



SLED – DATA MANAGEMENT

PRIOR YEAR EXITS

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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 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 lists 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.

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

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**.

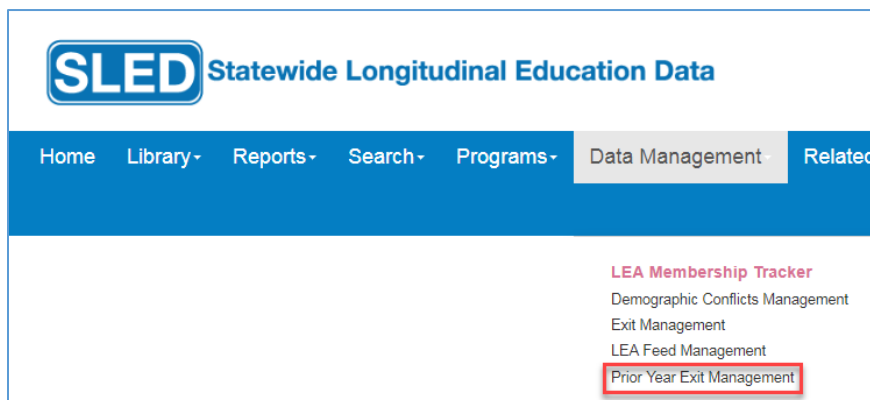
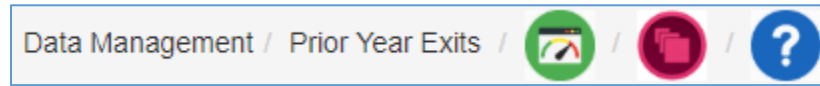


Figure 1: Data Management Tab in SLED

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 requirement documentation in PYE or SEDS (📁).
- **Exit Code Information** – lists all exit codes and related information (?).

Search Student Exit

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

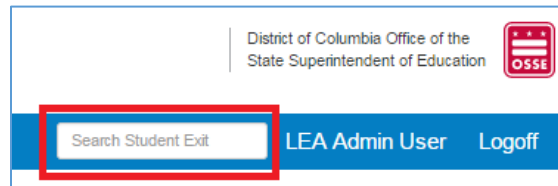


Figure 2: Search Student PYE Search Bar

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.

Data Management / Prior Year Exits /

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

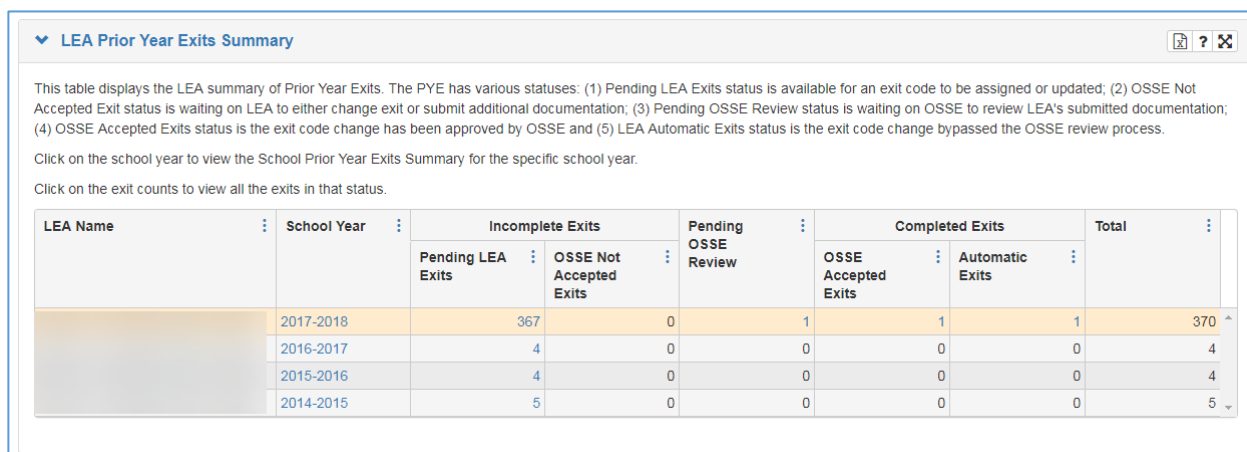
Navigation: 10 items per page, 1 - 1 of 1 items

