



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

TITLE: Graduates, Completers and Dropouts Lists

NUMBER: REF-6452.4

ISSUER: Cynthia Lim, Executive Director
Office of Data and Accountability

DATE: May 24, 2017

Deadline: October 4, 2017

ROUTING

Local District Administrators
Secondary School Principals
Special Education Center Principals
Assistant Principals, SCS
Pupil Services and Attendance Field Coordinators
Pupil Services and Attendance Counselors
MiSiS Coordinators
School Administrative Assistants
Credit Clerks
Bridge Coordinators
Dropout Prevention Advisors
DOTS Teachers

PURPOSE: This Reference Guide provides instructions for schools to download the updated dropout file for this school year and review the data for accuracy:

- Dropouts and Adult School Enrollees
- Completers Re-Enrolled, Dropouts Re-Enrolled and Lost Transfers

MAJOR CHANGES: This reference guide updates Reference Guide 6452.3, *2015-16 Graduates, Completers and Dropouts Lists*, dated November 7, 2016, issued by the Office of Data and Accountability. Two reports will be available to schools: a file with students identified as dropouts by CALPADS (available for download from EZ access) and a new Certify report entitled, “Exit Reason Discrepancy (ERD) 100-0010”, will be available by May 24, 2017. The ERD report will have student records identified as Completers Re-Enrolled, Dropouts Re-Enrolled and Lost Transfers (these categories are explained below). Schools should enter all corrections and updates in MiSiS by October 4, 2017.

Due to the importance of maintaining data integrity throughout the school year, updated dropout data is available to schools via EZ Access three times during the school year: September 2016, November 2016 and May 2017. With each update, schools will be advised of a corresponding deadline to enter corrections and updates in MiSiS.

INSTRUCTIONS: I. BACKGROUND

Graduation rate is a key accountability indicator for high schools and the District establishes annual targets in its Local Control Accountability Plan (LCAP). Additionally, the Modified Consent Decree specifies that the District must increase the graduation or completion rates of students with disabilities as described in Outcome 3 (Graduation Rate) and Outcome 4 (Completion Rate) each year. All schools are accountable for ensuring students stay in school and progress towards meeting graduation or completion requirements. To measure progress towards these targets, it is essential to have an accurate accounting of graduates, completers and dropouts.

Preliminary cohort graduation rates for 2016-17 will be published by December 2017 and will be displayed in School Report Cards. Schools will have a final opportunity to correct student exit information for the 2016-17 school year before the state calculates the



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official graduation and dropout rates. Data will be available for review via the two venues outlined below:

A. Dropouts, EZ Access Report

- Dropouts – Students who completed the previous school year but did not attend the next grade (7-12) to which he/she was expected to attend during the subsequent school year and no subsequent enrollment in a California public school is found by the 2017 Fall Census Day (October 4, 2017).

B. New Certify Rule, “Exit Reason Discrepancies (ERD), “ERD 100-0010”. This rule will contain student information as described below:

- Completers Re-Enrolled –These are students who were initially reported as graduates, but subsequently enrolled in another high school. These errors are designated as Warning Type A in the Certify ERD Report.
- Dropouts Re-Enrolled –Students who were initially identified by the school or state as dropouts, but subsequently re-enrolled in another school within the state. These are designated as Warning Type B in the Certify ERD Report.
- Lost Transfers –Students who exited from August 2016 to June 2017 to attend another public school in California including another LAUSD School (L2 or L3), but the state did not find a later enrollment. These are designated as Warning Type C in the Certify ERD Report.

See Attachment B for detailed information and a complete list of dropout types as categorized by the state.

II. SCHOOL RESPONSIBILITIES

Review and verify that the information in MiSiS for students is updated and accurate. If there is any missing or discrepant exit information, enter the correct leave type and withdrawal reason in MiSiS using the Withdrawal History screen under Enrollment. All corrections must be entered in MiSiS by October 4, 2017.

A. Dropout Report: Review the EZ access Dropout/ Adult School Enrollment Report and determine the enrollment status and enrollment location of the students on this report and change the leave type and withdrawal reason accordingly.

- Double check Non-Graduate Dropouts, seniors who failed to graduate, to ensure that 12th grade students who met graduation requirements are exited with the correct withdrawal type (L7) and withdrawal reason (90) in MiSiS (L8,82).
- Students may be counted as a dropout due to a discrepancy in the Statewide Student Identifier (SSID). If students are known to be enrolled in another school under a different SSID, fax both SSID’s to School Information Branch at 213-241-8969.

