Louisiana Believes

Dropout Reporting and Data Correction
Objectives

- Provide a detailed review of the dropout reporting process
- Convey how dropout statistics are reported federally
- Describe who is and who is not considered a dropout
- Describe how students are exited in the Student Information System (SIS)
- Review SIS dropout reports
- Understand when and how to correct dropout data
Agenda

- Chapter 1: Federal Reporting of Dropout Statistics
  - NCES Dropout Definition
  - Other Pertinent Definitions
  - Who IS considered a dropout
  - Who IS NOT considered a dropout

- Chapter 2: Exit Reason Codes
  - Exit Reason Codes excluded from dropout status
  - Exit Reason Codes temporarily excluded from dropout status

- Chapter 3: When and How to Correct Dropout Data
  - Correcting Dropout Data During the School Year
  - Correcting Dropout Data During Dropout Correction Period
  - Dropout Reports
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Federal Reporting of Dropout Statistics

Dropout statistics are reported federally via the National Center for Education Statistics (NCES) Common Core of Data (CCD) Local Education Agency Survey website [http://nces.ed.gov/](http://nces.ed.gov/)
Federal Reporting of Dropout Statistics

- The NCES dropout definition is used by all states to ensure comparable data is reported across all school districts.
- Dropout data are based on a “snapshot” count of students at the beginning of the school year.
- Dropout statistics are reported at the school district level.
Federal Reporting of Dropout Statistics

Dropout statistics include:

- Reason the student left school (Exit Reason Code)
- Race and Ethnicity using the current federal standards
- Gender (Male or Female)
- Grade Classifications
  - Grades 7th through 12th is reported, not the student’s age
  - Ungraded dropouts are allocated to the grade most appropriate for their age
- Dropouts are reported even if the district considers them “truants” rather than dropouts
A student is considered a dropout if he/she:

- was enrolled at some time during the previous school year and was not enrolled on October 1 of the current school year.
- was not enrolled on October 1 of the previous school year and has not graduated or completed a state or district approved educational program.
- does not meet any of the exclusionary conditions for leaving school.

**EXAMPLES**

- Enrolled during 2014-15 but not enrolled on October 1, 2015
- Not enrolled on October 1, 2014 (although expected to be) and not a school completer having earned one of the following:
  - High school diploma
  - GED/HiSet based diploma
  - Certificate of Achievement (SpEd)
  - Skills Certificate
- Did not transfer to another public school district
- Did not transfer to private school
- Did not transfer to a state or district approved education program
- Did not exit due to a temporary school-recognized event or illness
- Did not die / Is not permanently Incapacitated
Other Pertinent Definitions

For the purpose of applying the NCES Dropout definition, the following definitions also apply:

- **School year** – The 12-month period beginning on October 1 and ending September 30. Thus, it includes the summer following the regular school year.

- **School Completer** – A student who has graduated from high school or completed some other education program that is approved by the state or local education agency.

- **State or district approved program** – Program that leads to the receipt of formal recognition of completion by school authorities. Programs recognized as legitimate by the state are considered approved even if the public education system does not directly administer them.

- **Transfer** - Movement to another school or program that can confirmed by a method selected by the state or LEA.

- **Legitimate Leavers** – Students who exit from school for legitimate reasons and are not considered as dropouts.
Who IS Considered a Dropout?

A student is considered a dropout if he/she:

- left school without receiving a diploma or other certification.
- or
- left school, and status is unknown or not in school.
- or
- transferred and enrolled in an Adult education program (unless the program is monitored by an LEA).

**EXAMPLES**

- Enrolled, but stopped attending
- Joined the army
- Enrolled on October 1, 2014, and exited during the school year, and earned a GED after October 1, 2015
- Moved, not known to be in school
- Ill, but not verified
- Expelled with no option to return
- Suspended, term of suspension is over, did not re-enroll in school
- Is Incarcerated
- Enrolled in Vocational Technical College
A student is NOT considered a dropout if he/she:

- graduated or received some other recognized credential.
- left school during the current school year and passed the GED/HiSET on or before October 1 of the following school year.
- transferred and enrolled in an LEA monitored Adult education program.