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

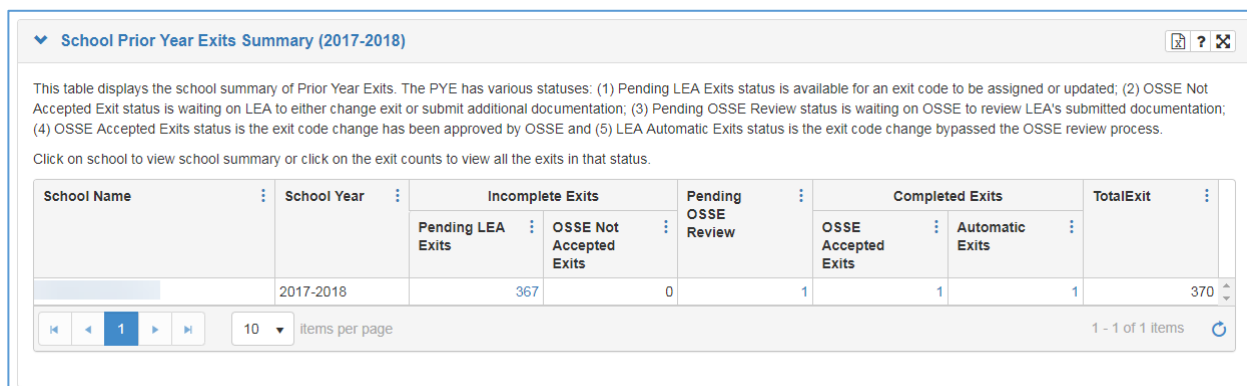
Figure 4: LEA Prior Year Exits Summary Report

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

10 items per page 1 - 1 of 1 items

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 in the Prior Year Exit report on the School Level (Only).

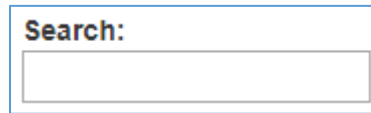


Figure 6: Search Student PYE Search Bar

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 🔍 ? ✕

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. The SWD column identifies 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. The Enrolled column identifies if the student enrolled in the current school year at an LEA. Click on USI hyperlink to edit a specific exit code of a student.

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

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.

Selected School Year: 2017-2018

▼ PYE Incomplete Exits

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. The SWD column identifies 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. The Enrolled column identifies if the student enrolled in the current school year at an LEA. Click on USI hyperlink to edit a specific exit code of a student.

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
105	1018269185	PYEM	Alfonzo	6/11/2006	2017-2018	Pending LEA/School Exits			
845	1019171194	PYEM	Asa	8/19/2008	2017-2018	Pending LEA/School Exits			
267	1019048561	PYEM	Cedric	4/27/2005	2017-2018	Pending LEA/School Exits			
48	1017741949	PYEM	Darwin	9/17/2009	2017-2018	Pending LEA/School Exits			
62	1015033051	PYEM	Dee	5/17/2006	2017-2018	Pending LEA/School Exits			

1 2 3 4 5 ... 5 items per page 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 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.

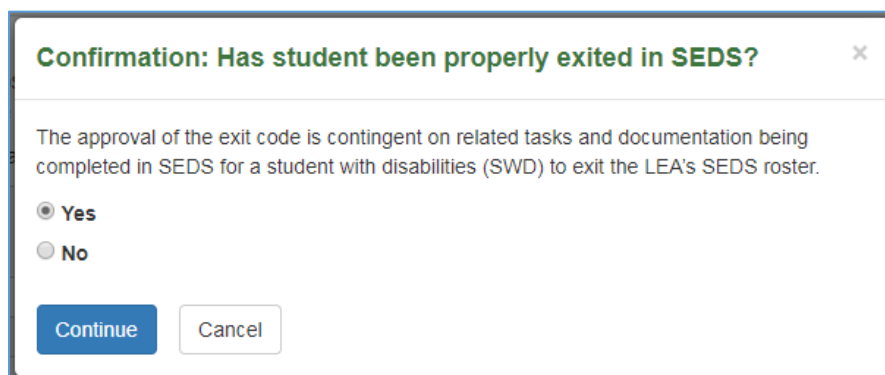


Figure 9: SWD Confirmation Window

If 'Yes' is selected, 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
1015033051	PYEM	Dee	5/17/2006	001	District of Columbia Public Schools	203	Amidon Bowen ES

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

▼ Prior Year Exit Details

Lists the prior year exit associated with the student.

