# Appendix D: Student Exit Reason Code and Student School Completion Status Descriptions

**Introduction**    LEAs are required to submit exit information to the CDE on an ongoing basis, and they are required to certify their exit information during the Fall 1 submission.

*Student exit reason code* and *student school completion status* are elements used to submit exit information to the CDE during the academic year.

This section identifies:

- Valid grade levels for each *student exit reason code* and *student school completion status*.
- How each code and status will be grouped (e.g., dropout, graduate, transfer, completer, lost transfer) for state and federal reporting purposes.

**Student exit reason code versus student school completion status**

**Student Exit Reason Code**

When a student exits a school, the LEA must submit an *exit date* and a *student exit reason code* to CALPADS.

The *student exit reason code* refers to the category or condition under which a given student has left/exited a school in the California public educational system.

**NOTE:** *"Student exit reason code"* is the public name of the data element, while its CALPADS Code Set name is: *Student exit category*. This distinction is mentioned here because the CALPADS Code Set name is the one used on the following pages.

*Readers of this guide should simply understand that "student exit reason code" is synonymous with "student exit category."*

**Student School Completion Status**

If a student exited a school because he or she completed a given academic program (Student Exit Category E230: Completer Exit), then the LEA must also submit a *student school completion status*.

The *student school completion status* is defined as a student's state of completion of an academic program in a given educational service institution.

**NOTE:** *"Student school completion status"* is the public name of the data element, while its CALPADS Code Set Name is: *"School completion status."* This distinction is mentioned here because the CALPADS Code Set name is the one used on the following pages.

*Readers of this guide should simply understand that "student school completion status" is synonymous with "school completion status."*

# Appendix D: Student Exit Reason Code and Student School Completion Status Descriptions, Continued

**Student exit category**

The following table shows how the various s*tudent exit category* codes will be grouped for state and federal reporting purposes. Note that the term used here is *student exit category,* which is the CALPADS Code Set name for *student exit reason code* (the two are synonymous).

| Student Exit Category Code | Code Name and Definition | Dropout | Graduate | Completer | Grade Level | Notes |
|---|---|---|---|---|---|---|
| E125 | **PriorComplSpecEd:**<br><br>Student exited a special education transition program and was previously reported as receiving a special education certificate of completion, passing the California High School Proficiency Examination (CHSPE), or passing the General Educational Development (GED) test. | No | No | No | 7-12, ungraded secondary, (K-6, ungraded elementary optional). | |
| E130 | **Died:**<br><br>Student died while enrolled in school or student completed the year and was expected to return, and died during the summer break. | No | No | No | 7-12, ungraded secondary, (K-6, ungraded elementary optional). | A school or LEA must have written confirmation that a student is deceased before removing the student from the cohort (34 C.F.R. §200.19(b)(1)(ii)(B)). A letter from a parent or an obituary is sufficient documentation. Official written documentation of a student's death, such as a death certificate, is not necessary. |

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| Student Exit Category Code | Code Name and Definition | Dropout | Graduate | Completer | Grade Level | Notes |
|---|---|---|---|---|---|---|
| E140 | **NoKnownEnrollTruant:**<br><br>Student withdrew from/left school, and the LEA is certifying that after taking truancy intervention steps*, there is no evidence that the student is in an academic program toward a diploma or its equivalent.<br><br>*Refer to the CALPADS Code Set document for truancy intervention steps listed in this definition. | Yes | No | No | 7-12, ungraded secondary, (K-6, ungraded elementary optional). | LEAs should include those students who leave school due to pregnancy, as well as leave school for a job, marriage, etc.<br><br>LEAs should not use this code for "no shows." |
| E230 | **CompleterExit:**<br><br>Student left school after completing his/her academic program at this school, whether or not the completion resulted in high school graduation. This includes students who fail the CAHSEE, who graduate with CAHSEE waivers, or who reach the maximum age for high school but who do not have enough credits to graduate. | This depends on the School Completion Status element. | This depends on the School Completion Status element. | This depends on the School Completion Status element. | 7-12, ungraded secondary, (K-6, ungraded elementary optional). | This code **must** be accompanied with a School Completion Status. |
| E300 | **ExpelNoKnownEnroll:**<br><br>Student left school after being expelled, was subsequently referred to another educational service institution, but never showed up, and attempts to locate the student were unsuccessful. | Yes | No | No | 7-12, ungraded secondary, (K-6, ungraded elementary optional). | |

