



Withdrawal Prior to Graduation Report, 2017-18

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Annual Report for Policy 3123, Withdrawal Prior to Graduation, 2017-18 School Year

As per School Board Policy 3123, Withdrawal Prior to Graduation, the Board directs the Superintendent to submit an annual early withdrawal report which outlines the age and grade level for each student, the reason(s) for leaving and any follow-up data that has been collected after the student has withdrawn. The attached report indicates the age as well as grade and the reason for withdrawal. Also attached is the list of codes, reasons for withdrawal and a brief description. Please note, at this time the district does not collect follow-up data after the student has withdrawn.

Attachments:

- Policy 3123
- Withdrawal Policies and PowerSchool Exit Codes
- Withdrawal Reasons by Age of Student, Grade

	<p>WITHDRAWAL PRIOR TO GRADUATION</p>	<p>Policy No. 3123 December 7, 2011 Page 1 of 2</p>
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Students age 16 or older identified by themselves or staff as potential dropouts shall become a focus of attention in the following manner:

- A. Each student and his/her counselor shall meet for the purpose of discussing the reason for desiring to withdraw from school and the student's plans for the future, including the educational, counseling and related services which are available within the school and/or community.
- B. The counselor and the student's teachers shall meet to discuss the student's present status and to identify program modifications and/or options that will meet the student's present and future needs.
- C. The student, parent, counselor, and principal shall review all pertinent information and the options that are available to the student and his/her parents.

Reasonable efforts shall be made to persuade the student to remain in school and complete requirements for a diploma. If unsuccessful, staff shall attempt to find placement in an appropriate alternative educational setting. Failing that, the principal shall determine if there is sufficient ground to excuse the student from continued compulsory attendance. If there is, the principal shall recommend to the Superintendent that the student be excused from further school attendance. No student under the age of 18 will be permitted to withdraw unless he or she is lawfully and regularly employed and either a parent agrees that the student should not be required to attend school, or the student has been emancipated in accordance with RCW Chapter 13.64. No student under the age of 16 will be permitted to withdraw from further school attendance unless another exception to compulsory attendance has been met.

The Board directs the Superintendent to submit an annual early withdrawal report which outlines the age and grade level for each student, the reason(s) for leaving and any follow-up data that has been collected after the student has withdrawn.

Adopted: December 2011
Revised:

Cross Reference: Policy Nos. 2090; 2108; 2121; 2140; 2163; 3121

Related Superintendent Procedure:

Previous Policies:

Legal References: RCW 28A.225.010 Attendance mandatory — Age — Persons having custody shall cause child to attend public school — When excused; 28A.225.020 School's duties upon juvenile's failure to attend school

Management Resources:

Withdrawal Policies and PowerSchool Exit Codes

For questions regarding appropriate code uses, contact DoTS at (252-0145) or email [Data Reporting](#).

Graduation Codes:

Code	Withdrawal Reason	Description for when to use	Determining the Date
G0	Graduated with regular high school diploma	Use when the student completes all requirements for graduation from high school. Also enter the date of graduation in Demographics > Graduation Year (MM/DD/YYYY) so that a graduation date will appear on the student's transcript.	Exit date is the first date of non-attendance. The graduation date (see description to the right) is the date when all graduation requirements have been met.

Transfer Codes:

- If you receive a request for records after a student has been exited, even months later, **updating a Dropout code to a Transfer code for confirmed transfers removes students from subsequent dropout reports for your school and the District.**