Exit ID	School Year	Status	Entry Date	Prior Year Exit			SWD	Locked	
				Edit	Code	Description	Date		
62	2017-2018	Pending LEA/School Exits						Yes	No

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

If 'No' is selected, 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
1015033051	PYEM	Dee	5/17/2006	001	District of Columbia Public Schools	203	Amidon Bowen ES

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

▼ Prior Year Exit Details

Lists the prior year exit associated with the student.

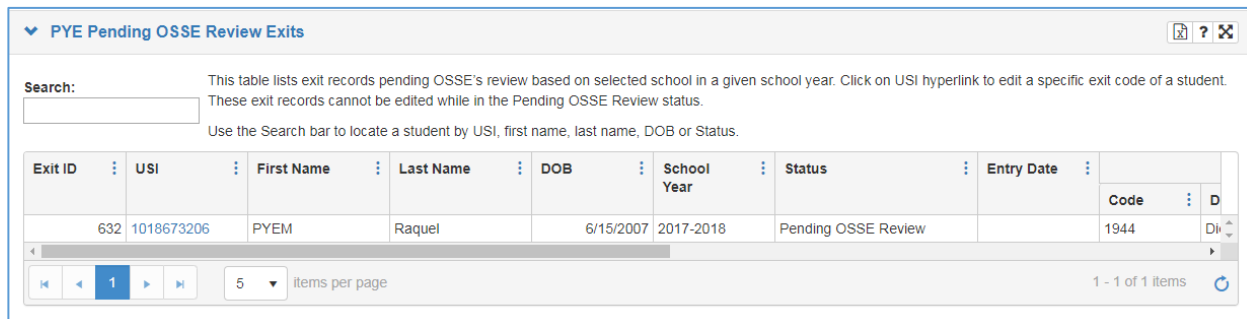
Exit ID	School Year	Status	Entry Date	Prior Year Exit			SWD	Locked	
				Edit	Code	Description	Date		
62	2017-2018	Pending LEA/School Exits						Yes	No

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

See the [Student PYE Details Page](#) 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

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.

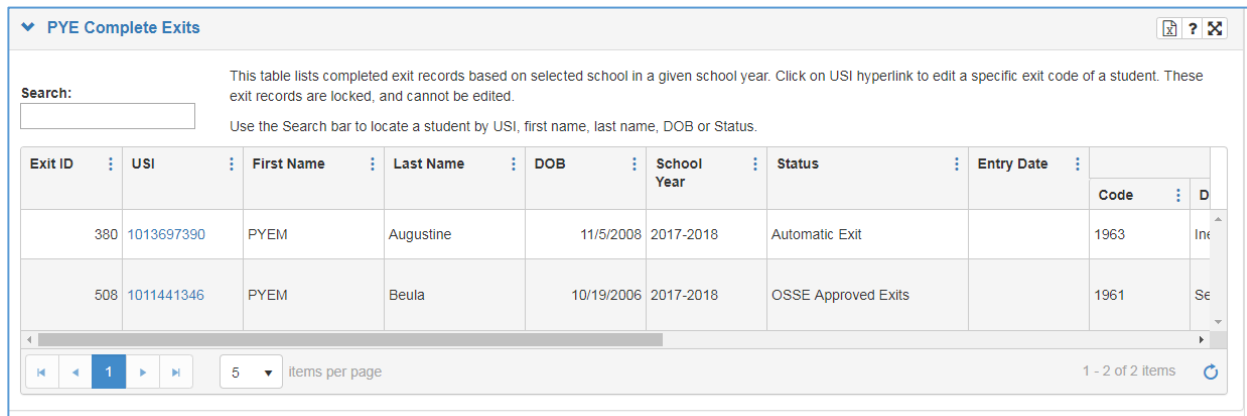
Exit ID	USI	First Name	Last Name	DOB	School Year	Status	Entry Date	Code	D
632	1018673206	PYEM	Raquel	6/15/2007	2017-2018	Pending OSSE Review		1944	Di

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

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

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 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 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.

▼ **Prior Year Exit Details**

Lists the prior year exit associated with the student.





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.

