

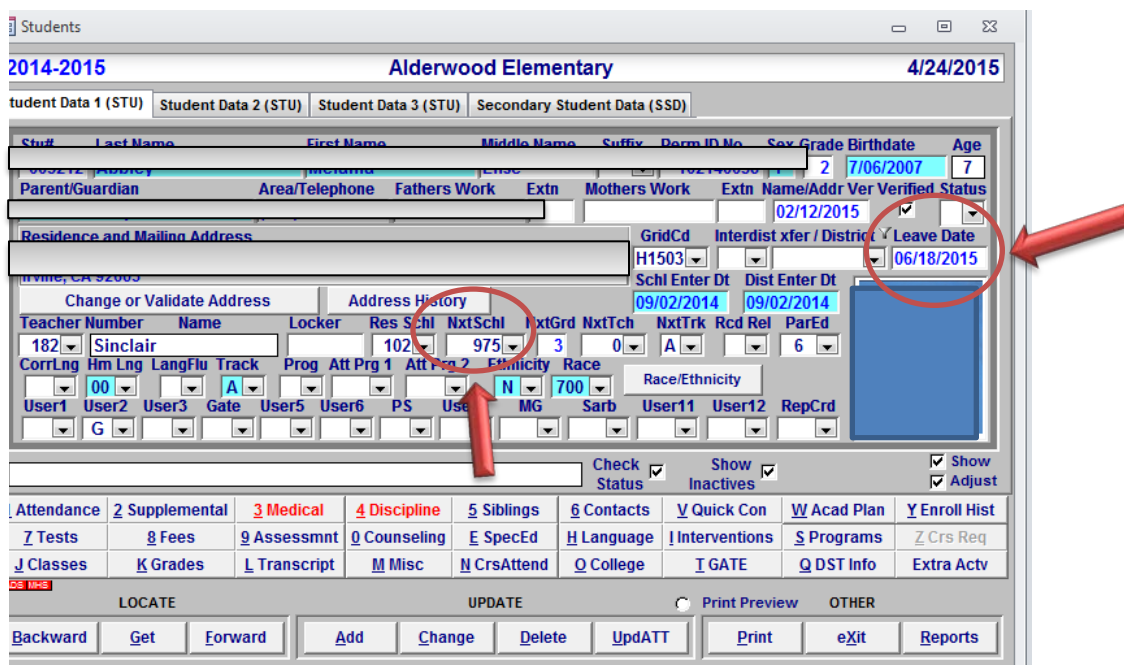
If the student is **completing the school year** and will **not be returning** next year to your school site or leaving IUSD, complete the following:

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

2014-2015 Aldegood Elementary 4/24/2015

Student Data 1 (STU) Student Data 2 (STU) Student Data 3 (STU) Secondary Student Data (SSD)

Stu# Last Name First Name Middle Name Suffix Perm ID No. Sex Grade Birthdate Age

0 000000 000000000 6744 F 2 7/06/2007 7

LastSchl OldStu# Old Perm ID Old State ID SchedGrp Msg Family Key CompetencyTests S/M D/M

0 000000 000000000 200 975 06/18/2015

Summer Withdrawal Reason Leave Date Nxt Schl Status Nxt Schl Completion Status Code Date Leave Date

Interdist Exp Dt Next Interdist Dist Name Nxt Res Schl Nxt GridCd Nxt Prog NxtPrg1 NxtPrg2

Record Added Date/Time 8/21/2014 12:03:21 PM

Red Flag

Check Status Show Inactives

1 Attendance 2 Supplemental 3 Medical 4 Discipline 5 Siblings 6 Contacts 7 Quick Con 8 Acad Plan 9 Enroll Hist

7 Tests 8 Fees 9 Assessmnt 0 Counseling E SpecEd H Language I Interventions S Programs Z Crs Req

J Classes K Grades L Transcript M Misc N CrsAttend O College T GATE Q DST Info Extra Actv

LOCATE UPDATE Print Preview OTHER

Backward Get Forward Add Change Delete UpdATT Print eXit Reports

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.**

Daily Attendance - School Enrollment (ATT)

2014-2015 Alderwood Elementary 4/24/2015

Stu# Last Name First Name Middle Name Perm ID No. Sex Grd Prg Trk Pgm1 Pgm2 Abs Ltr Date Tdy Ltr Date Status

Parent/Guardian Area/Telephone HmLang Fathers Work/Extension Mothers Work/Extension Tch# Teacher Name

182 Sinclair

Calendar Daily Absences School Enrollment District Enrollment Other District Enrollment History Details History Summary

Date	Ent/LvGrd	Prg	Trk	Tch	Teacher	Reason	NxtSchl	AttPgm1	AttPgm2	RptgSchl	IntDst	District of Residence
Tue 09/02/2014	E	2	A	182	Sinclair					0		

Record: 14 1 of 1 No Filter Search

Enrolled 143
Present 140
Excused 3
Unexcused 0
Tardy 1

Red Flag
ADS MHS
ABS Codes LOCATE
UPDATE
Print Preview Notes OTHER
Backward Get Forward Add Change Delete Mass Add Print Re-Admit eXit 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.

2014-2015 ATTENDANCE AUDIT LISTING									
Stu#	Student Name	Status	Grd	Prog	Trk	Dist	Intr District of Residence	Error	
009092		I	K		B				
009104		I	K		B				
008528			1		B			Student is active and has a Leave date in STU	