



SLED – DATA MANAGEMENT

PRIOR YEAR EXITS

FEBRUARY 23, 2024

OFFICE OF STATE SUPERINTENDENT OF EDUCATION (OSSE)



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Introduction

Purpose

The Prior Year Exit (PYE) Management module in the Statewide Longitudinal Education Data System (SLED) facilitates the process for local education agencies (LEAs) to update students' stage 5 exit codes for previous school years.

It will facilitate accurate and reliable enrollment data. In addition, entry and exit codes are used for several federal reporting requirements, such as the 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. Beginning with the 2016-17 school year, OSSE began 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;
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 Prior Year Exit Management Flag?

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

1. **Completed Exits** – records OSSE considers exited and no further actions are required by the LEA;
2. **Incomplete Exits** – identifies records opened for the LEA to modify, if necessary;
3. **Pending OSSE Review** – identifies records needing OSSE approval; and
4. **Completed Exits** – identifies records confirmed by the LEA either:
 - a. Completed in SLED - Exit Management; or
 - b. Validated during the ACGR process.

Prior Year Exits (PYE) Highlights

- Enrollment records for all students in the 2017-18 school year are listed.
- Enrollment records for students from 2014-15 to 2016-17 school years are listed for students with disabilities (SWD) remaining on the LEA's special education roster.
 - PYE supports administrative exits in the Special Programs for students who did not reenroll in the current school year.
- Enrollment records for students from 2014-15 to 2016-17 school years are listed for diploma-granting LEAs.
- Enrollment records for students from the 2013-14 school year are listed for diploma-granting LEAs that require a six-year graduation rate.
- Enrollment records for students are categorized by each school year.

- PYE records identify if the student enrolled at a public school in the District of Columbia (DC) in the current school year.

PYE Management Caveats

Below list things to know about the PYE Management module.

- “Pending LEA Exits” category count is not expected to decrease to zero.
- Exit code can only be changed one-time.
- Exit dates are displayed but cannot be changed.
- Entry dates are displayed.
- If a student had multiple enrollments at the LEAs, each enrollment is displayed.
- Exit codes requiring documentation will go through OSSE review process.
- Exit codes requiring documentation in Special Programs for SWD will go through OSSE review process.
- Public Charter School Board (PCSB) will have access to charter LEAs’ data.

When does the PYE Management Close for the School Year?

The PYE Management module aligns Data Validation Qlik application for the current school year. PYE Management closes on the same day of the certification for students’ enrollments. The PYE Management will remain open for extended year LEAs that ends the school year after June 30. Click [here](#) to view the School Year Data Validation Policy.

Who has Access to PYE Management?

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 Prior Year 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.

Log into the PYE 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 **Prior Year Exit Management**.

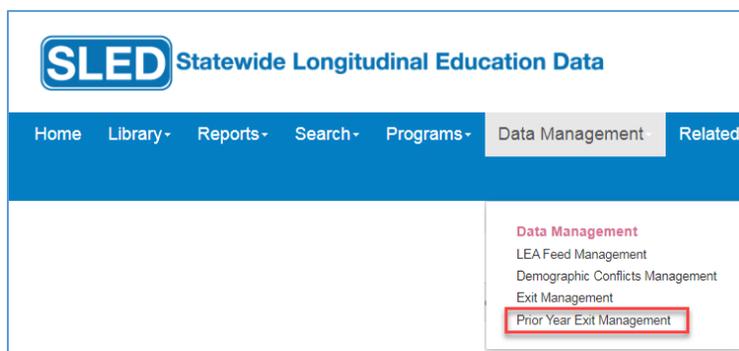


Figure 1: Data Management Tab in SLED

Quick Tools

Menu Bar

The Menu Bar has the below quick links.

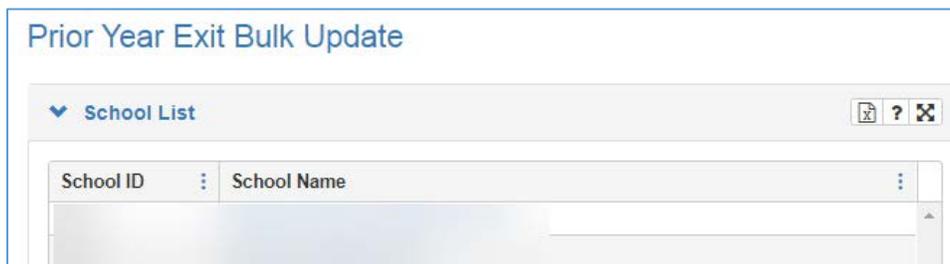


- **Summary** – returns user to the dashboard (🏠).
- **Bulk Updates** – features to allow multiple students’ records to be assigned an exit code that does not require documentation in PYE or Special Programs (🔄).
- **Download Roster** – features to allow downloading of PYE rosters based on the school year, exit status, LEA and school(s) (⬇️).
- **Exit Code Information** – lists all exit codes and related information (❓).

Bulk Updates

The **Prior Year Exit Bulk Update** page allows users to quickly assign an exit code to several students at once. Only exit codes that do not require documentation in PYE and Special Programs can be selected.

1. On the Prior Year Exit Bulk Update page, a list of schools related to the LEA appears.



2. Click on a school name, the **School Prior Year Exits Bulk Update** page opens.

School Prior Year Exits Bulk Update

To update exit codes: (1) select a School Year to view the related students in the PYE Incomplete Exits Roster report, (2) select the desired Exit Code from the dropdown, (3) click the checkbox next to the students who will be assigned the exit code, and (4) click the Submit button to apply the exit code to the students’ records.

All qualified student records will be assigned the selected exit code. Only exit codes that do not require documentation in PYE or SEDS are available to select on this page.

3 School Year: 4 Exit Code: 6

PYE Incomplete Exits Roster

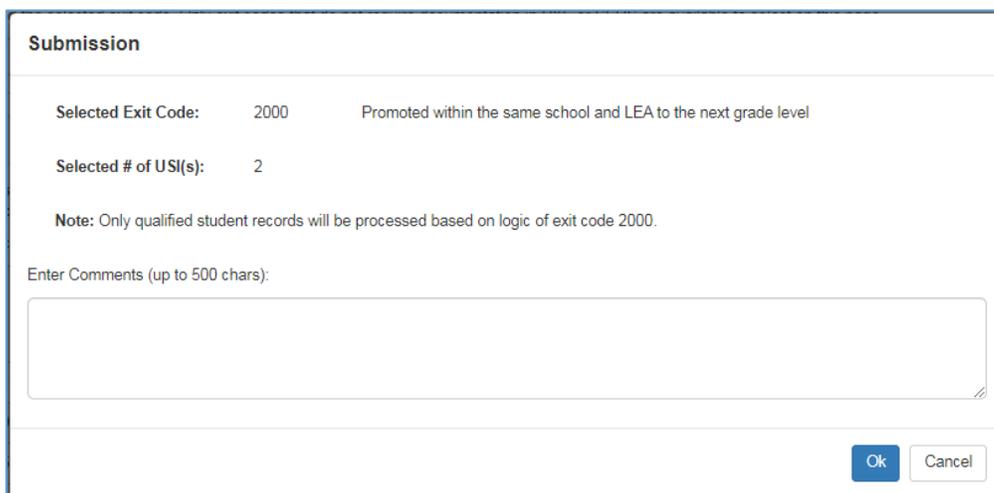
Search:

This table lists incomplete exit records available for an exit code to be assigned or updated based on the selected school in a given school year. Only records on the current page can be to update the exit code. To select additional students navigate to other pages at bottom of the report.

