SLED – DATA MANAGEMENT

PRIOR YEAR EXITS

JUNE 22, 2020
OFFICE OF STATE SUPERINTENDENT OF EDUCATION (OSSE)
Table of Contents

Table of Contents ................................................................. 2

Introduction ........................................................................... 3

Purpose .................................................................................. 3

Why Documentation is Collected? ........................................... 3

What Data will the Prior Year Exit Management Flag? .......... 3

Prior Year Exits (PYE) Highlights ......................................... 3

PYE Management Caveats .................................................... 4

Who has Access to PYE Management? ................................. 4

Log into the PYE Management .............................................. 4

Quick Tools ............................................................................ 6

Menu Bar ................................................................................ 6

Bulk Updates .......................................................................... 6

Download Roster ..................................................................... 8

Exit Code Information ........................................................... 8

Search Student Exit ............................................................... 9

LEA Prior Year Exits Summary (LEA Approver Dashboard) .... 10

LEA Prior Year Exits Summary .............................................. 11

School Prior Year Exits Summary ......................................... 11

School Prior Year Exits Summary (School Approver Dashboard) ................................................................. 12

Search Report ....................................................................... 12

School Prior Year Exits Summary ......................................... 12

PYE Incomplete Exits ............................................................ 13

PYE Pending OSSE Review Exits ......................................... 16

PYE Complete Exits ............................................................. 16

Student PYE Details Page ..................................................... 16

Student Information ............................................................. 17

Prior Year Exit Details .......................................................... 17

Verify Record ........................................................................ 20

Prior Year Exit Verification Notes .......................................... 20

Prior Year Exit Notes History ............................................... 21

Prior Year Exit Verification History ....................................... 21

Appendix A: Resources ....................................................... 23

Appendix B: Document Descriptions ................................... 24

Appendix C: Exit Codes Overview ......................................... 28
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 Documentation is 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 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 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 Data System (SEDS) roster.
  ○ PYE supports administrative exits in the Special Education Data System (SEDS) 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 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 SEDS 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 persons assigned the two user roles below in eSchoolPLUS will have access to the PYE Management after completing trainings for SLED.

1. School Approver
2. LEA Approver

It is the LEA’s responsibility to designate staff members in eSchoolPLUS with the LEA or School Approver role to access the Prior Year Exit Management module in SLED. The user roles are set up in eSchoolPLUS in the staff table.

Log into the PYE Management

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 SEDS ( ).
- **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 Education Data System (SEDS) 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.
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 SEDS are available to select on this page.

6. Click the **Submit** button to apply the exit code to the students’ records.

   ![Submission Window](image)

   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.

      ![Not Processed USI(s)](image)

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

      ![Processed # of USI(s)](image)

   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.

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 status, 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 select All Schools or one school; however, a school-level user will be defaulted to assigned school.
7. Click the **Download** button.

**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.

<table>
<thead>
<tr>
<th>Exit Code</th>
<th>Short Description</th>
<th>Active</th>
<th>Category</th>
<th>Require Document</th>
<th>Is Selectable</th>
<th>Bulk Exit Code</th>
<th>Special Note</th>
<th>Full Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1907</td>
<td>Transfer within LEA</td>
<td>No</td>
<td>Transfer</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Mapping to new exit code 2040</td>
<td>Transfer to a different public or non-public school within the same local education agency</td>
</tr>
<tr>
<td>1908</td>
<td>Transfer to different DC LEA</td>
<td>No</td>
<td>Transfer</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Mapping to new exit code 2041</td>
<td>Transferred to a public or non-public school in a different local education agency in the same state</td>
</tr>
</tbody>
</table>
Search Student Exit

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

![Search Student PYE Search Bar](image)

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 provide 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.

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.

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.

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.

```
Search:
```

![Figure 6: Search Student PYE Search Bar](image)

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.

**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 SEDS roster and additional actions must be completed in SEDS before the student will be exited in this module and SEDS.
- **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.

