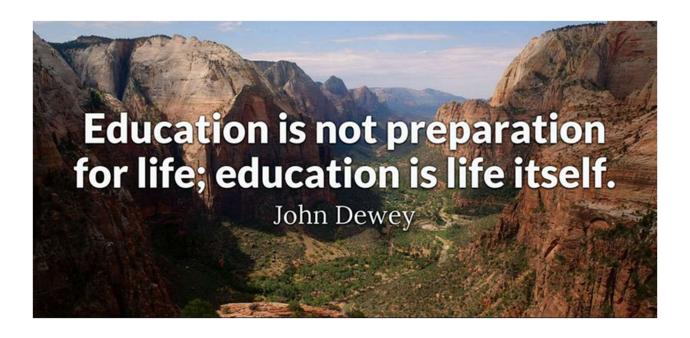
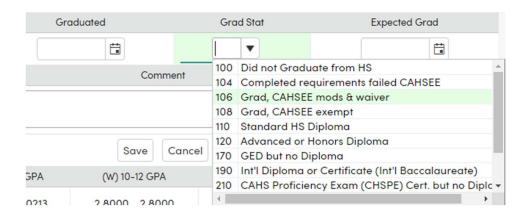
# Quick Reference Guide Grades 7-12



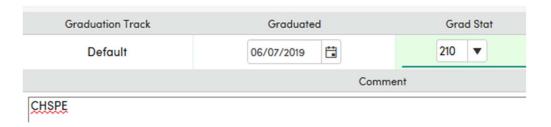
Education is not preparation for life; education is life itself.

~John Dewey

## Grade Reporting Dashboard -> Transcripts

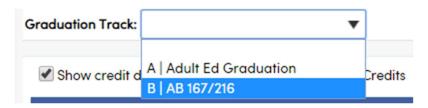


- Sites will code students who will **NOT** receive a standard high school diploma. i.e., CHSPE. Code these students **before grades are moved to history**. Creekside and San Joaquin will key in the graduation status for all students at their site.
- Information Services (IS) will mass populate students graduating with a **standard high school diploma** after grades are moved to history. **DO NOT** code these students. Existing data will **NOT** be overwritten (i.e., if a student did not graduate from high school as seen below).



## **Foster Student Graduates**

• Select the proper graduation track for Foster Students.



 Foster students will receive a standard HS Diploma – Standard HS Diploma recipients are mass populated by IS.

## **Graduates/Completers/Dropouts**

**Graduate reporting cycle:** The graduate reporting cycle is August 16 of Year 1 through August 15 of Year 2 (i.e., the reporting year). The 2019 reporting year, the graduate reporting cycle is **August 16**, **2019 through August 15**, **2020**.

Exit Reason	E230 Completion Status Code	Dropout	Completer	Graduate	Description		
E140	N/A	Х			No Known Enrollment / Truant		
E230	250		Х	Х	Adult Ed High School Diploma – Student withdrew from/left school to enroll in an Adult Education Program.		
E230	360	Х			Completed grade 12 without completing graduation requirements (non-grad)		
E300	N/A	Х			Expelled / No Known Enrollment		
E400	N/A	Х			Unknown		
T160	N/A	Х			If a student is not picked up by another CA public school, they will be counted as a Lost Transfer: Exits between 8/16/18-5/14/19, and no subsequent enrollment up to 10/3/19.		
T380	N/A	Х			Transferred to an institution that is not primarily academic (i.e., military)		
E230	100		Х	Х	Graduated, standard high school diploma. Student met all local and state high school graduation requirements		
E230	120		X		Special Education (Certificate of Completion). Will pursue further education after age 18.		
E230	330		Х	Х	Passed CHSPE (and no standard HS diploma). Student must be at least 16 years of age.		