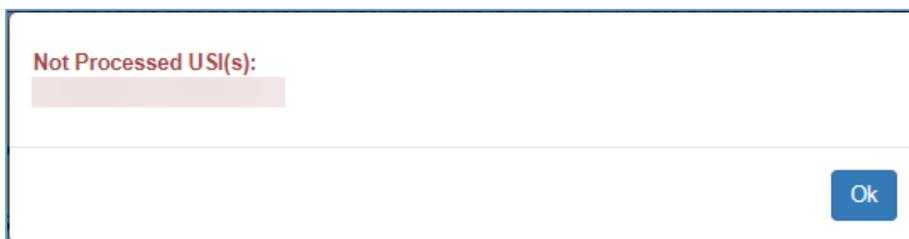
Use the Search bar to locate a student by USI, first name, last name, DOB, Status or Exit ID.

5 <input type="checkbox"/> Check All	Exit ID	USI	First Name	Last Name	DOB	School Year	Status	School Name	Entry Date	Code
<input type="checkbox"/>						2018-2019	Pending LEA/School Exits		8/22/2018	
<input type="checkbox"/>						2018-2019	Pending LEA/School Exits		8/20/2018	
<input type="checkbox"/>						2018-2019	Pending LEA/School Exits		8/20/2018	2041
<input type="checkbox"/>						2018-2019	Pending LEA/School Exits		8/20/2018	
<input type="checkbox"/>						2018-2019	Pending LEA/School Exits		8/20/2018	
<input type="checkbox"/>						2018-2019	Pending LEA/School Exits		9/6/2018	
<input type="checkbox"/>						2018-2019	Pending LEA/School Exits		10/17/2018	2040

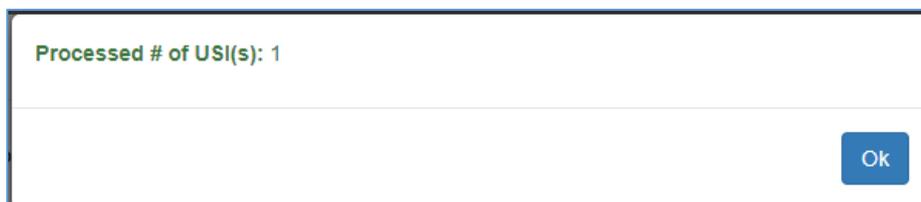
3. To update exit codes, in the **School Year** dropdown field select a school year to view the related students in the PYE Incomplete Exits Roster report.
4. In the **Exit Code** dropdown field select the desired exit code.
5. Click the checkbox next to the students who will be assigned the exit code. Click the **Check All** checkbox to select all students in the list. All qualified student records will be assigned the selected exit code.
NOTE: Only exit codes that do not require documentation in PYE or Special Programs are available to select on this page.
6. Click the **Submit** button to apply the exit code to the students' records.



7. The **Submission** window appears to confirm the selected exit code, number of USIs. A comment can be entered for the selected students.
8. Click the **Ok** button.
9. If the exit code cannot be assigned to the selected students then the below window will appear displaying the USIs not processed.



10. If the exit code can be assigned to selected students then the below window will appear displaying the number of USIs processed.



11. Click the **Ok** button.
12. Repeat steps #3 – 10 to apply an exit code to additional students' enrollment records.

Download Roster

The **Download Prior Year Exits Roster** page allows users to download PYE rosters based on the school year, exit status, sector, LEA and school(s).

1. On the Download Prior Year Exits Roster page, use the fields to download the preferred PYE roster.

Download Prior Year Exits Roster

Instruction: (1) Select school year(s), multiple school years can be selected; (2) Select exit status(es), multiple exit statuses can be selected or removed; (a) Pending LEA Exits status is available for an exit code to be assigned or updated; (b) OSSE Not Accepted Exit status is waiting on LEA to either change exit or submit additional documentation; (c) Pending OSSE Review status is waiting on OSSE to review LEA's submitted documentation; (d) OSSE Accepted Exits status is the exit code change has been approved by OSSE and (e) LEA Automatic Exits status is the exit code change bypassed the OSSE review process; (3) Select a sector, LEA and/or school based on your SLED access privilege; (4) Click 'Download' button to start download.

2 School Year:

3 Exit Status: Pending LEA/School Exits x
OSSE Not Accepted Exits x
Pending OSSE Review x
OSSE Approved Exits x
Automatic Exit x

4 Sector:

5 LEA:

6 School:

7 [Download](#)

2. In the **School Year** field, select one or more school years, one at a time.
3. In the **Exit Status** field, deselect one or more exit statuses, one at a time.
4. In the **Sector** field, is only applicable for state-level users.
5. In the **LEA** field, is only applicable for state-level users.
6. In the **School** field, a LEA-level user either selects All Schools or one school; however, a school-level user will be defaulted to assigned school.
7. Click the **Download** button.
8. A .csv file appears. In the .csv file, each sheet has the list of students by school year (2018-2019 2017-2018).

Exit Code Information

The **Exit Code Information** page allows users to understand the exit code, exit description and associated logic for the PYE module. The list comprises of inactive (or historic) exit code.

Prior Year Exit Management Help Information

Welcome to Prior Year Exits (PYE) in the Statewide Longitudinal Education Data System (SLED). Prior Year Exits module facilitates the process for LEAs to update students' stage 5 exit code for prior school years. The PYE records are categorized by each school year.
 Click [here](#) to view OSSE Standard Student Entry and Exit Code Guidance.

Exit Code Information [?] [X]

The table below lists the exit code, exit description and associated logic for the PYE module. The exit information is based on the prior years' Entry and Exit Guidance. Inactive exits are listed.

Exit Code	Short Description	Active	Category	Require Document	Is Selectable	Bulk Exit Code	Special Note	Full Description
1907	Transfer within LEA	No	Transfer	No	No	No	Mapping to new exit code 2040	Transfer to a different public or non-public school within the same local education agency
1908	Transfer to different DC LEA	No	Transfer	No	No	No	Mapping to new exit code 2041	Transferred to a public or non-public school in a different local education agency in the same state

Search Student Exit

The **Search Student Exit** search bar allows users to quickly locate a student in the Prior Year Exit Management module.

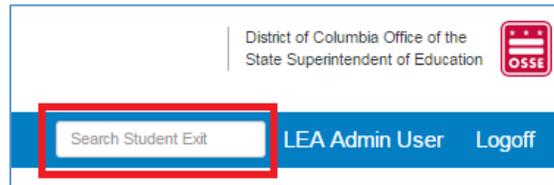


Figure 2: Search Student PYE Search Bar

The following search criteria are permitted:

1. Unique student identifier (USI);
2. First Name;
3. Last Name;
4. Date of Birth; and
5. Exit ID

LEA Prior Year Exits Summary (LEA Approver Dashboard)

The **LEA Prior Year Exits Summary** page displays the number of exits for an LEA from prior school years.

LEA Prior Year Exits Summary

Welcome to Prior Year Exits (PYE) in the Statewide Longitudinal Education Data System (SLED). Prior Year Exits module facilitates verification of incomplete exits, for students who did not reenroll in the current school year, by LEA and/or School users.

If OSSE approves the incomplete exit requiring documentation, then the exit will be considered complete for the previous school year. If OSSE does not accept the documentation, then the LEA can either select another exit or provide additional documentation by going through the approval process again. While these summary reports provides exit counts as of today, this data can change on a daily basis when the student's exit data is changed in this module based on the student re-enrolling in the current school year or updates to exits in the module.

Note: The Prior Year Exits module only includes OSSE defined exit codes.

