

This multi-part series published in IDOE’s Friday update, *IN the Know*, and in the Accountability Moodle Community, provides information to educate schools about managing their graduation cohorts and the calculation of graduation rates. Please forward any questions to schoolaccountability@doe.in.gov.

Installment #6: Exit Codes and Your Graduation Rate

The required documentation for each exit type is the subject of this week’s installment of *Managing your Graduation Rate*. Students exiting the cohort are expected to be pursuing a high school diploma. *Please note that for audit purposes the one thing that all of the documents must have is a date that lines up with the student’s **last** exit from the school and is dated no later than June 30 of the expected graduation year.* The chart below lists acceptable documentation for each exit type. Please note that locally created withdrawal forms are **only** acceptable documentation where noted below. Exits marked with * do not exit a student from the Federal Cohort.

Exit Description	Exit Code	Acceptable Documentation
Poor Health*	10	<ul style="list-style-type: none"> Signed and dated statement from physician indicating that the student is unable to attend school or to receive instructions due to long-term medical condition and death is considered imminent.
Transferred (within Indiana)	19	<ul style="list-style-type: none"> For exits prior to July 1, 2018, a dated transcript request or dated enrollment acknowledgement from the diploma issuing institution. For exits as of July 1, 2018, the receiving school should submit RT/EM for the student changing the student’s cohort school¹. This will change the student’s cohort school.
Removed by Parents to Homeschool	20	<ul style="list-style-type: none"> For exits prior to July 1, 2018, a signed and dated withdrawal form indicating homeschool. For exits as of July 1, 2018, the State Board of Education approved <i>Withdrawal to non-accredited non-public school form</i> must be signed, dated, and homeschool must be indicated. NO alterations to the State Board of Education approved form, including putting the form on a school’s letterhead, will be permissible. Only the state developed and state approved form in compliance with IC 20-33-2-28.6 is acceptable. The form can be found in the School Accountability & Accreditation Community.
Deceased	21	<ul style="list-style-type: none"> Obituary, funeral program, news article, or signed letter from parent.
Incarcerated	22	<ul style="list-style-type: none"> Court Order or verification from Department of Corrections detention facility stating the student will be incarcerated for more than 20 calendar days.

¹ Students for whom a RT/EM record is not submitted by another school, will have a status of “Unknown” (ie. dropout) on the cohort report.

Transfer out of State but within the United States²	25	<ul style="list-style-type: none"> • Transcript request from a diploma issuing institution dated in line with the student’s last exit from the school. <p>OR</p> <ul style="list-style-type: none"> • Enrollment verification from a diploma issuing institution, must include date student started, name of receiving school, and a signature.
Transfer out of the Country	25	<ul style="list-style-type: none"> • Withdrawal form signed and dated listing the city and country to which the student is moving.
Missing*	26	<ul style="list-style-type: none"> • Proof of returned mailing via registered mail to the parent’s last known address (with the postmark to show the date). <p>AND</p> <ul style="list-style-type: none"> • Clearinghouse email verification.
Foreign Exchange	27	<ul style="list-style-type: none"> • Exchange program agreement signed and dated.
Religious Beliefs*	28	<ul style="list-style-type: none"> • Withdrawal form signed and dated, indicating exit due to strongly held religious beliefs.
Transfer to Non-Accredited Non-Public School	31	<ul style="list-style-type: none"> • Transcript request from a diploma issuing institution dated in line with the student’s last exit from the school. <p>OR</p> <ul style="list-style-type: none"> • Enrollment verification from a diploma issuing institution, must include date student started, name of receiving school, and a signature. <p>OR</p> <ul style="list-style-type: none"> • For exits as of July 1, 2018, the State Board of Education approved Withdrawal to non-accredited non-public school form must be signed, dated, and the receiving school must be indicated. <p>OR</p> <ul style="list-style-type: none"> • For exits prior to July 1, 2018, a signed and dated withdrawal form indicating receiving school.

Next Installment

Next week’s installment will discuss common issues found in Graduation Rate Audits.

² For students exiting to a virtual school in another state (ex. Penn Foster), then Exited to Out of State is the correct exit code.