District Exit Page

October 5, 2020 ● Version 3.0

Documenting where students have gone *after leaving our district* is done for the following types of students:

- All Grade K–12 students who have finished the prior school year but did not graduate or show up in the current school year.

- Grade K–12 students who have left sometime during the current school year.

Key Points for Completing the District Exit Page

- See the table on page 7, for common withdrawal scenarios and which code to use when completing the District Exit page.

  IMPORTANT! Do not enter anything in the **District Exit** page if student is transferring to another San Diego Unified school.

- *Do not fill out the District Exit page if you have incomplete information on the student or if you know nothing about what happened to the student.* Keep investigating and following up with contacts.

  DO NOT state that a student is a dropout when the student is likely to re-enroll by October of the following year, the state's deadline for dropouts.

- **IMPORTANT!** *Written official documentation* of enrollment at the receiving school is needed for students *exiting grades 9-12* with exit code *(T180) Transfer to a California private school* or *(T200) Transfer to a school in another state*.

Examples of official written documentation include:

  o A records request from the receiving school (mailed, faxed, or emailed).

  o Written communication from an official at the receiving school acknowledging the student's enrollment (mailed, faxed, or emailed).

  o A copy of the student's school schedule or report card on the receiving school's letterhead (mailed, faxed, or emailed).

Finding Students Who Left the District

Run the **Find Exit SDUSD Students** report to find all students in grades K-12 who have left the district and who do not have approved District Exit pages.

1. From the **Start Page**, under Reports, select **System Reports**.

2. Select the **sqlReport** tab.

3. Expand the **CALPADS** heading and select **Find Exit SDUSD Students**.

4. Click **Submit**..

Students with a **No** do not have the District Exit page completed.

Students with a **Yes** are waiting for approval from Central Office.

Click on the **Student Number** to access the Student Page in a new tab.

Completing the District Exit Page (K – 12 Grades)

The District Exit page must be completed for any student in grade K through 12 who has left the San Diego Unified School District.
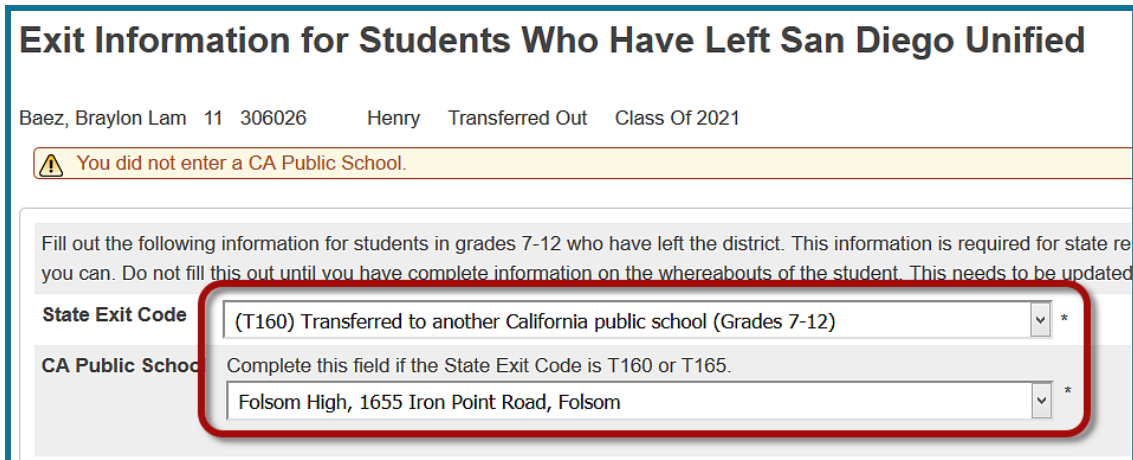
1. From the **Finding Exit SDUSD Students** report, access the Student Page by clicking on the Student Number.

2. On the **Student Page**, under Enrollment, select **District Exit**.

3. On the **District Exit Page**, select the appropriate exit code from the **State Exit Code** drop-down menu.

   - If you select one of the following, you *MUST* select the name of the school from the **CA Public School** drop-down:

     (T160) Transferred to another California public school (Grades K-12)

     (T165) Expelled – enrolled in another California public school

     Schools are listed by their official school name. If the school is not listed in this menu, search the California School Directory to search for schools: **http://www.cde.ca.gov/re/sd/**.

