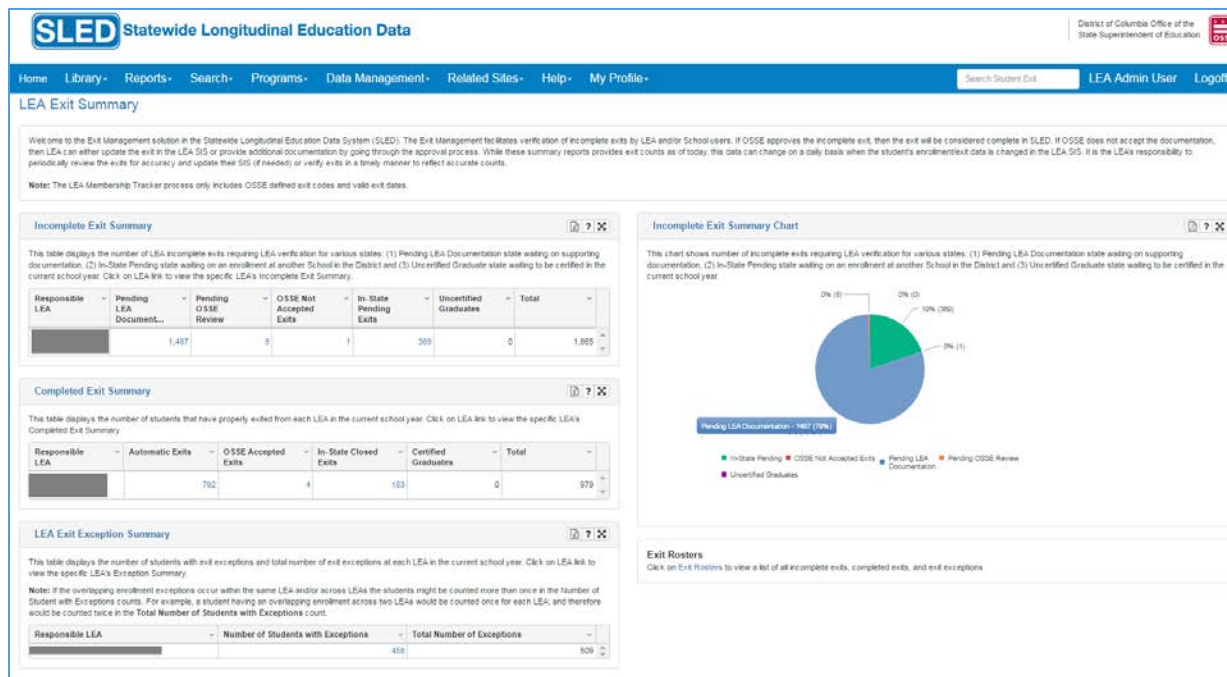
1. Log into SLED at <https://sled.osse.dc.gov>.
2. Click on the **Data Management** tab located on the navigation bar and then click on **Exit Management**.



Screenshot 1: Data Management Tab in SLED

## LEA Exit Summary (LEA Approver Dashboard)

The LEA Exit Summary page displays the number of exits detected for an LEA and the current category.



**SLED Statewide Longitudinal Education Data**

Home Library Reports Search Programs Data Management Related Sites Help My Profile Search Student Exit LEA Admin User Logoff

### LEA Exit Summary

Welcome to the Exit Management solution in the Statewide Longitudinal Education Data System (SLED). The Exit Management facilitates verification of incomplete exits by LEA and/or School users. If OSSE approves the incomplete exit, then the exit will be considered complete in SLED. If OSSE does not accept the documentation, then LEA can either update the exit in the LEA SIS or provide additional documentation by going through the approval process. While these summary reports provides exit counts as of today, this data can change on a daily basis when the student's enrollment data is changed in the LEA SIS. It is the LEA's responsibility to periodically review the exits for accuracy and update their SIS (if needed) or verify exits in a timely manner to reflect accurate counts.

Note: The LEA Membership Tracker process only includes OSSE defined exit codes and valid exit dates.

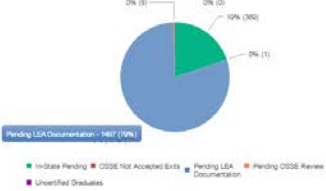
#### Incomplete Exit Summary

This table displays the number of LEA incomplete exits requiring LEA verification for various states. (1) Pending LEA Documentation state waiting on supporting documentation. (2) In-State Pending state waiting on an enrollment at another School in the District and (3) Uncertified Graduate state waiting to be certified in the current school year. Click on LEA link to view the specific LEA's Incomplete Exit Summary.

Responsible LEA	Pending LEA Documentation	Pending OSSE Review	OSSE Not Accepted Exits	In-State Pending Exits	Uncertified Graduates	Total
	1,487	8	1	359	0	1,855

#### Incomplete Exit Summary Chart

This chart shows number of incomplete exits requiring LEA verification for various states. (1) Pending LEA Documentation state waiting on supporting documentation. (2) In-State Pending state waiting on an enrollment at another School in the District and (3) Uncertified Graduate state waiting to be certified in the current school year.



Pending LEA Documentation - 1487 (10%)

Legend: In-State Pending, OSSE Not Accepted Exits, Pending LEA Documentation, Pending OSSE Review, Uncertified Graduates

#### Completed Exit Summary

This table displays the number of students that have properly exited from each LEA in the current school year. Click on LEA link to view the specific LEA's Completed Exit Summary.

Responsible LEA	Automatic Exits	OSSE Accepted Exits	In-State Closed Exits	Certified Graduates	Total
	792	8	183	0	979

#### LEA Exit Exception Summary

This table displays the number of students with exit exceptions and total number of exit exceptions at each LEA in the current school year. Click on LEA link to view the specific LEA's Exception Summary.

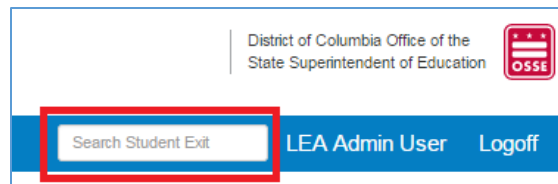
Note: If the overlapping enrollment exceptions occur within the same LEA and/or across LEAs the students might be counted more than once in the number of Student with Exceptions counts. For example, a student having an overlapping enrollment across two LEAs would be counted once for each LEA and therefore would be counted twice in the Total Number of Students with Exceptions count.

Responsible LEA	Number of Students with Exceptions	Total Number of Exceptions
	458	509

Screenshot 2: LEA View – LEA Exit Summary Page

## Search Student Exit

The Search Student Exit search bar allows users to quickly find a student in the Exit Management module.



District of Columbia Office of the State Superintendent of Education OSSE

Search Student Exit LEA Admin User Logoff

Screenshot 3: Search Student Exit Search Bar

The following search criteria are permitted:

1. USI;
2. First Name;
3. Last Name; and
4. Exit ID

## Incomplete Exit Summary

The Incomplete Exit Summary reports display the number of incomplete exits requiring LEA verification for the below statuses.