**Examples**

- Earned
  - High school diploma
  - GED/HiSet based diploma
  - Certificate of Achievement (SpEd)
  - Skills Certificate
- Enrolled during 2014-15 and
  - Exited on January 10, 2015 and
  - Passed GED/HiSet on September 5, 2015
- Enrolled in an LEA sponsored GED program
A student is NOT considered a dropout if he/she:

- moved to another district or country.
- is not in school, but whereabouts have been verified.
- is in an institution that offers a secondary education program.

**EXAMPLES**

- Expelled, but enrolled in another district
- Moved to Canada
- In residential drug treatment
- Suspended, term of suspension is not over
- In juvenile detention facility
Who IS NOT Considered a Dropout?

A student is NOT considered a dropout if he/she:

- is temporarily excluded from being reported as a dropout and student is expected to be exited or re-enrolled in school.
- leaves school when legally is too young to do so.
- leaves school but later re-enrolls.

**EXAMPLES**

- Expelled
- Ill
- Transferred to Early College Admissions program
- Transferred to LEA-monitored Adult Ed to pursue GED/HiSet
- Left school prior to 7th grade
- Left school during the 2013-14 school year and is enrolled on October 1, 2014
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  - Correcting Dropout Data During the School Year
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  - Dropout Reports
Exit reason codes are reported in the Student Information System (SIS) to indicate why a student no longer attends school. * Refer to [Bulletin 111](#) for Exit Reason Codes and required documentation.

<table>
<thead>
<tr>
<th>EXIT REASON CODES</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 [Expelled]</td>
</tr>
<tr>
<td>16 [Transferred to Home Study]</td>
</tr>
<tr>
<td>02 [Dropped out]</td>
</tr>
<tr>
<td>17 [Completed Carnegie Unit Req; Failed GEE or EOC]</td>
</tr>
<tr>
<td>03 [Illness]</td>
</tr>
<tr>
<td>18 [Did Not Return to School Before 10/1]</td>
</tr>
<tr>
<td>04 [Graduated (High School Diploma)]</td>
</tr>
<tr>
<td>19 [Exit From Non-Mandatory Attendance Program]</td>
</tr>
<tr>
<td>05 [GED or HiSet Only]</td>
</tr>
<tr>
<td>20 [Transfer to Early College Admissions Program]</td>
</tr>
<tr>
<td>06 [Certificate of Achievement (Special Education)]</td>
</tr>
<tr>
<td>22 [GED and Industry Based Certificate]</td>
</tr>
<tr>
<td>07 [Death/Permanent Incapacitation]</td>
</tr>
<tr>
<td>24 [Industry Based Certification]</td>
</tr>
<tr>
<td>08 [Transfer To Another Public School Within District]</td>
</tr>
<tr>
<td>25 [Local Skills Certificate]</td>
</tr>
<tr>
<td>09 [Transfer To Public School in Louisiana]</td>
</tr>
<tr>
<td>27 [Exit under SBESE Academic School Choice Policy]</td>
</tr>
<tr>
<td>10 [Transfer Out of State or Country]</td>
</tr>
<tr>
<td>28 [Exit under SBESE Unsafe School Choice Policy]</td>
</tr>
<tr>
<td>11 [Transfer to Adult Education]</td>
</tr>
<tr>
<td>34 [Correctional Institution/State Custody (age 17 and older)]</td>
</tr>
<tr>
<td>12 [Correctional Institution/State Custody (ages under 17)]</td>
</tr>
<tr>
<td>35 [Transferred to LEA-monitored Adult Ed to pursue GED]</td>
</tr>
<tr>
<td>13 [Transferred to Vocational Technical School]</td>
</tr>
<tr>
<td>36 [State Skills Certificate]</td>
</tr>
<tr>
<td>14 [Transferred to Non-public School (must award diplomas, if a high school)]</td>
</tr>
<tr>
<td>37 [Disaster Exit]</td>
</tr>
<tr>
<td>15 [Exit For Reassignment To Another Grade]</td>
</tr>
<tr>
<td>44 Transferred to Registered Nonpublic School (Not Seeking State Approval)</td>
</tr>
<tr>
<td>97 [Unknown]</td>
</tr>
</tbody>
</table>
Certain exit reason codes are considered legitimate leavers and exclude students from being flagged as a dropout:

