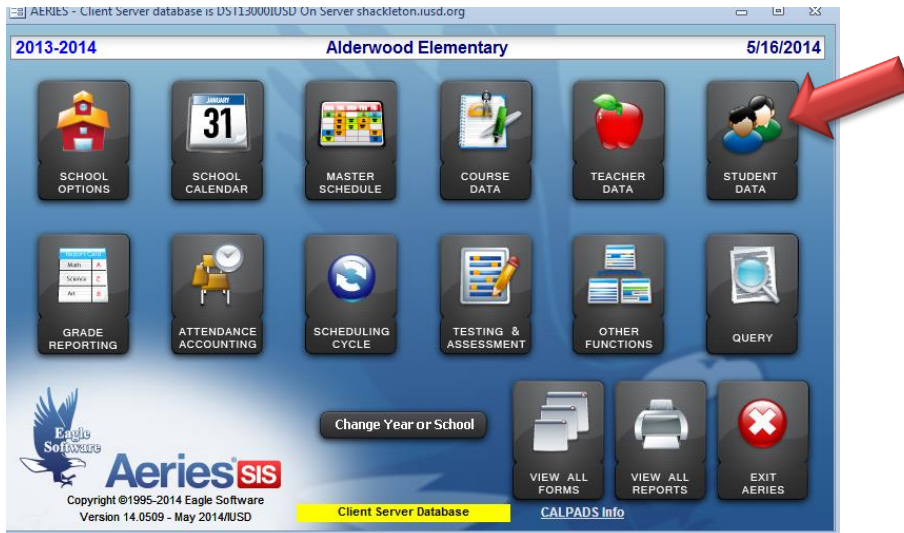


If the student is **completing the school year** and will **not be returning** next year to your school site or leaving IUSD, complete the following:

Mark attendance as usual until the last day of school.

Select Student Data and Select student



Student Data 1 Screen

The screenshot shows the 'Student Data 1 (STU)' screen for 'Irvine Control School' for the '2015-2016' school year, ending '4/7/2016'. The screen has tabs for 'Student Data 1 (STU)', 'Student Data 2 (STU)', 'Student Data 3 (STU)', 'Secondary Student Data (SSD)', and 'Links'. The main form contains fields for student information: Stu# (000132), Last Name (Mistake), First Name (Ima), Middle Name (Real), Suffix, Student ID (990120013), Sex (M), Grade (9), Birthdate (3/22/1999), and Age (17). Below this is the 'Parent/Guardian' section with 'Area/Telephone' (949) 936-5000 and 'Mothers Work' (09/09/2012). The 'Residence and Mailing Address' section shows '5050 Brockton, Irvine, CA 92620'. The 'GridCd' is D0506 and 'Interdist xfer / District' is 06/09/2016 (highlighted with a red circle and a red arrow). The 'Schl Enter Dt' is 08/26/2015 and 'Dist Enter Dt' is 09/11/2012. The 'Counselor Number' is 0 and 'Name' is Unassigned. The 'Locker' is 602, 'Res Sch' is 975, 'NxtSch' is 10, 'NxtGrd' is 0, 'NxtTch' is 0, 'NxtTrk' is 6, and 'Rcd Rel' is 6. The 'Race/Ethnicity' is N and '203'. The 'User1' through 'User12' fields are empty. At the bottom, there are buttons for 'Backward', 'Get', 'Forward', 'Add', 'Change', 'Delete', 'UpdATT', 'Print', 'eXit', and 'Reports'. A status bar at the bottom says 'Student is active and has a Leave date in STU'.

Enter the next school (NxtSch) **code of 975** (if unknown) or if the student will attend another school within IUSD enter that **school site** number. Also enter the leave date of 6/09/2016 (last day of school). **Proceed to Student Data 3 screen.**

Student Data 3 Screen

The screenshot shows the 'Student Data 3 (STU)' screen for student 990. The 'End of Year' section is highlighted with a red circle, and red arrows point to the 'Leave Date' (06/09/2016), 'Status' (160), and 'Next School' (975) fields. The 'California High School Exit Exam' section shows 'ELA: Not Taken' and 'Math: Not Taken'. The 'Algebra 1' requirement is 'Requirement Not Met'. The 'High School Fitness' status is 'Not Tested/Undetermined'. The 'Record Added Date/Time' is 7/1/2015 8:35:06 AM.