     NOTE: If the school is not listed, please select another school from the CA Public School drop-down and *type the actual school name and location in the **Additional Information** field.*

Exit Information for Students Who Have Left San Diego Unified

Baez, Braylon Lam   11   306026   Henry   Transferred Out   Class Of 2021
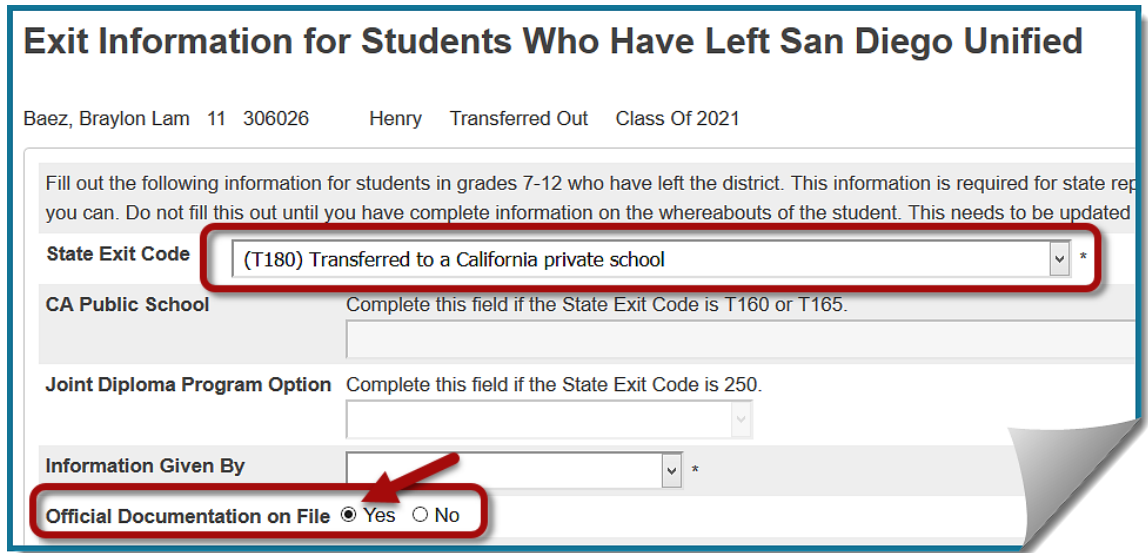
⚠ You did not enter a CA Public School.

Fill out the following information for students in grades 7-12 who have left the district. This information is required for state re
you can. Do not fill this out until you have complete information on the whereabouts of the student. This needs to be updated

State Exit Code	(T160) Transferred to another California public school (Grades 7-12)	*
CA Public Schoo	Complete this field if the State Exit Code is T160 or T165.	
	Folsom High, 1655 Iron Point Road, Folsom	*

San Diego Unified
SCHOOL DISTRICT

- If you select one of the following for students exiting grade levels 9-12, there **MUST** be *official written documentation* in the student's file, and you must select **Yes** in the **Official Documentation on File** field when you receive that documentation:

  (T180) Transfer to a California private school

  (T200) Transfer to a school in another state

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Fill out the following information for students in grades 7-12 who have left the district. This information is required for state rep
you can. Do not fill this out until you have complete information on the whereabouts of the student. This needs to be updated

