Exit Enrollment

Data Element	Mandatory	Data Type	Code	Value	Description	Validation Rules / Notes
• The student must have an active enrollment. • **Exit Enrollment Date** must be greater than or equal to the latest Student Course Assignment Record Course End Date on the enrollment being exited . • All the mandatory Exit Enrollment data is present. • Students with an SID created after August 1, 2015 must complete the *Eligible for Immigrant Program* record in SIS before you can exit these students. • Before exiting an IDEA Services student, you must provide an active *Student Address*. • For an Early Childhood student enrolled as **IDEA Services** = 'Yes' and **Private School Student** = 'No', an *Early Childhood Outcomes Entry Rating* is Mandatory before exiting the student. • If the exiting student's **Entry/Grade Level** is Early Childhood '14', then all necessary *Preschool Student Course Assignments* are required. • If the student is **Entry/Grade Level** '00," the student's *Birth to 3* record must contain all the mandatory data. • If the student is Birth to 3, a *Caregiver Demographic* record must be submitted before the student can be exited. • If the exiting student is **EL Indicator** = 'Yes', then the student's *EL record* must contain all the mandatory data. • If the student is **Homeless Indicator** is 'Yes', the student's *Homeless* record must contain all the mandatory data. • If an Enrollment record is exited as erroneous, the following data must be set to erroneous as well: - Student Discipline - Homeless • IDEA Student age can be above 22 but must be less than 23 on exit date. Non-IDEA students can be aged 21 but must be less than 22 on exit date.						
Enrollment Exit Date	Mandatory	Char(10)	mm/dd/yyyy	Date	The last day of enrollment is the last day the student attended school. If the student transfers to another district and delays for a period of time before enrolling the missed school days are not recorded at either school unless the school has knowledge of the situation and knows the student is absent from their school. In any event if the student enrolls at a new school the prior school's enrollment should be exited on the day prior to enrolling in the new school. If a student attends in part of the day the school can enroll them on that day and a new school cannot begin the enrollment until the next day. • Enrollment Exit Date cannot be a future date	

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Enrollment Exit/ Withdrawal Type	Mandatory	Char(2)			The circumstances under which the student exited from membership in an educational institution.	• If a Birth to 3 student's enrollment is exited, use only the following Exit Enrollment Type codes: - 02 Transfer to another public school within the district - 03 Transfer to Home Schooled - 04 Transfer to Private School - 05 Promotion - 07 Death - 09 Dropped Out - 11 Moved, not known to be continuing - 12 Retained in same grade - 17 Change in Serving School or Percent of Day Attended (PDA) - 18 Moved Out of the United States - 19 Transfer to another public school district OUT of Illinois - 20 Transfer to another public school district IN Illinois - 99 Erroneous enrollment
			02	Transfer to another public school within the district	A student who transfers out of a public school to another public school within the same district. (Home School changes within district, Serving School may or may not change) (Reason for the transfer is NOT because the student is the victim of a violent crime. See also exit type code 16.)	
			03	Transfer to Home Schooled	A student who transfers out of a public school to be home schooled by parents, seeking a regular high school diploma. A school or LEA must have "official written documentation" that a student has transferred to another school or to an educational program that culminates in the award of a regular high school diploma.	

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			04	Transfer to Private School	A student who transfers out of a public school to a private facility, seeking a regular high school diploma. A school or LEA must have "official written documentation" that a student has transferred to another school or to an educational program that culminates in the award of a regular high school diploma.	
			05	Promotion	The practice of promoting a student from one grade to another grade. Pre-K student will be 5 on or before September 1 of the next school year and will be age eligible for kindergarten.	• Grade 12 students cannot use Exit Enrollment Type code of '05' Promoted.
			06	Graduated with regular, advanced, International Baccalaureate, or other type of diploma	A student who has received a regular high school diploma upon completion of state and local requirements for both coursework and assessment or a high school diploma from a program other than the regular school program.	• Only Grades 11 or 12 can use Exit Enrollment Type code '06' Graduation.
			07	Death	A student whose membership is terminated because he or she died during or between regular school sessions. A school or LEA must have written confirmation that a student is deceased. A letter from a parent or an obituary is sufficient documentation. "Official written documentation" of a student's death, such as a death certificate, is not necessary.	
			08	Expulsion	A student who left school involuntarily due to an expulsion approved by appropriate school authorities.	
			09	Dropped Out	A student who stops attending school for reasons and a specified length of time considered by the state or district to constitute "dropping out."	

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Data Element	Mandatory	Data Type	Code	Value	Description	Validation Rules / Notes
			10	Transfer to GED program	A student who has transferred to a GED program prior to the completion of his or her secondary education. (Counts as a dropout)	
			11	Moved, not known to be continuing	A student who has moved outside his or her attendance area and is not known to be continuing his or her elementary or secondary education. (Counts as a dropout)	
			12	Retained in same grade or demoted to a lower grade	The practice of not promoting a student to the next grade level at the end of the regular school session or of demoting a student to a lower grade. This code can be used for students with IEPs who are remaining in school to receive needed secondary transition services. Pre-K student will be 5 after September 1 of the next school year and is not age eligible for kindergarten. Pre-K student will be 5 on or before September 1 of the next school year but has an Individual Education Plan (IEP) that requires him/her to receive services in a preschool program the next school year.	
			14	Aged Out	A student with an IEP who reaches the maximum age for special education services (i.e., through the day before his/her 23nd birthday without receiving a diploma or certificate of completion.)	• Exit Type Codes '14' Aged Out or '15' Certificate of Completion can only be used when a student is **IDEA Services** = 'Yes' and in Grade 11 or 12 • Exit Type Codes '14' Aged Out can only be used when student has turned 22 and up until the day before they turn 23.
			15	Certificate of Completion	A student with a disability who fulfills the educational program prescribed in his/her IEP and exits high school with a certificate of completion.	• Exit Type Codes '14' Aged Out or '15' Certificate of Completion can only be used when a student is **IDEA Services** = 'Yes' and in Grade 11 or 12.

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			16	Victim of a Violent Crime	A student who transfers out of a public school to another public school within the same district. (Reason for the transfer is because the student is the victim of a violent crime as defined in Section 3 of the Rights and Crime Victims and Witnesses Act (725 ILCS 120/3), and the crime occurred on school grounds during regular school hours or during a school-sponsored event. See also exit type code 02.)	
			17	Change in Serving School or Percent of Day Attended (PDA)	A student's serving school has changed or the Percent of Day Attended (PDA) has changed. (Home School remains the same, serving school may or may not change)	
			18	Moved Out of the United States	A student who has moved out of the United States, to another country. (School enrollment status may or may not be known.) A school or LEA must have written confirmation that a student has emigrated to another country, but need not obtain "official written documentation".	
			19	Transfer to another public school district OUT of Illinois		
			20	Transfer to another public school district IN Illinois	A student who has transferred to another public school district that is located in the state of Illinois, student is seeking a regular high school diploma. A school or LEA must have "official written documentation" that a student has transferred to another public school district or to an educational program within the state Illinois that culminates in the award of a regular high school diploma.	
			99	Erroneous enrollment	Closing an erroneously created enrollment record.	