Incomplete Exit Summary						
This table displays the number of LEA incomplete exits requiring LEA verification for various states: (1) Pending LEA Documentation state waiting on supporting documentation, (2) In-State Pending state waiting on an enrollment at another School in the District and (3) Uncertified Graduate state waiting to be certified in the current school year. Click on LEA link to view the specific LEA's Incomplete Exit Summary.						
Responsible LEA	Pending LEA Document...	Pending OSSE Review	OSSE Not Accepted Exits	In-State Pending Exits	Uncertified Graduates	Total
	1,487	8	1	369	0	1,865

Screenshot 4: Incomplete Exit Summary Report

1. **Pending LEA Documentation** – the total number of exits that require the LEA to upload supporting documentation. Reference **Appendix B: Document Descriptions** and **Appendix C: Exit Codes Overview** for the list of the 10 exit codes that requires documentation.
2. **Pending OSSE Review** – the total number of exits requiring OSSE to review the LEA's uploaded supporting documentation and either accept or reject it.
3. **OSSE Not Accepted Exits** – the total number of exits OSSE rejected after reviewing the LEA's uploaded supporting documentation. The LEA can either submit additional documentation or update the LEA SIS with a different exit code.
4. **In-State Pending Exits** – the total number of exits waiting on an enrollment at another public school in the District. OSSE expects the student to enroll at another school within the next three weekdays. If the student does not enrollment at another public school in the District, the LEA must perform due diligence and update the exit code to reflect the status of the student. These exits will not be assigned an Exit ID. Please reference the [OSSE Entry and Exit Guidance](#) for further details regarding exit code definitions and due diligence.
5. **Uncertified Graduates** – the total number of exits that are not verified graduates from the LEA. Students exited with exit codes 2020, 2021 and 2022 are verified against the certified graduates lists at OSSE for the last two academic years. DCPS and PCSB provide a list of graduates to OSSE in September. When OSSE receives the Certified Graduates Lists from DCPS and PCSB, the application will be updated.
  - a. If the student is not on the certified graduate's lists but the student will be a part of the current school year certified graduates list submitted in September following the end of the school year, the student should remain in this category.  
**NOTE:** Students who were erroneously excluded from the previous school year certified graduates list should be included in the next school year certified graduates list.
  - b. If the student is not found on certified graduates lists and will not be a part of the current school year certified graduates list submitted in September following the end of the school year, the LEA should update the student's record with a different exit code in the LEA SIS.

Students in these states will remain on the LEA's SLED roster until OSSE approves the supporting documentation, the student enrolls at another public school in the District, the student is on one of the certified graduates list, or the LEA updates the exit code for the student in the LEA SIS.

### Completed Exit Summary

The Completed Exit Summary reports display the number of students exited and no further actions are required by the LEA in the current school year for the below statuses.

Completed Exit Summary					
This table displays the number of students that have properly exited from each LEA in the current school year. Click on LEA link to view the specific LEA's Completed Exit Summary.					
Responsible LEA	Automatic Exits	OSSE Accepted Exits	In-State Closed Exits	Certified Graduates	Total
	792	4	183	0	979

Screenshot 5: Complete Exit Summary Report

1. **Automatic Exits** – the total number of exits that do not require documentation from the LEA. These exits will not be assigned an Exit ID.
2. **OSSE Accepted Exits** – the total number of exits OSSE approved after reviewing the LEA's uploaded supporting documentation.
3. **In-State Closed Exits** – the total number of exits for transferred to another public school in the District and for whom OSSE received a stage 5 enrollment from another public school in the District. These exits will not be assigned an Exit ID.
4. **Certified Graduates** – the total number of exits found on the certified graduates list for the LEA for the last two academic years. These exits will not be assigned an Exit ID.

### LEA Exit Exception Summary

The LEA Exit Exception reports display the number of students with exit exceptions and the total number of exit exceptions at the LEA in the current school year. Below is the list of statuses with exits considered as exceptions. The status creates errors in the Unified Data Errors Qlik application.

LEA Exit Exception Summary		
This table displays the number of students with exit exceptions and total number of exit exceptions at each LEA in the current school year. Click on LEA link to view the specific LEA's Exception Summary.		
<b>Note:</b> If the overlapping enrollment exceptions occur within the same LEA and/or across LEAs the students might be counted more than once in the Number of Student with Exceptions counts. For example, a student having an overlapping enrollment across two LEAs would be counted once for each LEA; and therefore would be counted twice in the Total Number of Students with Exceptions count.		
Responsible LEA	Number of Students with Exceptions	Total Number of Exceptions
	458	509

Screenshot 6: LEA Exit Exception Summary Report

1. **Overlapping Enrollment** – the total number of enrollments at the LEA that overlap with another enrollment at the same or different school in the District. The student has an exit date that overlaps with the entry date of another school. It is the responsibility of the LEA to determine the correct exit and entry dates of the student. Typically, the exit date for the student is



incorrect and should be updated in the LEA SIS to the day on or before the next entry date at the next school. All exit codes can result in an overlapping enrollment.

Students in this status will remain on the LEA's roster in SLED. Also students in this state are not counted in the LEA's duplicative enrollment number since the student has received an exit code.

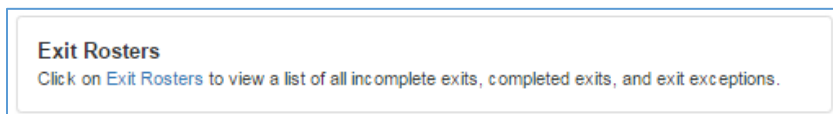
The Overlapping Enrollment exclusions are as follows:

- A student enrolled at a DCPS high school and DCPS adult school.
  - A student enrolled at a public charter adult school and another public charter adult school.
  - A student enrolled at a DCPS adult school and another public charter adult school.
  - A student has an entry date before the previous exit date at the same or different school.
2. **Exceeded Maximum Age for Special Education Services** – the total number of students who have been exited with exit code 1968, “withdrawn due to exceeding the maximum age for special education services eligibility under IDEA” but is under the age of 22 as of July 31 following the end of the school year.
  3. **Under Compulsory Attendance Age** – the total number of students who have been exited with exit code 1980, “student voluntarily discontinued schooling and is under the maximum age for compulsory attendance” but was age 5 or older as of Sept. 30 of the school year.
  4. **Died or Is Permanently Incapacitated** – the total number of students exited with exit code 1944, “died or is permanently incapacitated,” but shows as enrolled at a public school in the District.

**NOTE:** If the overlapping enrollment exceptions occur within the same LEA and/or across LEAs, the students might be counted more than once in the Number of Student with Exceptions count. For example, a student having an overlapping enrollment across two LEAs would be counted once for each LEA and, therefore, twice in the **Total Number of Students with Exceptions** count.

### Exit Roster

The Exit Rosters report links to a page that displays the lists of students in the Incomplete Exit Summary, Completed Exit Summary, and Exit Exceptions Summary reports.



Screenshot 7: Exit Rosters Report



## Incomplete, Completed and Exception by School

The next three reports provide a total number of exits by school at the LEA. Nonpublic schools are listed for the LEA who has students enrolled.

Incomplete Exit Summary						
This table displays the number of LEA incomplete exits requiring LEA verification for various states: (1) Pending LEA Documentation state waiting on supporting documentation, (2) In-State Pending state waiting on an enrollment at another School in the District and (3) Uncertified Graduate state waiting to be certified in the current school year. Click on LEA link to view the specific LEA's Incomplete Exit Summary.						
Attending School	Pending LEA Documentation	Pending OSSE Review	OSSE Not Accepted Exits	In-State Pending Exits	Uncertified Graduates	Total
Accotink Academy Alternative Learning Center Springfield VA	0	0	0	0	0	0
Accotink Academy Therapeutic Day School Springfield VA	0	0	0	0	0	0
Arlon ES	2	0	0	0	6	8
Alabama Clinical School Birmingham AL	0	0	0	0	0	0
Arlon Bowen ES	6	0	0	0	0	6
Total 456		19	2	293	8	778
6 - 10 of 185 Schools						

Screenshot 8: Incomplete Exit Summary Report by School

\* The screenshot has been redacted.