<table>
<thead>
<tr>
<th>EXIT REASON CODES – Legitimate Leavers</th>
</tr>
</thead>
<tbody>
<tr>
<td>04 [Graduated (High School Diploma)]</td>
</tr>
<tr>
<td>07 [Death/Incapacitation]</td>
</tr>
<tr>
<td>09 [Transfer to Public School Within Louisiana]</td>
</tr>
<tr>
<td>10 [Transfer Out of State or Country]</td>
</tr>
<tr>
<td>12 [Correctional Institution/State Custody (ages under 17 or receiving services)]</td>
</tr>
<tr>
<td>14 [Transferred to Non-public School (must award diplomas, if a high school)]</td>
</tr>
<tr>
<td>16 [Transferred to BESE-Approved Home Study Program]</td>
</tr>
<tr>
<td>20 [Transfer to Early College Admissions Program]</td>
</tr>
<tr>
<td>37 [Disaster Exit]</td>
</tr>
</tbody>
</table>

Refer to [Bulletin 111](#) for information regarding legitimate leavers and cohort graduation index.
Some Exit reason codes temporarily exclude students from being flagged as a dropout.

Students will not be considered a dropout during the exclusionary period, however the student will be expected to be exited as a legitimate leaver or re-enroll in school.

### EXIT REASON CODES

<table>
<thead>
<tr>
<th>EXIT REASON CODES</th>
<th>Continue to report student until the exclusionary period is over</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 [Expelled]</td>
<td>When the period of expulsion is complete, the student will be expected to re-enroll in school.</td>
</tr>
<tr>
<td>03 [illness]</td>
<td>When the illness is over, the student will be expected to re-enroll in school.</td>
</tr>
<tr>
<td>20 [Transfer to Early College Admissions Program]</td>
<td>When the student earns the baccalaureate or associate’s degree, the student should be exited as a completer 04 [diploma] or is expected to re-enroll in school.</td>
</tr>
<tr>
<td>35 [Transferred to LEA-monitored Adult Ed to pursue GED]</td>
<td>When the student earns the GED/HiSet, the student should be exited as a completer 05 [GED or HiSet Only] or is expected to re-enroll in school.</td>
</tr>
</tbody>
</table>
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School accountability for Louisiana schools with grades 9-12 includes a cohort graduation rate which measures the base expectation that students who enter 9th grade will graduate four years later.

If data for students incorrectly identified as dropouts is not corrected, the cohort graduation rate may be affected which may affect the School Performance Score (SPS).

It is important to address school-year dropouts as they occur

- During October 1 MFP data collection
  - Focus on current year No-Show

- During End-Of-Year data collection
  - Focus on current year No-shows and those exited during the year
Events occurring or discovered after the school year can be corrected during the annual Dropout Correction period (mid-July through early-December).

- The EOY data collection period for the previous school year is reopened.
- Data can be corrected for any students incorrectly identified as dropouts and not fixed during the normal data collection periods.
- Typically, these include:
  - Students who earn a GED/HiSet or diploma over the summer or no later than October 1st.
  - Students whose whereabouts are discovered after the school year ended.
  - Prior year graduates not exited in SIS.
Dropout Types

For each student who exits and is considered a dropout, a dropout type is assigned.

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Reported summer drop (no-shows)</td>
<td>Was enrolled during the previous year but not enrolled by October 1 of the following year.</td>
</tr>
<tr>
<td>2</td>
<td>Reported drops during the school year (not summer drops)</td>
<td>Was enrolled on October 1 but left school before end-of-year for reasons other than completions and transfers.</td>
</tr>
<tr>
<td>3</td>
<td>Students not passing the GEE or EOC and failing to return</td>
<td>Was enrolled during the previous year, failed to complete graduation requirements and did not enroll by October 1 of the following year.</td>
</tr>
<tr>
<td>4</td>
<td>Exited students who do not return the following year</td>
<td>Exited during the previous for reasons other than transfers, completions and did not return by October 1 of the following year.</td>
</tr>
<tr>
<td>5</td>
<td>Non-reported summer drops</td>
<td>Was enrolled during the previous year but not reported as enrolled for the following year.</td>
</tr>
<tr>
<td>6</td>
<td>Expelled students who don’t return</td>
<td>Expelled the previous year but did not return the following year as expected after the expulsion period was over.</td>
</tr>
<tr>
<td>7</td>
<td>Non-return after Temporary Exit</td>
<td>Temporarily exited during the prior year and expected to return the following year but did not.</td>
</tr>
</tbody>
</table>
Generally, the following fields can be corrected on the student’s enrollment record in SIS:

- Exit Reason Code
- Exit Date
- Dropout Reason Code

In addition, LEAs can correct multiple Secure IDs entered for the same student to link students to other processing periods.