## Student Exit Category – School Completion Status

Student Exit Category Code	Aeries School Completion Status Code	School Completion Status Name
E230	100	Completed grade 12 without completing graduation requirements, not grad
E230	110	Graduated, standard HS diploma
E230	170	GED but no Diploma
E230	210	Received a High School Equivalency Certificate (and no standard HS diploma)
E230	220	Student with disabilities certificate of completion
E230	250	Adult Ed High School Diploma
E230	480	Promoted (matriculated)

## **Drop Outs**

### Leave Reasons Interpreted as Dropouts (Gr 7-12)

Code	Description			
140	Withdrew. No known enrollment.			
160	*Lost transfer. Student was expected to transfer to another California public school and			
	did not re-enroll in the state for the returning year.			
270	Enrolled in adult ed then dropped.			
300	Expelled with no further participation in an academic program.			
360	Completed gr 12. Did not graduate.			
380	Entered institution (not for HS diploma).			
400	Other (count as dropout).			

## Query for potential dropouts

☐ Include Inactive Students

## Query for potential dropouts with comments

LIST STU ATT STU.CID STU.SN STU.LN STU.FN STU.GR STU.LD STU.CO ATT.DT ATT.RS IF ATT.CD = L AND ( ATT.RS = 104 OR ATT.RS = 140 OR ATT.RS = 270 OR ATT.RS = 300 OR ATT.RS = 360 OR ATT.RS = 380 OR ATT.RS = 400 )

**IMPORTANT NOTE:** If a student's status changes, i.e., attends summer school and becomes a graduate BEFORE August 15<sup>th</sup> or the student has been located, notify Information Services immediately. A change to the student's graduation status in CALPADS will be made and applied to the upcoming Fall1 CALPADS Enrollment/Graduation/Dropout reporting cycle.

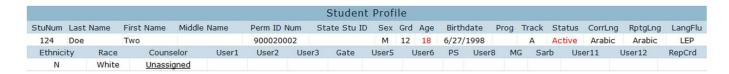
<sup>\*</sup>Important: Check the box to include inactive students. The students are no longer "active". Remember to de-select the option or you will obtain results for active and inactive students.

## **Early Graduates**

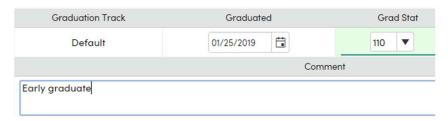
To comply with CALPADS enrollment and attendance requirements, the following procedure insures accurate reporting to the state.

#### Student Profile

- STU.TG = "I-Inactive". The student will no longer have an active enrollment record. This prevents erroneous counts that affect enrollment, staffing and class size.
- Drop classes.
- DO NOT drop lockers or counselor.



## **Grades -> Transcripts**



Data from the Transcripts screen will update Enrollment History with the correct coding for extracts to CALPADS. *See below.* 



## Student Data -> Attendance Enrollment

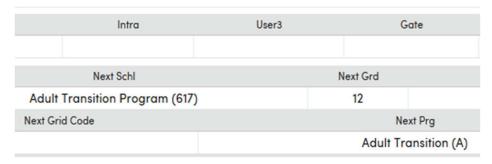


## **Irvine Adult Transition (IATP) Students**

Special Education students may pursue a Certificate of Completion and have the option to attend a school until they reach the age of 22. Student completes a traditional high school and are on track to receive a Grad Plan of 20 - Certificate of Completion.

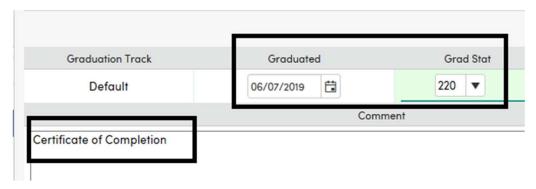
## **Transferring to IATP from a Traditional High School**

Student transfers to IATP. The Next School is 617 (Irvine Adult Transition), and the Next Grade Level is 12. The student retains grade 12 for their tenure at IATP.