**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 SEDS for a SWD to exit the LEA’s SEDS roster. OSSE will review SEDS to verify the content and documentation in SEDS 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 SEDS are completed and support the exit code selected in the Prior Year Exit Management module.

**Figure 9: SWD Confirmation Window**

If ‘Yes’ is selected then the **Continue** button is clicked, the exit code can be edited.
If ‘No’ is selected then the **Continue** button is clicked, the exit code cannot be edited.

If the **Cancel** button is clicked, the *Confirmation: Has student been properly exited in SEDS* 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.

![Figure 12: PYE Pending OSSE Review Exits Report](image)

**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.

![Figure 13: PYE Completed Exits Report](image)

**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 to update 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 the 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.

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.
   c. Click the Save button to continue or Cancel button to close the window without saving.
3. 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.

![Prior Year Exit Details](image)

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

4. 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](image)

**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.

![Manage Student Document Window](image)

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.

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.

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.

![Prior Year Exit Notes History Report](image)

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.

![Prior Year Exit Verification History](image)

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.
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.

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.
## Appendix A: Resources

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

<table>
<thead>
<tr>
<th>Title</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>OSSE Support Tool – Questions and technical assistance inquiries</td>
<td>For access to the OSSE Support Tool, please email LEA’s OSSE Liaison.</td>
</tr>
<tr>
<td>should be sent to the OSSE Support Tool.</td>
<td></td>
</tr>
<tr>
<td>How to manage Points of Contacts in eSchoolPLUS</td>
<td>eSchoolPLUS LEA Points of Contact User Guide</td>
</tr>
<tr>
<td>Descriptions of Points of Contacts in eSchoolPLUS</td>
<td>eSchoolPLUS LEA Points of Contact Descriptions</td>
</tr>
<tr>
<td>SLED Access</td>
<td>To receive SLED credentials, send an email to <a href="mailto:sled.info@dc.gov">sled.info@dc.gov</a>.</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Description</th>
<th>Non-Diploma-Granting School Acceptable Exit Codes</th>
<th>Diploma-Granting School Acceptable Exit Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEA Enrollment/Exit Form</td>
<td>This is the LEA’s enrollment or exit form completed by the student’s parent/guardian.</td>
<td>1940 1941 1943</td>
<td>1940 – Use only for exit to public or private school</td>
</tr>
<tr>
<td></td>
<td>The form must include the student name, parent/guardian’s name, parent/guardian’s signature, receiving school name and date.</td>
<td></td>
<td>NOTE: It must include (1) either the student’s date of birth or USI and (2) receiving school signature. 1941</td>
</tr>
<tr>
<td>OSSE Enrollment Verification Form</td>
<td>This is the OSSE enrollment form for LEAs to have the receiving school confirm the student is Stage 5 enrolled.</td>
<td>1940 1941 1943 2043 1961</td>
<td>1940 – Use only for exit to public or private school in different state 1941 1943</td>
</tr>
<tr>
<td>Transcript</td>
<td>This is a copy of the student’s transcript from the receiving school or educational program that is part of the juvenile justice system.</td>
<td>1940 2043</td>
<td>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</td>
</tr>
<tr>
<td>Document Type</td>
<td>Description</td>
<td>Non-Diploma-Granting School Acceptable Exit Codes</td>
<td>Diploma-Granting School Acceptable Exit Codes</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>--------------------------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>Request for Records</td>
<td>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.</td>
<td>1940, 1941, 1943, 2043</td>
<td>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</td>
</tr>
<tr>
<td>Letter from parent with Signature</td>
<td>This is a letter from the parent who provides the exiting reason for his/her child. The letter must include the parent’s signature.</td>
<td>1940, 1941, 1943</td>
<td>1940 – Use only for homeschooling 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.</td>
</tr>
<tr>
<td>Letter/Documentation from Doctor</td>
<td>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.</td>
<td>1944, 1961</td>
<td>1944, 1961</td>
</tr>
<tr>
<td>Document Type</td>
<td>Description</td>
<td>Non-Diploma-Granting School Acceptable Exit Codes</td>
<td>Diploma-Granting School Acceptable Exit Codes</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>--------------------------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td><strong>Official Written Communication</strong></td>
<td>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).</td>
<td>1940, 1941, 1943, 2043</td>
<td>1940 – NOTE: It must include (1) either the student’s date of birth or USI and (2) receiving school signature. 1941, 2043</td>
</tr>
<tr>
<td><strong>Certificate/Certification</strong></td>
<td>This is a copy of the student’s earned certificate or certification from the school.</td>
<td>2023, 2024</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Notice of Intent to Home School</strong></td>
<td>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 Home School</a> form must be filed with OSSE for the use of exit code 1942.</td>
<td>1940, 1942</td>
<td>1940 – Use only for homeschooling in different state 1942</td>
</tr>
<tr>
<td>Document Type</td>
<td>Description</td>
<td>Non-Diploma-Granting School Acceptable Exit Codes</td>
<td>Diploma-Granting School Acceptable Exit Codes</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td><strong>OSSE Death Verification Form</strong></td>
<td>This is a form designed for schools to complete certifying a student’s death. The form does not require a parent or guardian signature. NOTE: Any written documentation that is not a letter from a doctor or death certificate must be accompanied by an OSSE Death Verification Form.</td>
<td>1944</td>
<td>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.</td>
</tr>
<tr>
<td><strong>Death Certificate</strong></td>
<td>This is an official, government-issued document that declares the death of a student.</td>
<td>1944</td>
<td>1944</td>
</tr>
<tr>
<td><strong>OSSE Deportation Certification Form</strong></td>
<td>This is a form designed for schools to complete certifying a student’s deportation. The form does not require a parent or guardian signature.</td>
<td>1941</td>
<td>1941</td>
</tr>
</tbody>
</table>
Appendix C: Exit Codes Overview