Code	Withdrawal Reason	Description for when to use	Determining the Date
T0	Confirmed transfer to another school within Washington State	Use when you receive a request for records from a school within Washington State or receive confirmation that a student has received a GED outside SPS. Also use when a request for records is received from a full-time on-line school within WA; or when an administrator or responsible adult confirms that the student is in a detention center inside or outside of Seattle.	The exit (transfer out) date is the student's first day of non-attendance.
T1	Confirmed transfer out of the school to a school within the district	Use when you receive a request from the student's newly assigned SPS school via email or phone. A transfer to the Cascade Parent Partnership Program is a T1 transfer. If you receive a request for records after a student has been exited, the student's exit code may need to be change.	The exit date (transfer out) is the student's first day of non-attendance.
T2	Confirmed transfer to private or homeschool within Washington State	Use when you receive a request for records from a private school within Washington State or receive confirmation that a student has opted to homeschool without registering with a district.	The exit date (transfer out) is the student's first day of non-attendance.
T3	Confirmed transfer out of Washington State	Use when a parent or other responsible adult who has sufficient knowledge of the family confirms that a student is being withdrawn to move outside Washington or the United States, even if you do not receive a written request for records from another school.	The exit date (transfer out) is the student's first day of non-attendance.

Withdrawal Policies and PowerSchool Exit Codes

Dropout Codes:

- **Note: Updating a student’s withdrawal reason from a dropout to a confirmed transfer where applicable removes students from subsequent dropout reports for your school and the District.**

Code	Withdrawal Reason	Description for when to use	Determining the Date
D1	Expelled or suspended and did not return ** Do not use this code for emergency expulsions. See definition of emergency expulsion below.	Use when it is determined that the student should be expelled from the District or if the student is suspended and does not return. If a student who has been suspended or expelled is later verified to be registered in another school district , send an email to Data Reporting with the student's ID, name, date of withdrawal, and the revised withdrawal reason. In most cases the exit date should not be changed.	Exit date is determined by the principal and is the date the expulsion or suspension became effective, usually three days after the incident occurred. In most cases, this is finalized after the hearing process has been completed as specified in the Discipline Manual.
D2	Attended 4 years or more and did not graduate (student drops or ages out)	Use when a student has attended high school for four years but has not completed graduation requirements, and leaves without receiving a high school diploma or when student attains the maximum age of 21.	Exit date is the first day of non-attendance. A student who turns 21 during the current school year has the option to finish out the school year.
D4	School not for me	Use when the student indicates to a staff member that ‘school is not for me’.	Exit date is first day of non-attendance.
D5	Married or needs to support family	Use when student leaves to marry or support a family.	Exit date is first day of non-attendance.
D6	Pregnant or had baby	Use when student leaves for maternity reasons.	Exit date is first day of non-attendance.
D7	Offered training or chose to work	Use when school administrator learns from a responsible adult or the student he or she is seeking or has obtained work outside school and will not return. Such work also includes enlisting in the Armed Forces. If you receive a request for records after a student has been exited, even months later, the student’s exit code may need to be changed.	Exit date is first day of non-attendance.

Withdrawal Policies and PowerSchool Exit Codes

U1	Unknown	<p>Use when the whereabouts of a student is unknown, when none of the listed withdrawal reasons are appropriate, or when the student has been reported as enrolled in a non K-12 school. Students withdrawn with Code U1 will be counted in dropout reports.</p> <p>If you receive a request for records at a later date from inside or outside the district, revise the exit code. In most cases the exit date should not change.</p> <p>Revising the U1 withdrawal code to a confirmed transfer code removes students from subsequent dropout reports for your school and the District.</p>	<p>Exit date is first date of non-attendance and should be entered when it is determined that the student cannot be located. Students with 20-days of non-attendance must be exited.</p> <p>Do not wait 20 days if it can be determined sooner that the student will not return to your school.</p> <p>Note: At the start of school, use Code U2 (no show/last SPS school attended was this school) for no-show students who attended your school the previous school year.</p>
U2	Enrolled in prior year, but no show this year	<p>Use when a student is assigned to your school but does not show and whose previous enrollment was your school.</p>	<p>Exit (transfer out) date should be equal to the entry date.</p> <p>8-Day Rule - Transfer Out all non-arriving students who were expected by the first day of school with an exception made for families who have notified the school principal of a late-arrival date. Late arriving students must have prior approval from the school principal and must arrive by October 1. Pre-arranged students must be Transferred Out on or before October 1 by 5:00 PM if they have not arrived.</p>