LEA Prior Year Exits Summary

This table displays the LEA summary of Prior Year Exits. The PYE has various statuses: (1) Pending LEA Exits status is available for an exit code to be assigned or updated; (2) OSSE Not Accepted Exit status is waiting on LEA to either change exit or submit additional documentation; (3) Pending OSSE Review status is waiting on OSSE to review LEA's submitted documentation; (4) OSSE Accepted Exits status is the exit code change has been approved by OSSE and (5) LEA Automatic Exits status is the exit code change bypassed the OSSE review process.

Click on the school year to view the School Prior Year Exits Summary for the specific school year.

Click on the exit counts to view all the exits in that status.

LEA Name	School Year	Incomplete Exits		Pending OSSE Review	Completed Exits		Total
		Pending LEA Exits	OSSE Not Accepted Exits		OSSE Accepted Exits	Automatic Exits	
	2017-2018	367	0	1	1	1	370
	2016-2017	4	0	0	0	0	4
	2015-2016	4	0	0	0	0	4
	2014-2015	5	0	0	0	0	5

School Prior Year Exits Summary (2017-2018)

This table displays the school summary of Prior Year Exits. The PYE has various statuses: (1) Pending LEA Exits status is available for an exit code to be assigned or updated; (2) OSSE Not Accepted Exit status is waiting on LEA to either change exit or submit additional documentation; (3) Pending OSSE Review status is waiting on OSSE to review LEA's submitted documentation; (4) OSSE Accepted Exits status is the exit code change has been approved by OSSE and (5) LEA Automatic Exits status is the exit code change bypassed the OSSE review process.

Click on school to view school summary or click on the exit counts to view all the exits in that status.

School Name	School Year	Incomplete Exits		Pending OSSE Review	Completed Exits		TotalExit
		Pending LEA Exits	OSSE Not Accepted Exits		OSSE Accepted Exits	Automatic Exits	
	2017-2018	367	0	1	1	1	370

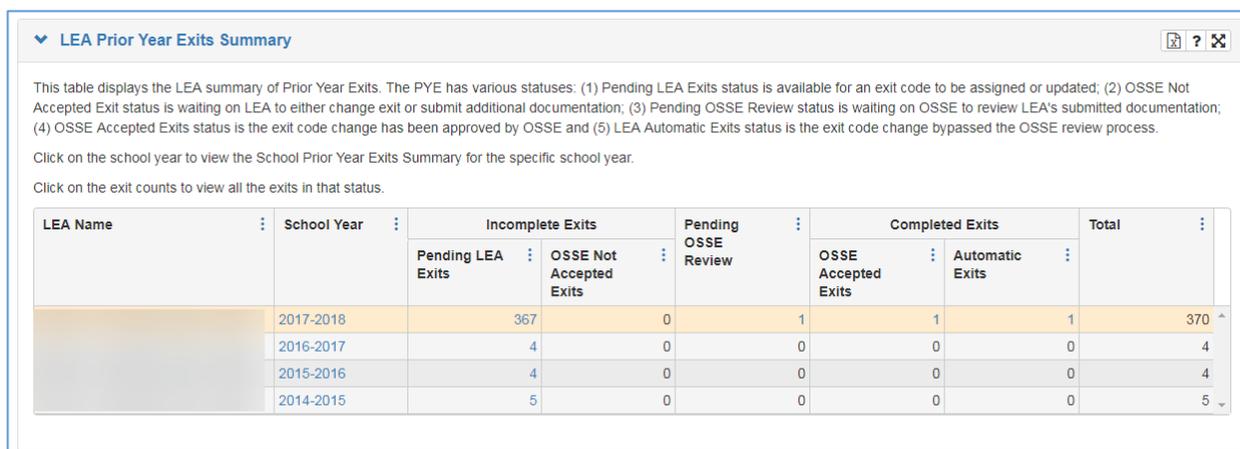
10 items per page | 1 - 1 of 1 items

Figure 3: LEA View – LEA Prior Year Exits Summary Page

LEA Prior Year Exits Summary

The **LEA Prior Year Exits Summary** table displays the total count of records for each school year in one of the statuses below.

1. **Pending LEA Exits** – indicates an exit code may be assigned or updated;
2. **OSSE Not Accepted Exit** – indicates OSSE rejected the LEA’s documentation. The LEA is permitted to either change exit or submit additional documentation;
3. **Pending OSSE Review** – indicates that OSSE is waiting to review LEA's submitted documentation;
4. **OSSE Accepted Exits** – indicates the exit code change has been approved by OSSE; and
5. **Automatic Exits** – indicates the exit code change bypassed the OSSE review process.



LEA Name	School Year	Incomplete Exits		Pending OSSE Review	Completed Exits		Total
		Pending LEA Exits	OSSE Not Accepted Exits		OSSE Accepted Exits	Automatic Exits	
	2017-2018	367	0	1	1	1	370
	2016-2017	4	0	0	0	0	4
	2015-2016	4	0	0	0	0	4
	2014-2015	5	0	0	0	0	5

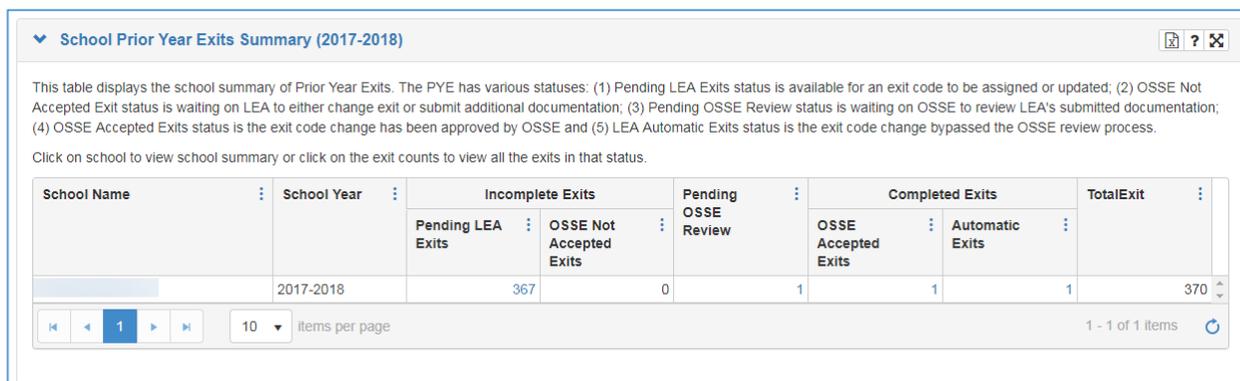
Figure 4: LEA Prior Year Exits Summary Report

Click on the school year to view the [School Prior Year Exits Summary](#) report displayed on the same page below for the specific school year. The selected school year will be highlighted in the LEA Prior Year Exits Summary table.

Click on the exit counts to view all the exits in that status.

School Prior Year Exits Summary

The **School Prior Year Exits Summary** table displays the number of exits in each status at the school level.



School Name	School Year	Incomplete Exits		Pending OSSE Review	Completed Exits		TotalExit
		Pending LEA Exits	OSSE Not Accepted Exits		OSSE Accepted Exits	Automatic Exits	
	2017-2018	367	0	1	1	1	370

Figure 5: School Prior Year Exits Summary Report

Click on school name to view the [School Prior Year Exits Summary](#) page.

Click on the exit counts to view all the exits in that status.

School Prior Year Exits Summary (School Approver Dashboard)

The **School Prior Year Exits Summary page** is similar to the LEA Prior Year Exits Summary page but specific to the selected school or user's access.