The table below outlines the exit codes and how Prior Year Exit Management handles those including administrative exits from SEDS for SWDs and ACGR.

<table>
<thead>
<tr>
<th>Exit Code</th>
<th>Exit Full Description</th>
<th>Category</th>
<th>Exit Code Requires Documentation</th>
<th>Exit Category</th>
<th>Remain on SLED Roster?</th>
<th>Acceptable Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>Graduated with regular, advanced, International Baccalaureate, or external degree program (EDP) diploma</td>
<td>Credential</td>
<td>No, verified against the Certified Graduates List</td>
<td>Completed, if on Certified Graduates List</td>
<td>No, for Completed Exits</td>
<td>1. Graduation with Diploma Form or a prior written notice (PWN) advising that eligibility terminates upon graduation with a regular diploma. 2. A signed summary of performance must be completed 60 days prior to the student graduating.</td>
</tr>
<tr>
<td>2021</td>
<td>Received a state diploma from the Office of the State Superintendent of Education</td>
<td>Credential</td>
<td>No, verified against the Certified GED List</td>
<td>Completed, if on Certified GED List</td>
<td>No, for Completed Exits</td>
<td>N/A</td>
</tr>
</tbody>
</table>

*Incomplete* refers to the student not completing graduation requirements on time.
<table>
<thead>
<tr>
<th>Exit Code</th>
<th>Exit Full Description</th>
<th>Category</th>
<th>Exit Code Requires Documentation</th>
<th>Exit Category</th>
<th>Remain on SLED Roster?</th>
<th>Acceptable Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>2022</td>
<td>Received an IEP certificate of attendance or completion</td>
<td>Credential</td>
<td>No, verified against the Certified IEP Certificate List</td>
<td>Completed, if on Certified IEP Certificate List Incomplete*, if not on Certified IEP Certificate List</td>
<td>No, for Completed Exits Yes, for Incomplete Exits</td>
<td>• For students with disabilities age 18 and older, a PWN documenting exit initiated by parent or student. PWN must include language advising the student of their right to access FAPE until age 22. • 2. Copy of IEP Certificate of completion or attendance uploaded in SEDS.</td>
</tr>
<tr>
<td>2023</td>
<td>Received a technical certification or nationally- or state-recognized vocational education certification</td>
<td>Credential</td>
<td>Yes</td>
<td>Incomplete*</td>
<td>Yes, until documentation is approved</td>
<td>• PWN documenting exit initiated by parent or student. PWN must include language advising the student of their right to access FAPE until age 22. • Copy of Certificate/Certification</td>
</tr>
<tr>
<td>2024</td>
<td>Received an ESL certificate</td>
<td>Credential</td>
<td>Yes</td>
<td>Incomplete*</td>
<td>Yes, until documentation is approved</td>
<td>• PWN documenting exit initiated by parent or student. PWN must include language advising the student of their right to access FAPE until age 22. • Copy of Certificate/Certification</td>
</tr>
<tr>
<td>Exit Code</td>
<td>Exit Full Description</td>
<td>Category</td>
<td>Exit Code Requires Documentation</td>
<td>Exit Category</td>
<td>Remain on SLED Roster?</td>
<td>Acceptable Documentation</td>
</tr>
<tr>
<td>-----------</td>
<td>---------------------------------------------------------------------------------------</td>
<td>-------------</td>
<td>---------------------------------</td>
<td>---------------------</td>
<td>--------------------------------------------</td>
<td>----------------------------------------------------------------</td>
</tr>
<tr>
<td>2025</td>
<td>Received a certificate of completion for a technical or vocational course of study; unknown if official certification was received</td>
<td>Credential</td>
<td>Yes</td>
<td>Incomplete*</td>
<td>Yes, until documentation is approved</td>
<td>• Official Written Communication**</td>
</tr>
<tr>
<td>2000</td>
<td>Promoted within the same school and LEA to the next grade level</td>
<td>Year End</td>
<td>No, based on enrollment with entry code from a school in the District</td>
<td>In-State Pending Exits</td>
<td>No, for Completed Exits</td>
<td>N/A</td>
</tr>
<tr>
<td>2001</td>