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# Appendix D: Student Exit Reason Code and Student School Completion Status Descriptions, Continued

| Student Exit Category Code | Code Name and Definition | Dropout | Graduate | Completer | Grade Level | Notes |
|---|---|---|---|---|---|---|
| E400 | **OtherOrUnknown**: The student withdrew from/left school for reasons that cannot be determined or for reasons other than those described in the Student Exit Category codes. | Yes | No | No | 7-12, ungraded secondary, (K-6, ungraded elementary optional). | LEAs should **not** use this code for students who were referred for truancy intervention, as outlined in Code E140 (NoKnownEnrollTruant). |
| E410 | **MedicalRsns:** Student withdrew from/left school due to medical reasons. | No | No | No | 7-12, ungraded secondary, (K-6, ungraded elementary optional). | If the student entered a health facility, LEAs should use Code T310 (TransHealthFacil). This code is to be used for serious long-term medical reasons (does not include pregnancy). |
| E450 | **PreK-6Exit**: Infant or student in pre-kindergarten through grade six, or ungraded elementary, exited/withdrew from school; or the student exited school during a temporary break such as summer vacation or year-round intersession, but was expected to return to the same school after the break. | No | No | No | K-6, ungraded elementary optional. | This code may be used for all infants, toddlers, pre-K, K-6, or for ungraded elementary exits. In a unified district, it may be easier for all schools in the district to use the other exit/withdrawal codes so that two different code sets do not have to be maintained in the district.  A student must be reported in grade IN, TD, PS, KN, or 1-6 in order to use this code. |
| E490 | **Summer or Intersession Exit:** The student exited school during a temporary break such as summer vacation or year-round intersession, but was expected to return to the same school after the break. | No | No | No | 7-12, ungraded secondary, (K-6, ungraded elementary optional). | For local use. This may not be an exit/withdrawal from a school. |

# Appendix D: Student Exit Reason Code and Student School Completion Status Descriptions, Continued

| Student Exit Category Code | Code Name and Definition | Dropout | Graduate | Completer | Grade Level | Notes |
|---|---|---|---|---|---|---|
| N420 | **NoShowSameSchl:**<br><br>Student completed an academic year at a school and did not return to the same school the following year when the student was expected to return, and no other exit code is appropriate. | Yes | No | No | 7-12, ungraded secondary, (K-6, ungraded elementary optional). | An LEA should use this code when a student is expected to return to and attend the school, and the student is not in attendance on the reporting date. If there is another reason (other than a no show) that the student is not attending, the LEA should use the appropriate exit/withdrawal code (for example, if the student was expected to attend the school, and did not show up, but is known to be attending another California public school, Code 160 should be used). |

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| Student Exit Category Code | Description | Dropout | Graduate | Completer | Grade Level | Notes |
|---|---|---|---|---|---|---|
| N470 | **NoShowOther:**<br><br>Student was pre-enrolled but never attended the school and does not fit the criteria of Student Exit Category N420 (NoShowSameSchl). | No | No | No | 7-12, ungraded secondary, (K-6, ungraded elementary optional). | An LEA should use this code when a student who was never enrolled in its district or school pre-enrolls but is not in attendance on the reporting date. If there is another reason (other than a no show) that the student is not attending, the LEA should use the appropriate exit/withdrawal code (for example, if the student was expected to attend the school, and did not show up, but is known to be attending another California public school, Code T160 [TransCASchlRegular] should be used). |