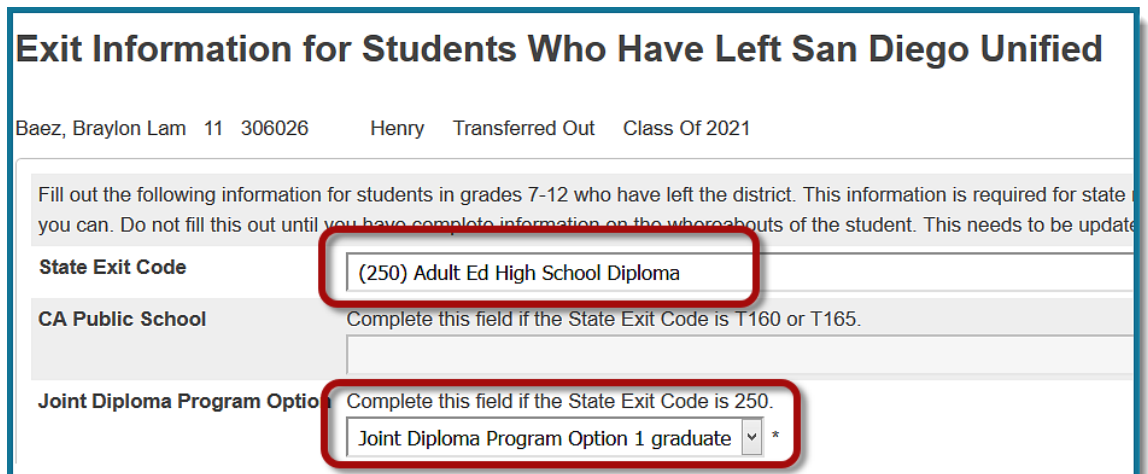| State Exit Code | (T180) Transferred to a California private school | * |
CA Public School	Complete this field if the State Exit Code is T160 or T165.	
Joint Diploma Program Option	Complete this field if the State Exit Code is 250.	
Information Given By		*
Official Documentation on File	⦿ Yes ○ No	

- If you select **(250) Adult Ed High School Diploma**, you must select the type of graduate from the **Joint Diploma Program Option** drop-down:

  o   Joint Diploma Program Option 1 graduate

  o   Joint Diploma Program Option 2 graduate

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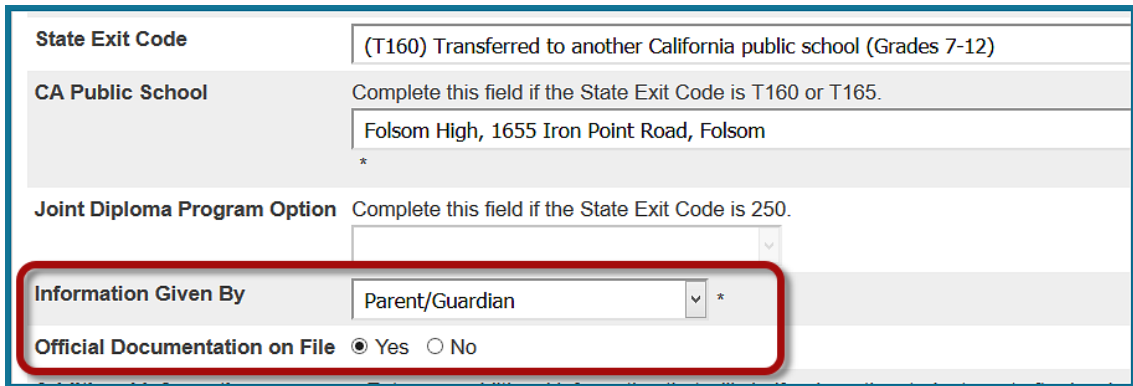
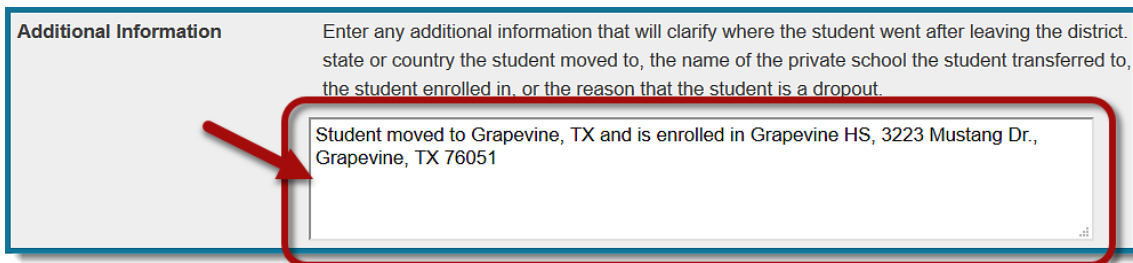| State Exit Code | (250) Adult Ed High School Diploma | |
CA Public School	Complete this field if the State Exit Code is T160 or T165.	
Joint Diploma Program Option	Complete this field if the State Exit Code is 250.	
	Joint Diploma Program Option 1 graduate	*

4. Select how the information was received in the **Information Given by** drop-down.

5. If the student went to another school, choose either **Yes** or **No** from the **Official Documentation on File** field.