B. Certify ERD Report: By May 24, Attendance/ Enrollment Designees will receive the new Certify ERD report. Three error types will be highlighted in the report: Warning



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Type A (Graduates Re-enrolled), Warning Type B (Dropouts Re-Enrolled) and Warning Type C (Lost Transfers). The report will contain a link to a Job Aid indicating the procedure staff need to follow to clear these errors. The procedures are indicated in italics below:

- Completers Re-Enrolled, designated as Warning Type A, in the Certify ERD report are students who were initially reported as graduates, but subsequently enrolled in another high school. Schools should verify that these students did not meet graduation requirements when they left the school. *To clear students, schools should update the leave type to L3 and withdrawal reason to 23.*
 - Dropouts Re-Enrolled are students who were initially identified by the school or state as dropouts, but subsequently re-enrolled in another school within the state including inside and outside of LAUSD. These are designated as Warning Type B in the ERD Certify report. *To clear these students, schools should update the leave type to L3 and withdrawal reason to 23.*
 - Lost Transfers are students who exited from August 2016 to June 2017 to attend another public school in California, but the state did not find a later enrollment. Lost Transfers also include students who completed the school year and were expected to return to the same school. These are designated as Warning Type C in the ERD Certify report. *Pupil Services and Attendance (PSA) Counselors and/or other designated school-site staff should conduct calls or family visits to determine the reason why these students stopped attending school. When appropriate use this information to update withdrawal reason codes and provide counseling services.*
- C. Review Attachment C for the required documents for clearing Dropouts and Lost Transfers to ensure that the information entered in MiSiS is accurate and supported by the required documentation. This documentation should be kept on file for audit purposes. *To clear these students, schools should follow up with the family to determine the correct enrollment information for the student.*

III. INSTRUCTIONS FOR DOWNLOADING THE STUDENT LIST

- A. Follow the instructions below to access the Dropouts, Lost Transfers, Leaver Dropouts, and Dropouts Re-Enrolled list:
1. Go to the EZ Access website (<https://ezaccess.lausd.net>) and log in as an LAUSD Employee.
 2. Choose the MiSiS Application after logging into EZ Access.
 3. School personnel with the MiSiS role of Principal, AP, or Office Manager will be able to access this link:
 - Dropout Report
 4. Click on each link to access the file.

If there are no dropouts for the school, the link will not be found in the EZ Access portal.



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RELATED RESOURCES:

- BUL-4926.2, Attendance Manual: Policy and Procedures for Elementary, Secondary and Option Schools, dated March 1, 2013.
- BUL-6576.0 Graduation Requirements for the Graduating Class of 2015, dated January 20, 2016.
- REF-6554.1 Opening Day Procedures: Supplemental Guides and updates, Dated August 8, 2016

ASSISTANCE:

For assistance with access to Certify or updating MiSiS, please call MiSiS Support at (213) 241-4850.

For assistance with state reporting of dropouts and graduates, please call School Information Branch at (213) 241-2450.

For information regarding special education requirements, please call Division of Special Education at (213) 241-6701.

For assistance with dropout prevention and recovery or procedures for clearing dropouts, please call the designated Local District Pupil Services Field Coordinator listed in the following table.

Local District	Coordinator	Phone Number
Central	Leilani Morales	(323) 241-0158
East	Erin Campbell	(323) 224-5905
Northeast	Patricia Jimenez	(818) 686-4444
Northwest	Dionne Ash	(818) 654-5085
South	Valerie Corcoran	(310) 516-0027
West	Pat Burt	(310) 235-3766

Secondary Withdrawal Types and Reasons

Appropriate Withdrawal Types and Withdrawal Reasons must be entered in MiSiS for students who withdraw from the school. Select only the applicable Withdrawal Reason for each corresponding Withdrawal Type.

Withdrawal Type	Applicable Withdrawal Reason	Validation Documentation
L1 Same School	Other (23) Special Education Assignment (03)	MiSiS Verification
L2 Other LAUSD School	Adult School Diploma/HiSET Program (28) Adult School Non-Diploma/Non-HiSET Program (29) Alternative Education Work Ctr. (ACCT) (30) Charter School (E46) Expulsion Recommendation (19) Expulsion Reinstatement by Board Action (21) Inaccurate Residence (02) Intra-District Permit, Not PWT (12) Magnet Assignment (05) Not Recommended for Expulsion by Expulsion Review Committee (33) Opportunity Transfer (18) Option School (27) Other (23) Other District Expulsion Pending Board Action (34) Permit Termination (17) Permit With Transportation (PWT) (04) Public School Choice (44) Residence Change (01) Romero Open Enrollment (49) Special Education Assignment (03) Special Education Non-Public School (Sp Ed NPS) (39)	Positive Attendance in MiSiS
L3 California Public School Outside District	College (Working towards AA or BA) (47) Expulsion to LACOE by Board Action (35) Inaccurate Residence (02) Inter-District Permit (09) Juvenile Detention (45) Other (23) Other District Expulsion Pending Board Action (34) Permit Termination (17) Residence Change (01) Non-LAUSD Charter school(46)or (23)	Class schedule or Official Transcripts Enrollment Verification Letter EPS Enrollment Verification?
L4 Non-Public School	Home Schooling with Affidavit (46) Private School (38)	Licence for homeschool Enrollment verification
L5 Public School Outside California	Moved to Another Country (37) Moved to Another State (36)	PAL Enrollment Verification Letter