<td>Retained within the same school and LEA at the previous grade level</td>
<td>Year End</td>
<td>No, based on enrollment with entry code from a school in the District</td>
<td>In-State Pending Exits</td>
<td>No, for Completed Exits</td>
<td>N/A</td>
</tr>
<tr>
<td>2002</td>
<td>Student successfully completed the last grade offered by school of origin and transferred to another public school in the same state</td>
<td>Year End</td>
<td>No, based on enrollment with entry code from a school in the District</td>
<td>In-State Pending Exits</td>
<td>No, for Completed Exits</td>
<td>N/A</td>
</tr>
<tr>
<td>2040</td>
<td>Transfer to a different public or non-public school within the same local education agency</td>
<td>Transfer</td>
<td>No, based on enrollment with entry code from a school in the District</td>
<td>In-State Pending Exits</td>
<td>No, for Completed Exits</td>
<td>N/A</td>
</tr>
<tr>
<td>Exit Code</td>
<td>Exit Full Description</td>
<td>Category</td>
<td>Exit Code Requires Documentation</td>
<td>Exit Category</td>
<td>Remain on SLED Roster?</td>
<td>Acceptable Documentation</td>
</tr>
<tr>
<td>-----------</td>
<td>-----------------------</td>
<td>----------</td>
<td>----------------------------------</td>
<td>---------------</td>
<td>------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>2041</td>
<td>Transferred to a public or non-public school in a different local education agency in the same state</td>
<td>Transfer</td>
<td>No, based on enrollment with entry code from a school in the District</td>
<td>In-State Pending Exits</td>
<td>No, for Completed Exits</td>
<td>Yes, for Incomplete Exits</td>
</tr>
<tr>
<td>2042</td>
<td>Student is no longer physically present in school but remains enrolled in the same local education agency and is receiving educational services</td>
<td>Transfer</td>
<td>No, based on enrollment with entry code from a school in the District</td>
<td>In-State Pending Exits</td>
<td>No, for Completed Exits</td>
<td>Yes, for Incomplete Exits</td>
</tr>
</tbody>
</table>
| 2043      | Transferred to DYRS or other educational program that is part of the juvenile justice system | Transfer | No, based on enrollment with entry code from a Department of Youth Rehabilitation Services (DYRS) | In-State Pending Exits, if student enrolls at DYRS otherwise Incomplete | Yes, until documentation is approved | • OSSE Enrollment Verification Form  
• Official Written Communication**  
• Transcript**  
• Request for Records** |
<table>
<thead>
<tr>
<th>Exit Code</th>
<th>Exit Full Description</th>
<th>Category</th>
<th>Exit Code Requires Documentation</th>
<th>Exit Category</th>
<th>Remain on SLED Roster?</th>
<th>Acceptable Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1940</td>
<td>Exited state; exited to home-schooling or a public, private, or online diploma-granting school in a different state</td>
<td>Exited</td>
<td>Yes</td>
<td>Incomplete*</td>
<td>Yes, until documentation is approved</td>
<td>• LEA Enrollment/Exit Form**</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• OSSE Enrollment Verification Form**</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Letter from Parent with Signature**</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Notice of Intent to Home School**</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Official Written Communication**</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Request for Records**</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Transcript**</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• OSSE Deportation Certification Form</td>
</tr>
<tr>
<td>1941</td>
<td>Exited to a school outside of the United States</td>
<td>Exited</td>
<td>Yes</td>
<td>Incomplete*</td>
<td>Yes, until documentation is approved</td>
<td>• LEA Enrollment/Exit Form**</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• OSSE Enrollment Verification Form**</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Letter from Parent with Signature**</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Official Written Communication**</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Request for Records**</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• OSSE Deportation Certification Form</td>
