

Cross LEA Validation – SE704 Instructions

The students listed dropped out (40), were expelled (50), or transferred to a GED preparation program (70) from your district in a prior school year and have received a GED certificate during the current school year. Required Action: District with exit code 40, 50, 70 would need to make adjustment 42, 52, 77.

Please note that this list excludes any student who last attended a district-run facility (school code 0001) or was reported as a district/summer dropout (school code 0000) as these students were not part of a graduation cohort and cannot be adjusted. Using the information provided in the EOY Cross LEA Edit Report, you will need to create an adjustment file record with the appropriate coding in the adjustment fields. To determine the correct adjustment justification code please refer to the following table:

If the last Exit Code was...	Use Adjustment Justification Code...
40 (drop out)	42
50 (expulsion)	52
70 (transferred to a GED program)	77

Example

Assume your district number is 9999 and the following entry appears on the EOY Cross LEA Edit Report:

Error Code	Error Message	District Code	SASID	Student's Last Name	Student's First Name	Student's Gender	Student's Birth Date	Adjustment Justification Code	School Code	School Year	Remaining fields for current year information
SE804	The students listed dropped out (40), were expelled (50), or transferred to a GED preparation program (70) from your district in a prior school year and have received a GED certificate during the current school year. Required	9999	1100717661	SMITH	JOHN	02	1231995		1234	2018	...

Action: District with exit code 40, 50, 70 would need to make adjustment 42, 52, 77.										
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You would need to copy the above information into an adjustment record for John Smith in the adjustment file. Below is an example of the values which should be used for the adjustment file. These values can be copied directly from the **EOY Cross LEA Edit Report**.

Adjustment Field Name	Value from report
District Code	9999
SASID	1100717661
Last Name Student	SMITH
First Name Student	JOHN
Gender	02
Birth Date	12311995
Adjustment Justification Code	42 (would be 52 if Exit Code was 50, 77 if 70)
Adjustment School Code	1234 <i>Copy the value in the School Code column of the Error Report.</i> (This is the school John attended when he dropped out)
Adjustment Year	2014 <i>Copy the value in the School Year column of the Error Report.</i> (This is the School Year code of the year in question)

By performing this membership base adjustment, submitting the adjustment file and recreating the Student End of Year snapshot, the student will be counted as a completer for his/her graduation cohort. This will increase the completion rates for your district and the school in the year in which the student would have graduated.