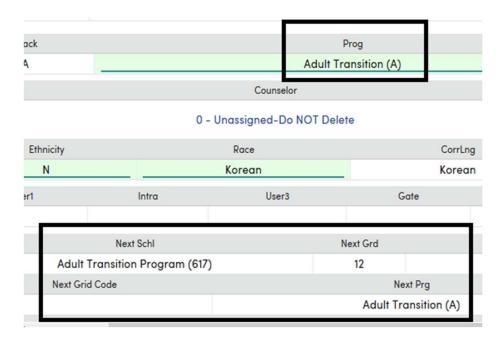
## **Transcripts Screen from the Traditional High School**

Exit the student with a Grad Stat Code of 220. It is cross-referenced in CALPADS as a Certificate of Completion meeting the requirements of Ed. Code 56390.



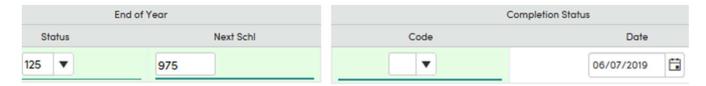
#### Irvine Adult Transition Students - After Rollover

Insure student rolled over correctly to the new academic year. The student will retain a grade level of 12 and an SP of "A" until the student leaves or ages out.



#### When a Student Leaves Irvine Adult Transition

Student completed the academic school year and aged out. Use Exit Reason 125, Prior Special Ed Completer.



The student will be dropped during rollover. Code as follows:

- Student's Status is 125 (Prior Special Ed Completer)
- Next School is 975
- Completion Status date is the last day of school
- Next Grade is 13
- Students who did not "Age Out" and did not complete the academic school year, use the "Other Student Exits Prior to Aging Out" below.

## Irvine Adult Transition Students - Other Student Exits Prior to "Aging Out"

130-Deceased	Student died while enrolled in school or student completed the year and was expected to return, and died during the summer break.			
140-No Known Enrollment/Truant	The student, TK-12, is truant as defined by <i>Education Code</i> Section 48260 (a), and: (1) has been referred to a local or county School Attendance Review Board (SARB) by the local educational agency (LEA) after the LEA has taken all statutory truancy intervention steps; or (2) cannot be located by the LEA after the LEA has completed a full investigation as to the whereabouts of the student.			
300-Expelled/No	Student left school after being expelled, was subsequently referred			
Known Enrollment	to another educational service institution, but never showed up, and			
	attempts to locate the student were unsuccessful			
400-Other or	The student is 18 years old or older and has been absent from school			
Unknown	for reasons that cannot be determined or for reasons other than			
	those described in the Student Exit Category codes.			
410-Medical	Student withdrew from/left school due to medical reasons. This code			
Reasons	is to be used for serious long-term medical reasons (does not include			
	pregnancy).			

See other Exit Reason Chart if other exit reasons apply. For example, transfers.

## Cheat Sheet for Graduates

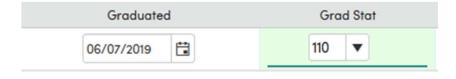
#### TRANSCRIPT SCREEN

- Early Graduates Transcripts Screen. Information will update the Enrollment History.
  - o **Complete** the Attendance Enrollment. The student left prior to the end of the school year. See page 5.
- Standard graduates (end of school year) Transcripts. Do NOT add data into any other field. IS will close out the record for submission to CALPADS.

#### **STUDENT DATA 2 SCREEN**

End of the year (last day of school) – Student Data 2

## **Grades -> Transcripts**



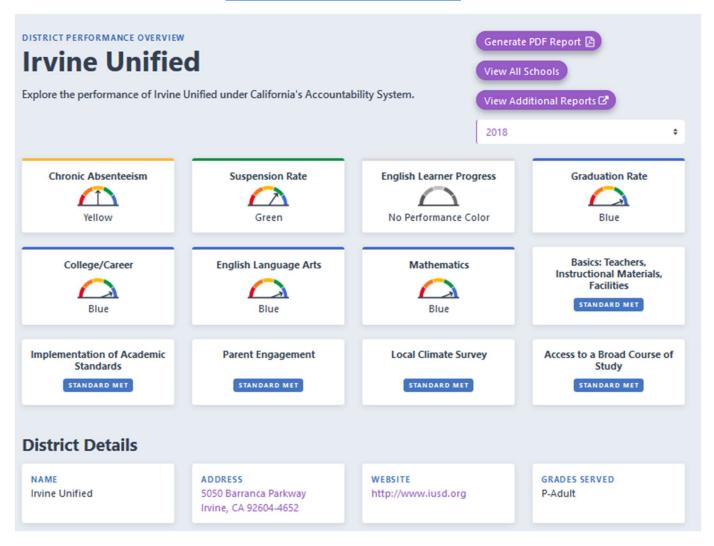
<sup>\*</sup>Reminder: IS will mass populate your standards HS Diploma recipients.