Secondary Withdrawal Types and Reasons

Withdrawal Type	Applicable Withdrawal Reason
L7 Graduated, Matriculated, SpEd Certificate of Completion, CHSPE, HiSET (GED)	California High School Proficiency Examination (CHSPE) (93) Diploma (90) Diploma, Exemption from LAUSD Graduation Requirements (97) High School Equivalency Tests (HiSET/GED) (94) Special Ed Certificate of Completion (92) Special Education Prior Completer (95)
L8 Unknown or Other	Adult Incarceration (63) Deceased (65) Did Not Meet Graduation Requirements (82) No Show, Unable to Locate (81) Not Attending/Inactive (80) Other (23) Serious Personal Illness (62) Undercover Police Officer (74) Whereabouts Unknown (64) Work (57) Student 18years old, Opted out(Can we use code 80 with this reason?)

Students Counted as Dropouts or Potential Dropouts

The California Department of Education (CDE) defines a student as a dropout in the 2015-16 school year if the student meets one of the following:

1. **No Show/Dropout:** A student who exits the school anytime from May 15 through August 15, but fails to enroll in the next grade (7, 8, 9, 10, 11 or 12) in the school to which he/she was assigned, pre-registered or was expected to attend by the first Wednesday in October (Census Day) of the next school year, and no subsequent enrollment in any other California public school is found by Census Day of the subsequent school year (i.e., these student have an entire year to re-enroll in a public school before they become dropouts).
2. **Leaver Dropout:** A student who was enrolled in grade 7, 8, 9, 10, 11, or 12 during the 2015-16 school year, left prior to completing the 2015-16 school year, was not subsequently enrolled in any other California public school by October 5, 2016. The student's exit date must be from August 16, 2015 through August 15, 2016 and the student's exit reason is one of the following:
 - Left school and there is no known enrollment in an academic program leading toward a diploma or its equivalent
 - Expelled; no known enrollment
 - Left school for reasons that cannot be determined or for other reasons
 - Transferred to Adult Ed Diploma or its equivalent Program (i.e., General Education Development [GED], High School Equivalency Test [HiSET]), but subsequently dropped out of the Adult Ed program by Fall Census Day
 - Transferred to an institution that is not primarily academic and is not enrolled in a secondary program leading to a high school diploma or its equivalent.
3. **Lost Transfer Dropout:** A student who was enrolled in grade 7, 8, 9, 10, 11, or 12 during the school year, was reported as transferring to another California public school (within the same district or outside the district), but did not re-enroll in any California public school by October 4, 2017. The student's exit date must be from August 16, 2016 through August 15, 2017 each year.
4. **Non-Graduate Dropout:** A 12th grade student who completed the school year and was withdrawn from the school without a completion leave reason (i.e., diploma, Certificate of Completion, GED/HiSET, CHSPE).

Students Not Counted as Dropouts

The CDE does not count the following students as dropouts. The appropriate exit information must be entered in MiSiS correctly and the school must have documentation to support the exit information.

1. The student has received a high school diploma or its equivalent (GED, HiSET, California High School Proficiency Exam [CHPSE], or adult education high school diploma program) by August 15, 2017.
2. The student has received a Certificate of Completion by August 15, 2017.
3. The student has transferred to another California K-12 school and is enrolled by the first Wednesday in October of the subsequent school year.
4. The student has transferred to a K-12 private school.
5. The student is enrolled in juvenile hall, camp, or hospital school after leaving the first school.
6. The student has transferred to a college associate or baccalaureate degree program.
7. The student has moved out of the state or country.

8. The student has died.

Students Transferred to Adult Education

Students age 16 or older who transferred to adult education programs will not be counted as dropouts if:

1. They are enrolled and attending an adult education program leading to a high school diploma or GED/HiSET on October 4, 2017; or
2. They have received a GED/HiSET or a high school diploma from an adult education program.