- Submit a *Retire ID Form* to retire the duplicate Secure ID in eScholar
- In SIS, reassign the retired Secure ID to the Active Secure ID (use the Secure ID Reassignment feature in SIS)
The Dropout Correction period (From mid-July through early-December) occurs immediately following the previous school year’s End-Of-Year (EOY) data collection period.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 2014</td>
<td>2014-2015 School Year begins</td>
</tr>
<tr>
<td></td>
<td>2014-2015 October 1 MFP and October 1 CLASS Collection Period begins</td>
</tr>
<tr>
<td>Late Oct 2014</td>
<td>2014-2015 October 1 MFP Collection Periods end</td>
</tr>
<tr>
<td>Apr 2015</td>
<td>First set of 2015-2015 Preliminary Dropout Rosters available by report request</td>
</tr>
<tr>
<td></td>
<td><strong>2014-2015 Preliminary Dropout Rosters are updated weekly</strong></td>
</tr>
<tr>
<td></td>
<td><em>(according to submission timelines)</em></td>
</tr>
<tr>
<td>Dec 2015</td>
<td>2014-2015 Dropout Rosters become final</td>
</tr>
</tbody>
</table>
Dropout reports are based on data submitted by all LEAs

Normally, the majority of the students listed on the dropout reports are truly dropouts, however if some are not, you will need to correct the data to remove them from the reports.

Whether corrections are made during the school year or during the Dropout Correction Period, use the Dropout reports to identify students who are considered potential dropouts.

- SISR22 Aggregate Dropout Cleanup Roster
- SISR24 Potential Dropout Roster Report
Performs three matching tests to locate students

- Secure ID
- First + Last + DOB
- Matching Louisiana Secure ID (LASIDs) - linked IDs for a student

Finds student enrollment for three years relevant to a dropout record

- Previous (2013-14)
- Current (2014-15)
- Future (2015-16)
The *SISR24 Potential Dropout Roster Report* is a student-level report that includes information for students identified as potential dropouts:

- School
- Demographic Data
- Entry and Exit dates with Exit Reasons
- **Dropout Type** based on the definition
The SISR22 Aggregate Dropout Cleanup Roster displays student enrollment records for the 3 years relevant to a dropout record. For 2015-16 Dropout Correction includes (2014-15 EOY, 2015-16 Oct 1 and EOY, 2016-17 Oct 1). Can be used to spot check for differing LASIDs or multiple LASIDS for the same student. Performs 3 matching tests to locate students:

- State ID (LASID)
- First + Last Name + Day of Birth

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**REPORT: SISR22**

**DATA AS OF:** 10/02/15 9:00:40 AM

**LOUISIANA DEPARTMENT OF EDUCATION**

**STUDENT INFORMATION SYSTEM**

**AGGREGATE DROPOUT CLEANUP ROSTER**

**SCHOOL SESSION 2015-2016**

**PAGE: 1 of 1**

**REPORT REQUESTED:** 10/02/2015 3:45:04 PM

**LEA:** 069 Central Community School District

**SITE:** 069004 Central High School

<table>
<thead>
<tr>
<th>STUDENT NAME</th>
<th>SEX</th>
<th>RACE/</th>
<th>GRD</th>
<th>BIRTH DATE</th>
<th>SITE</th>
<th>LEA</th>
<th>SCHL</th>
<th>ENTRY DATE</th>
<th>ENTRY</th>
<th>EXIT DATE</th>
<th>EXIT</th>
<th>DRP TYP</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXX,X</td>
<td>F</td>
<td>B</td>
<td>09</td>
<td>11</td>
<td>069004</td>
<td>069</td>
<td>2015</td>
<td>42229</td>
<td>E1</td>
<td>42229</td>
<td>09</td>
<td>1</td>
</tr>
<tr>
<td>XXX,X</td>
<td>F</td>
<td>B</td>
<td>09</td>
<td>11</td>
<td>069004</td>
<td>069</td>
<td>2015</td>
<td>42229</td>
<td>E1</td>
<td>42229</td>
<td>09</td>
<td>1</td>
</tr>
<tr>
<td>XXX,X</td>
<td>F</td>
<td>B</td>
<td>08</td>
<td>11</td>
<td>05016</td>
<td>05</td>
<td>2014</td>
<td>41862</td>
<td>E1</td>
<td>41862</td>
<td>09</td>
<td>1</td>
</tr>
</tbody>
</table>