</tr>
<tr>
<td>1942</td>
<td>Exited the state public school system to be home-schooled in the same state</td>
<td>Exited</td>
<td>Yes</td>
<td>Incomplete*</td>
<td>Yes, until documentation is approved</td>
<td>• Notice of Intent to Home School**</td>
</tr>
<tr>
<td>Exit Code</td>
<td>Exit Full Description</td>
<td>Category</td>
<td>Exit Code Requires Documentation</td>
<td>Exit Category</td>
<td>Remain on SLED Roster?</td>
<td>Acceptable Documentation</td>
</tr>
<tr>
<td>----------</td>
<td>---------------------------------------------------------------------------------------</td>
<td>----------</td>
<td>----------------------------------</td>
<td>------------------------</td>
<td>----------------------------------------</td>
<td>------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| 1943     | Exited the state public school system to attend a private school in the same state    | Exited   | Yes                              | Incomplete*            | Yes, until documentation is approved   | • LEA Enrollment/Exit Form  
          |                                                                                       |          |                                  |                                       |                                         | • OSSE Enrollment Verification Form**  
          |                                                                                       |          |                                  |                                       |                                         | • Letter from Parent with Signature  
          |                                                                                       |          |                                  |                                       |                                         | • Official Written Communication  
          |                                                                                       |          |                                  |                                       |                                         | • Request for Records                  |
| 1944     | Died or is permanently incapacitated                                                   | Exited   | Yes                              | Incomplete*            | Yes, until documentation is approved   | • Letter/Documentation from Doctor**  
          |                                                                                       |          |                                  |                                       |                                         | • OSSE Death Verification Form**  
          |                                                                                       |          |                                  |                                       |                                         | • Death Certificate**                  |
| 1960     | Withdrawn from school, under the age for compulsory attendance (age 5); eligible to seek re-enrollment | Discharge | 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 | Discharge | Yes                              | Incomplete*            | Yes, until documentation is approved   | • OSSE Enrollment Verification Form  
<pre><code>      |                                                                                       |          |                                  |                                       |                                         | • Letter/Documentation from Doctor**   |
</code></pre>
<table>
<thead>
<tr>
<th>Exit Code</th>
<th>Exit Full Description</th>
<th>Category</th>
<th>Exit Code Requires Documentation</th>
<th>Exit Category</th>
<th>Remain on SLED Roster?</th>
<th>Acceptable Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1962</td>
<td>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</td>
<td>Discharge</td>
<td>No</td>
<td>Automatic Exits</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>1963</td>