Transfers to adult education programs will be counted as dropouts at their last high school of attendance if:

1. They are “no-shows” at the adult school; or
2. They have stopped attending the adult school prior to completion of the program leading to a high school diploma or its equivalent.

Required Documentation for Clearing Dropouts

Official documents (e.g., transcripts, court orders, etc.) are preferred methods of verifying a student's status. However, other forms of documentation may be provided by the student, the student's parent, or other responsible adult having knowledge of the student's status. For example, in lieu of official documentation, the District may use a "Parent Assurance Letter" (See BUL-4926.2, *Attendance Manual: Policy and Procedures for Elementary, Secondary and Option Schools, Appendix J-4a*, or contact your school's Pupil Services and Attendance [PSA] professional for a copy) to document students' status.

The Parent Assurance Letter is an affidavit which is signed by the parent/legal guardian of an LAUSD student declaring under penalty of perjury where the student is or where the student will be enrolling. This letter does not guarantee that a student will not be counted as a dropout. However, it may help with efforts to locate a student. The Parent Assurance Letter may only be used to document information in the school year that non-enrollment occurs. It cannot be used to document the status of a student in prior years.

In MiSiS under the enrollment tab, in the withdrawal history section, parent assurance letter information can be entered.(should this be suggested?)
Should we state that each school "MUST" designate a person on each campus to clear students from the dropout(PDL) list?

The required and/or permitted documentation for each of the dropout exclusion reasons are listed below. Documentation supporting withdrawal information in MiSiS must be available when requested for audit purposes.

- a. For students transferring to another LAUSD school, enter the appropriate withdrawal type and reason, and the name of the next school in MiSiS. However, if the student does not enroll at another LAUSD school, the student will be counted as a dropout at the last school of attendance. A Parent Assurance Letter will not remove these students from the dropout list.
- b. For students transferring to and attending another public or private educational institution outside the district leading toward a high school diploma or its equivalent, a request for records, signed by a school official on school letterhead or a Parent Assurance Letter is considered adequate documentation.

If the student has been verified as enrolled at a school that has not requested records, enter the appropriate information on the Transcript Request page (under Academics) in MiSiS, including the date of the contact, school name and city, and the name of the contact.

Students transferring to another California public school may be counted as a dropout if the student cannot be located in another California public school by CDE. These students will be counted as "lost transfers" and added to the dropout count for the school. To avoid "lost transfers," ensure that the next California public school uses the correct Statewide Student Identifier (SSID) of the transferee. If the SSID is different, fax the discrepancy to School Information Branch at (213) 241-8969.

- c. For students who have transferred to and are attending a program leading to a high school diploma or GED/HiSET through the adult education division, enter L2, leave reason 28 (Adult School Diploma/HiSET Program), and the name of the adult education school in

MiSiS. If the student is not enroll in the Adult School Diploma/HiSET Program by October 4, 2017, the student will be counted as a dropout at the last school of attendance. The state does not accept students younger than 16 years of age to transfer to adult education schools.

- d. For students who have received an Adult Education High School Diploma, GED, HiSET or CHSPE, a copy of the Adult Education High School Diploma, the notification of passing the GED, HiSET or CHSPE is adequate documentation. Students who pass the CHSPE need parental approval before checking out of school with the L7 and leave reason of 93.
- e. For students who have transferred to a college and are working towards an Associate or Baccalaureate degree, obtain a copy of the official transcript or verification of enrollment in college. The CDE also allows documentation other than transcripts as evidence that students who have left school are enrolled in other institutions of higher learning or have received a high school diploma or its equivalent. This documentation may be provided in the form of an official "letter" from the educational institution, a "parent assurance letter" as described above, or any other official documentation of enrollment. Enter the appropriate withdrawal type and reason in MiSiS.
- f. For students who have moved out of California or the United States, enter the appropriate withdrawal type and reason in MiSiS. A Parent Assurance Letter or Enrollment Verification Letter is considered adequate documentation. Make one copy of the Parent Assurance Letter to be filed in a three ring binder which is kept in a confidential location in the attendance office. File the original letter in the student's Cumulative Record File.
- g. For students enrolled in juvenile hall or camp, court notification, a request for records, Verification of Enrollment through Educational Passport System (EPS) or AERIES is considered adequate documentation. Enter the appropriate withdrawal type and reason in MiSiS.
- h. For students who are deceased, written or oral parent verification or notification from a court, a governmental agency or a law enforcement official are adequate forms of documentation. Enter the appropriate withdrawal type and reason in MiSiS.

