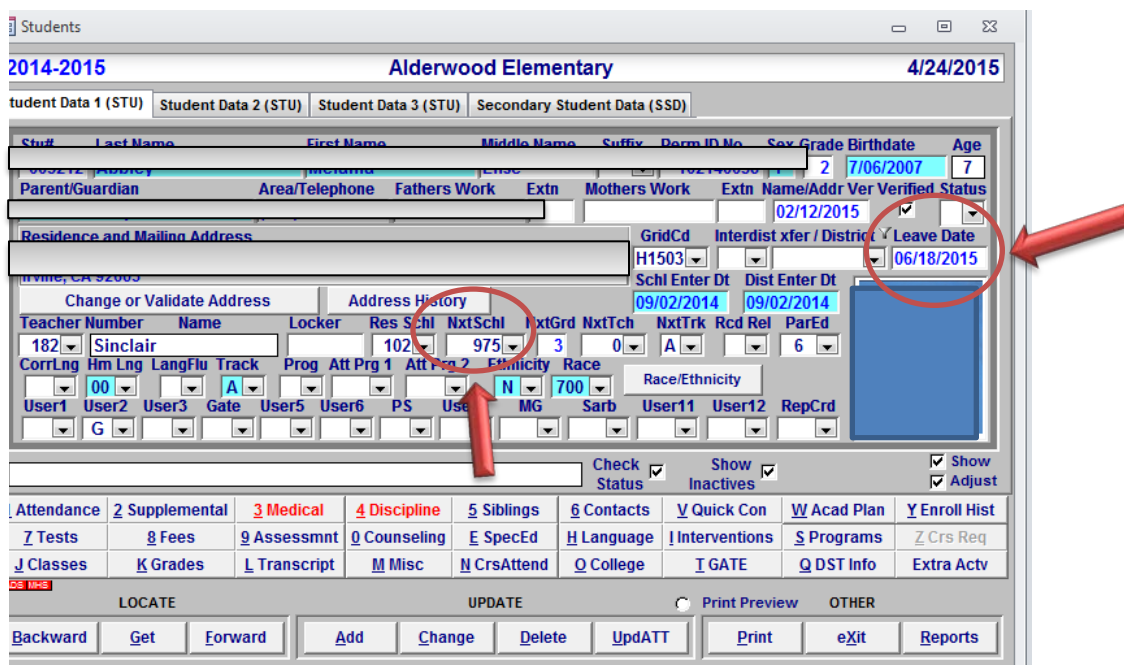If the student is **completing the school year** and will **not be returning** next year to your school site or leaving IUSD, complete the following:

Mark attendance as usual until the last day of school.

Select **Student Data** and Select student

Student Data 1 Screen

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 6/18/2015 (last day of school). **Proceed to Student Data 3 screen.**

Student Data 3 Screen

Enter the **Leave Date** (Last day of School) **6/18/2015.** 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 or for a complete list of exit codes refer to this link:
https://intranet.iusd.org/infotech/DOCUMENTS/2014-15ExitCodes.pdf

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.**

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.