Completed Exit Summary					
This table displays the number of students that have properly exited from each School in the current school year. Click on School link to view the specific School's Completed Exit Summary.					
School	Automatic Exits	OSSE Accepted Exits	In-State Closed Exits	Certified Graduates	Total
Arlon ES	0	0	0	0	0
Arlon Bowen ES	0	0	0	0	0
Anacostia HS	0	0	1	0	1
Balou HS	0	0	0	0	0
Balou STAY	3	0	0	0	3
Total 37		1	80	0	118
1 - 5 of 108 Schools					

Screenshot 9: Completed Exit Summary Report by School

\* The screenshot has been redacted.

Exit Exception Summary		
This table displays the number of students with exit exceptions and total number of exit exceptions at each School in the current school year. Click on School link to view the specific LEA's Exception Summary.		
Note: If the overlapping enrollment exceptions occur within the same LEA and/or across LEAs the students might be counted more than once in the Number of Student with Exceptions counts. For example, a student having an overlapping enrollment across two LEAs would be counted once for each LEA, and therefore would be counted twice in the Total Number of Students with Exceptions count.		
Attending School	Number of Students with Exceptions	Total Number of Exceptions
Acadia Healthcare Milnebrook of Arkansas Fordyce AR	2	5
Arlon ES	1	2
Arlon Bowen ES	1	3
Anacostia HS	5	12
Balou HS	12	24
Total 280		Total 638
1 - 5 of 80 Schools		

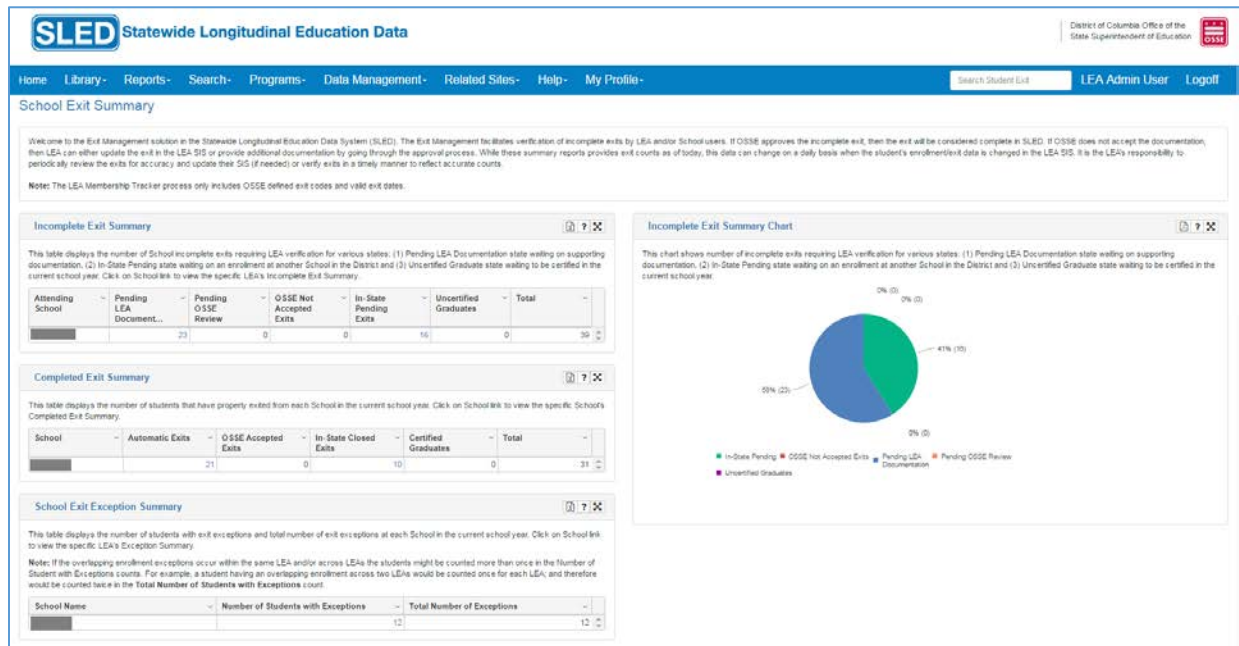
Screenshot 10: Exit Exception Summary Report by School

\* The screenshot has been redacted.

Click the school name to view its exit information.

## School Exit Summary (School Approver Dashboard)

The School Exit Summary page is similar to the LEA Exit Summary page but specific to the selected school.



**Screenshot 11: School Exit Summary Page**

Click a USI or Exit ID to view the student's exit information.

## Student Page

### Student Information

The Student Information report lists the student's basic enrollment information.

Click on the USI hyperlink to view student's authoritative demographic data and current enrollment. Click on the View History hyperlink to view student's current year completed exits.

USI	First Name in Current Roster	Last Name in Current Roster	Exit History	LEA	School
7069013465	Keith	MacLennan	<a href="#">View History</a>	District of Columbia Public Schools	Amidon Bowen ES

**Screenshot 12: Student's Information Report**

\* The screenshot has been redacted.


1. Click on the **USI** hyperlink to view student's authoritative demographic data and current enrollment.
2. Click on the **View History** hyperlink to view student's current year completed exits, if applicable.

## Incomplete Exit Details

The Incomplete Exit Details report lists the exits associated with the student that the LEA needs to provide supporting documentation for OSSE to review.

Available Student Documents

Lists all the documents uploaded and available for the student. Click on the Edit icon to either update the document details and/or associate document to one or more open exits. A document can be deleted as long as it is associated to an exit that is only in Pending LEA Documentation or OSSE Not Accepted status and you are the user who uploaded the document.

Edit	Delete	School Year	Supporting Document	Uploaded On	Uploaded By	Title	Purpose	Document Type
		2016-17	TestPDF.pdf	5/22/2017 4:13 PM	School User	test	test	Letter/Documentation from Doctor

1

10

items per page

1 - 1 of 1 items

Add Document and Submit

Screenshot 13: Student's Incomplete Exit Details Report

1. Select the exit to verify by clicking on appropriate Exit ID hyperlink, if more than one exit is listed. The page refreshes with the Exit Verification History, Enter Exit Verification Note and Exit Verification Notes History sections.
2. To verify an exit, upload and attach the document to the selected exit and enter resolution notes if needed.

## Available Student Documents

The Available Student Documents report displays all documents uploaded for the student.

Available Student Documents

Lists all the documents uploaded and available for the student. Click on the Edit icon to either update the document details and/or associate document to one or more open exits. A document can be deleted as long as it is associated to an exit that is only in Pending LEA Documentation or OSSE Not Accepted status and you are the user who uploaded the document.

Documents not available for the Student.

Add Document and Submit

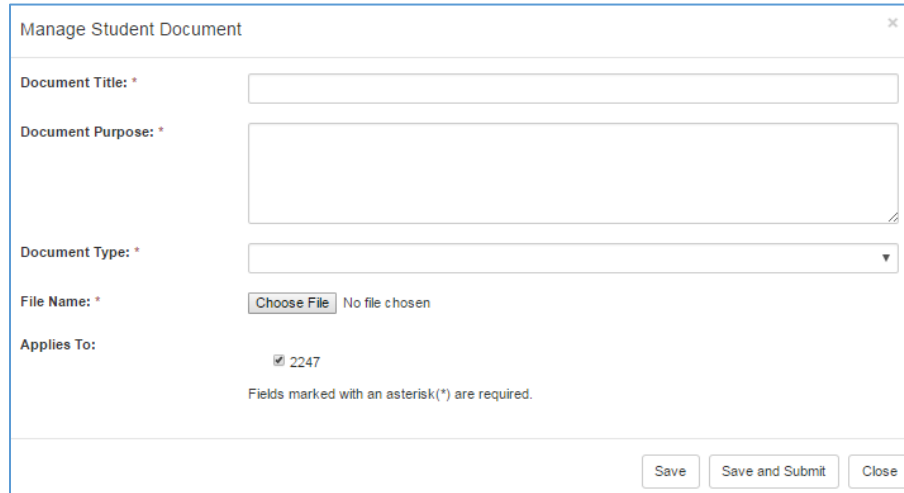
Screenshot 14: Available Student Documents Report

1. Each document's size is limited to 2MB.
2. Any acceptable documents in this section can be used to support exit code(s).
3. Only the LEA or School Approver who uploaded documents can edit or delete those documents.
4. Once the LEA or School Approver submits the exit information to OSSE for review, the LEA or School Approver is unable to modify the documents.
5. All documents uploaded by an LEA will only be available to that LEA to resolve exits when the student is enrolled at that LEA.