State Exit Code	(T160) Transferred to another California public school (Grades 7-12)
CA Public School	Complete this field if the State Exit Code is T160 or T165.
	Folsom High, 1655 Iron Point Road, Folsom
	*
Joint Diploma Program Option	Complete this field if the State Exit Code is 250.
Information Given By	Parent/Guardian ⌄ *
Official Documentation on File	◉ Yes ○ No

6. **Additional Information** field: This is used to indicate any other relevant information and is required for certain state codes. *There is a 900 character limit to this field.*

- If the student enrolled in any of the following, enter the name of the school or facility:
  o Private school in California
  o Any school outside of California
  o Institution for a high school diploma
  o Institution *not* for a high school diploma
  o Adult education program
  o College or university

- If the student moved to another country: Enter the name of the country and document how you received this information (e.g., "Phone call from parent, family moved to Mexico")

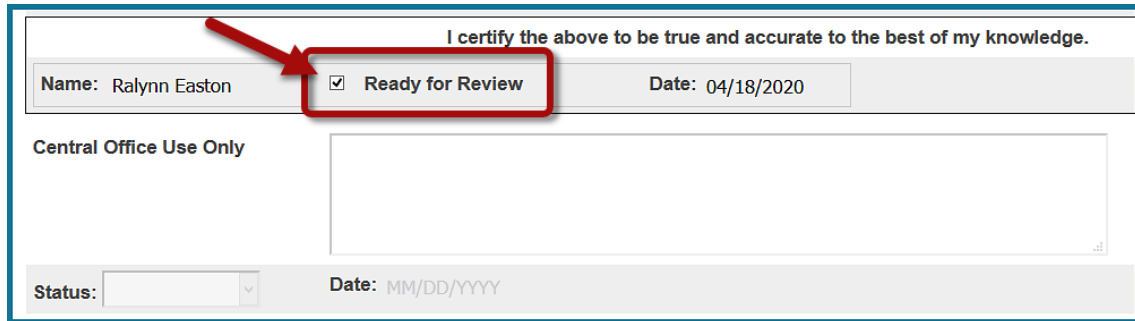- If the student left for a medical reason: Enter the medical reason.

NOTE: Any other documentation or explanation that you feel is helpful or necessary may be entered in this field.

Additional Information	Enter any additional information that will clarify where the student went after leaving the district. state or country the student moved to, the name of the private school the student transferred to, the student enrolled in, or the reason that the student is a dropout.
	Student moved to Grapevine, TX and is enrolled in Grapevine HS, 3223 Mustang Dr., Grapevine, TX 76051

7. Check **Ready for Review**, then click **Submit**.

NOTE: Your name and today's date will automatically display *after* you have clicked **Submit**.
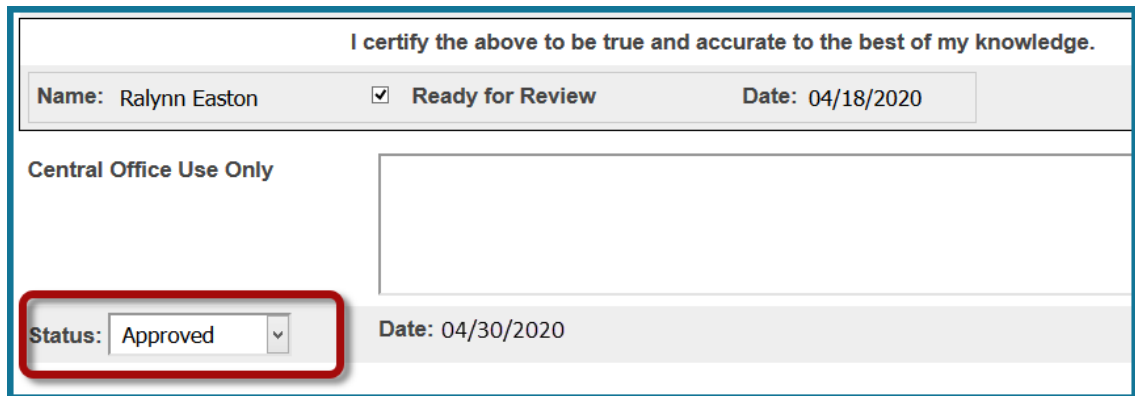

