

2016-2017 Student Interchange – End of Year Adjustments

Purpose:

If a school district has received notification that a student who was reported as a dropout, expulsion or GED Transfer during a previous reporting period is completing their education or has completed their education through another education agency, a cohort membership base adjustment can be made. Adjustments can only be made for students who were reported as dropouts, expulsions, or GED Transfers from a school administered by the reporting district. Zero-fill all adjustment fields that are not used. **Adjustment codes should only be used with 9th-12th graders.**

Dependencies:

Student has been assigned a SASID and updated in the RITS system.
 Student was marked as a dropout, expelled, or GED transfer in a prior year.

Record Expectation:

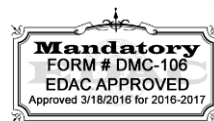
The LEA should submit 1 record per student per LEA for any student whose exit type from a prior year needs to be adjusted.

Use Summary: (Fields from this file are used in the following CDE Collections which require LEA/AU effort):

[Student End of Year](#)

 - Indicates Primary Key

| Name of Field | Field Length | Text Start Position | Text End Position | CSV order | Excel Column | Examples | Remarks |
|--|--------------|---------------------|-------------------|-----------|--------------|------------|---------|
| STUDENT FILE | | | | | | | |
| NOTE: ZERO-FILL ALL NON-APPLICABLE FIELDS | | | | | | | |
| * Indicates required | | | | | | | |
| DISTRICT_CODE* | 4 | 1 | 4 | 1 | A2 | 0000 | |
| SASID* | 10 | 5 | 14 | 2 | B2 | 0000000000 | |
| FIRST_NAME_STUDENT* | 30 | 15 | 44 | 3 | C2 | Valid name | |



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|--------------------------------|----|----|----|---|----|------------|---|
| LAST_NAME_STUDENT* | 30 | 45 | 74 | 4 | D2 | Valid name | |
| GENDER_STUDENT* | 2 | 75 | 76 | 5 | E2 | 01 | |
| BIRTH_DATE_STUDENT* | 8 | 77 | 84 | 6 | F2 | 12312013 | Format is MMDDYYYY |
| ADJUSTMENT_JUSTIFICATION_CODE* | 2 | 85 | 86 | 7 | G2 | | |
| ADJUSTMENT_SCHOOL_CODE* | 4 | 87 | 90 | 8 | H2 | 0000 | |
| ADJUSTMENT_YEAR* | 4 | 91 | 94 | 9 | I2 | 2010 | 2010 would indicate the adjustment applies to the 2009-2010 school year |

BACKGROUND INFORMATION

NOTE: Zero-fill all non-applicable fields. No blanks are allowed.

School District/BOCES Code – A unique code assigned to a district by CDE. Refer to School District/BOCES Code table. School District/BOCES Code Table.

Student's State ID (SASID) – A **unique** ten digit number must be assigned to each student by CDE.

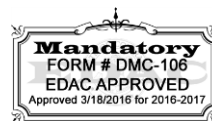
Student's First Name – A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

Student's Last Name – The name borne in common by members of a family.

Student's Gender – An individual's sex.

| | |
|----|--------|
| 01 | Female |
| 02 | Male |

Student's Date of Birth – The month, day, and year on which an individual was born (i.e. 09151989).



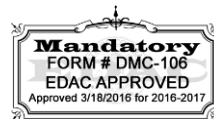
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Adjustments to Graduation Cohort Membership Base or Beginning Counts

If a school district has received notification that a student who was reported as a dropout, expulsion or GED Transfer during a previous reporting period is completing their education or has completed their education through another education agency, a cohort membership base adjustment can be made. Adjustments can only be made for students who were reported as dropouts, expulsions, or GED Transfers from a school administered by the reporting district. Zero-fill all adjustment fields that are not used. **Adjustment codes should only be used with 9th-12th graders.**

Adjustment Justification Codes

| | |
|---|---|
| 00 | Not Applicable – No adjustment |
| Adjustments for Dropouts | |
| 41 | Request for transcripts received. Example: Student was reported as EOY dropout , but school district received request for transcripts from another school district or state or other official notification that student is enrolled in an educational program not administered by reporting school district (i.e. participating in home study program, GED program, nonpublic school program, etc.). |
| 42 | Student received GED from an educational program not administered by reporting district. Example: Student was reported as EOY dropout, but appeared on the GED recipient list maintained by CDE, OR school district has received other notification of GED completion. |
| Adjustments for Expulsions | |
| 51 | Request for transcripts received. Example: Student was reported as EOY expulsion, but school district received request for transcripts from another district or state or other official notification that student is enrolled in an educational program not administered by reporting district (i.e. participating in home study program, GED program, nonpublic school program, etc.). |
| 52 | Student received GED from an educational program not administered by reporting district. Example: Student was reported as EOY expulsion, but appeared on the GED recipient list maintained by CDE, OR school district has now received other notification of GED completion. |
| Adjustments for External GED Program Enrollees | |
| 71 | Request for transcripts received. Student previously reported as transferring to an external GED program but school district received request for transcripts from another school district or other official notification that student is enrolled in an educational program not administered by the reporting school district. |



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| 77 | <p>Student received GED from an educational program not administered by reporting district after exiting the district with exit type 70 in a prior year. <u>Example:</u> Student was previously reported as transferring to a GED program outside the district in the 2005-2006 school year or later (exit code 70), but appeared on the GED recipient list maintained by CDE, OR school district has received other notification of GED completion.</p> |
|----|--|

Adjustment School Code – The four-digit code for the school the student was attending when s/he dropped out, was expelled, or transferred to an external GED program.

Adjustment School Year – The 4-digit school year in which the student was reported as a dropout or expulsion (example: School year 2007-2008 would be entered as 2008). Adjustment school year cannot be equal to the currently reported school year.

Document Changes

| Date | Description of change | Reason for change | Elements affected |
|-----------|--|---|-----------------------------|
| 8/19/13 | Document Created | | |
| 5/6/14 | Updated adjustment record expectation | Correct definition | Header – Record Expectation |
| 1/14/2015 | Update year on file | Change school years | None |
| 4/1/2016 | Update year on file, order of first and last name fields | Change school years, align with other student files | None |