# Appendix D: Student Exit Reason Code and Student School Completion Status Descriptions, Continued

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| **Documentation standards for student transfers (Student Exit Category Codes with a "T" prefix):** | To confirm that a given student has transferred out, a school or LEA must have "official written documentation" that a student has transferred to another school or to an educational program that culminates in the award of a regular high school diploma (34 C.F.R. §200.19(b)(1)(ii)(B)(*1*)). Examples of official written documentation include: a request for student records from a receiving public or private high school or an educational program (that culminates in a regular high school diploma); or a written record of a response from an official in the receiving school or program acknowledging the student's enrollment. A conversation with a parent or neighbor of a student, for instance, would **not** be considered official written documentation of a transfer. See specific documentation standard for students that have transferred out of the US. |

(Student transfer codes begin on the following page.)

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# Appendix D: Student Exit Reason Code and Student School Completion Status Descriptions, Continued

| Student Exit Category Code | Code Name and Definition | Dropout | Graduate | Completer | Grade Level | Notes |
|---|---|---|---|---|---|---|
| T160 | **TransCASchlRegular**: The student withdrew from/left school and transferred (not referred by a school or district) to another California public school (within or outside the district). Transfers that are a result of referrals made by a school or district are to be coded as T165 or T167 as appropriate. The district has acceptable documentation of this transfer. | No | No | No | 7-12, ungraded secondary, (K-6, ungraded elementary optional). | Note the following distinction between T160 and T167: If a student voluntarily transfers to any California public school, Code T160 should be used, **unless** the student is (voluntarily) transferring to an independent study program. If the student is voluntarily transferring to an independent study program, then Code T167 should be used. Code T160 is also used for students who leave a district school and then enroll and attend another school in the same district. Code T160 is used for students who exit given schools **voluntarily** to transfer to any California public schools, including, but not limited to, alternative schools of choice, early college high schools, middle college high schools, diploma plus high schools, and charter schools. |

## More Notes Regarding Code T160

**T160 should NOT be used in these instances**

Code T160 should **not** be used for transfers that are the direct result of disciplinary actions (LEAs should use T165 [TransSpecDiscRsnsOrJudg ] instead).

Code T160 should **not** be used for students completing the school year/grade who are expected to return to the same school the following school year (Code E490 [Summer or Intersession Exit] should be used if necessary).

Code T160 should **not** be used for students completing the highest grade at a middle/ intermediate/junior high and then leaving the school to attend a high school (LEAs should use Code E230 [CompleterExit ] and then School Completion Status 480 [Promoted (matriculated)]).

# Appendix D: Student Exit Reason Code and Student School Completion Status Descriptions, Continued

| Student Exit Category Code | Code Name and Definition | Dropout | Graduate | Completer | Grade Level | Notes |
|---|---|---|---|---|---|---|
| T165 | **TransSpecDiscRsnsOrJudg:**<br><br>The student was withdrawn from one school due to specified disciplinary reasons, and transferred to another school (within or outside the district). The district has acceptable documentation of this transfer.<br><br>*The specified disciplinary reasons include: Referral by a juvenile court judge or other correctional or judicial official; expulsions pursuant to Education Code Section 48915 (a), (b), or (c); and in cases in which the student is known to be enrolled in another institution.* | No | No | No | 7-12, ungraded secondary, (K-6, ungraded elementary optional). | Schools to which students transfer include, but are not limited to, community day schools, county community schools, juvenile court schools, opportunity schools, and Calif. Education Authority schools.<br><br>A valid 7-digit school code may be provided for the school that the student will be transferring into (expected receiver school). |

## More Notes Regarding Code T165

**T165 should NOT be used in these instances**

Code T165 should **not** be used if the student is expelled and referred to an alternative education program for disciplinary reasons other than those specified in Education Code Section 48915 (a), (b), or (c)  (LEAs should use Code T167 [TransAltSchlPrgm]).

Code T165 should **not** be used if a given expelled student is NOT known to be enrolled in another institution (LEAs should use Code E300 [ExpelledNoKnownEnroll]).