8. Central Office will review the submission. If the information is complete and accurate, an **Approved** status will indicate nothing more needs to be done.
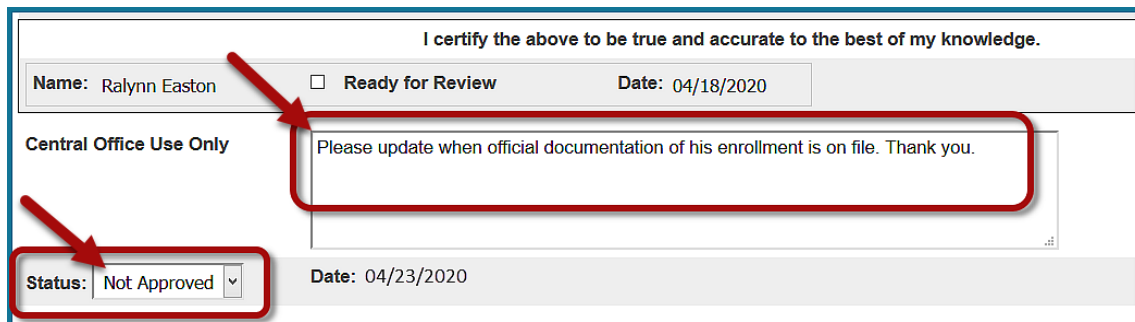

9. If more information is needed or corrections need to be made, the status will be changed to **Not Approved** and the **Ready for Review** box will be unchecked.
   A message from Central Office will display special instructions for updates and corrections.

10. Make the necessary changes and check the **Ready for Review** box.

11. Click **Submit**.

District Exit Codes

	Situation	State Code to Choose
1.	Student **moved** to another city **within California** (*e.g.,* to Los Angeles, Carlsbad, Fresno, Chula Vista, San Francisco, etc.) Find out if the student is enrolled in school there	
	• If **Yes**, and enrolled in a California **public** school	**T160 Transferred to another California public school (Grades K-12)**
	• If **Yes**, and **finished the highest grade level at the exiting school** (like grade 8 in middle school or grade 5 in elementary school) and is now enrolled in a California **public** school	**480 Promoted/matriculated to a California public school**
	• If **Yes**, and **finished the highest grade level at the exiting school** (like grade 8 in middle school or grade 5 in elementary school) and is now enrolled in a California **private** school *You must get written documentation of enrollment in school for students exiting grades 9-12*	**485 Promoted/matriculated to a non- California public school**
	• if **Yes**, and enrolled in a California **private** school *You must get written documentation of enrollment in school for students exiting grades 9-12*	**T180 Transferred to a California Private School**
	• If it is *known* the student is **not currently enrolled in school**	**E140 Dropout, no known enrollment**
2.	Student moved to **another state** Find out if the student is enrolled in school there	
	• If **Yes**, *You must get official documentation of enrollment in school for students exiting grades 9-12*	**T200 Transferred to a school in another state**