<td>Withdrawn for ineligibility reasons (e.g., immunization or residency); eligible to seek re-enrollment</td>
<td>Discharge</td>
<td>No</td>
<td>Automatic Exits</td>
<td>No</td>
<td>• PWN notifying parent or student of exit. PWN must include language advising the student of their right to access Free Appropriate Public Education (FAPE) until age 22.</td>
</tr>
<tr>
<td>Exit Code</td>
<td>Exit Full Description</td>
<td>Category</td>
<td>Exit Code Requires Documentation</td>
<td>Exit Category</td>
<td>Remain on SLED Roster?</td>
<td>Acceptable Documentation</td>
</tr>
<tr>
<td>-----------</td>
<td>---------------------------------------------------------------------------------------</td>
<td>------------</td>
<td>----------------------------------</td>
<td>---------------</td>
<td>------------------------</td>
<td>------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| 1964      | Withdrawn due to LEA policy related to absenteeism or truancy                         | Discharge  | No                               | Automatic Exits | No                     | - For SWD ages 5-17 documentation in SEDS that truancy protocols were completed. PWN notifying parent/student of exit. PWN must include language advising the student of their right to access FAPE until age 22.  
- For SWD age 18 and older, a PWN documenting exit initiated by parent or student. PWN must include language advising the student of their right to access FAPE until age 22. |
<p>| 1965      | Withdrawn for disciplinary reasons other than expulsion, truancy or absenteeism (e.g., pending a disciplinary hearing that could result in expulsion) | Discharge  | No                               | Automatic Exits | No                     | N/A                                                                                      |
| 1966      | Expelled for disciplinary reasons                                                     | Discharge  | No                               | Automatic Exits | No                     | N/A                                                                                      |</p>
<table>
<thead>
<tr>
<th>Exit Code</th>
<th>Exit Full Description</th>
<th>Category</th>
<th>Exit Code Requires Documentation</th>
<th>Exit Category</th>
<th>Remain on SLED Roster?</th>
<th>Acceptable Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1968</td>
<td>Withdrawn due to exceeding the maximum age for special education services eligibility under IDEA</td>
<td>Discharge</td>
<td>No</td>
<td>Automatic Exit, if under the age of 22 as of July 31 following the end of the school year otherwise Exception</td>
<td>No, unless student is under the age 22 as of July 31 following the end of the school year</td>
<td>• Signed age-out form or • PWN notifying parent or student of exit. PWN must include language advising of the termination of eligibility upon the end of the semester in which the student turned age 22.</td>
</tr>
<tr>
<td>1980</td>
<td>Student voluntarily discontinued schooling and is under the maximum age for compulsory attendance</td>
<td>Disengagement</td>
<td>No</td>
<td>Automatic Exits</td>
<td>No</td>
<td>• This code should only be used for students over the age of 18. A PWN notifying parent/student of exit. PWN must include language advising the student of their right to access FAPE until age 22.</td>
</tr>
<tr>
<td>1981</td>
<td>Completed grade 12, but did not meet all graduation requirements and voluntarily discontinued schooling</td>
<td>Disengagement</td>
<td>No</td>
<td>Automatic Exits</td>
<td>No</td>
<td>• A PWN notifying parent/student of exit. PWN must include language advising the student of their right to access FAPE until age 22.</td>
</tr>
<tr>
<td>1982</td>
<td>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</td>
<td>Disengagement</td>
<td>No</td>
<td>Automatic Exits</td>
<td>No</td>
<td>• A PWN notifying parent/student of exit. PWN must include language advising the student of their right to access FAPE until age 22.</td>
</tr>
<tr>
<td>Exit Code</td>
<td>Exit Full Description</td>
<td>Category</td>
<td>Exit Code Requires Documentation</td>
<td>Exit Category</td>
<td>Remain on SLED Roster?</td>