## Upload Documentation

To provide OSSE with supporting documentation for the exit code:

1. Use the **Available Student Documents** section to upload a PDF document.
2. Click the **Add Document and Submit** button.



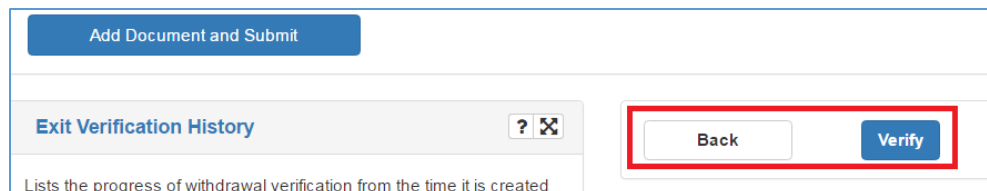
**Screenshot 15: Manage Student Document Window**

*\* The screenshot has been redacted.*

3. Complete all required fields.
4. Upload additional supporting documents as needed. See **Appendix B: Document Descriptions** and **Appendix C: Exit Codes Overview** for the acceptable documents that may be uploaded to support the exit code.
5. If a student has more than one incomplete exits listed, the LEA or School Approver may submit documentation to support one or both exits.
6. Check the exit(s) the document(s) will be applied to.
7. Click one of the three buttons:
  - **Save** – to save the document to the student record.
  - **Save and Submit** – to submit the documentation to OSSE for review. If the LEA or School Approver makes this selection, the conflict cannot be modified.
  - **Close** – to exit the window.

## Buttons

The Buttons section provides the available options to leave the page or submit exit information to OSSE for approval.

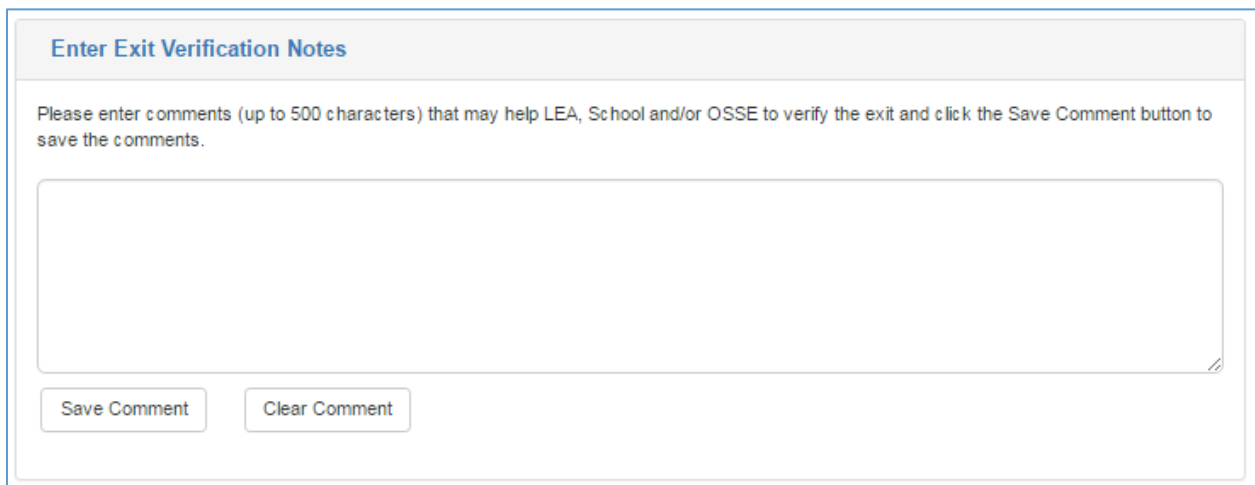


**Screenshot 16: Request Data Change**

- Once the file has been uploaded and if the **Save** button was clicked, the LEA or School Approver will see the **Verify** button appears. Prior to uploading a document, this button is not visible. Once all supporting documents for an exit(s) have been uploaded, click the **Verify** button to have OSSE review the documents.
- If the incomplete exit needs to be changed, please update the exit code in the LEA SIS for the student.
- The LEA or School Approver can select the **Back** button to go to the list of students' exits in Pending LEA Documentation for the LEA or School depending on access.

### Enter Exit Verification Notes

The Enter Exit Verification Notes report allows the LEA or School Approvers and OSSE to enter comments and notes for a specific exit. All notes are visible to the users of the LEA, School and State Approvers. Comments can be up to 500 characters.

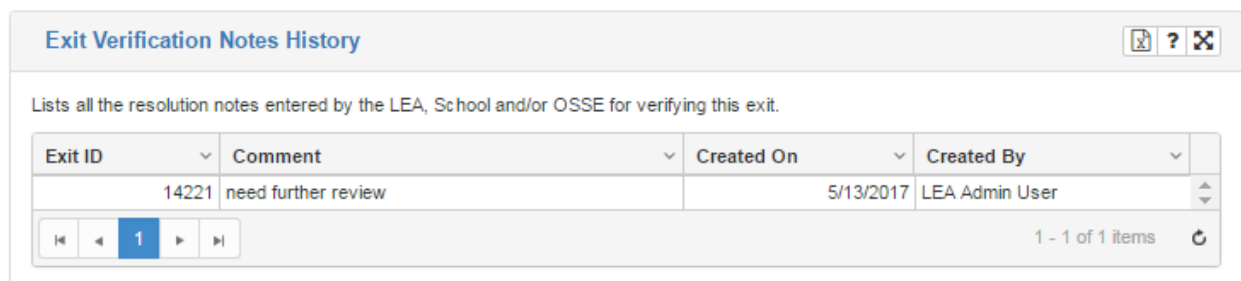


Screenshot 17: Exit Verification Notes

1. Type comment and click the **Save Comment** button.
2. The comment will appear in the Exit Verification Notes History report.

### Exit Verification Notes History

The Exit Verification Notes History report lists the notes saved in the Enter Exit Verification Notes by the LEA, School and/or State Approvers for verifying the exit.



Exit ID	Comment	Created On	Created By
14221	need further review	5/13/2017	LEA Admin User

Screenshot 18: Exit Verification Notes History

## Exit Verification History

The Exit Verification History reports provide the progress of exit verification from the time the exit record was created to the time it was verified.

Exit Verification History			
Lists the progress of withdrawal verification from the time it is created to the time it is verified.			
Exit ID	Verification Status	Modified On	Modified By
14477	OSSE Accepted	4/19/2017	
14477	Pending OSSE Review	4/19/2017	LEA Admin User
14477	Pending LEA Documentation	4/19/2017	DM

1 - 3 of 3 items

Screenshot 19: Exit Verification History

## In-State Pending Exits

The In-State Pending Exits report lists the student's exit(s) awaiting an enrollment at another school in the District.