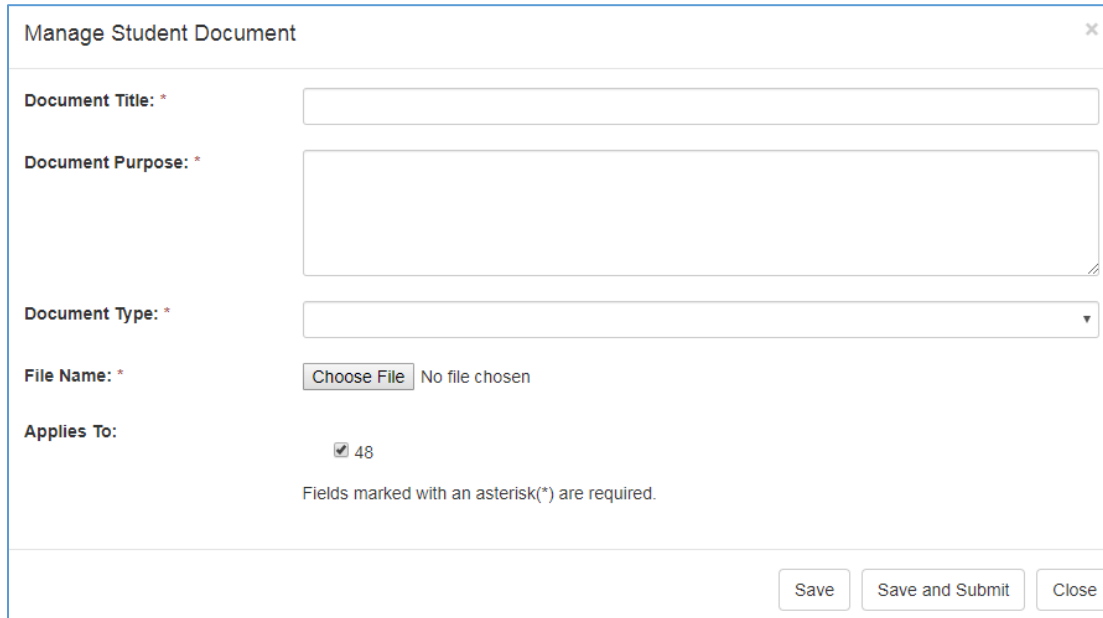


Figure 10: Manage Student Document Window

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.

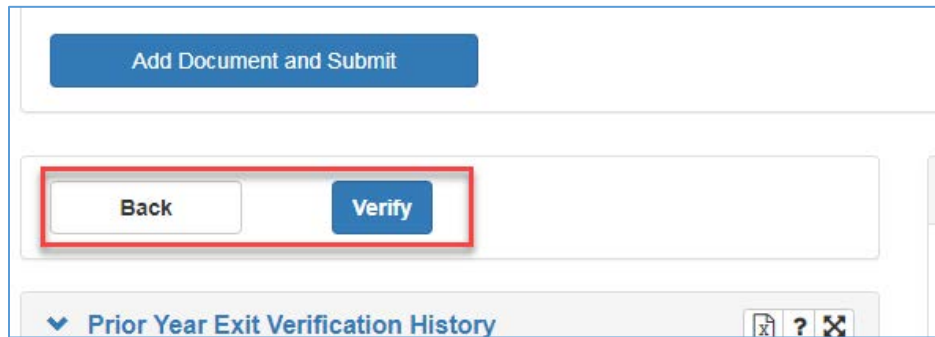


Figure 11: Request Data Change buttons

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.