## Student Data -> Demographics -> Student Data 2

Key in the proper exit reason when a student completes the school year and before rollover



## California Dashboard URL: https://caschooldashboard.org



## Ed-Data URL: www.ed-data.org

#### **District Summary**

## Irvine Unified ••

#### Information

Address 5050 Barranca Pkwy. Irvine CA 92604-4652

Phone (949) 936-5000

Superintendent Terry Walker

#### **Related Websites**

Irvine Unified Website 2

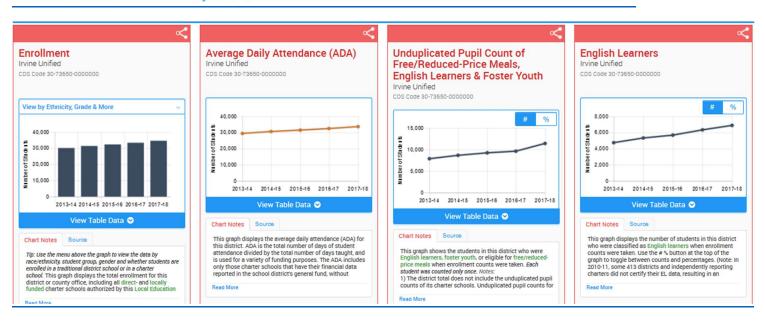
Orange County Website 2

Local Control and Accountability Plan [3]

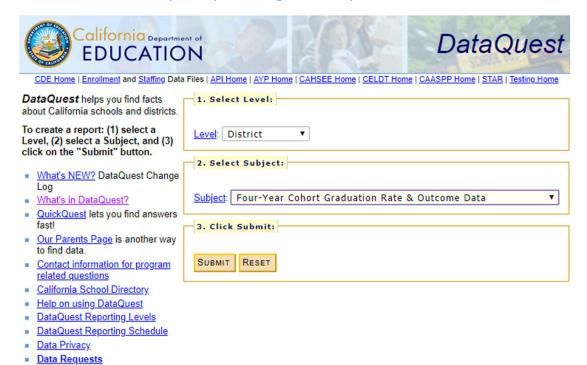
#### **Key Attributes**

CDS Code 30-73650-0000000
District Type Unified School District
Grade Span K-12
2017-18 Enrollment 34.617

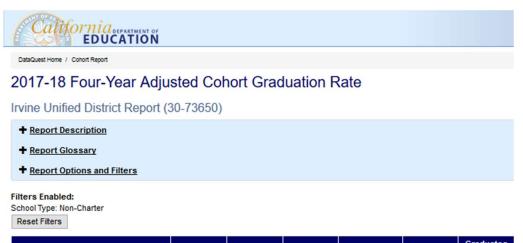
List of Schools ≡



## DataQuest URL: <a href="http://dq.cde.ca.gov/dataquest/">http://dq.cde.ca.gov/dataquest/</a>



### Sample Report



<u>Name</u>	<u>Cohort</u> <u>Students</u>	Regular HS Diploma Graduates	Cohort Graduation Rate	Graduates Meeting UC/CSU Requirements	Graduates Earning a Seal of Biliteracy	Graduates Earning a Golden State Seal Merit Diploma
Alternative Education-San Joaquin High	11	9	81.8%	3	0	1
Creekside High	52	43	82.7%	1	0	0
Irvine High	521	506	97.1%	303	134	190
Nonpublic, Nonsectarian Schools	*	*	*	*	*	*
Northwood High	617	599	97.1%	482	200	354
University High	693	647	93.4%	513	272	398
Woodbridge High	615	599	97.4%	420	122	278