Search Report

The **Search Report** search bar allows users to quickly locate a student within the specific Prior Year Exit report.

A rectangular search bar with a light blue border. The word "Search:" is written in bold black text at the top left of the bar. Below the text is a white input field with a thin grey border.

Figure 6: Search Student PYE Search Bar

The following search criteria are permitted:

1. USI;
2. First Name;
3. Last Name;
4. Date of Birth; and
5. Status.

School Prior Year Exits Summary

The School Prior Year Exits Summary table displays the total number of records at the school in the following statuses:

1. **Pending LEA Exits;**
2. **OSSE Not Accepted Exit;**
3. **Pending OSSE Review;**
4. **OSSE Accepted Exits;** and
5. **Automatic Exits**

To view records for a particular school year, click on the school year. The tables below will update with the records in the status for the school year selected.

▼ School Prior Year Exits Summary 🔍 ? ✕

This table displays the school summary of Prior Year Exits. The PYE has various statuses: (1) Pending LEA Exits status is available for an exit code to be assigned or updated; (2) OSSE Not Accepted Exit status is waiting on LEA to either change exit or submit additional documentation; (3) Pending OSSE Review status is waiting on OSSE to review LEA's submitted documentation; (4) OSSE Accepted Exits status is the exit code change has been approved by OSSE and (5) LEA Automatic Exits status is the exit code change bypassed the OSSE review process.

Click on the exit counts to view all the exits in that status.

School Name	School Year	Incomplete Exits		Pending OSSE Review	Completed Exits		Total
		Pending LEA Exits	OSSE Not Accepted Exits		OSSE Accepted Exits	Automatic Exits	
	2017-2018	367	0	1	1	1	370
	2016-2017	4	0	0	0	0	4
	2015-2016	4	0	0	0	0	4
	2014-2015	5	0	0	0	0	5

Selected School Year: 2017-2018

▼ PYE Incomplete Exits 🔍 ? ✕

This table lists incomplete exit records available for an exit code to be assigned or updated based on the selected school in a given school year. The SWD column

Figure 7: School Prior Year Exits Summary Table Connection to PYE Incomplete Exits Table

PYE Incomplete Exits

The **PYE Incomplete Exits table** lists exit records available for an exit code to be assigned or updated based on the selected school in a given school year.

- **Exit ID** – provides the unique ID generated and assigned to each exit record by the SLED Prior Year Exits module.
- **USI** – provides the 10-digit unique student identifier, assigned by OSSE via SLED.
- **First Name** – provides the student's legal first name.
- **Last Name** – provides the student's legal last name.
- **DOB** – provides student's date of birth.
- **School Year** – provides the school year for which the exit record was received.
- **Status** – provides the status of the exit record.
- **Entry Date** – is the date of "receipt of educational services, which are deemed to begin on the first official school day" (DCMR Title 5-A2199).
- **PYE Exit**
 - **Code** – provides the code of the reason for exiting or withdrawing from the LEA.
 - **Description** – provides shorten description of the reason for exiting or withdrawing from the LEA.
 - **Date** – provides the date on which the student left school.
- **SWD** – indicates if the student is identified as a SWD per IDEA and indicates if the LEA remains responsible for provide special education services for the student is identified as a SWD. The SWD is on the LEA's special education roster and additional actions must be completed in Special Programs before the student will be exited in this module and Special Programs.
- **Locked** – indicates if the exit record is locked by OSSE and cannot be modified.
- **Reason** – provides the description of the reason why the exit record is locked by OSSE and cannot be modified.
- **School Name** – provides the name of the school that the student is physically attending.

- **Enrolled** – indicates if the student enrolled in the current school year at an LEA.

Selected School Year: 2017-2018

▼ PYE Incomplete Exits

Search:

Exit ID	USI	First Name	Last Name	DOB	School Year	Status	Entry Date	Code	D
105		PYEM	Alfonzo	6/11/2006	2017-2018	Pending LEA/School Exits			
845		PYEM	Asa	8/19/2008	2017-2018	Pending LEA/School Exits			
267		PYEM	Cedric	4/27/2005	2017-2018	Pending LEA/School Exits			
48		PYEM	Darwin	9/17/2009	2017-2018	Pending LEA/School Exits			
62		PYEM	Dee	5/17/2006	2017-2018	Pending LEA/School Exits			

1 - 5 of 367 items

Figure 8: PYE Incomplete Exits Report

[Click on a USI hyperlink to go to the Student PYE Details Page.](#)

SWD Warning

If the student has **Yes** under the SWD column, a confirmation window will appear as reminder that the approval of the exit code is contingent on related tasks and documentation being completed in Special Programs for a SWD to exit the LEA’s special education roster. OSSE will review Special Programs to verify the content and documentation in Special Programs matches the exit code selected in the Prior Year Exit Management module.

The LEA/school should work internally at the LEA/school with the special education coordinator to ensure all related tasks and documentation in Special Programs are completed and support the exit code selected in the Prior Year Exit Management module.

Confirmation: Has student been properly exited in Special Programs? ✕

The approval of the exit code is contingent on related tasks and documentation being completed in Special Programs for a student with disabilities (SWD) to exit the LEA's special education roster.

Yes
 No

Figure 9: SWD Confirmation Window

If **Yes** is selected then the **Continue** button is clicked, the exit code can be edited.

Student PYE Details

Click on the USI hyperlink to view student's last authoritative demographic data.

USI	First Name	Last Name	DOB	LEA Code	LEA Name	School Code	School Name

You have confirmed that related tasks and documentation being completed in Special Programs for a student with disabilities (SWD) to exit the LEA's Special Programs roster.

▼ Prior Year Exit Details

Lists the prior year exit associated with the student

Exit ID	School Year	Status	Entry Date	Prior Year Exit			Support Document(s)	SWD	Locked
				Edit	Code	Description	Date		
389380	2020-2021	Pending LEA/School Exits	12/20/2019		9888	OSSE Admin Code Status Unknown		Yes	No

Figure 10: Student PYE Details Page When SWD Is Properly Exited in Special Programs

If 'No' is selected then the **Continue** button is clicked, the exit code cannot be edited.

Student PYE Details

Click on the USI hyperlink to view student's last authoritative demographic data.

USI	First Name	Last Name	DOB	LEA Code	LEA Name	School Code	School Name

An exit code cannot be selected since the SWD has not been confirmed to have related tasks and documentation completed in Special Programs.

▼ Prior Year Exit Details

Lists the prior year exit associated with the student

Exit ID	School Year	Status	Entry Date	Prior Year Exit			Support Document(s)	SWD	Locked
				Edit	Code	Description	Date		
389380	2020-2021	Pending LEA/School Exits	12/20/2019		9888	OSSE Admin Code Status Unknown		Yes	No

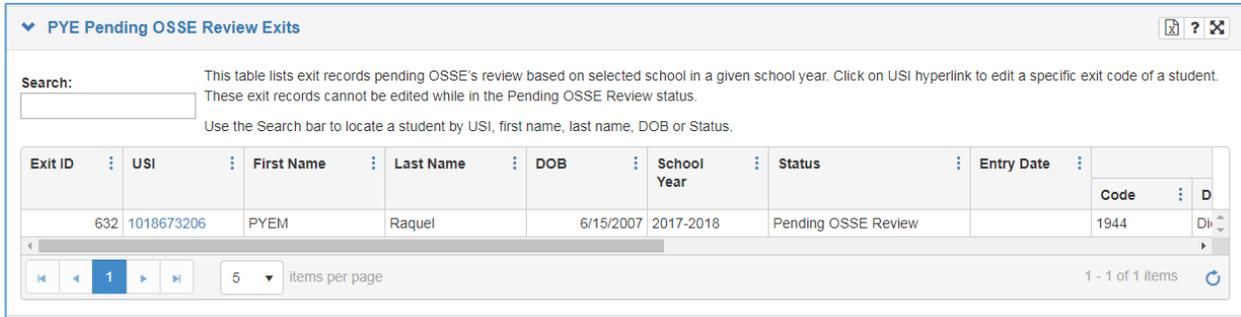
Figure 11: Student PYE Details Page When SWD Not Properly Exited in Special Programs

If the **Cancel** button is clicked, the **Confirmation: Has student been properly exited in Special Programs** window disappears.