<td>Acceptable Documentation</td>
</tr>
<tr>
<td>-----------</td>
<td>-----------------------</td>
<td>----------</td>
<td>----------------------------------</td>
<td>---------------</td>
<td>------------------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>1983</td>
<td>Exited to an institution that is not administered or tracked by the DC public school system (e.g., military, Federal Bureau of Prisons, DC Jail programs not administered by DCPS, etc.)</td>
<td>Disengagement</td>
<td>No</td>
<td>Automatic Exits</td>
<td>No</td>
<td>• A PWN notifying parent/student of exit. PWN must include language advising the student of their right to access FAPE until age 22.</td>
</tr>
<tr>
<td>1984</td>
<td>Not enrolled; LEA has performed due diligence; status unknown</td>
<td>Disengagement</td>
<td>No</td>
<td>Automatic Exits</td>
<td>No</td>
<td>• For students with disabilities age’s 5-17 documentation in SEDS that truancy protocols were completed. PWN notifying parent/student of exit. PWN must include language advising the student of their right to access FAPE until age 22. • For students with disabilities age 18 and older, a PWN documenting exit initiated by parent/student. PWN must include language advising the student of their right to access FAPE until age 22.</td>
</tr>
<tr>
<td>Exit Code</td>
<td>Exit Full Description</td>
<td>Category</td>
<td>Exit Code Requires Documentation</td>
<td>Exit Category</td>
<td>Remain on SLED Roster?</td>
<td>Acceptable Documentation</td>
</tr>
<tr>
<td>-----------</td>
<td>---------------------------------------------------------------------------------------</td>
<td>--------------</td>
<td>---------------------------------</td>
<td>-------------------</td>
<td>-----------------------</td>
<td>--------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>1985</td>
<td>Student voluntarily discontinued education after enrolling in an adult education program in a DC public or public charter school</td>
<td>Disengagement</td>
<td>No</td>
<td>Automatic Exits</td>
<td>No</td>
<td>PWN documenting exit initiated by parent/ student. PWN must include language advising the student of their right to access FAPE until age 22.</td>
</tr>
<tr>
<td>1986</td>
<td>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</td>
<td>Disengagement</td>
<td>No</td>
<td>Automatic Exits</td>
<td>No</td>
<td>PWN documenting exit initiated by parent/ student. PWN must include language advising the student of their right to access FAPE until age 22.</td>
</tr>
<tr>
<td>1988</td>
<td>Discontinued due to a hardship (health or personal reasons)</td>
<td>Disengagement</td>
<td>No</td>
<td>Automatic Exits</td>
<td>No</td>
<td>A PWN informing student of exit/documentation of hardship (health or personal reasons) in SEDS. PWN must include language advising the student of their right to access FAPE until age 22.</td>
</tr>
<tr>
<td>1989</td>
<td>Discontinued for pregnancy, maternity or paternity obligations</td>
<td>Disengagement</td>
<td>No</td>
<td>Automatic Exits</td>
<td>No</td>
<td>A PWN informing student of exit/documentation of (health or personal reasons) in SEDS. PWN must include language advising the student of their right to access FAPE until age 22.</td>
</tr>
<tr>
<td>Exit Code</td>
<td>Exit Full Description</td>
<td>Category</td>
<td>Exit Code Requires Documentation</td>
<td>Exit Category</td>
<td>Remain on SLED Roster?</td>
<td>Acceptable Documentation</td>
</tr>
<tr>
<td>-----------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>----------------</td>
<td>-------------------------------</td>
<td>-------------------------</td>
<td>-----------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>1990</td>
<td>Discontinued for employment reasons</td>
<td>Disengagement</td>
<td>No</td>
<td>Automatic Exits</td>
<td>No</td>
<td>A PWN informing student of exit/documentation of employment in SEDS. PWN must include language advising the student of their right to access FAPE until age 22.</td>
</tr>
<tr>
<td>2003</td>
<td>Moved onto the next level in educational program during the school year; continuing in educational program</td>
<td>Year End</td>
<td>No</td>
