



## End of the Year

Students that are completing the 18/19 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 13<sup>th</sup>**.

If you have students who are **NOT** returning to your site in 19/20. 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

**1. Click Student Data 1**

Stu#	Last Name	First Name	Middle Name	Suffix	Sex	Grd	Age	Birthdate
					M	3	8	3/30/2009

**Status: Active**

Track	Prog	Att Prg 1	Att Prg 2	Dist Enter Dt	Schl Enter Dt	Schl Leave Dt
A				2/4/2014	8/24/2017	

**4. Enter Leave Date 6/7/2019**

Next Schl	Next Grd	Next Tchr	Next Trk	Sched Grp
Alderwood Elementary (102)	4	Unassigned-Do NOT Delete (0)	A	

**3. Enter Next School 975 (if Unknown)**  
Students transferring to another IUSD school, enter that site number.

**2. Click CHANGE**

# Student Data \_ Demographics \_ Student Data 2



2017-2018 Alderwood Elementary

Robbi Edmonds

Search students...

## Demographics



Pages Reports Favorites

Heath Byrum

Flags 1 Programs 0

Filter Pages...

Page	Comment
Medical History	MHS - Anaphylaxis-Peanuts, Autism

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Reports

Stu#	Last Name	First Name	Middle Name	Suffix	Sex	Grd	Age	Birthdate
					M	3	8	3/30/2009
Perm ID#	Last Alias	First Alias	Middle Alias		Birth Verif			Status
					Birth Certificate (1)			Active

Student Data 1	Student Data 2	Counted in CBEDS	Stu Email Address	Network Login ID	State Stu ID		
		Yes		27ByrumHeath	9016097376		
Reason	Leave Date	Next Schl	Status	Next Schl	Code	Date	Leave Date

5. Click on Student Data 2

6. End of Year section, enter the Status (Exit Reason Code) and Next School '0' (if unknown) If transferring to another IUSD school enter that code.

7. Enter Leave Date 6/7/2019

Record Added	Record Source	Old Stu#	Old Perm ID
7/25/2017 9:17:38 AM	Aeries.NET	9707	0

Notes	Competency Tests
	Test 1: Test 2: Test 3: Test 4: Test 5:

Import From AIR Add Change Delete Update Attendance

8. Click Update

Reports Take Student Picture Update Student Picture Quick Print

**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 **DO NOT USE !**
- 140 – Grade K-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.**

Current Attendance Enrollment											
Date	Ent/Lv	Grd	Prg	Trk	Teacher	Reason	NextSchl	AttPgm1	AttPgm2	RptgSchl	District of IntDist Residence
8/24/2016	E	1		A	113 - Marques		0				
<a href="#">Add New Record</a>											

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.

ATTENDANCE AUDIT LISTING											
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		