The application opens the Student PYE Details page – see the [Student PYE Details Page](#) section of this document for more information.

PYE Pending OSSE Review Exits

The **PYE Pending OSSE Review Exits** table lists exit records pending OSSE’s review based on the school year selected. Click on the USI hyperlink to view a student record. The records in the **Pending OSSE Review** status cannot be edited.



PYE Pending OSSE Review Exits

Search: This table lists exit records pending OSSE’s review based on selected school in a given school year. Click on USI hyperlink to edit a specific exit code of a student. These exit records cannot be edited while in the Pending OSSE Review status. Use the Search bar to locate a student by USI, first name, last name, DOB or Status.

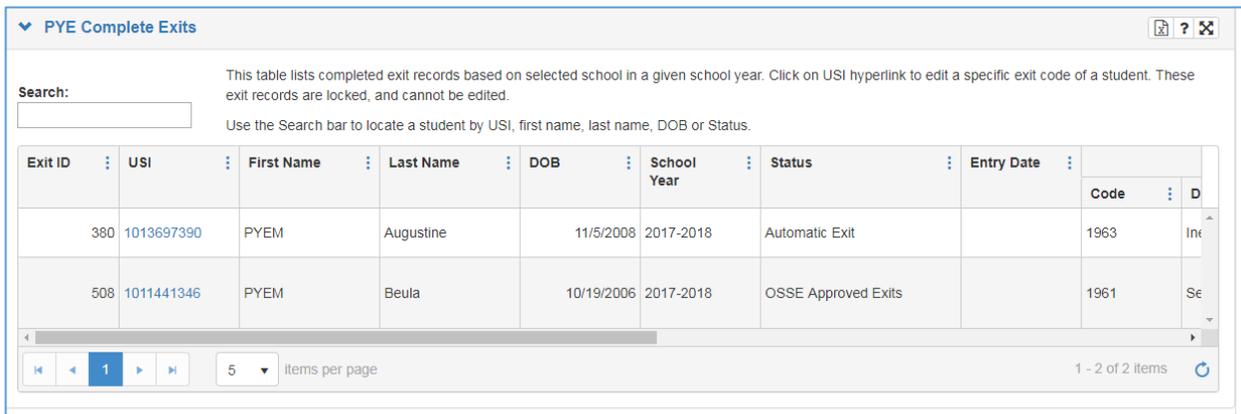
Exit ID	USI	First Name	Last Name	DOB	School Year	Status	Entry Date	Code	D
632	1018673206	PYEM	Raquel	6/15/2007	2017-2018	Pending OSSE Review		1944	Di

5 items per page 1 - 1 of 1 items

Figure 12: PYE Pending OSSE Review Exits Report

PYE Complete Exits

The **PYE Complete Exits** table lists completed exit records based on the selected school in a given school year. Click on the USI hyperlink to view a specific exit code of a student. These exit records are locked, and cannot be edited.



PYE Complete Exits

Search: This table lists completed exit records based on selected school in a given school year. Click on USI hyperlink to edit a specific exit code of a student. These exit records are locked, and cannot be edited. Use the Search bar to locate a student by USI, first name, last name, DOB or Status.

Exit ID	USI	First Name	Last Name	DOB	School Year	Status	Entry Date	Code	D
380	1013697390	PYEM	Augustine	11/5/2008	2017-2018	Automatic Exit		1963	Int
508	1011441346	PYEM	Beula	10/19/2006	2017-2018	OSSE Approved Exits		1961	Se

5 items per page 1 - 2 of 2 items

Figure 13: PYE Completed Exits Report

Student PYE Details Page

To navigate to a student’s PYE details page, click on the student’s USI or use the search feature.

The Student PYE Details page facilitates the process of updating the student’s exit code with the below reports.

- Student Information
- Prior Year Exit Details
- Prior Year Student Documents
- Prior Year Exit Verification Notes
- Prior Year Exit Notes History
- Prior Year Exit Verification History

Student Information

The **Student Information table** lists the student’s prior year enrollment information.

Click on the USI hyperlink to view student's last authoritative demographic data.

USI	First Name	Last Name	DOB	LEA Code	LEA Name	School Code	School Name
1017741949	PYEM	Darwin	9/17/2009	001		203	

Figure 14: Student’s Information Table
** The screenshot has been redacted.*

Click on the **USI** hyperlink to view s student’s authoritative demographic data based on the most recent data.

Prior Year Exit Details

The **Prior Year Exit Details table** lists the PYE associated with the student. The LEA may add or update the exit code, if necessary.

▼ Prior Year Exit Details

Lists the prior year exit associated with the student.

Exit ID	School Year	Status	Entry Date	Prior Year Exit			
				Edit	Code	Description	Date
48	2017-2018	Pending LEA/School Exits					

Figure 15: Prior Year Exit Details Report

Instructions on Updating the Exit Code

1. Click the **Edit** icon () to add/update the exit code.
2. The **Change Exit Code** window will appear.
 - a. In the **Code** field, using the dropdown menu, select an exit code.
NOTE: Only exit codes for the current school year are available to select. If the student has the SWD column equal to, Yes, not all exit codes are available to select – see [Entry and Exit Guidance](#) for details.
 - b. In the **Comment** field, enter a comment. This is optional.

Change Exit Code ✕

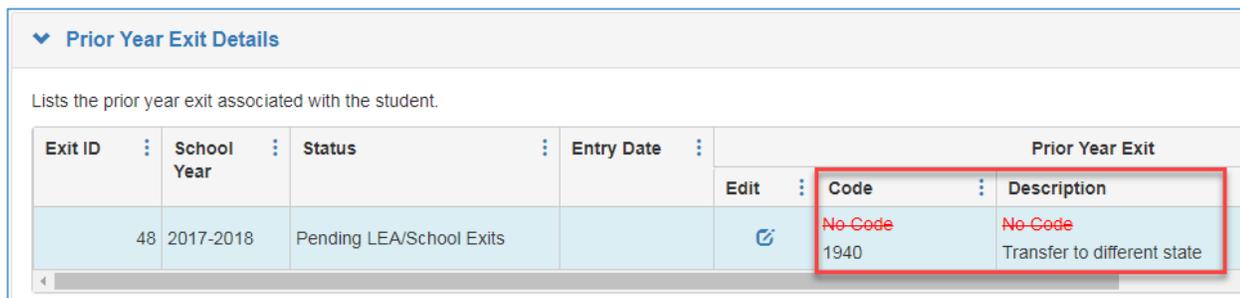
Code:

Comment:

Figure 16: Student PYE Details – Change Exit Code Window

- c. Click the **Save** button to continue or **Cancel** button to close the window without saving.

- The Prior Year Exit Details table will display the updated exit code. The previous exit code and description are displayed in red font with a strikethrough.