Situation	State Code to Choose
2. cont'd	• If **Yes**, and the student **finished the highest grade level at the exiting school** (like grade 8 in middle school or grade 5 in elementary school) and is **enrolled** in school in another state. *You must get official documentation of enrollment in school for students exiting grades 9-12*	**485 Promoted/matriculated to a non-California public school**
	• If it is *known* the student is **not currently enrolled in school**	**E140 Dropout, no known enrollment**
3.	Student moved to **another country** This includes exchange students who went back to their home country	**T240 Moved to another country**
4.	Student is in **Juvenile Hall,** or any other **county program**	**T160 Transferred to another California public school (Grades K-12)**
5.	Student is enrolled in Continuing Education's **Educational Cultural Complex** (**ECC**) or any other adult education program for a high school diploma (*e.g.,* Miramar, Mesa, City College, etc.)	**T260 Transferred to an adult education program**
6.	Student is enrolled in **college**, working towards an AA or BA degree	**T280 Transferred to college for an AA/BA degree**
7.	Student is going to **Job Corps** or **Urban Corps** Confirmed that student is taking classes to get a regular high school diploma	**T370 Transferred to an institute for a HS Diploma**
8.	Student enlisted in the **military**	**T380 Transferred to an institute NOT for a HS Diploma**
9.	Student **graduated from another school district**	
	• If **California** *public* school/district	**T160 Transferred to another California public school (Grades K-12)**
	• If **California** *private* school/district	**T180 Transferred to a California Private School**
	• If **outside** of California	**T200 Transferred to a school in another state**

	Situation	State Code to Choose
10.	Student completed a **GED at another school** Find out the **type** of school	**T370 Transferred to an institute for a HS diploma** **T260 Transferred to an adult education program**
11.	Student is an **Option 2** graduate	**250 Adult Ed High School Diploma**
12.	Student is a **Joint Diploma Program (JDP)** grad or graduated from an **HSDP** program	**250 Adult Ed High School Diploma**
13.	Student is a non-diploma bound Special Ed student who received a **Certificate of Completion** (or a prior **Letter of Recognition**)	**120 Received Special Education certificate of completion**
14.	Student was **expelled**	
	• If the student enrolled in a public school in California, including Juvenile Hall after being expelled	**T165 Expelled – enrolled in another California public school**
	• If the student did *not* enroll in school anywhere after being expelled	**E300 Expelled – not enrolled**
15.	Student is being **home schooled** If student is enrolled in a home schooling program that is affiliated with the following type of school/district:	
	• **California Public**	**T160 Transferred to another California public school (Grades K-12)**
	• **California Private**	**T180 Transferred to a California Private School**
	• **Outside of California**	**T200 Transferred to a school in another state**
16.	Student was supposed to show up at your school but didn't, and this would have been student's **only enrollment** in our district	**N470 No Show – Enrollment Dropped**

	Situation	State Code to Choose
17.	Student is going to **Job Corps** or **Urban Corps** Confirmed that student is taking classes to get a regular high school diploma	**T370 Transferred to an institute for a HS Diploma**
18.	Student enlisted in the **military**	**T380 Transferred to an institute NOT for a HS Diploma**
19.	Student **graduated from another school district**	
	• If **California public** school/district	**T160 Transferred to another California public school (Grades 7-12)**
	• If **California private** school/district	**T180 Transferred to a California Private School**
	• If **outside** of California	**T200 Transferred to a school in another state**
20.	Student completed a **GED at another school** Find out the **type** of school	**T370 Transferred to an institute for a HS diploma** **T260 Transferred to an adult education program**
21.	Student is an **Option 2** graduate	**250 Adult Ed High School Diploma**
22.	Student is a **Joint Diploma Program (JDP)** grad or graduated from an **HSDP** program	**250 Adult Ed High School Diploma**
23.	Student is a non-diploma bound Special Ed student who received a **Certificate of Completion** (or a prior **Letter of Recognition**)	**120 Received Special Education certificate of completion**
24.	Student was **expelled**	
	• If the student enrolled in a public school in California, including Juvenile Hall after being expelled	**T165 Expelled – enrolled in another California public school**
	• If the student did *not* enroll in school anywhere after being expelled	**E300 Expelled – not enrolled**

Situation	State Code to Choose
25. Student is being **home schooled** If student is enrolled in a home schooling program that is affiliated with the following type of school/district:	
• **California Public**	**T160 Transferred to another California public school (Grades 7-12)**
• **California Private**	**T180 Transferred to a California Private School**
• **Outside of California**	**T200 Transferred to a school in another state**
26. Student was supposed to show up at your school but didn't, and this would have been student's **only enrollment** in our district	**N470 No Show – Enrollment Dropped**