

# 2022-2023 Student Interchange – End of Year Adjustments


Changes from 2021-2022 are highlighted in **yellow**.

**Purpose:**  
 If a school district has received notification that a student who was reported as not exiting, dropout, expulsion or HSED 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 not exiting, dropouts, expulsions, or HSED 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 7<sup>th</sup>-12<sup>th</sup> graders.**

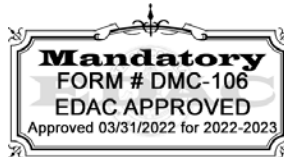
**Dependencies:**  
 Student has been assigned a SASID and updated in the RITS system.  
 Student was marked as a dropout, expelled, or HSED transfer in a prior year.

**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
<b>STUDENT FILE</b>							
<b>NOTE: ZERO-FILL ALL NON-APPLICABLE FIELDS</b>							
<b>* Indicates required</b>							
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	
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



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Name of Field	Field Length	Text Start Position	Text End Position	CSV order	Excel Column	Examples	Remarks
ADJUSTMENT_JUSTIFICATION_CODE*	2	85	86	7	G2		
ADJUSTMENT_SCHOOL_CODE*	4	87	90	8	H2	0000	
ADJUSTMENT_YEAR*	4	91	94	9	I2	2017	The adjustment year must match the last four digits of the school year in the Exit Withdraw Date for the Exit Withdraw Type being adjusted. For example, an exit withdraw date of 11/12/2020 would use adjustment year 2021. An exit withdraw date of 2/28/2021 would also use adjustment year 2021.

## BACKGROUND INFORMATION

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

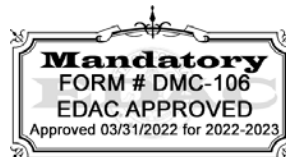
**School District/BOCES Code** – A unique code assigned to a district by CDE. Refer to School District/BOCES Code table.

- [Refer to the District/BOCES Codes posted on the CDE frequently requested codes page.](#)

**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.



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**Student's Gender** – An individual's sex.

01	Female
02	Male

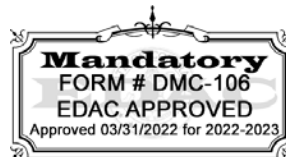
**Student's Date of Birth** – The month, day, and year on which an individual was born (i.e. 09151989).

## **Adjustments to Graduation Cohort Membership Base or Beginning Counts**

If a school district has received notification that a student who was reported as not exiting, dropout, expulsion or HSED 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 not exiting, dropouts, expulsions, or HSED 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 7<sup>th</sup>-12<sup>th</sup> graders.**

## **Adjustment Justification Codes**

00	<b>Not Applicable – No adjustment</b>
<b>Adjustments for Dropouts</b>	
40	<p><b>No Documentation of Reenrollment.</b>  <u>Example:</u> Student was reported as not exiting during EOY, but did not re-enroll in the subsequent fall and the school district did not receive 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, HSED program, nonpublic school program, etc.).</p>
41	<p><b>Request for transcripts received.</b>  <u>Example:</u> Student was reported as an EOY dropout or not exiting, but the school district receives 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, HSED program, nonpublic school program, etc.).</p>
42	<p><b>Student received HSED from an educational program not administered by reporting district.</b>  <u>Example:</u> Student was reported as EOY dropout, but appeared on the HSED recipient list maintained by CDE, <b>OR</b> school district has received other notification of HSED completion.</p>



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Adjustments for Expulsions	
51	<b>Request for transcripts received.</b> <u>Example:</u> 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, HSED program, nonpublic school program, etc.).
52	<b>Student received HSED from an educational program not administered by reporting district.</b> <u>Example:</u> Student was reported as EOY expulsion, but appeared on the HSED recipient list maintained by CDE, <u>OR</u> school district has now received other notification of HSED completion.
Adjustments for External HSED Program Enrollees	
71	<b>Request for transcripts received.</b> Student previously reported as transferring to an external HSED 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.
77	<b>Student received HSED from an educational program not administered by reporting district after exiting the district with exit type 70 in a prior year.</b> <u>Example:</u> Student was previously reported as transferring to a HSED program outside the district in the 2005-2006 school year or later (exit code 70), but appeared on the HSED recipient list maintained by CDE, <u>OR</u> school district has received other notification of HSED completion.
Adjustments for Misreported Graduates	
90	<b>Misreported Graduate.</b> Student previously reported as not exiting during the adjustment school year but the school district awarded the student a diploma without them attending school during the current school year. <u>Example:</u> Student was reported as not exiting during the previous school year, however the student was actually awarded a diploma during that school year and did not re-enroll in current school year.
96	<b>Misreported Graduate, <del>ASCENT</del> Postsecondary Program.</b> <del>ASCENT</del> Student previously reported as not exiting during the adjustment school year but the student completed <del>the ASCENT</del> a <b>Postsecondary</b> Program (e.g. <b>ASCENT/ PTECH/TREP</b> ) and was awarded the student a diploma without them attending school during the current school year. <u>Example:</u> <b>ASCENT/PTECH/TREP</b> student was reported as not exiting during the previous school year, however the student was actually awarded a diploma during that school year and did not re-enroll in current school year.

**Adjustment School Code** – The four-digit code for the school the student last attended.



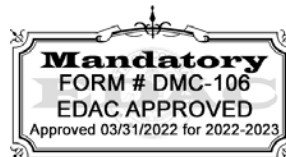
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**Adjustment Year** – The adjustment year must match the last four digits of the school year in the Exit Withdraw Date for the Exit Withdraw Type being adjusted. The adjustment year cannot be in the currently reported school year.

Examples: An adjustment being made for a student with an exit withdraw date of 12/10/2020 would use adjustment year 2021.

An adjustment being made for a student with an exit withdraw date of 03/31/2021 would also use adjustment year 2021.



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## 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
3/17/2017	Add 40 and 90 adjustment codes Update Adjustment Code, School Code, School Year descriptions Updated Language on GED to HSED	Add additional functionality to adjustment file so districts can adjust students previously reported as not exiting. Terminology change of GED to HSED	ADJUSTMENT_JUSTIFICATION_CODE Adjustment Codes, Adjustment School Code, Adjustment School Year descriptions
4/26/2019	Clarify adjustment year definition	Clarification	Adjustment Year
2/07/2020	ASCENT adjustment added	ASCENT program	ADJUSTMENT_JUSTIFICATION_CODE
2/28/2022	Updated language	Clarification	ADJUSTMENT_YEAR
2/28/2022	Updated language	Clarification of adjustment justification code 96 to include all possible postsecondary programs	ADJUSTMENT_JUSTIFICATION_CODE