Stu#	Last Name	First Name	Middle Name	Suffix	Student ID	Sex	Grade	Birthdate	Age
990					000112	M	9	3/22/1999	17

LastSchl	OldStu#	Old Student ID	Old State ID	SchedGrp	Msg	Family Key	CompetencyTests	S/M	D/M
990	000112	000000000				25214		9	0

Summer Withdrawal Reason	Leave Date	Nxt Schl	End of Year Status	Nxt Schl	Completion Status Code	Date	Leave Date
			160	975			06/09/2016

Interdist Exp Dt	Next Interdist	District Name	Nxt Res Schl	Nxt GridCd	Nxt Prog	NxtPrg1	NxtPrg2
			146				

California High School Exit Exam	Algebra 1	High School Fitness	Record Added Date/Time
ELA: Not Taken	Math: Not Taken	Requirement Not Met	7/1/2015 8:35:06 AM

Red Flag: ☐

Student is active and has a Leave date in STU

Check Status ☒ Show Inactives ☒

1 Attendance	2 Supplemental	3 Medical	4 Discipline	5 Siblings	6 Contacts	7 Quick Con	8 Acad Plan	9 Enroll Hist
10 Tests	11 Fees	12 Assessmnt	13 Counseling	14 SpecEd	15 Language	16 Interventions	17 Programs	18 Crs Req
19 Classes	20 Grades	21 Transcript	22 Misc	23 CrsAttend	24 College	25 GATE	26 DST Info	27 Extra Actv

LOCATE: Backward Get Forward

UPDATE: Add Change Delete UpdATT

OTHER: Print Preview Print eXit Reports

Enter the **Leave Date** (Last day of School) **6/09/2016**. Under the 'End of Year' section, enter the **Status** (Exit Withdrawal Reason Code) that applies. Enter the **Next school 975 (if unknown)**. If the student will attend another school within IUSD, enter that school site number.

See 'Exit Withdrawal Reasons' below

Common Exit Withdrawal Reasons

160 - Moved within CA or transferred to another school within IUSD

180 – Transferred to Private school in CA

200 – Transferred to school outside of CA

240 – Moved Out of County

450 – Grades K-6 If Unknown

140 – Grade 7-12 – If unknown

If the student completed the school year and will **not** be returning next year **do not** do anything to the 1. Attendance_School Enrollment screen. **You only need to update the Student Data 3 screen.**

2015-2016 Irvine Control School 4/7/2016

Stu#	Last Name	First Name	Middle Name	Perm ID No.	Sex	Grd	Prg	Trk	Pgm1	Pgm2	Abs	Ltr Date	Tdy Ltr Date	Status
132	Mistake	Ima	Real	990120013	M	9		A			0		0	

Parent/Guardian: She Is Area/Telephone: (949) 936-5000 RptgLng: 04 Fathers Work/Extension: Mothers Work/Extension: Age: 17 Counselor: 0 Unassigned

Calendar Period Absences School Enrollment District Enrollment Other District Enrollment History Details History Summary

Date	Ent/Lv	Grd	Prg	Trk	Reason	NxtSchl	AttPgm1	AttPgm2	RptgSchl	IntDst	District of Residence
Wed 08/26/2015	E	9		A					0		

Record: 1 of 1 No Filter Search

☐ Red Flag

☒ MHS ☐ ABS Codes LOCATE UPDATE ☒ YTD Totals ☐ Print Preview ☐ Notes OTHER

Backward Get Forward Add Change Delete Mass Add Print Re-Admit eXit Switch

Enrolled 137 Present 136 Excused 1 Unexcused 0

Please note* The **Attendance Audit Listing** report will list students you entered a leave date to, stating the 'Student is active and has a Leave date in STU'. At Month-end print and write the reason why on the report. Reason: *Completed year, not returning to your school.* File 'Audit Listing' with your month-end reports.

2014-2015 ATTENDANCE AUDIT LISTING										P
Stu#	Student Name	Status	Grd	Prog	Trk	Intr Dist	District of Residence	Error		
		I	K		B					
		I	K		B					
			1		B			Student is active and has a Leave date in STU		