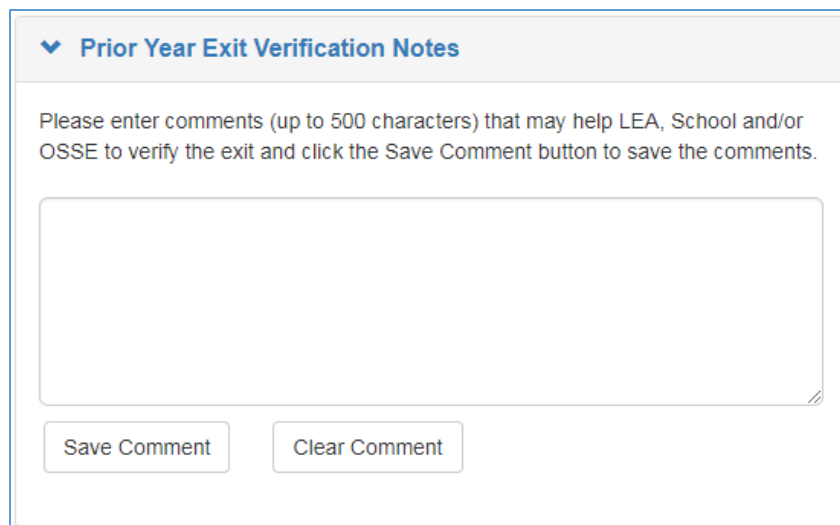
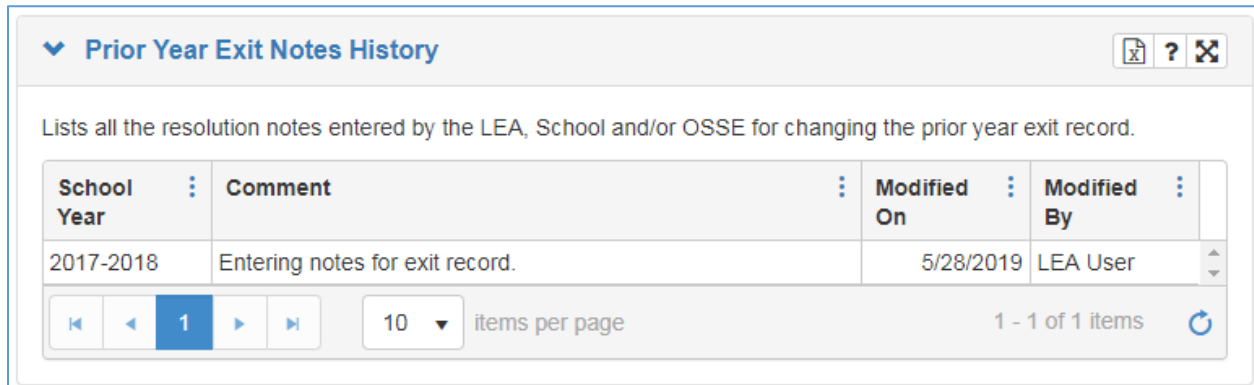


Figure 12: Prior Year Exit Verification Notes

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.



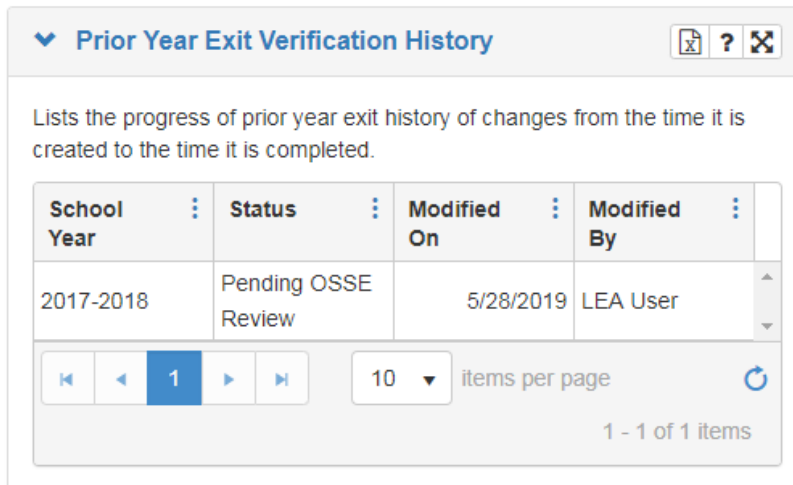
School Year	Comment	Modified On	Modified By
2017-2018	Entering notes for exit record.	5/28/2019	LEA User

1 - 1 of 1 items

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

1 - 1 of 1 items

Figure 14: Prior Year Exit Verification History



Appendix A: Resources

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

Title	Location
OSSE Support Tool – Questions and technical assistance inquiries should be sent to the OSSE Support Tool.	For access to the OSSE Support Tool, please email LEA’s OSSE Liaison
How to manage Points of Contacts in eSchoolPLUS	eSchoolPLUS LEA Points of Contact User Guide
Descriptions of Points of Contacts in eSchoolPLUS	eSchoolPLUS LEA Points of Contact Descriptions
SLED Access	To receive SLED credentials, send an email to sled.info@dc.gov .
OSSE Entry and Exit Guidance	https://osse.dc.gov/publication/2018-19-entry-and-exit-code-guidance
Unified Data Errors	https://osse.dc.gov/publication/unified-data-errors
Adjusted Cohort Graduation Rate (ACGR) Validation: Technical Guide	https://osse.dc.gov/publication/adjusted-cohort-graduation-rate-verification-technical-guide