<td>Automatic Exits</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>2004</td>
<td>Working on the same level in educational program; continuing in educational program</td>
<td>Year End</td>
<td>No</td>
<td>Automatic Exits</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>2005</td>
<td>Continuing and not in an educational program that has a level structure</td>
<td>Year End</td>
<td>No</td>
<td>Automatic Exit</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>2006</td>
<td>Completed current level in educational program and is eligible for promotion but is not moving to next level; continuing in educational program</td>
<td>Year End</td>
<td>No</td>
<td>Automatic Exits</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Exit Code</td>
<td>Exit Full Description</td>
<td>Category</td>
<td>Exit Code Requires Documentation</td>
<td>Exit Category</td>
<td>Remain on SLED Roster?</td>
<td>Acceptable Documentation</td>
</tr>
<tr>
<td>-----------</td>
<td>-----------------------</td>
<td>--------------------</td>
<td>---------------------------------</td>
<td>---------------------</td>
<td>------------------------</td>
<td>--------------------------</td>
</tr>
</tbody>
</table>
| 2010      | Received a diploma, continuing adult education in the same LEA | Program End        | No                              | Automatic Exits     | No                     | • Graduation with Diploma Form or a PWN advising that eligibility terminates upon graduation with a regular diploma.  
• A signed summary of performance must be completed 60 days prior to the student graduating. |
| 2011      | Received a GED, continuing adult education in the same LEA   | Program End        | No                              | Automatic Exits     | No                     | A PWN documenting exit initiated by parent/student. PWN must include language advising the student of their right to access FAPE until age 22. |
| 2012      | Received an IEP certificate of attendance or completion, continuing adult education in the same LEA | Program End        | No                              | Automatic Exits     | No                     | • For students with disabilities age 18 and older, a PWN documenting exit initiated by parent/student. PWN must include language advising the student of their right to access FAPE until age 22.  
• Copy of IEP certificate of completion or attendance uploaded in SEDS. |
<table>
<thead>
<tr>
<th>Exit Code</th>
<th>Exit Full Description</th>
<th>Category</th>
<th>Exit Code Requires Documentation</th>
<th>Exit Category</th>
<th>Remain on SLED Roster?</th>
<th>Acceptable Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>Received a technical certification or nationally- or state-recognized vocational</td>
<td>Program End</td>
<td>No</td>
<td>Automatic Exits</td>
<td>No</td>
<td>• PWN documenting exit initiated by parent/student. PWN must include language advising the student of their right to access FAPE until age 22.</td>
</tr>
<tr>
<td></td>
<td>education certification, continuing adult education in the same LEA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Copy of the Technical certificate.</td>
</tr>
<tr>
<td>2014</td>
<td>Received an ESL certificate, continuing adult education in the same LEA</td>
<td>Program End</td>
<td>No</td>
<td>Automatic Exits</td>
<td>No</td>
<td>• PWN documenting exit initiated by parent/student. PWN must include language advising the student of their right to access FAPE until age 22.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Copy of the ESL certificate.</td>
</tr>
<tr>
<td>2015</td>
<td>Received a certificate of completion for a technical or vocational course of study,</td>
<td>Program End</td>
<td>No</td>
<td>Automatic Exits</td>
<td>No</td>
<td>• PWN documenting exit initiated by parent/student. PWN must include language advising the student of their right to access FAPE until age 22.</td>
</tr>
<tr>
<td></td>
<td>continuing adult education in the same LEA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Copy of the certificate.</td>
</tr>
</tbody>
</table>

* 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.