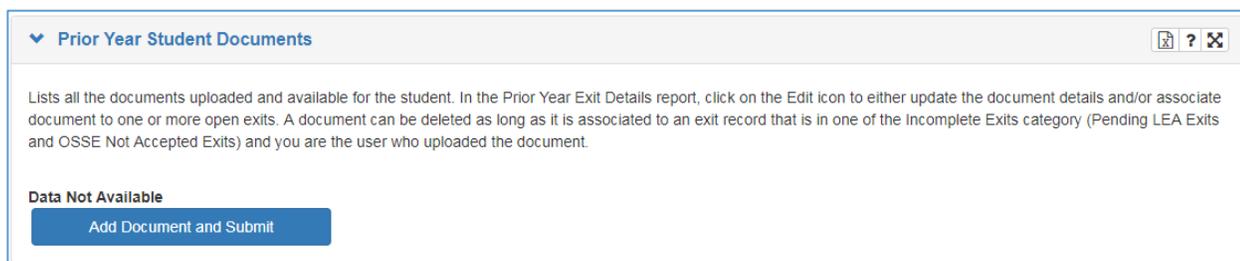
Exit ID	School Year	Status	Entry Date	Edit	Prior Year Exit	
					Code	Description
48	2017-2018	Pending LEA/School Exits			No-Code 1940	No-Code Transfer to different state

Figure 17: Prior Year Exit Details with Updated Exit Code and Description

- If the exit code requires documentation, the Prior Year Student Documents report will appear – [Prior Year Student Documents](#) see for details. The exit code and documentation will be reviewed by OSSE.

Prior Year Student Documents

The Prior Year Student Documents report lists all the documents uploaded and available for the student.



▼ **Prior Year Student Documents**   

Lists all the documents uploaded and available for the student. In the Prior Year Exit Details report, 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 record that is in one of the Incomplete Exits category (Pending LEA Exits and OSSE Not Accepted Exits) and you are the user who uploaded the document.

Data Not Available

[Add Document and Submit](#)

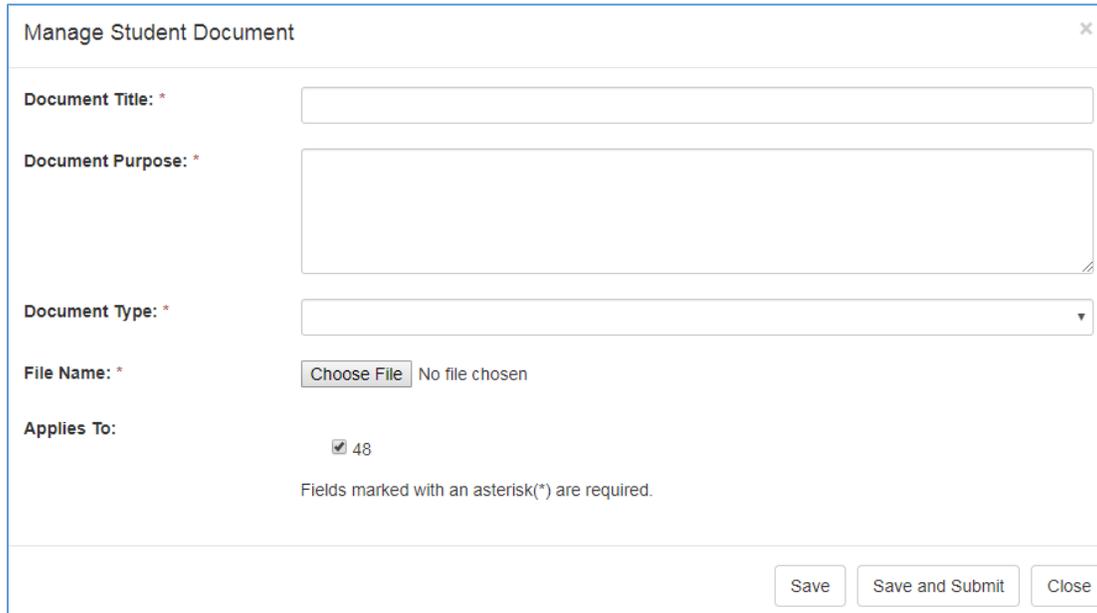
Figure 9: Prior Year Student Documents Report

- Each PDF document size is limited to 2MB.
- Only the LEA or School Approver who uploaded documents can edit or delete the document.
- 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.

Upload Documentation

To provide supporting documentation for the exit code:

1. Click the **Add Documentation and Submit** button.
2. The **Manage Student Document** window will appear.
3. Complete all required fields.



The screenshot shows a window titled "Manage Student Document" with a close button (X) in the top right corner. The window contains the following fields and controls:

- Document Title: ***: A text input field.
- Document Purpose: ***: A large text area for input.
- Document Type: ***: A dropdown menu.
- File Name: ***: A "Choose File" button next to the text "No file chosen".
- Applies To:**: A checkbox labeled "48" which is checked.

Below the "Applies To" section, there is a note: "Fields marked with an asterisk(*) are required." At the bottom right of the window, there are three buttons: "Save", "Save and Submit", and "Close".

Figure 10: Manage Student Document Window

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. Click one of the three buttons:
 - **Save** – to save the document to the student record. The updated exit code will not push to OSSE for review.
 - **Save and Submit** – to submit the documentation to OSSE for review. If the LEA or School Approver makes this selection, the exit code cannot be modified.
 - **Close** – to exit the window.

Verify Record

Once the document has been uploaded and if the **Save** button was clicked, the LEA or School Approver will see the **Verify** button under the **Prior Year Student Documents** section. 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. The status will change to **Pending OSSE Review** and the record cannot be modified by the LEA. The LEA or School Approver can select the **Back** button to exit the Student PYE Details page.

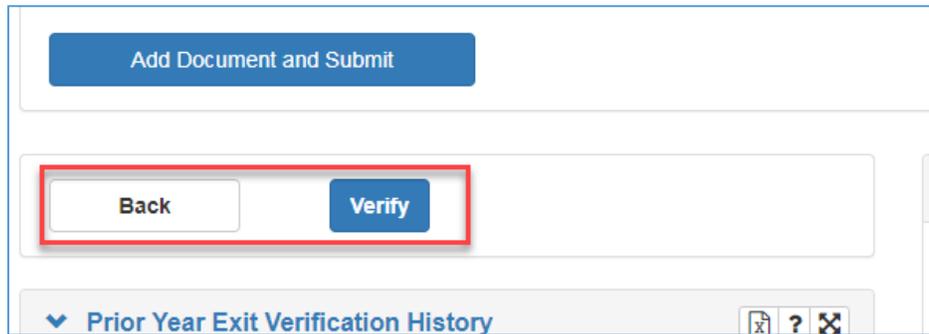


Figure 11: Request Data Change buttons

Prior Year Exit Verification Notes

The **Prior Year Exit Verification Notes** section allows the LEA, School Approver and OSSE to enter comments and notes regarding the exit code. All notes are visible to the users of the LEA, School and State Approvers. Comments can be up to 500 characters.