Code T165 should **not** be used if a truant student has not been attending and has been referred for truancy intervention (LEAs should use Code E140 [NoKnownEnrollTruant]).

Code T165 should **not** be used if a student is referred by the school or district to an alternative education program for non-disciplinary reasons (LEAs should use T167 [TransAltSchlPrgml]).

Code T165 should **not** be used if a student is transferred voluntarily, without a referral and for non-disciplinary reasons (LEAs should use Code T160 [TransCASchlRegular]).

| Student Exit Category Code | Code Name and Definition | Dropout | Graduate | Completer | Grade Level | Notes |
|---|---|---|---|---|---|---|
| T167 | **TransAltSchlPrgm**<br><br>The student was referred by a school and/or school district to enroll in an alternative education school, or the student voluntarily transferred to an independent study program in another school in the same district or in a different district for one of the following reasons:<br><br>• The student was referred or voluntarily transferred to an independent study program for non-disciplinary reasons.<br><br>• The student was referred by the school and/or school district to withdraw from/leave school and transfer to an alternative education school or to a non-alternative education school independent study program for any disciplinary reason *except* those specified in T165. | No | No | No | 7-12, ungraded secondary, (K-6, ungraded elementary optional). | See the notes in the block below. |

## Notes Regarding CodeT167

**T167 should NOT be used in these instances**

Code T167 should **not** be used for interdistrict transfers: i.e., formal agreements pursuant to:

- Education Code Section 46600
- NCLB public school choice – program improvement school
- NCLB public school choice – persistently dangerous school; or
- District-of-choice transfers pursuant to Education Code Section 48313

Code T167 should **not** be used for students who are referred to an alternative education school or independent study program for disciplinary reasons by a juvenile court judge or other correctional or judicial officer, or for students who are expelled pursuant to Education Code Section 48915 (a), (b), or (c)  (LEAs should use Code T165 [TransSpecDiscRsnsOrJudg ] instead).

# Appendix D: Student Exit Reason Code and Student School Completion Status Descriptions, Continued

| Student Exit Category Code | Code Name and Definition | Dropout | Graduate | Completer | Grade Level | Notes |
|---|---|---|---|---|---|---|
| T180 | **TransPrivate:** Student withdrew from/left school and the district has received acceptable documentation of enrollment in a private school in California. | No | No | No | 7-12, ungraded secondary, (K-6, ungraded elementary optional). | This code is also used for students completing the highest grade at a middle/intermediate/junior high and leaving the school to attend a private high school. In this case, there is no need for documentation of enrollment in a private school. |
| T200 | **TransUS:** Student withdrew from/left school and the district has received acceptable documentation of enrollment in another public or private U.S. school outside California. | No | No | No | 7-12, ungraded secondary, (K-6, ungraded elementary optional). | This code should also be used for students matriculating from middle/intermediate/junior high to a high school outside of California. In this case, there is no need for documentation of enrollment in a school outside of California. Also use this code for students who transfer to U.S. territories. Refer to the CSIS Data Dictionary, Appendix B, for a list of U.S. territories. |

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# Appendix D: Student Exit Reason Code and Student School Completion Status Descriptions, Continued

| Student Exit Category Code | Code Name and Definition | Dropout | Graduate | Completer | Grade Level | Notes |
|---|---|---|---|---|---|---|
| T240 | **TransOutUS:** Student withdrew from/left school to move to another country. | No | No | No | 7-12, ungraded secondary, (K-6, ungraded elementary optional). | This code should also be used for students matriculating from middle/intermediate/ junior high to a high school in another country. A school or LEA must have written confirmation that a student has emigrated to another country (34 C.F.R. §200.19(b)(1)(ii)(B)), but need not obtain official written documentation. For example, if a parent informs a school administrator that the family is leaving the country, the school administrator may document this conversation in writing and include it in the student's file. |
| T260 | **TransInAdult:** Student withdrew from/left school to enroll in an adult education program and there is evidence that the student is in attendance and is working toward the completion of a GED certificate, California High School Exit Exam preparation courses, or high school diploma through an adult education program. | No | No | No | 7-12, ungraded secondary. | Enrollment in an adult education program— in the subsequent academic year—must be verified in order to use this code. A student must also be 16 or older and reported in grade 7-12, or U.S., to use this code. |