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
LEA Enrollment/Exit Form	<p>This is the LEA’s enrollment or exit form completed by the student’s parent/guardian.</p> <p>The form must include the student name, parent/guardian’s name, parent/guardian’s signature, receiving school name and date.</p>	<p>1940 1941 1943</p>	<p>1940 – Use only for exit to public or private school</p> <p>NOTE: It must include (1) either the student’s date of birth or USI and (2) receiving school signature.</p> <p>1941</p>
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>	<p>1940 1941 1943 2043 1961</p>	<p>1940 – Use only for exit to public or private school in different state</p> <p>1941 1943</p>
Transcript	<p>This is a copy of the student’s transcript from the receiving school or educational program that is part of the juvenile justice system.</p>	<p>1940 2043</p>	<p>1940 – Use only for exit to public or private school in different state</p> <p>NOTE: It must include (1) either the student’s date of birth or USI and (2) receiving school signature.</p> <p>2043</p>



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
Letter from parent with Signature	This is a letter from the parent who provides the exiting reason for his/her child. The letter must include the parent’s signature.	1940 1941 1943	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.
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
Official Written Communication	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).	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
Certificate/Certification	This is a copy of the student’s earned certificate or certification from the school.	2023 2024	N/A
Notice of Intent to Home School	This is a form the parent/guardian completes and files with the state where the student is receiving home schooling. The Notice of Intent to Home School form must be filed with OSSE for the use of exit code 1942.	1940 1942	1940 – Use only for home-schooling in different state 1942



Document Type	Description	Non-Diploma-Granting School Acceptable Exit Codes	Diploma-Granting School Acceptable Exit Codes
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.
Death Certificate	<p>This is an official, government-issued document that declares the death of a student.</p>	1944	1944
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



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.

Exit Code	Exit Full Description	Category	Exit Code Requires Documentation	Exit Category	Remain on SLED Roster?	Acceptable Documentation
2020	Graduated with regular, advanced, International Baccalaureate, or external degree program (EDP) diploma	Credential	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	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.
2021	Received a state diploma from the Office of the State Superintendent of Education	Credential	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



Exit Code	Exit Full Description	Category	Exit Code Requires Documentation	Exit Category	Remain on SLED Roster?	Acceptable Documentation
2022	Received an IEP certificate of attendance or completion	Credential	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	<ul style="list-style-type: none"> 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.
2023	Received a technical certification or nationally- or state-recognized vocational education certification	Credential	Yes	Incomplete*	Yes, until documentation is approved	<ul style="list-style-type: none"> 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
2024	Received an ESL certificate	Credential	Yes	Incomplete*	Yes, until documentation is approved	<ul style="list-style-type: none"> 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



Exit Code	Exit Full Description	Category	Exit Code Requires Documentation	Exit Category	Remain on SLED Roster?	Acceptable Documentation
2025	Received a certificate of completion for a technical or vocational course of study; unknown if official certification was received	Credential	Yes	Incomplete*	Yes, until documentation is approved	<ul style="list-style-type: none"> Official Written Communication**
2000	Promoted within the same school and LEA to the next grade level	Year End	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	Year End	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	Year End	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 non-public school within the same local education agency	Transfer	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	Category	Exit Code Requires Documentation	Exit Category	Remain on SLED Roster?	Acceptable Documentation
2041	Transferred to a public or non-public school in a different local education agency in the same state	Transfer	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	Transfer	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	Transfer	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	Category	Exit Code Requires Documentation	Exit Category	Remain on SLED Roster?	Acceptable Documentation
1940	Exited state; exited to home-schooling or a public, private, or online diploma-granting school in a different state	Exited	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**
1941	Exited to a school outside of the United States	Exited	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
1942	Exited the state public school system to be home-schooled in the same state	Exited	Yes	Incomplete*	Yes, until documentation is approved	<ul style="list-style-type: none"> • Notice of Intent to Home School**



Exit Code	Exit Full Description	Category	Exit Code Requires Documentation	Exit Category	Remain on SLED Roster?	Acceptable Documentation
1943	Exited the state public school system to attend a private school in the same state	Exited	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
1944	Died or is permanently incapacitated	Exited	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**
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	<ul style="list-style-type: none"> • OSSE Enrollment Verification Form • Letter/Documentation from Doctor**



Exit Code	Exit Full Description	Category	Exit Code Requires Documentation	Exit Category	Remain on SLED Roster?	Acceptable Documentation
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	Discharge	No	Automatic Exits	No	N/A
1963	Withdrawn for ineligibility reasons (e.g., immunization or residency); eligible to seek re-enrollment	Discharge	No	Automatic Exits	No	<ul style="list-style-type: none"> 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.