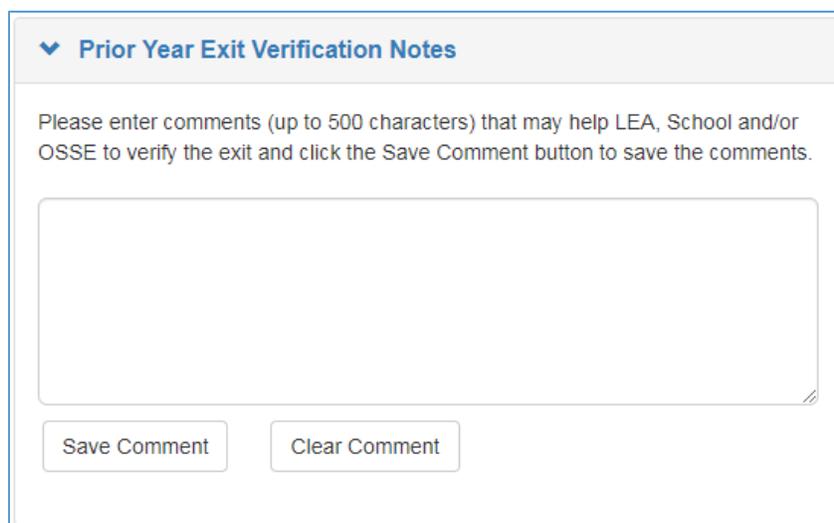
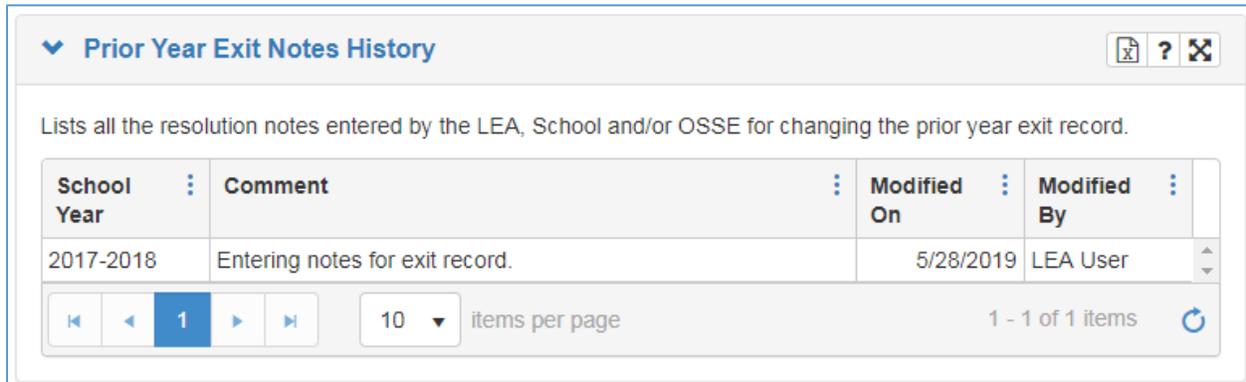


Figure 12: Prior Year Exit Verification Notes

1. Type comment and click the **Save Comment** button. Click the **Clear Comment** button to cancel the entered comment text.
2. The saved comment will appear in the Prior Year Exit Notes History report.

Prior Year Exit Notes History

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

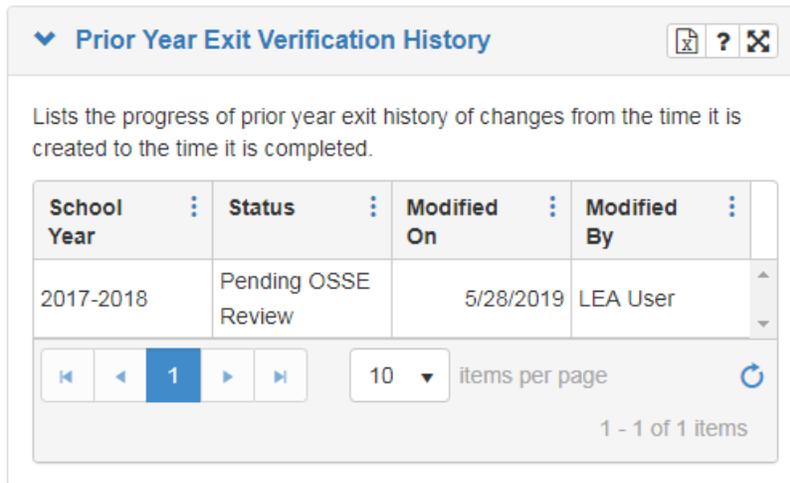


School Year	Comment	Modified On	Modified By
2017-2018	Entering notes for exit record.	5/28/2019	LEA User

Figure 13: Prior Year Exit Notes History Report

Prior Year Exit Verification History

The **Prior Year Exit Verification History** table provides the progress of PYE verification from the time the exit record was created to the time it was verified.



School Year	Status	Modified On	Modified By
2017-2018	Pending OSSE Review	5/28/2019	LEA User

Figure 14: Prior Year Exit Verification History

Unlock Exit Request

In rare circumstances, an exit record must be administratively unlocked for the LEA to submit the correct exit code. If OSSE unlocks the exit record, follow the below steps to change the exit code after receiving notification that the exit record is unlocked.

Note: exit codes 2020, 2021, 2022 and 1944 cannot be administratively unlocked.

1. On the dashboard, click the hyperlink number either under the OSSE Accepted Exits or Automatic Exits status column header.

Completed Exits	
OSSE Accepted Exits	Automatic Exits
2,739	29
2,728	36

Figure 15: Hyperlink Numbers under Complete Exits Statuses

2. In the related PYE report, locate the student’s exit record.
3. Scroll to the right to view the **Locked** column header.
4. The Locked value of “No” is displayed in a blue font. Click the “No” to access the Student PYE Details page.

SWD	School Name	Locked and Reason		Enrolled
		Locked	Reason	
No		No		Yes

Figure 16: “No” Hyperlink to Access Administratively Unlocked Exit Record

5. The **Confirmation: Reopen a complete exit** window appears, click the **Continue** button to proceed to the [Student PYE Details Page](#) to update the exit code.
6. Click the **Cancel** button to return to the current page.

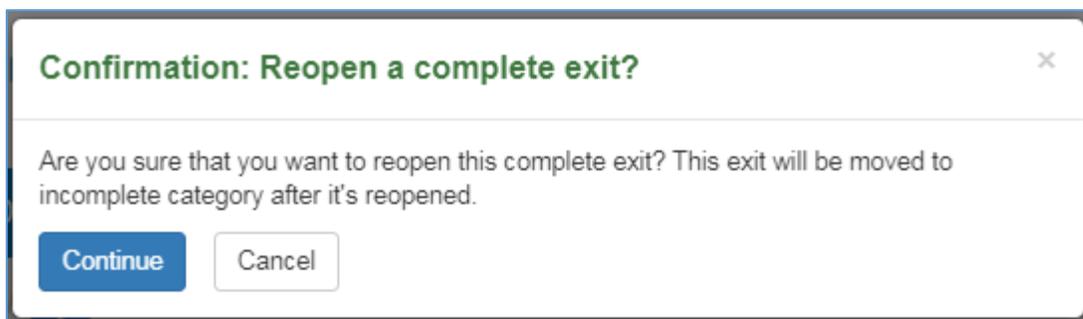


Figure 17: Confirmation: Reopen a Complete Exit Window



Appendix A: Resources

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

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

Appendix B: Document Descriptions

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

Document Type	Description	Non-Diploma-Granting School Acceptable Exit Codes	Diploma-Granting School Acceptable Exit Codes
Certificate/Certification	This is a copy of the student’s earned certificate or certification from the school.	2023 2024	N/A
Death Certificate	This is an official, government-issued document that declares the death of a student.	1944	1944
LEA Enrollment/Exit Form	This is the LEA’s enrollment or exit form completed by the student’s parent/guardian. The form must include the student 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 NOTE: It must include (1) either the student’s date of birth or USI and (2) receiving school signature. 1941
Letter/Documentation from Doctor	This is a copy of a letter or documentation from a 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
<p>Letter from parent with Signature</p>	<p>This is a letter from the parent who provides the exiting reason for his/her child. The letter must include the parent’s signature.</p>	<p>1940 1941 1943</p>	<p>1940 – Use only for home-schooling in different state: letter or form with parent signature. NOTE: Email correspondence with a parent is not sufficient; a parent signature must be obtained. 1941 – Letter or form with parent signature. NOTE: Email correspondence with a parent is not sufficient; a parent signature must be obtained.</p>
<p>Notice of Intent to Homeschool</p>	<p>This is a form the parent/guardian completes and files with the state where the student is receiving home schooling.</p> <p>The Notice of Intent to Homeschool form must be filed with OSSE for the use of exit code 1942.</p>	<p>1940 1942</p>	<p>1940 – Use only for home-schooling in different state 1942</p>