In-State Pending Exits								
Lists the In-State Pending exits associated with the student.								
Entry Code	Entry Type	Entry Date	Exit Type	Exit Code	Detected On	Exit Date	Exit Status	
1812	Transfer different LEA in DC	8/8/2016	Transfer within LEA	2040	8/25/2016	8/23/2016	In-State Pending	

1 - 1 of 1 items

Screenshot 20: In-State Pending Exits Report

## Uncertified Graduates

The Uncertified Graduates Exits report lists the students that are not verified against the certified lists at OSSE for the last two academic years.

Uncertified Graduates								
Lists the uncertified graduate exits associated with the student.								
Entry Code	Entry Type	Entry Date	Exit Type	Exit Code	Detected On	Exit Date	Exit Status	
1810	Same school no interruption	8/22/2016	Rec'd OSSE state diploma	2021	9/11/2016	11/2/2016	Uncertified Graduate	

1 - 1 of 1 items

Screenshot 21: Uncertified Graduates Report

## Exception Details

The Exception Details report lists the student's exit(s) that are considered exceptions.

Exception Details							
This table lists exit with exceptions for a given student in the current school year.							
Entry Code	Entry Date	Exit Code	Exit Date	Except...	LEA	School	Detected On
1812	8/30/2016	2041	12/14/2016	Overlapping Enrollment			5/2/2017
1812	12/5/2016			Overlapping Enrollment			5/2/2017
1810	12/5/2016	1940	12/6/2016	Overlapping Enrollment			5/2/2017

1 - 3 of 3 items

Screenshot 22: Exception Details Report

## Resolution Status Flow

Once an LEA or school has submitted documentation for review, there are several possible outcomes:

1. LEA or School Approver submits documentation for an incomplete exit, and the State Approver accepts it, see below.

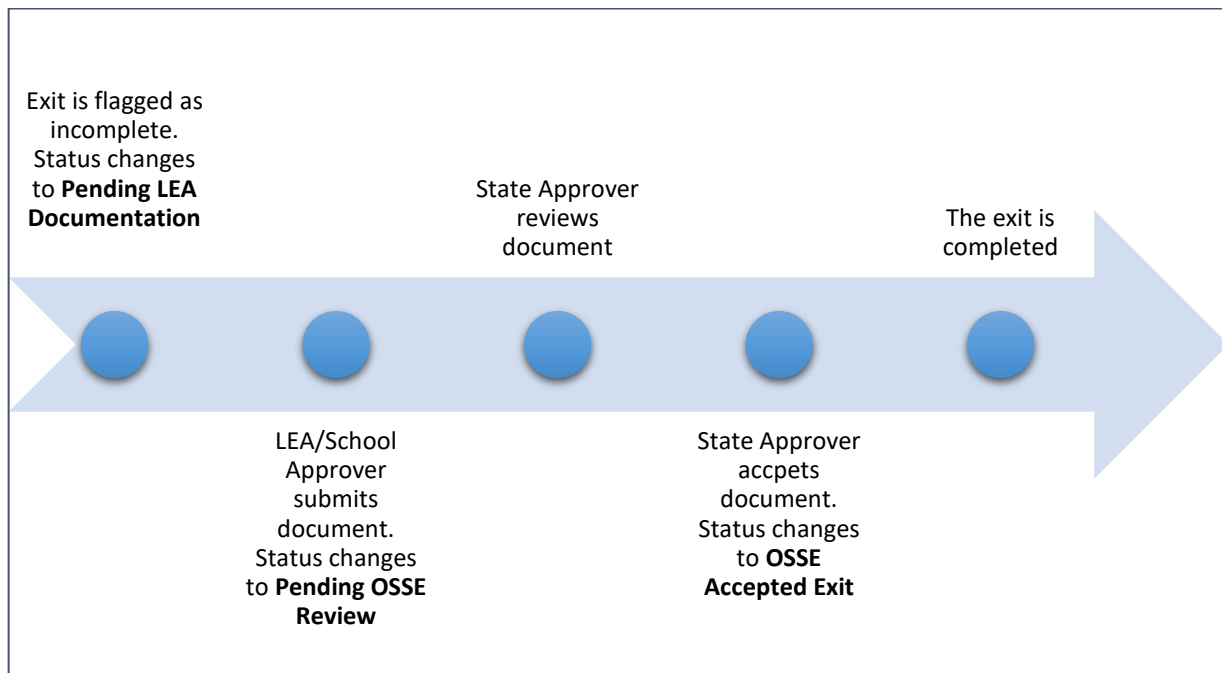


Figure 1: LEA/School Approver Submits Documentation



2. LEA or School Approver submits documentation for an incomplete exit, and the State Approver rejects the document, see below.