Questions regarding any form of verification of a student's enrollment status not described in this section should be directed to the school's Pupil Services and Attendance (PSA) Counselor, the school administrator responsible for attendance, the Local District or central office PSA Coordinator, or the Office of General Counsel, as necessary.



Mission

To ensure that all LAUSD students are enrolled, attending, engaged, and on-track to graduate.

ENROLLMENT VERIFICATION

The student listed below was scheduled to enroll at your school. Using the form below, please verify their enrollment. The information will assist us in maintaining accurate records so that students are not inadvertently placed on our District dropout list. Please fax the completed form to the contact information listed below.

Student Name: _____
Last Name First Name

Date of Birth: ___/___/___

Name of School: _____

School Address: _____
Street Address City State Zip Code

School Phone: () ____ - ____ School Fax: () ____ - ____

Enrollment Date: ___/___/___ Currently Enrolled (circle one) YES NO

Most current student phone number: () ____ - ____ / () ____ - ____

School Official: _____
First Name Last Name

Title: _____ Date: _____

Return this completed form to:

Attention: _____, A-G Diploma Counselor

School: _____

Phone: _____

Fax: _____



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Tips to Clear the 2015-2016 Dropouts List

**This list includes: No Show Dropouts, Leaver Dropouts, and Lost Transfers.
All corrections must be entered in MiSiS by October 4, 2017.**

Tips to clear “No Shows, Leavers, and Lost Transfers” Dropouts List

No Show Dropouts -These are students who finished the 2014-15 school year, were expected to return the following year, but did not return in 2015-16.

Leaver Dropouts – Students who left during the 2015-16 school year (from August 11, 2015 to August 16, 2016), and the state did not find a later enrollment.

Lost Transfers – Students who were withdrawn in 2016-17 school year (from August 2016 to June 2017) to attend another public school in California, but the state did not find a later enrollment.

- Check the lists for completeness and accuracy. If there are any missing or discrepant exit information, enter the correct withdrawal type and withdrawal reason in MiSiS using the Withdrawal History screen under Enrollment.
- Use the school’s “No Show” report in MiSiS to cross reference student’s information. You can download this report in MiSiS. Log in to MiSiS at <http://misis.lausd.net/start>, using your single sign-on (SSO). Select the correct user role from the landing page. Follow the MENU PATH Reports > Enrollment > No Show Report
- Call all phone numbers listed in MiSiS student record to inquire about the student’s enrollment status.
- Contact local charter schools to mail or fax them a list of enrolled students that were expected to return to your school.
- Mail parent assurance letters to parents of students who have not returned to school.
- Conduct home visits to recover potential student dropouts.

**Students may be counted as a dropout due to a mismatch of Statewide Student Identifier (SSID).
If students are known to be enrolled in another school under a different SSID, fax both SSID’s to
School Information Branch at 213-241-8969.**

IMPORTANT NOTE:

The Parent Assurance Letter is an affidavit which is signed by the parent/legal guardian of an LAUSD student declaring under penalty of perjury where the student is or where the student will be enrolling. This letter does not guarantee that a student will not be counted as a dropout. However, it may help with efforts to locate a student. The Parent Assurance Letter may only be used to document information in the school year that non-enrollment occurs. It cannot be used to document the status of a student in prior years.

L8: Withdrawals with Leaver Code “L8” will appear on the dropout lists, EXCEPT Reason Codes: 65 and 74.



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Required Documentation and Procedures for Clearing Dropouts

Documentation supporting withdrawal information in MiSiS must be available when requested for audit purposes.

For students transferring to another LAUSD school, enter the appropriate withdrawal type and reason, and the name of the next school in MiSiS. However, if the student does not enroll at another LAUSD school, the student will be counted as a dropout at the last school of attendance. A Parent Assurance Letter will not remove these students from the dropout list.

For students transferring to and attending another public or private educational institution outside the district leading toward a high school diploma or its equivalent, a request for records, signed by a school official on school letterhead or a Parent Assurance Letter is considered adequate documentation or an Enrollment Verification.

If the student has been verified as enrolled at a school that has not requested records, enter the appropriate information on the Transcript Request page (under Academics) in MiSiS, including the date of the contact, school name and city, and the name of the contact.

Students transferring to another California public school may be counted as a dropout if the student cannot be located in another California public school by CDE. These students will be counted as “lost transfers” and added to the dropout count for the school. Please fax, mail or email an Enrollment Verification Letter to the new school.

To avoid “lost transfers,” ensure that the next California public school uses the correct Statewide Student Identifier (SSID) of the transferee. If the SSID is different, fax the discrepancy to School Information Branch at (213) 241-8969.