Exit Code	Exit Full Description	Category	Exit Code Requires Documentation	Exit Category	Remain on SLED Roster?	Acceptable Documentation
1964	Withdrawn due to LEA policy related to absenteeism or truancy	Discharge	No	Automatic Exits	No	<ul style="list-style-type: none"> 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.
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



Exit Code	Exit Full Description	Category	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	Discharge	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	<ul style="list-style-type: none"> 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.
1980	Student voluntarily discontinued schooling and is under the maximum age for compulsory attendance	Disengagement	No	Automatic Exits	No	<ul style="list-style-type: none"> 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
1981	Completed grade 12, but did not meet all graduation requirements and voluntarily discontinued schooling	Disengagement	No	Automatic Exits	No	<ul style="list-style-type: none"> A PWN notifying parent/student of exit. PWN must include language advising the student of their right to access FAPE until age 22.
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	Disengagement	No	Automatic Exits	No	<ul style="list-style-type: none"> A PWN notifying parent/student of exit. PWN must include language advising the student of their right to access FAPE until age 22.



Exit Code	Exit Full Description	Category	Exit Code Requires Documentation	Exit Category	Remain on SLED Roster?	Acceptable Documentation
1983	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.)	Disengagement	No	Automatic Exits	No	<ul style="list-style-type: none"> A PWN notifying parent/student of exit. PWN must include language advising the student of their right to access FAPE until age 22.
1984	Not enrolled; LEA has performed due diligence; status unknown	Disengagement	No	Automatic Exits	No	<ul style="list-style-type: none"> 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.



Exit Code	Exit Full Description	Category	Exit Code Requires Documentation	Exit Category	Remain on SLED Roster?	Acceptable Documentation
1985	Student voluntarily discontinued education after enrolling in an adult education program in a DC public or public charter school	Disengagement	No	Automatic Exits	No	PWN documenting exit initiated by parent/ student. PWN must include language advising the student of their right to access FAPE until age 22.
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	Disengagement	No	Automatic Exits	No	PWN documenting exit initiated by parent/ student. PWN must include language advising the student of their right to access FAPE until age 22.
1988	Discontinued due to a hardship (health or personal reasons)	Disengagement	No	Automatic Exits	No	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.
1989	Discontinued for pregnancy, maternity or paternity obligations	Disengagement	No	Automatic Exits	No	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.



Exit Code	Exit Full Description	Category	Exit Code Requires Documentation	Exit Category	Remain on SLED Roster?	Acceptable Documentation
1990	Discontinued for employment reasons	Disengagement	No	Automatic Exits	No	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
2003	Moved onto the next level in educational program during the school year; continuing in educational program	Year End	No	Automatic Exits	No	N/A
2004	Working on the same level in educational program; continuing in educational program	Year End	No	Automatic Exits	No	N/A
2005	Continuing and not in an educational program that has a level structure	Year End	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	Year End	No	Automatic Exits	No	N/A



Exit Code	Exit Full Description	Category	Exit Code Requires Documentation	Exit Category	Remain on SLED Roster?	Acceptable Documentation
2010	Received a diploma, continuing adult education in the same LEA	Program End	No	Automatic Exits	No	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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.



Exit Code	Exit Full Description	Category	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	Program End	No	Automatic Exits	No	<ul style="list-style-type: none"> • 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 the Technical certificate
2014	Received an ESL certificate, continuing adult education in the same LEA	Program End	No	Automatic Exits	No	<ul style="list-style-type: none"> • 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 the ESL certificate.
2015	Received a certificate of completion for a technical or vocational course of study, continuing adult education in the same LEA	Program End	No	Automatic Exits	No	<ul style="list-style-type: none"> • 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 the certificate

* 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.