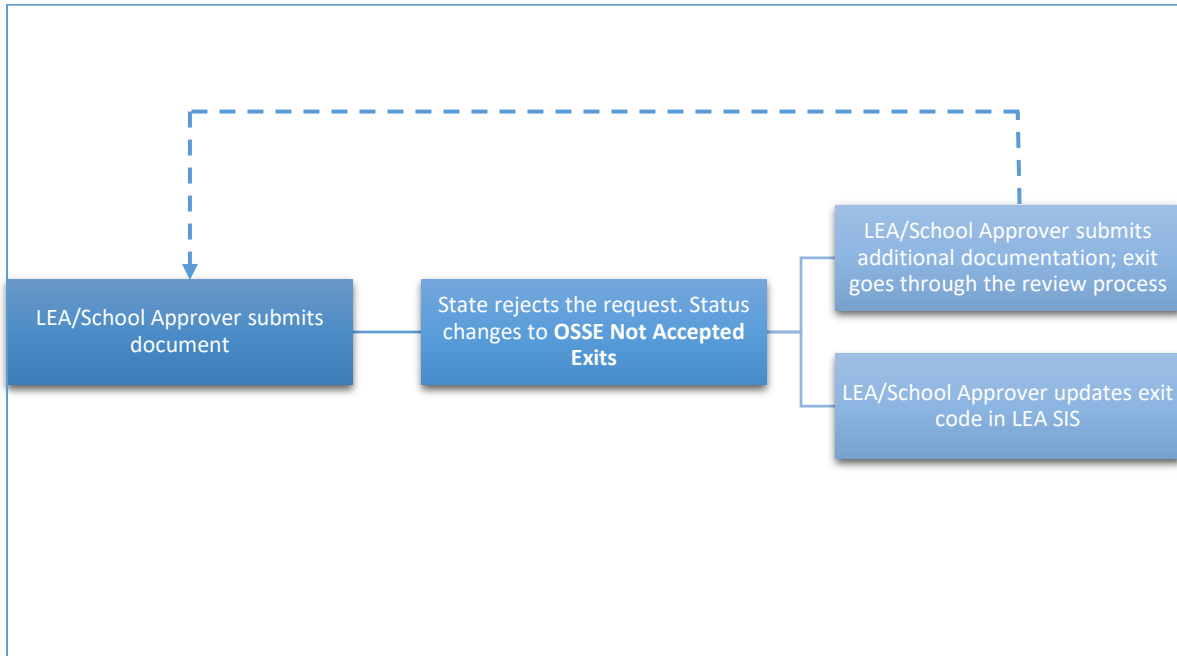


Figure 2: State Approver Rejects Request Documentation

3. LEA updates exit code in the LEA SIS, see below.

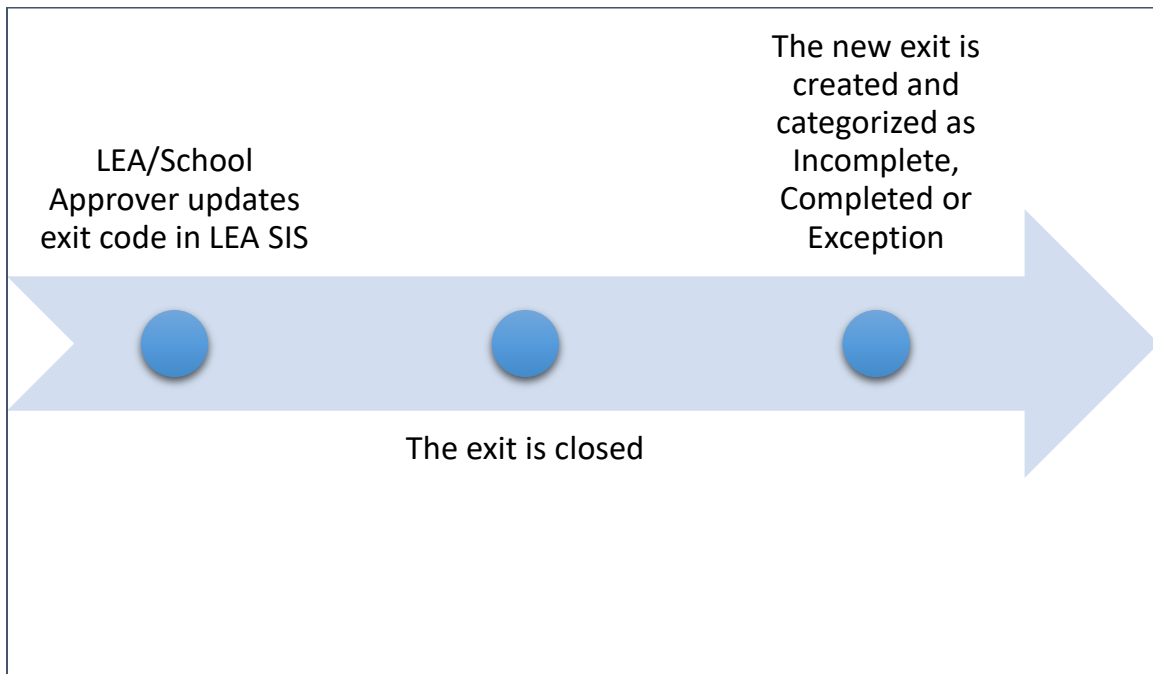


Figure 3: Exit Code Updated in LEA SIS



## Automatic Closure of an Exit Record

The Exit Management automatically closes an exit for the following two reasons:

1. The value in one of the following fields changes for the student's enrollment record:
  - a. entry date;
  - b. entry code;
  - c. exit date; or
  - d. exit code

**NOTE:** The four fields above create a unique enrollment record for a student. If one of the four values changes, then it is considered a different enrollment record.

2. The student is missing from the LEA nightly feed to SLED.

## Appendix A: Resources

Below is a table of resources to assist with Exit Management.

Title	Location
1. OSSE Support Tool <i>Questions and technical assistance inquiries are submitted through the OSSE Support Tool.</i>	<a href="#">OSSE Support Tool</a> QuickBase application  For access to the OSSE Support Tool, please email LEA's <a href="#">OSSE Liaison</a>
2. SLED Access	To receive SLED credentials, access the OSSE Learning Management System ( <a href="#">LMS</a> )
3. OSSE Entry and Exit Guidance	<a href="https://osse.dc.gov/publication/entry-and-exit-code-guidance">https://osse.dc.gov/publication/entry-and-exit-code-guidance</a>
4. Adjusted Cohort Graduation Rate Policy	<a href="https://osse.dc.gov/adjusted-cohort-graduation-rate-guidance-0">https://osse.dc.gov/adjusted-cohort-graduation-rate-guidance-0</a>

## Appendix B: Document Descriptions

The table below describes the acceptable document types that may be uploaded to support exit codes in the Exit Management. The table also identifies document types that are only acceptable for LEAs and schools participating in ACGR.

Document Type	Description	Non-Diploma-Granting School Acceptable Exit Codes	Diploma-Granting School Acceptable Exit Codes
<b>Certificate/Certification</b>	This is a copy of the student's earned certificate or certification from the school.	2023 2024	N/A
<b>Death Certificate</b>	This is an official, government-issued document that declares the death of a student.	1944	1944
<b>LEA Enrollment/Exit Form</b>	This is the LEA's enrollment or exit form completed by the student's parent/guardian.  The form must include the student's name, parent/guardian's name, parent/guardian's signature, receiving school name and date.	1940 1941 1943	1940 – Use only for exit to public or private school <b>NOTE: It must include (1) either the student's date of birth or USI and (2) receiving school signature.</b> 1941
<b>Letter/Documentation from Doctor</b>	This is a copy of a letter or documentation from doctor stating the student is dead or unable to enroll due to medical condition.	1944 1961	1944 1961

Document Type	Description	Non-Diploma-Granting School Acceptable Exit Codes	Diploma-Granting School Acceptable Exit Codes
<b>Letter from parent with Signature</b>	This is a letter from the parent providing the exiting reason for the child. The letter must include the parent's signature.	1940 1941 1943	1940 – Use only for homeschooling in different state: Letter or form with parent signature. <b>NOTE: Email correspondence with a parent is not sufficient; a parent signature must be obtained.</b> 1941 – Letter or form with parent signature. <b>NOTE: Email correspondence with a parent is not sufficient; a parent signature must be obtained.</b>
<b>Notice of Intent to Homeschool</b>	This is a form the parent/guardian completes and files with the state where the student is receiving home schooling.  The <a href="#">Notice of Intent to Homeschool</a> form must be filed with OSSE for the use of exit code 1942.	1940 1942	1940 – Use only for home-schooling in different state 1942



Document Type	Description	Non-Diploma-Granting School Acceptable Exit Codes	Diploma-Granting School Acceptable Exit Codes
<b>OSSE Death Verification Form</b>	<p>This is a form designed for schools to complete certifying a student's death. The form does not require a parent or guardian signature.</p> <p><b>NOTE: Any written documentation that is not a letter from a doctor or death certificate must be accompanied by an OSSE Death Verification Form.</b></p>	1944	1944 – <b>NOTE: Any written documentation that is not a letter from a doctor or death certificate must be accompanied by an OSSE Death Verification Form.</b>
<b>OSSE Deportation Certification Form</b>	<p>This is a form designed for schools to complete certifying a student's deportation. The form does not require a parent or guardian signature.</p>	1941	1941
<b>OSSE Enrollment Verification Form</b>	<p>This is the OSSE enrollment form for LEAs to have the receiving school confirm the student is stage 5 enrolled.</p>	1940 1941 1943 2043 1961	1940 – Use only for exit to public or private school in different state 1941 1943
<b>Official Written Communication</b>	<p>This is an email correspondence from official school email accounts of the receiving school verifying student enrollment or graduation in writing (must contain student first name, last name and date of birth as well as contact information of the school registrar or official).</p>	1940 1941 1943 2043	1940 – <b>NOTE: It must include (1) either the student's date of birth or USI and (2) receiving school signature.</b> 1941 2043

Document Type	Description	Non-Diploma-Granting School Acceptable Exit Codes	Diploma-Granting School Acceptable Exit Codes
<b>Request for Records</b>	This is a copy of request for records from the receiving school on official letterhead or from an official school e-mail account indicating student enrollment.	1940 1941 1943 2043	1940 – Use only for exit to public or private school in different state <b>NOTE: It must include (1) either the student's date of birth or USI and (2) receiving school signature.</b> 2043
<b>Transcript</b>	This is a copy of the student's transcript from the receiving school or educational program that is part of the juvenile justice system.	1940 2043	1940 – Use only for exit to public or private school in different state <b>NOTE: It must include (1) either the student's date of birth or USI and (2) receiving school signature.</b> 2043

## Appendix C: Exit Codes Overview

The table below outlines the exit codes and how Exit Management handles the exit codes. See the latest [Entry and Exit Guidance](#) to review the Special Education Guidance and Full Reference: Exit Codes sections for details.

