



Student End of Year: Reconciling Facility Students

General Information

Grade 9-12 students who transfer from a Colorado Public School/BOCES to a licensed eligible approved facility school or state operated program remain in the graduation cohort for the sending school.

Some facility schools offer diplomas, and some do not. When a facility school issues a diploma, the last public school/district attended prior to the facility receives credit for a student who graduates or completes their education at the facility school. The last school/district of attendance must take action in their student end of year collection to ensure the district receives credit for the graduate/completer. The last school/district attended will need to include a record for the student in their student end of year collection in the year that the student graduates/completes their education at the facility school. If a facility school does not issue a diploma, it is the last public school/district attended prior to the facility school who reconciles graduation/completion status of the student which might include providing qualifying students with a diploma or non-diploma certificate.

Since the student remains in the graduation cohort of the sending school/district, it is up to that school/school district to ensure proper exit coding of facility students at the point in which they graduate/complete their education. This requires them to include a record for the student in their Student End of Year report to show the updated exit type for the student.

Documentation is also needed when a student exits a facility and does not reenroll in another Colorado Public School to show the updated exit type of the student. This may also require the district to include a record for the student in their Student End of Year report to show how the student exited facility school and district's graduation cohort. (i.e., a student who moves out of state and should no longer be part of the graduation cohort for the district).

Districts are responsible for following up with facility schools regarding the confirmed enrollment or confirmed exit of a student from facility schools. More information about facility schools and a list of primary contacts at facility schools is available on [CDE's facility schools webpage](#).

Student End of Year Next Steps

Districts are encouraged to maintain communication with facility schools regarding the educational status of students who transferred from their district to the facility school. This is especially critical for students in their graduation cohort who are expected to be graduating in the current school year.

Exit Type 19

[Transfer to a Licensed Eligible Approved Facility School or State Operated Program and is attending an on-grounds school](#) – Student is publicly placed in *and* is attending an on-grounds educational program in a licensed Approved Facility School (e.g., Residential Child Care Facility, hospital), or in a state-operated program (e.g., Pueblo Mental Health).

[Refer to the approved facility code list on the CDE frequently requested codes page.](#)

Exit Type 20

[Transfer to a facility administered by the district.](#)
– A student whose educational services have moved from a public school to an educational program at a facility within the school district. The educational program in the facility is administered by the district. NOTE. At present, only four districts in the state maintain such facilities.

[Student End of Year Webpage](#)



If a student has exited the facility school as a graduate/completer or transferred to another educational environment that is not another Colorado Public School, then the last district attended should create a record for the student in their Student End of Year collection to show the updated exit status of the student. The district needs [adequate documentation](#) of this updated status to ensure proper coding and record keeping.

District Monitoring Tool

Districts are encouraged to use the available CEDAR/COGNOS report “EOY Student List – Students from Current AYG” to identify students in their Anticipated Year of Graduation (AYG) cohort base whose last exit type showed the student transferred to a facility school (Exit 19 or 20). Districts can then follow-up with the facility school to learn if the student’s exit status has changed and needs to be updated. (Graduate, completer, other transfer out).

Note: Only district users with permissions to Student End of Year in Identity Management (IdM) have access to this report.

Steps:

1. Login to CEDAR/COGNOS reports
2. Select the Pipeline Reports folder from the navigation pane
3. Select the ‘Student End of Year’ report category
4. Select the report ‘EOY Student List – Students from Current AYG’
5. Select the desired values from the drop-down menus.
 - a. If the SEY collection has not yet opened, select the current year as the AYG and 3 years as the number of years in cohort to review the AYG cohort based on the prior year’s data.
 - b. Once the SEY collection has opened and your district has created a snapshot, select the current year as the AYG and 4 years as the number of years in cohort to review the AYG cohort based on the current year’s data.
6. Select Finish
7. Review the report or extract it as an excel document to filter records on ‘school exit type’ to find students whose last exit type = 19 or 20.

For more information about Student End of Year CEDAR/COGNOS reports, please see the [SEY CEDAR/COGNOS report guide](#).

Sample Coding Pattern/Scenarios

Prior Year Exit Example (2019-2020 school year):

Student exits the district to an allowable approved facility school. The student’s exit is recorded in the student end of year collection. This student will not be included in subsequent SEY collections unless the exit type needs to be updated for the student (graduate, completer, transfer out of facility school/district to an educational environment that is not a CO public school).

District Code	School Code	SASID	Grade Level	Entry Date	Entry Type	Exit Date	Exit Type	Pupil Attendance Information	Internal Flag: Anticipated Year of Graduation
1234	5678	9876543210	100	08/01/2019	02	03/01/2020	19	01 – 08	2023



- Pupil Attendance Info must be between 01-08 for this record to be included in the SEY snapshot
- District may have continuing records for this student in their student information system for the purpose of Special Education reporting if applicable to the student. Since these records do not utilize pupil attendance info 01-08, they are not included in the SEY collection.

Scenario Continued; 2020-2021 school year:

Student continues to attend the facility school for the entirety of the 2020-2021 school year. They do not reenter the district or leave to another CO public school.

