

2017-2018 Student Interchange – End of Year Adjustments

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 7th-12th 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
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	
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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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).

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 7th-12th graders.**

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Adjustment Justification Codes

00	Not Applicable – No adjustment
Adjustments for Dropouts	
40	No Documentation of Reenrollment. <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.).
41	Request for transcripts received. <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.).
42	Student received HSED from an educational program not administered by reporting district. <u>Example:</u> Student was reported as EOY dropout, but appeared on the HSED recipient list maintained by CDE, OR school district has received other notification of HSED completion.
Adjustments for Expulsions	
51	Request for transcripts received. <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	Student received HSED from an educational program not administered by reporting district. <u>Example:</u> Student was reported as EOY expulsion, but appeared on the HSED recipient list maintained by CDE, OR school district has now received other notification of HSED completion.
Adjustments for External HSED Program Enrollees	
71	Request for transcripts received. 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.

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77	<p>Student received HSED 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 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, OR school district has received other notification of HSED completion.</p>
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Adjustments for Misreported Graduates	
90	<p>Misreported Graduate. 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.</p>

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

Adjustment School Year – The 4-digit School year in which the student last attended school in the reporting district (**Example: If the student last attended the district during the 2016-2017 school year, this value would be entered as 2017 even if the student exited in 2016.**). 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
3/17/2015	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