

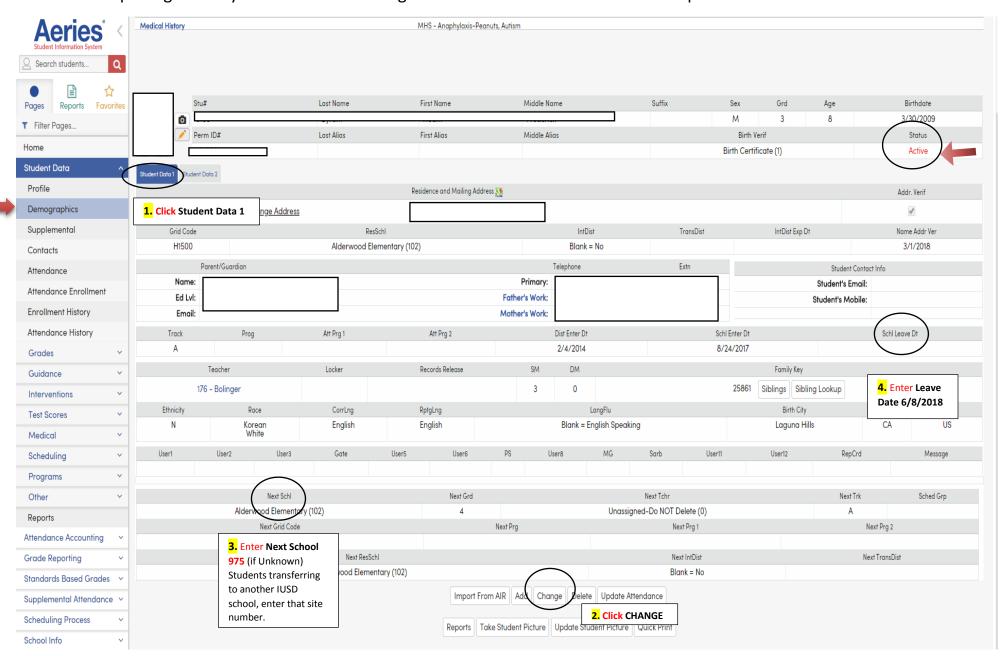
End of the Year

Students that are completing the 17/18 year but have informed you they will not be returning next school year. CALPADS needs to know where these students went so an exit reason needs to be added. You can enter in advance, starting on May 14th.

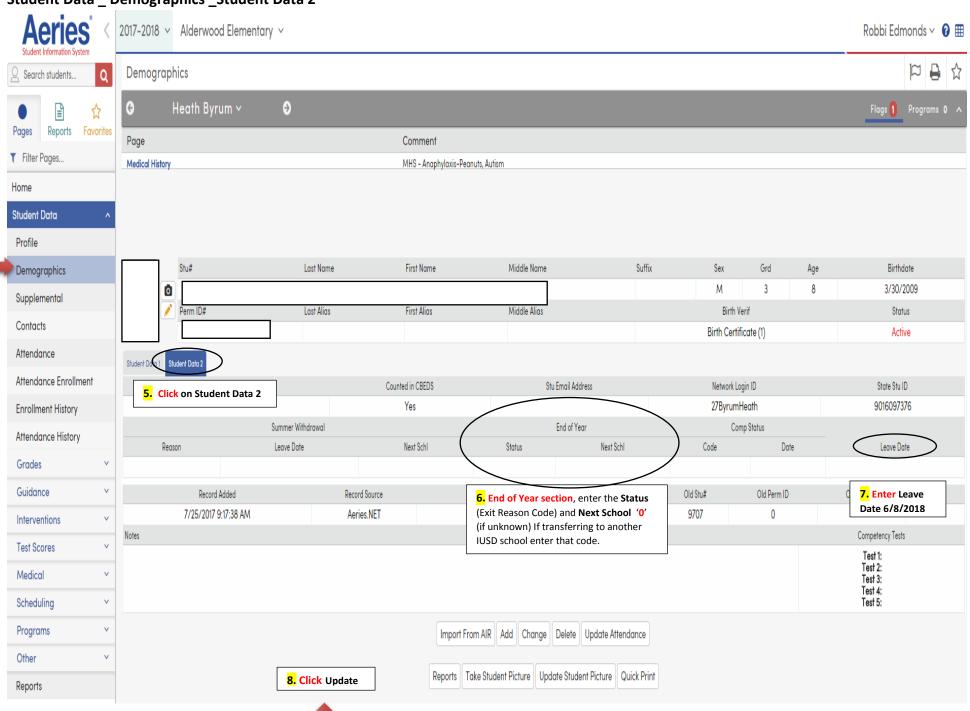
If you have students who are NOT returning to your site in 18/19. They are moving or transferring to another IUSD site. Complete the following:

Student Data _ Demographics _ Student Data 1

Students completing school year but **NOT** returning! Leave Status: 'Active' & follow steps below

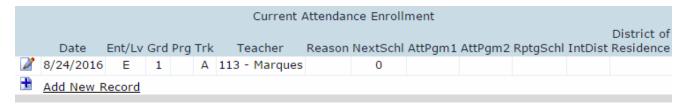


Student Data _ Demographics _Student Data 2



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 Country 450 - Grade 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 **Attendance Enrollment** screen. **You only need to update the Student Data 2 screen.**



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.