| Student Exit Category Code | Code Name and Definition | Dropout | Graduate | Completer | Grade Level | Notes |
|---|---|---|---|---|---|---|
| T270 | **TransDropAdult:** Student withdrew from/left school to enroll in an adult education program in order to obtain a GED certificate or high school diploma, but subsequently dropped out of the adult education program. | Yes | No | No | 7-12, ungraded secondary. | This code is to be used by the last secondary (non-adult education) school attended. This code is also used when a student's enrollment in an adult education center and program cannot be verified on Census Day. A student must also be 16 or older and reported in grade 7-12 or U.S. to use this code. |
| T280 | **TransCollege:** Student withdrew from/left school and the district has received acceptable documentation that the student is enrolled in college, working toward an Associate's or Bachelor's degree or taking California High School Exit Exam preparation courses. | NO | No | No | 7-12, ungraded secondary, (K-6, ungraded elementary optional). | This code is *not* for pregnancies. |
| T310 | **TransHealthFacil:** Student withdrew from/left school and entered a health care facility. | No | No | No | 7-12, ungraded secondary, (K-6, ungraded elementary optional). | This code is *not* for pregnancies. |
| T370 | **TransInstHSDipl:** Student withdrew from/left school and entered an institution that is not primarily academic (military, job corps, justice system, etc.) and the student is in a secondary program leading toward a high school diploma. | No | No | No | 7-12, ungraded secondary, (K-6, ungraded elementary optional). | This does not include the following types of schools: Community day, continuation, juvenile hall, and California Education Authority. For students enrolling in these types of schools, LEAs should use Code T165. |

# Appendix D: Student Exit Reason Code and Student School Completion Status Descriptions, Continued

| Student Exit Category Code | Code Name and Definition | Dropout | Graduate | Completer | Grade Level | Notes |
|---|---|---|---|---|---|---|
| T380 | **TransInstNoHSDip:** Student withdrew from/left school and entered an institution that is not primarily academic (military, job corps, justice system, etc.) and the student is not in a secondary program leading toward a high school diploma. | Yes | No | No | 7-12, ungraded secondary, (K-6, ungraded elementary optional). | See the notes for T370. |
| T460 | **TransHomeSchl:** Student withdrew from/left school for a home school setting not affiliated with a private school or independent study program at a public school. | No | No | No | 7-12, ungraded secondary, (K-6, ungraded elementary optional). | LEAs should not use this code for students in private schools (those schools that submit private school affidavits). Also, LEAs should not use this code for students in independent study programs through public school districts. |

# Appendix D: Student Exit Reason Code and Student School Completion Status Descriptions, Continued

**School completion status**

The following table shows how the various *school completion status* codes will be grouped for state and federal reporting purposes. Note that the term used here is *school completion status,* which is the CALPADS Code Set name for *student school completion status* (the two are synonymous).

| School Completion Status Code | Code Name and Definition | Dropout | Completer | Graduate | Grade Level | Notes |
|---|---|---|---|---|---|---|
| 100 | **Graduated, standard HS diploma:** The student left school after meeting all state and local high school graduation requirements and received a standard high school diploma. | No | Yes | Yes | 7-12, ungraded secondary. | This code is typically used for grade 12 graduates, although students who obtain high school diplomas in earlier grades and exit the schools would also get this code.<br><br>LEAs should not use this code for students who are matriculating from middle/junior/intermediate school to high school. LEAs should use E230 and then School Completion Status 480.<br><br>Currently, the CAHSEE is a state requirement for graduation; a student must pass the CAHSEE to be reported under this exit/withdrawal code.<br><br>When reporting students with waivers for taking a modified version of the CAHSEE or for being exempt from passing the CAHSEE (previously Codes 106 and 108), LEAs should use Code 100 and provide the students' waiver information in the Waiver File in CALPADS.<br><br>Students must be reported in grade 10, 11, 12, US, or AD to use this code. |