**2015 EOY Enrollment**

**2015 Oct 1 MFP Enrollment**

**2014 EOY Enrollment**
Correcting data for GED/HiSet Completers

Always use **exit reason=“05” [GED/HiSet]**

If a student passes the GED/HiSet during the school year of the drop/exit:
- Add a new SIS enrollment with
  - **Re-entry code (e.g. “C4”)**
  - **entry date=exit date=** GED/HiSet pass date

If the student passes the GED/HiSet over the summer and/or prior to Oct 1
- If Oct 1 MFP data collection is open, add a SIS enrollment with
  - **entry date=exit date=** First day of school (if completed during the summer)
  - **entry date=exit date=** GED/HiSet pass date (if completed after the first day of school and prior to Oct 1)
- Otherwise in **prior year EOY** add a new SIS enrollment with
  - **Re-entry code (e.g. “C4”)**
  - **entry date=exit date=** last day of school (since the system will not allow dates entered beyond the last day of school)
EXAMPLES OF STUDENTS WHO ARE NOT CONSIDERED DROPOUTS

- Student was enrolled, exited on 10/5/2015, received GED/HiSet on 3/4/16: Add an enrollment record in SIS with entry date=exit date=3/4/16, exit reason=“05”

- Student was enrolled, exited on 10/5/2015, received GED/HiSet on 7/8/16: 2016-17 Oct 1 MFP: Add SIS enrollment with entry date=exit date=First day of school, exit reason=“05”

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EXAMPLES OF STUDENTS WHO ARE CONSIDERED DROPOUTS

- Student was enrolled prior year but not on 10/1/15, received GED/HiSet on 12/4/15 (Is considered a dropout since the student did not earn GED/HiSet by 10/1/15).

- Student was not enrolled during 2014, received GED/HiSet 9/25/15 (Is still considered a dropout since the student was not enrolled on 10/1/14).
### FREQUENTLY ASKED QUESTIONS

**QUESTION:** A student completed the previous school year, but did not enrolled until October 2 of the following school year. Why is this student considered a dropout?

**RESPONSE:** According to the NCES definition, a student who completed the previous year and is not enrolled by October 1 of the following year is a dropout.

**QUESTION:** A student completed all of their coursework for graduation during the 2014-15 school year but did not receive a diploma because they failed an End of Course test. The student returned in December 2015 and passed the End of Course test. Why are they considered a dropout?

**RESPONSE:** The student is a dropout because he/she did not earn their diploma during the 2014-15 school year and failed to re-enroll by October 1, 2015.

**QUESTION:** If a student who was enrolled on October 1, 2014, dropped out in April 2015, did not enroll for the 2015-16 school year, but earned his GED/HiSet in December 2015. Why is this student considered a dropout?

**RESPONSE:** According to the NCES definition, a student who drops out the previous year, must re-enroll or earn their GED/HiSet by October 1 of the following year or they will be considered a dropout.
| QUESTION: | A student was enrolled on October 1, 2014, dropped out in April 2015, but returned in September 2015. Why is this student not considered a dropout? |
| RESPONSE: | Although the student dropped out the previous year, he/she was enrolled by October 1 of the following year, so he/she is not considered a dropout. |

| QUESTION: | A student exited our school district indicating they were enrolling in another district but did not. Why is this student considered a dropout? |
| RESPONSE: | If there is no subsequent enrollment found in the state for the student, the student is considered a dropout. You should also verify the correct Louisiana Secure ID (LASID) has been used for the student. Beginning in 2016-17 school year, if a student exited a school district and that district received an official request for records from another district and uploaded a copy to SIS, the dropout will be assigned to the school that sent the records request. However, if the student was exited due to expulsion, the dropout will be assigned to the last school of enrollment even if a records request was received. |
For additional assistance or questions, contact:

Sherry Randall

[Email Link]

(225) 342-2089