Other Codes:

Code	Withdrawal Reason	Description for when to use	Determining the Date
NS	No show. Last SPS attended was not this school or never attended SPS.	When assigned student does not show up to your school and last school the student attended was not your school.	Exit (transfer out) date should be equal to the entry date.
E0	Used at year end process ONLY – enrolled next year at same school	Not for school use. Students will receive an exit date at the end of every school year during the year end process.	Not for school use. Students will receive an exit date at the end of every school year during the year end process.
ZZ	Deceased	When verbal or written notification is received from a responsible adult.	Exit date is date of death or as close as can be reasonably determined.

Withdrawal Policies and PowerSchool Exit Codes

****Definition of Emergency Expulsion** – An immediate removal of a student from a school that is authorized where there is good and sufficient reason to believe, based on prior behavior, that the student's presence poses an immediate and continuing danger to the student, other students, or school personnel, or an immediate and continuing threat of substantial disruption of the educational process exists.

For State enrollment purposes, an Emergency Expulsion can be no more than 20 consecutive school days. During this time, students in this situation are **NOT** withdrawn. However, if the Emergency Expulsion exceeds 20 consecutive school days, the student **MUST** be withdrawn. Withdraw the student with a D1 code on the 21st day of absence if the final disciplinary action decided was a suspension or expulsion. Otherwise, withdraw using the next most appropriate withdrawal code.

Dropout Reasons by Age of Student, October 2017 to October 2018.

Age	Exit Reason	Number of Students:
5	Reported Transferred to Another SPS School, Did Not Show	11
5	Unknown or Unable to Locate	143
5	Enrolled Last Year but No Show This Year	86
6	Reported Transferred to Another SPS School, Did Not Show	8
6	Unknown or Unable to Locate	103
6	Enrolled Last Year but No Show This Year	56
7	Reported Transferred to Another SPS School, Did Not Show	5
7	Unknown or Unable to Locate	113
7	Enrolled Last Year but No Show This Year	61
8	Reported Transferred to Another SPS School, Did Not Show	6
8	Unknown or Unable to Locate	94
8	Enrolled Last Year but No Show This Year	65
9	Exited for Medical Reasons, No Educational Services	1
9	Reported Transferred to Another SPS School, Did Not Show	9
9	Unknown or Unable to Locate	94
9	Enrolled Last Year but No Show This Year	60
10	Reported Transferred to Another SPS School, Did Not Show	122
10	Unknown or Unable to Locate	277
10	Enrolled Last Year but No Show This Year	47
11	Reported Transferred to Another SPS School, Did Not Show	9
11	Unknown or Unable to Locate	79
11	Enrolled Last Year but No Show This Year	99
12	Exited for Medical Reasons, Educational Services Confirmed	1
12	Unknown or Unable to Locate	58
12	Enrolled Last Year but No Show This Year	79
13	Expelled or Suspended and Did Not Return	1
13	Exited for Medical Reasons, No Educational Services	1
13	Unknown or Unable to Locate	217
13	Enrolled Last Year but No Show This Year	93
14	Student Indicated 'School Not for Me'	1
14	Exited for Medical Reasons, No Educational Services	1
14	Unknown or Unable to Locate	51
14	Enrolled Last Year but No Show This Year	39
15	Offered Training or Chose to Work	1
15	Unknown or Unable to Locate	51
15	Enrolled Last Year but No Show This Year	39
16	Received GED from Open Doors Program	11