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| School Completion Status Code | Code Name and Definition | Dropout | Completer | Graduate | Grade Level | Notes |
|---|---|---|---|---|---|---|
| 104 | **Completed all local and state graduation requirements; failed CAHSEE:**<br><br>A student who was required to take the California High school Exit Exam (CAHSEE) left school after meeting all other state and local high school graduation requirements, but without passing the California High School Exit Exam (CAHSEE). The student did not receive a standard high school diploma and there is no evidence that the student is in an academic program leading toward a high school diploma or its equivalent. | Yes | No | No | 7-12, ungraded secondary. | |
| 106 | **Grad, CAHSEE mods & waiver:**<br><br>The student met all state and local graduation requirements, passing the California High School Exit Exam with a modified passing score, and obtained a waiver under Education Code 60851(c)(1)). | No | Yes | Yes | 7-12, ungraded secondary. | Graduated with a CAHSEE waiver.<br><br>Education Code 60851(c)(1) waives the requirement to successfully pass the exit examination as a condition of receiving a diploma of graduation or a condition of graduation from high school special education students. |

# Appendix D: Student Exit Reason Code and Student School Completion Status Descriptions, Continued

| School Completion Status Code | Code Name and Definition | Dropout | Completer | Graduate | Grade Level | Notes |
|---|---|---|---|---|---|---|
| 108 | **Grad, CAHSEE exempt:** The student left school after meeting all state and local high school graduation requirements by obtaining an exemption from passing the California High School Exit Exam per Education Code 60852.3(a). | No | Yes | Yes | 7-12, ungraded secondary. | Graduated with a CAHSEE exemption. Education Code 60852.3(a) states: "Notwithstanding any other provision of law, commencing with the 2009-10 school year, an eligible pupil with a disability is not required to pass the high school exit examination established pursuant to Section 60850 as a condition of receiving a diploma of graduation or as a condition of graduation from high school." |
| 120 | **Special education certificate of completion:** A student with exceptional needs (having an individualized education program [IEP]) left school after receiving a certificate or document of educational achievement or completion meeting the requirements of Education Code Section 56390. | No | Yes | No | 7-12, ungraded secondary. | |
| 250 | **Adult Ed High School Diploma:** The student left school and the district has acceptable documentation of the student having received a high school diploma through an adult basic education program. | No | Yes | Yes | 7-12, ungraded secondary. | |

# Appendix D: Student Exit Reason Code and Student School Completion Status Descriptions, Continued

| School Completion Status Code | Code Name and Definition | Dropout | Completer | Graduate | Grade Level | Notes |
|---|---|---|---|---|---|---|
| 320 | **Completed GED (and no standard HS diploma):** The Student left school and the district has acceptable document of the student having received a General Educational Development (GED) certificate. | No | Yes | No | 7-12, ungraded secondary. | Student must be at least 18 years of age. |
| 330 | **Passed CHSPE (and no standard HS diploma):** The student left after passing the California High School Proficiency Exam (CHSPE), and the district has acceptable documentation. | No | Yes | Yes | 7-12, ungraded secondary. | Student must be at least 18 years of age. |
| 360 | **Completed grade 12 without completing graduation requirements, not grad:** Student completed grade 12 or exceeded the maximum age for high school attendance but did not meet the state and/or local high school graduation requirements, and there is no evidence that the student is in an academic program leading toward a high school diploma or its equivalent. | Yes | No | No | 12, ungraded secondary. | The student completed grade 12 but is not a graduate. This does not include students who did not graduate because of failure to pass the California High School Exit Exam. |
| 480 | **Promoted (matriculated):** The student transferred to another educational service institution after completing the highest grade level at a particular school in California prior to high school completion. | No | No | No | 7-11, ungraded secondary. | |