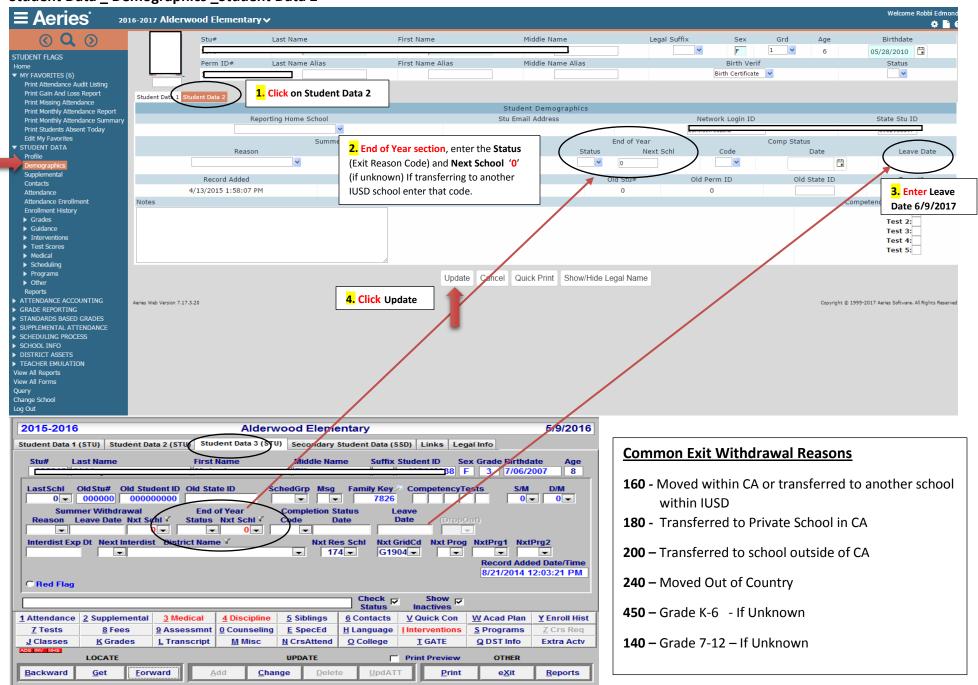**End of the Year**

Students that are completing the 16/17 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.

If you have students who are NOT returning to your site in 17/18. 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 instructions

Student Data _ Demographics _Student Data 2

1. Click on Student Data 2

2. **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.

3. Enter Leave Date 6/9/2017

4. Click Update

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.**

	Current Attendance Enrollment											District of
Date	Ent/Lv	Grd	Prg	Trk	Teacher	Reason	NextSchl	AttPgm1	AttPgm2	RptgSchl	IntDist	Residence
8/24/2016	E	1		A	113 - Marques		0					

Add New Record

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							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