Exit Code	Exit Full Description	Exit Code Requires Documentation	Exit Category	Remain on SLED Roster?	Acceptable Documentation
2020	Graduated with regular, advanced or International Baccalaureate	No, verified against the Certified Graduates List	Completed, if on Certified Graduates List Incomplete*, if not on Certified Graduates List	No, for Completed Exits Yes, for Incomplete Exits	N/A
2021	Received a state diploma from the Office of the State Superintendent of Education	No, verified against the Certified GED List	Completed, if on Certified GED List Incomplete*, if not on Certified GED List	No, for Completed Exits Yes, for Incomplete Exits	N/A
2022	Received an IEP certificate of completion	No, verified against the Certified IEP Certificate List	Completed, if on Certified IEP Certificate List Incomplete*, if not on Certified IEP Certificate List	No, for Completed Exits Yes, for Incomplete Exits	N/A
2023	Received a technical certification or nationally- or state-recognized vocational education certification	Yes	Incomplete*	Yes, until documentation is approved	• Certificate/Certification
2024	Received an ESL certificate	Yes	Incomplete*	Yes, until documentation is approved	• Certificate/Certification

Exit Code	Exit Full Description	Exit Code Requires Documentation	Exit Category	Remain on SLED Roster?	Acceptable Documentation
2025	Received a certificate of completion for a technical or vocational course of study; unknown if official certification was received	Yes	Incomplete*	Yes, until documentation is approved	• Official Written Communication**
2000	Promoted within the same school and LEA to the next grade level	No, based on enrollment with entry code from a school in the District	In-State Pending Exits	No, for Completed Exits Yes, for Incomplete Exits	N/A
2001	Retained within the same school and LEA at the previous grade level	No, based on enrollment with entry code from a school in the District	In-State Pending Exits	No, for Completed Exits Yes, for Incomplete Exits	N/A
2002	Student successfully completed the last grade offered by school of origin and transferred to another public school in the same state	No, based on enrollment with entry code from a school in the District	In-State Pending Exits	No, for Completed Exits Yes, for Incomplete Exits	N/A
2040	Transfer to a different public or nonpublic school within the same local education agency	No, based on enrollment with entry code from a school in the District	In-State Pending Exits	No, for Completed Exits Yes, for Incomplete Exits	N/A
2041	Transferred to a public or nonpublic school in a different local education agency in the same state	No, based on enrollment with entry code from a school in the District	In-State Pending Exits	No, for Completed Exits Yes, for Incomplete Exits	N/A



Exit Code	Exit Full Description	Exit Code Requires Documentation	Exit Category	Remain on SLED Roster?	Acceptable Documentation
2042	Student is no longer physically present in school but remains enrolled in the same local education agency and is receiving educational services	No, based on enrollment with entry code from a school in the District	In-State Pending Exits	No, for Completed Exits  Yes, for Incomplete Exits	N/A
2043	Transferred to DYRS or other educational program that is part of the juvenile justice system	No, based on enrollment with entry code from a DYRS  Yes, if enrollment not at DYRS	In-State Pending Exits, if student enrolls at DYRS otherwise Incomplete	Yes, until documentation is approved	<ul style="list-style-type: none"> <li>• OSSE Enrollment Verification Form</li> <li>• Official Written Communication**</li> <li>• Transcript**</li> <li>• Request for Records**</li> </ul>
1940	Exited state; exited to homeschooling or a public, private, or online diploma-granting school in a different state	Yes	Incomplete*	Yes, until documentation is approved	<ul style="list-style-type: none"> <li>• LEA Enrollment/Exit Form**</li> <li>• OSSE Enrollment Verification Form**</li> <li>• Letter from parent with Signature**</li> <li>• Notice of Intent to Home School**</li> <li>• Official Written Communication**</li> <li>• Request for Records**</li> <li>• Transcript**</li> </ul>

Exit Code	Exit Full Description	Exit Code Requires Documentation	Exit Category	Remain on SLED Roster?	Acceptable Documentation
1941	Exited to a school outside of the United States	Yes	Incomplete*	Yes, until documentation is approved	<ul style="list-style-type: none"> <li>• LEA Enrollment/Exit Form**</li> <li>• OSSE Enrollment Verification Form**</li> <li>• Letter from parent with Signature**</li> <li>• Official Written Communication**</li> <li>• Request for Records</li> <li>• OSSE Deportation Certification Form</li> </ul>
1942	Exited the state public school system to be homeschooled in the same state	Yes	Incomplete*	Yes, until documentation is approved	<ul style="list-style-type: none"> <li>• Notice of Intent to Home School**</li> </ul>
1943	Exited the state public school system to attend a private school in the same state	Yes	Incomplete*	Yes, until documentation is approved	<ul style="list-style-type: none"> <li>• LEA Enrollment/Exit Form</li> <li>• OSSE Enrollment Verification Form**</li> <li>• Letter from parent with Signature</li> <li>• Official Written Communication</li> <li>• Request for Records</li> </ul>
1944	Died or is permanently incapacitated	Yes	Incomplete*  Exception, if student re-enrolls after exit date	Yes, until documentation is approved	<ul style="list-style-type: none"> <li>• Letter/Documentation from Doctor**</li> <li>• OSSE Death Verification Form**</li> <li>• Death Certificate**</li> </ul>

Exit Code	Exit Full Description	Exit Code Requires Documentation	Exit Category	Remain on SLED Roster?	Acceptable Documentation
1960	Withdrawn from school, under the age for compulsory attendance (age 5); eligible to seek re-enrollment	No	Automatic Exits, if age is under 5 as of Sept. 30 of the school year otherwise Exception	No, unless student is age 5 or older as of Sept. 30 of the school year	N/A
1961	Withdrawn from school due to documented severe physical or mental illness, including residential treatment facility; eligible to seek re-enrollment	Yes	Incomplete*	Yes, until documentation is approved	<ul style="list-style-type: none"> <li>• OSSE Enrollment Verification Form</li> <li>• Letter/Documentation from Doctor**</li> </ul>
1962	Withdrawn due to reaching the maximum age served by the LEA or because student will reach the maximum age served by the LEA before completion of school is possible	No	Automatic Exits	No	N/A
1963	Withdrawn for ineligibility reasons (e.g., immunization or residency); eligible to seek re-enrollment	No	Automatic Exits	No	N/A
1964	Withdrawn due to LEA policy related to absenteeism or truancy	No	Automatic Exits	No	N/A

Exit Code	Exit Full Description	Exit Code Requires Documentation	Exit Category	Remain on SLED Roster?	Acceptable Documentation
1965	Withdrawn for disciplinary reasons other than expulsion, truancy or absenteeism (e.g., pending a disciplinary hearing that could result in expulsion)	No	Automatic Exits	No	N/A
1966	Expelled for disciplinary reasons	No	Automatic Exits	No	N/A
1968	Withdrawn due to exceeding the maximum age for special education services eligibility under IDEA	No	Automatic Exit, if under the age of 22 as of July 31 following the end of the school year otherwise Exception	No, unless student is under the age 22 as of July 31 following the end of the school year	N/A
1980	Student voluntarily discontinued schooling and is over the maximum age for compulsory attendance	No	Automatic Exits	No	N/A
1981	Completed grade 12, but did not meet all graduation requirements and voluntarily discontinued schooling	No	Automatic Exits	No	N/A
1982	Left the DC public school system to attend a vocational, GED, online or other adult educational or training program that is not part of the DC public school system	No	Automatic Exits	No	N/A