16	Attended 4 Years or More and Did Not Graduate	7
16	Student Indicated 'School Not for Me'	3
16	Pregnant or had baby	1
16	Offered Training or Chose to Work	4
16	Exited for Medical Reasons, No Educational Services	2
16	Unknown or Unable to Locate	51
16	Enrolled Last Year but No Show This Year	31
17	Received GED from Open Doors Program	15
17	Expelled or Suspended and Did Not Return	1
17	Attended 4 Years or More and Did Not Graduate	52
17	Student Indicated 'School Not for Me'	4
17	Offered Training or Chose to Work	9
17	Unknown or Unable to Locate	63
17	Enrolled Last Year but No Show This Year	45
18	Received GED from Open Doors Program	19
18	Attended 4 Years or More and Did Not Graduate	25
18	Student Indicated 'School Not for Me'	6
18	Offered Training or Chose to Work	5
18	Unknown or Unable to Locate	52
18	Enrolled Last Year but No Show This Year	30
19	Received GED from Open Doors Program	9
19	Attended 4 Years or More and Did Not Graduate	8
19	Student Indicated 'School Not for Me'	4
19	Offered Training or Chose to Work	4
19	Unknown or Unable to Locate	49
19	Enrolled Last Year but No Show This Year	14
20	Received GED from Open Doors Program	13
20	Attended 4 Years or More and Did Not Graduate	62
20	Student Indicated 'School Not for Me'	1
20	Offered Training or Chose to Work	1
20	Unknown or Unable to Locate	26
20	Enrolled Last Year but No Show This Year	1

Dropout Reasons by Grade, October 2017 to October 2018.

Grade	Exit Reason	Number of Students:
K	Reported Transferred to Another SPS School, Did Not Show	10
K	Unknown or Unable to Locate	147
K	Enrolled Last Year but No Show This Year	86
1	Reported Transferred to Another SPS School, Did Not Show	9

1	Unknown or Unable to Locate	103
1	Enrolled Last Year but No Show This Year	60
2	Reported Transferred to Another SPS School, Did Not Show	6
2	Unknown or Unable to Locate	121
2	Enrolled Last Year but No Show This Year	56
3	Reported Transferred to Another SPS School, Did Not Show	5
3	Unknown or Unable to Locate	84
3	Enrolled Last Year but No Show This Year	63
4	Exited for Medical Reasons, No Educational Services	1
4	Reported Transferred to Another SPS School, Did Not Show	5
4	Unknown or Unable to Locate	92
4	Enrolled Last Year but No Show This Year	63
5	Reported Transferred to Another SPS School, Did Not Show	135
5	Unknown or Unable to Locate	292
5	Enrolled Last Year but No Show This Year	49
6	Unknown or Unable to Locate	69
6	Enrolled Last Year but No Show This Year	103
7	Exited for Medical Reasons, Educational Services Confirmed	1
7	Unknown or Unable to Locate	55
7	Enrolled Last Year but No Show This Year	76
8	Expelled or Suspended and Did Not Return	1
8	Unknown or Unable to Locate	231
8	Enrolled Last Year but No Show This Year	96
9	Student Indicated 'School Not for Me'	2
9	Exited for Medical Reasons, No Educational Services	2
9	Unknown or Unable to Locate	45
9	Enrolled Last Year but No Show This Year	38
10	Received GED from Open Doors Program	2
10	Attended 4 Years or More and Did Not Graduate	1
10	Offered Training or Chose to Work	5
10	Unknown or Unable to Locate	60
10	Enrolled Last Year but No Show This Year	45
11	Received GED from Open Doors Program	14
11	Attended 4 Years or More and Did Not Graduate	1
11	Student Indicated 'School Not for Me'	5
11	Pregnant or had baby	1
11	Offered Training or Chose to Work	6
11	Exited for Medical Reasons, No Educational Services	2
11	Unknown or Unable to Locate	68
11	Enrolled Last Year but No Show This Year	37
12	Received GED from Open Doors Program	51

12	Expelled or Suspended and Did Not Return	1
12	Attended 4 Years or More and Did Not Graduate	152
12	Student Indicated 'School Not for Me'	12
12	Offered Training or Chose to Work	13
12	Unknown or Unable to Locate	154
12	Enrolled Last Year but No Show This Year	73