Document Type	Description	Non-Diploma-Granting School Acceptable Exit Codes	Diploma-Granting School Acceptable Exit Codes
OSSE Death Verification Form	<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>NOTE: Any written documentation that is not a letter from a doctor or death certificate must be accompanied by an OSSE Death Verification Form.</p>	1944	1944 – NOTE: Any written documentation that is not a letter from a doctor or death certificate must be accompanied by an OSSE Death Verification Form.
OSSE Deportation Certification Form	<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
OSSE Enrollment Verification Form	<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
Official Written Communication	<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 – NOTE: It must include (1) either the student’s date of birth or USI and (2) receiving school signature. 1941 2043



Document Type	Description	Non-Diploma-Granting School Acceptable Exit Codes	Diploma-Granting School Acceptable Exit Codes
Request for Records	This is a copy of request for records from the receiving school on official letterhead or from an official school email account indicating student enrollment.	1940 1941 1943 2043	1940 – Use only for exit to public or private school in different state NOTE: It must include (1) either the student’s date of birth or USI and (2) receiving school signature. 2043
Transcript	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 NOTE: It must include (1) either the student’s date of birth or USI and (2) receiving school signature. 2043

Appendix C: Exit Codes Overview

The table below outlines the exit codes and how Prior Year 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. SWDs and ACGR.

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	See the latest Entry and Exit Guidance for documentation required for SWDs.
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	See the latest Entry and Exit Guidance for documentation required for SWDs.
2023	Received a technical certification or nationally- or state-recognized vocational education certification	Yes	Incomplete*	Yes, until documentation is approved	See the latest Entry and Exit Guidance for documentation required for SWDs.



Exit Code	Exit Full Description	Exit Code Requires Documentation	Exit Category	Remain on SLED Roster?	Acceptable Documentation
2024	Received an ESL certificate	Yes	Incomplete*	Yes, until documentation is approved	See the latest Entry and Exit Guidance for documentation required for SWDs.
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	<ul style="list-style-type: none"> • Official Written Communication** • See the latest Entry and Exit Guidance for documentation required for SWDs.
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



Exit Code	Exit Full Description	Exit Code Requires Documentation	Exit Category	Remain on SLED Roster?	Acceptable Documentation
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
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 Department of Youth Rehabilitation Services (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"> • OSSE Enrollment Verification Form • Official Written Communication** • Transcript** • Request for Records**



Exit Code	Exit Full Description	Exit Code Requires Documentation	Exit Category	Remain on SLED Roster?	Acceptable Documentation
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"> • LEA Enrollment/Exit Form** • OSSE Enrollment Verification Form** • Letter from Parent with Signature** • Notice of Intent to Home School** • Official Written Communication** • Request for Records** • Transcript** • See the latest Entry and Exit Guidance for documentation required for SWDs.
1941	Exited to a school outside of the United States	Yes	Incomplete*	Yes, until documentation is approved	<ul style="list-style-type: none"> • LEA Enrollment/Exit Form** • OSSE Enrollment Verification Form** • Letter from Parent with Signature** • Official Written Communication** • Request for Records • OSSE Deportation Certification Form • See the latest Entry and Exit Guidance for documentation required for SWDs.



Exit Code	Exit Full Description	Exit Code Requires Documentation	Exit Category	Remain on SLED Roster?	Acceptable Documentation
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"> • Notice of Intent to Home School** • See the latest Entry and Exit Guidance for documentation required for SWDs.
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"> • LEA Enrollment/Exit Form • OSSE Enrollment Verification Form** • Letter from Parent with Signature • Official Written Communication • Request for Records • See the latest Entry and Exit Guidance for documentation required for SWDs.
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"> • Letter/Documentation from Doctor** • OSSE Death Verification Form** • Death Certificate** • See the latest Entry and Exit Guidance for documentation required for SWDs.
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



Exit Code	Exit Full Description	Exit Code Requires Documentation	Exit Category	Remain on SLED Roster?	Acceptable Documentation
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"> • OSSE Enrollment Verification Form • Letter/Documentation from Doctor** • See the latest Entry and Exit Guidance for documentation required for SWDs.
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	See the latest Entry and Exit Guidance for documentation required for SWDs.
1964	Withdrawn due to LEA policy related to absenteeism or truancy	No	Automatic Exits	No	See the latest Entry and Exit Guidance for documentation required for SWDs.
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



Exit Code	Exit Full Description	Exit Code Requires Documentation	Exit Category	Remain on SLED Roster?	Acceptable Documentation
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	See the latest Entry and Exit Guidance for documentation required for SWDs.
1980	Student voluntarily discontinued schooling and is over the maximum age for compulsory attendance	No	Automatic Exits	No	See the latest Entry and Exit Guidance for documentation required for SWDs.
1981	Completed grade 12, but did not meet all graduation requirements and voluntarily discontinued schooling	No	Automatic Exits	No	See the latest Entry and Exit Guidance for documentation required for SWDs.
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	See the latest Entry and Exit Guidance for documentation required for SWDs.
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	See the latest Entry and Exit Guidance for documentation required for SWDs.



Exit Code	Exit Full Description	Exit Code Requires Documentation	Exit Category	Remain on SLED Roster?	Acceptable Documentation
1984	Not enrolled; LEA has performed due diligence; status unknown	No	Automatic Exits	No	See the latest Entry and Exit Guidance for documentation required for SWDs.
1985	Student voluntarily discontinued education after enrolling in an adult education program in a DC public or public charter school	No	Automatic Exits	No	See the latest Entry and Exit Guidance for documentation required for SWDs.
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	See the latest Entry and Exit Guidance for documentation required for SWDs.
1988	Discontinued due to a hardship (health or personal reasons)	No	Automatic Exits	No	See the latest Entry and Exit Guidance for documentation required for SWDs.
1989	Discontinued for pregnancy, maternity or paternity obligations	No	Automatic Exits	No	See the latest Entry and Exit Guidance for documentation required for SWDs.
1990	Discontinued for employment reasons	No	Automatic Exits	No	See the latest Entry and Exit Guidance for documentation required for SWDs.



Exit Code	Exit Full Description	Exit Code Requires Documentation	Exit Category	Remain on SLED Roster?	Acceptable Documentation
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	See the latest Entry and Exit Guidance for documentation required for SWDs.
2011	Received a GED, continuing adult education in the same LEA	No	Automatic Exits	No	See the latest Entry and Exit Guidance for documentation required for SWDs.
2012	Received an IEP certificate of completion, continuing adult education in the same LEA	No	Automatic Exits	No	See the latest Entry and Exit Guidance for documentation required for SWDs.



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	See the latest Entry and Exit Guidance for documentation required for SWDs.
2014	Received an ESL certificate, continuing adult education in the same LEA	No	Automatic Exits	No	See the latest Entry and Exit Guidance for documentation required for SWDs.
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	See the latest Entry and Exit Guidance for documentation required for SWDs.

* 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.