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

Students					c	_ 0	23	
2014-2015	Alder		4/24/20	)15				
tudent Data 1 (STU) Student Data	2 (STU) Student Data 3 (S	TU) Secondary	Student Data (S	SD)				
Stu# Last Name 1003212 Hoppicy Parent/Guardian	First Name jine runna Area/Telephone Fathe	Middle Na IEnse rs Work Extr		/ork Extn Na	2 7/06/2 me/Addr Ver Ve	007 7		
Residence and Mailing Address	<u>y y. </u> S		H1	idCd Interdist		Leave Date 06/18/2015		
Change or Validate Addre Teacher Number Name 182 Sinclair CorrLng Hm Lng LangFlu Trac v 00 v v A User1 User2 User3 Gate v G v v v	Locker Res Schi 102 k Prog Att Prg 1 Att P User5 User6 PS	NxtSchl Ixt	Grd NxtTch I 3 0 - Race 700 - Ra Sarb Us	A CARE	2/2014 ParEd 6 • RepCrd			
			Check Status	Show Inactives		IV Sho IV Adj		
Attendance 2 Supplemental	<u>3 Medical</u> <u>4 Discipline</u>	<u>5</u> Siblings	6 Contacts	<u>V</u> Quick Con	W Acad Plan	<u>Y</u> Enroll H	list	
<u>7</u> Tests <u>8</u> Fees <u>9</u>	Assessmnt 0 Counselin	g <u>E</u> SpecEd	<u>H</u> Language	Interventions	<u>S</u> Programs	Z Crs Re	eq	
	L Transcript <u>M</u> Misc	N CrsAttend	<u>O</u> College	<u>T</u> GATE	<u>Q</u> DST Info	Extra Ac	:tv	
LOCATE		UPDATE		O Print Previe	ew OTHER			
Backward <u>G</u> et Forwa	ard <u>A</u> dd <u>C</u> h	ange <u>D</u> ele	te <u>U</u> pdAT	T <u>P</u> rint	e <u>X</u> it	Reports	s	

Enter the next school (NxtSch) <u>code of **975**</u> (if unknown) or if the student will attend another school within IUSD enter that <u>school site</u> number. Also enter the leave date of 6/18/2015 (last day of school). <u>Proceed to Student Data 3 screen.</u>

## Student Data 3 Screen

2014-2015			Alde	ood Eleme	entary			4/24/2015		
Student Data 1	(STU) Student Da	ita 2 (STU) Stud	dent Data 3 (STU	) Secondary	Student Data (S	(SD)				
Stu# La	ast Name	First	Name	Middle Na	ne Suffix	Perm ID No. Se	ex Grade Birthd 2 7/06/2			
LastSchl 0										
Summer Withdrawal End of Year Completion Status Leave   Reason Leave Date Nxt Schl Y Code Date   0 200 975 0 06/18/2015										
Interdist Exp Dt Next Interdist Distan Name 7 Nxt Res Schi Nxt GridCd Nxt Prog NxtPrg1 NxtPrg2										
Record Added Date/Time 8/21/2014 12:03:21 PM										
Check V Show V Status Inactives										
<u>1</u> Attendance	2 Supplemental	<u>3</u> Medical	<u>4</u> Discipline	<u>5</u> Siblings	6 Contacts	<u>V</u> Quick Con	<u>W</u> Acad Plan	Y Enroll Hist		
7 Tests	<u>8</u> Fees	<u>9</u> Assessmnt	<u>0</u> Counseling	E SpecEd	<u>H</u> Language	<u>I</u> Interventions	<u>S</u> Programs	Z Crs Req		
<u>J</u> Classes	<u>K</u> Grades	<u>L</u> Transcript	<u>M</u> Misc	N CrsAttend	<u>O</u> College	<u>T</u> GATE	<u>Q</u> DST Info	Extra Actv		
ADS NHS	LOCATE			UPDATE		C Print Previe	W OTHER			
Backward	<u>G</u> et <u>F</u> orv	ward A	dd <u>C</u> han	ge <u>D</u> elet	e <u>U</u> pdAT	T <u>P</u> rint	e <u>X</u> it	<u>R</u> eports		
						,				

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 <u>975</u> (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: <u>https://intranet.iusd.org/infotech/DOCUMENTS/2014-15ExitCodes.pdf</u>

## **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.

<u>-8</u> C	aily Atter	ndance - School E	nrollment (ATT)									- • ×
20	14-201	5			Alder	wood Ele	mentary					4/24/2015
Stu	# Las	st Name	First Name	Middle	e Name 👘 Pe	erm ID No.	Sex Grd Prg		m1 Pgm2	Abs Ltr Date	Tdy Ltr Da	te Status
Dar	ent/Guaro	lian	Aros	A/Telephone HmL	ang Eathor	s Work/Exte	F 2	A	Extension	0 Tch# Teach	0	
Par	enuGuard	ulali	Alea	relephone Hint	any raties	S WOIK/EXLE	ision mothe	IS WORK	Extension	182 Sincl		
	lendar	Daily Absences	School Enrolln	nent District Enro	llmont Othor	District Enir	llment Histo	ny Dotaile	History S		un	
	lienuar	bally Absences	00110012110111	District Line		District Lint	minent msto	ry Details	mistory a	unnary		1
	Date	e Ent/	Lv Grd Prg TrkT	ch Teacher	Reason N	IxtSchl AttF	gm1 AttPgm2	Rptg Sch	l IntDst	District of Resid	ence	Enrolled
	Tue	09/02/2014 🔳	E 2 A 1	82 Sinclair	•	-	<b>•</b>	0 🗸	•		<b>v</b>	143
												Present
												140
												Excused 3
												Unexcused
												Tardy
	Record: I	< → 1 of 1 →	N DE NO	Filter Search								
	Red Flag											
	MHS											
	ABS Cod	1	-		UP	DATE	-	P		v ∏ Notes OT	HER	
B	ackwar	d <u>G</u> et	<u>F</u> orward	<u>A</u> dd	<u>C</u> hange	<u>D</u> elete	<u>M</u> ass Ac	ld	<u>P</u> rint	<u>R</u> e-Admit	e <u>X</u> it	Switch

**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.

					V2.	iv
2014-2015			ļ	TTENDA	ICE AUDIT LISTING	Ρ
Stu#	Student Name	Status	Grd		District of Residence Error	
009092		1	K	В		
009104		1	ĸ	в		
008528			1	в	Student is active and has a Leave date in STU	