- No record is included in SEY collection as this student is still attending the facility school.
- District may have continuing records for this student in their student information system for the purpose of Special Education reporting if applicable to the student. Since these records do not utilize pupil attendance info 01-08, they are not included in the SEY collection.

Scenario Continued; 2021-2022 school year:

Student continues to attend the facility school for the 2021-2022 school year. Since this student is part of the 2022 AYG cohort, the district verifies the educational status of the student to see if they are a graduate/completer in the 2021-2022 school year.

- District may have continuing records for this student in their student information system for the purpose of Special Education reporting if applicable to the student.

Outcome 1 – Student is continuing their education in 2022-2023 and has not met requirements to be counted as a graduate or completer.

- No record is included in SEY collection as this student is still attending the facility school.
- Student remains in the AYG cohort for the district and is counted in the cohort base as part of graduation/completion rates.
- District will check on the educational status of the student again in 2022-2023 to determine if the student is a 5-year graduate/completer or has an updated status.

Outcome 2 – Student received a diploma from the facility school.

- Last district attended includes a record in the SEY collection to count the student as a graduate.
- Last district attended includes graduation guidelines records on their graduation guidelines file based upon information provided to them from the facility school regarding the measures met by the student from the [Graduation Guidelines Menu of Options](#).
 - One English measure
 - One Math measure
- Student remains in the AYG cohort for the district and is counted as a graduate for graduation/completion rates.

District Code	School Code	SASID	Grade Level	Entry Date	Entry Type	Exit Date	Exit Type	Pupil Attendance Information	Internal Flag: Anticipated Year of Graduation
1234	5678	9876543210	120	06/01/2022	19	06/02/2022	90	01 – 08	2023

Outcome 3 – Student meetings graduation requirements of their last district/school of attendance and receives a diploma from their last district/school of attendance.



- Last district attended includes a record in the SEY collection to count the student as a graduate.
- Last district attended includes graduation guidelines records on their graduation guidelines file based upon information provided to them from the facility school regarding the measures met by the student from the [Graduation Guidelines Menu of Options](#).
 - One English measure
 - One Math measure
- Student remains in the AYG cohort for the district and is counted as a graduate for graduation/completion rates.

District Code	School Code	SASID	Grade Level	Entry Date	Entry Type	Exit Date	Exit Type	Pupil Attendance Information	Internal Flag: Anticipated Year of Graduation
1234	5678	9876543210	120	06/01/2022	19	06/02/2022	90	01 – 08	2023

Outcome 4 – Student received a non-diploma certificate from the facility school or non-diploma certificate of achievement from their last district of attendance.

- Last district attended includes a record in the SEY collection to count the student as a completer.
- Student remains in the AYG cohort for the district and is counted as a completer for graduation/completion rates.

District Code	School Code	SASID	Grade Level	Entry Date	Entry Type	Exit Date	Exit Type	Pupil Attendance Information	Internal Flag: Anticipated Year of Graduation
1234	5678	9876543210	100	06/01/2022	19	06/02/2022	92	01 – 08	2023

Outcome 5 – Student received their HSED.

- Last district attended includes a record in the SEY collection to count the student as a completer.
- Student remains in the AYG cohort for the district and is counted as a completer for graduation/completion rates.

District Code	School Code	SASID	Grade Level	Entry Date	Entry Type	Exit Date	Exit Type	Pupil Attendance Information	Internal Flag: Anticipated Year of Graduation
1234	5678	9876543210	100	06/01/2022	19	06/02/2022	94	01 – 08	2023

Outcome 6 – Student exited the facility to an educational environment that is not a Colorado Public School.

- Last district attended includes a record in the SEY collection to reflect the updated exit status of the student.
- Students who are verified transfers out will be removed from the AYG cohort and no longer counted in the graduation/completion rates.
 - Exit 05 – Transfer to a school in another country
 - Exit 14 – Transfer to a school in another state
 - Exit 15 – Transfer to a non-public school
 - Exit 16 – Transfer to home-based education (homeschooling)
- Students with the following exit types are counted as part of the AYG cohort base for graduation rates and as dropouts for dropout rates.



- Exit 01 – Reached maximum age for services
- Exit 40 – Dropped Out

District Code	School Code	SASID	Grade Level	Entry Date	Entry Type	Exit Date	Exit Type	Pupil Attendance Information	Internal Flag: Anticipated Year of Graduation
1234	5678	9876543210	120	06/01/2022	19	06/02/2022	Applicable code*	01 – 08	2023

*See code scenarios above

Outcome 7 – Student exited the facility to another Colorado Public School District.

- Last district attended (sending district) does not need to take any action.
- Receiving district will include the student in their SEY collection. This will remove the student from the AYG cohort in the sending district and add them to the AYG cohort of the receiving district automatically as part of the SEY collection.

Sample receiving district pattern

District Code	School Code	SASID	Grade Level	Entry Date	Entry Type	Exit Date	Exit Type	Pupil Attendance Information	Internal Flag: Anticipated Year of Graduation
9876	7789	9876543210	120	Applicable date	19	Applicable date or 00000000	Applicable code or 00	01 – 08	2023