Exit Code	Exit Full Description	Exit Code Requires Documentation	Exit Category	Remain on SLED Roster?	Acceptable Documentation
1983	Exited to an institution that is not administered or tracked by DC public or public charter schools (e.g., military or Federal Bureau of Prisons)	No	Automatic Exits	No	N/A
1984	Not enrolled; LEA has performed due diligence; status unknown	No	Automatic Exits	No	N/A
1985	Student voluntarily discontinued education after enrolling in an adult education program in a DC public or public charter school	No	Automatic Exits	No	N/A
1986	Completed the course of study for a GED, technical certificate, nationally- or state-recognized vocational certificate, or other certificate program, but did not pass the certification test and is no longer enrolled	No	Automatic Exits	No	N/A
1988	Discontinued due to a hardship (health or personal reasons)	No	Automatic Exits	No	N/A
1989	Discontinued for pregnancy, maternity or paternity obligations	No	Automatic Exits	No	N/A

Exit Code	Exit Full Description	Exit Code Requires Documentation	Exit Category	Remain on SLED Roster?	Acceptable Documentation
1990	Discontinued for employment reasons	No	Automatic Exits	No	N/A
2003	Moved onto the next level in educational program during the school year; continuing in educational program	No	Automatic Exits	No	N/A
2004	Working on the same level in educational program; continuing in educational program	No	Automatic Exits	No	N/A
2005	Continuing and not in an educational program that has a level structure	No	Automatic Exit	No	N/A
2006	Completed current level in educational program and is eligible for promotion but is not moving to next level; continuing in educational program	No	Automatic Exits	No	N/A
2010	Received a diploma, continuing adult education in the same LEA	No	Automatic Exits	No	N/A
2011	Received a GED, continuing adult education in the same LEA	No	Automatic Exits	No	N/A
2012	Received an IEP certificate of completion, continuing adult education in the same LEA	No	Automatic Exits	No	N/A

Exit Code	Exit Full Description	Exit Code Requires Documentation	Exit Category	Remain on SLED Roster?	Acceptable Documentation
2013	Received a technical certification or nationally- or state-recognized vocational education certification, continuing adult education in the same LEA	No	Automatic Exits	No	N/A
2014	Received an ESL certificate, continuing adult education in the same LEA	No	Automatic Exits	No	N/A
2015	Received a certificate of completion for a technical or vocational course of study, continuing adult education in the same LEA	No	Automatic Exits	No	N/A

\* denotes the student will remain on the LEA roster in SLED and other downstream applications under the supporting documentation is accepted by OSSE or the exit code is updated in the LEA SIS

\*\* denotes the document types that are only acceptable for LEAs and schools participating in ACGR.



## Appendix D: Exit Exceptions Examples

### Overlapping Enrollment

#### Example 1: Same LEA and school

The student has an overlapping enrollment at the same school. This is due to the student having two different local ID numbers in the LEA SIS.

This table lists exit with exceptions for a given student in the current school year.							
Entry Code	Entry Date	Exit Code	Exit Date	Exception	LEA	School	Detected On
1851	3/13/2017			Overlapping Enrollment			4/12/2017
1873	3/13/2017			Overlapping Enrollment			5/26/2017

The LEA should perform the following steps:

#### Day 1:

1. In LEA SIS, change one of the local ID to a stage 4 entry code of 1800.

#### Day 2:

2. In SLED, verify the stage 4 entry code is shown. Wait another day, if it does not appear.
3. In the LEA SIS, enter an exit date and stage 4 exit code – 1234 or 4321.

#### Day 3:

4. In SLED, verify the stage 4 exit date and code is shown and the student is no longer on the LEA's SLED roster. Wait another day, if it does not appear.

For additional questions or assistance, please submit an OST ticket.



### Example 2: Different LEAs

The student has an overlapping enrollment at different LEAs. The first LEA has the student currently enrolled while the second LEA used the same date for entry and exit.

This table lists exit with exceptions for a given student in the current school year.

Entry Code	Entry Date	Exit Code	Exit Date	Exception	LEA	School	Detected On
1812	8/22/2016			Overlapping Enrollment			5/26/2017
1810	8/22/2016	2041	8/22/2016	Overlapping Enrollment			5/26/2017

The LEAs should work together to resolve the overlapping enrollment. It would be assumed the second LEA stage 5 the student although the student was not in attendance. In this example, the second LEA would update the student's enrollment to a stage 4.

### Example 3: Different LEAs

The student has an overlapping enrollment at different LEAs. The first LEA has the student exiting a day after the second LEA enrolled the student.

This table lists exit with exceptions for a given student in the current school year.

Entry Code	Entry Date	Exit Code	Exit Date	Exception	LEA	School	Detected On
1812	8/22/2016	2041	9/13/2016	Overlapping Enrollment			5/26/2017
1812	9/12/2016			Overlapping Enrollment			5/26/2017

The LEAs should work together to resolve the overlapping enrollment. The following could be assumed:

1. The first LEA would update the student's exit date to 9/12/2016.
2. The second LEA would update the student's stage 5 entry date to 9/13/2016 or 9/14/2016.



## Exceeded Maximum Age for Special Education Services

### Example 4: Age Under 22

The student is flagged as being under the age of 22 by July 31 following the end of the school year. The student's DOB is 9/13/2001.

This table lists exit with exceptions for a given student in the current school year.

Entry Code	Entry Date	Exit Code	Exit Date	Exception	LEA	School	Detected On
1810	8/22/2016	1960	3/20/2017	Student exited as "Under compulsory attendance age", but is 5 years or older as of Sept. 30th.			5/22/2017

The LEA should perform one of the following steps:

1. Change the exit code for the student in the LEA SIS.
2. Verify the student does not have a Demographic Conflict for the DOB.

## Under Compulsory Attendance Age

### Example 5: Age 5 or Older

The student is flagged as being age 5 or older as Sept. 30 of the school year. The student's DOB is 6/1/2011.

This table lists exit with exceptions for a given student in the current school year.

Entry Code	Entry Date	Exit Code	Exit Date	Exception	LEA	School	Detected On
1810	8/22/2016	1960	9/1/2016	Student exited as "Under compulsory attendance age", but is 5 years or older as of Sept. 30th.			5/22/2017

The LEA should perform one of the following steps:

1. Change the exit code for the student in the LEA SIS.
2. Verify the student does not have a Demographic Conflict for the DOB.

## Died or Is Permanently Incapacitated

### Example 6: Died or Is Permanently Incapacitated

The student with exit code 1944 “Died or Is Permanently incapacitated” has re-enrolled at the same or different public school in the District.

This table lists exit with exceptions for a given student in the current school year.

Entry Code	Entry Date	Exit Code	Exit Date	Exception	LEA	School	Detected On
1812	3/11/2017	1944	4/5/2017	Student is enrolled after he exited as "Died or is permanently incapacitated".			5/22/2017
1811	5/22/2017			Student is enrolled after he exited as "Died or is permanently incapacitated".			5/22/2017

The LEA(s) should work to resolve the enrollments by perform one of the following steps:

1. In the case where the student is re-enrolled at the same school, the LEA should verify the student record with exit code 1944 was not overridden with another student’s demographic information.
2. In the case where the student is enrolled at a different school, the LEAs should work together to determine if this is the same student.
  - a. If it is the same student, the first LEAs should update the exit code for the student in the LEA SIS.
  - b. If it is not the same student and additional assistance is needed, please submit an OST ticket.