

ARIZONA DEPARTMENT OF EDUCATION

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STATE OF ARIZONA

SCHOOL FINANCE MEMORANDUM 00056

TO: District Superintendents/Charter School Administrators and Attendance Officials

FROM: Lyle Friesen
Director of School Finance

DATE: May 31, 2000

SUBJECT: 1999-2000 Year End Enrollment Report

Enclosed are the instructions you will need to assist you in reporting your Year End Enrollment Report 1999-2000 which is due no later than June 30th, 2000.

Beginning Fiscal Year 2000-2001 all reports required by ADE School Finance are required to be submit electronically, by uploading your districts own data via the ADE website. We will accept your Year End Enrollment submission by diskette, and or e-mail through June 30th, 2000. You can refer to memo #00055 on our website at www.ade.state.az.us/schoolfinance/main/NewsInfo/memos/fy2000. By no means will we accept your data in paper form after June 30th, 2000. However, if your Year End Enrollment Report comes in **after** June 30th, 2000, it will **not** be accepted without approval stating you are exempt from filing electronically via the website. This will have to be done through the School Finance Unit, in writing by our approvers. You can obtain an exempt form by going to www.ade.state.az.us/schoolfinance/main/Support/exemptionforms on our website.

For instructions on how to upload your own data via the web, you need to go to www.ade.state.az.us/schoolfinance/main/support. If your district/charter has a system that can report electronically, you will need to verify the file format by reviewing them on the ADE website at www.ade.state.az.us/services/mis/filelayout. The Department has a PC based program (DELREP) that is set up to convert data in to a text file format, which is required. You can download this program from the ADE website at www.ade.state.az.us/schoolfinance/main/support/delrep. Unless your district has it's own software program, please submit your data by using DELREP sending it to delrep@mail1.ade.state.az.us by June 30th, 2000.

If you have any questions or problems downloading DELREP, you can contact the Regional Training Center in your area. Once the data has been uploaded into the ADE website under your school web page, **it is the district's/charter's responsibility** to check its home page to see if the data added correctly or if it has errors. If you find that you have errors **it is your responsibility** to correct them.

Regional Training Centers

<u>COUNTY</u>	<u>RTC Location</u>	
Mohave, Yavapai, Coconino, Navajo, Apache, La Paz	Flagstaff	(520) 526-6122
Maricopa, Gila	Tempe	(480) 965-3366
Pima, Pinal, Santa Cruz	Tucson	(520) 617-7084
Graham, Greenlee, Cochise	San Simon	(520) 845-2275
Yuma	Yuma	(520) 343-0800

Once you have submitted your data to ADE, **it is the districts/charter schools responsibility** to check their status at the ADE website. Please make sure you have Acrobat Reader 4.0. You can download a free version of Acrobat Reader at www.adobe.com/prodindex/acrobat/readstep or contact your prescribed Regional Training Center if you need assistance in obtaining Acrobat Reader.

To check the status on your reports go to www.ade.state.az.us/schoolfinance/Districts. This is where you will select your district, click GO, when your home page comes up click on the reports/data option. You will find all of your districts data required by School Finance on this page. Since this list is in alpha order you will find the status of your Year End Report at the bottom. Which will also provide the date and time it was uploaded into the system. When you click on it, your reports will come up in a PDF file showing the status at the bottom of every page. The last page will give you a breakdown of how many records added or failed. Please check the status of your reports, this is very important.

If you need assistance pertaining to Districts please call Linda Tremble at (602) 542-8234, for Charter Schools/District Sponsored Charter Schools call Rose Whelihan at (602) 542-8240.

!REPORTS WILL NOT BE MAILED OUT!

REMEMBER:

**ALL SCHOOLS MUST REPORT EACH GRADE LEVEL FOR
EACH SITE**

- Withdrawals are those students who withdrew and did NOT return by the end of this school year
- W7 Code “Graduated” is for mid-year high school students only (grades 11th, 12th, and US), not Kindergarten or 8th grades (show these as promoted)
- W3 Code Expelled or long term suspension cannot be used for grade levels PS, KG and 01 thru 05
- W5 Code Dropout cannot be used for grade levels PS, KG and 01 through 06
- **Total E’s minus Total W’s must equal Total Year End**
- Summer activity codes are for students that were no shows or, did not enter this school year.
- Include the contact person’s name and phone number where they can be reached during the summer.
- Students retained as of June 30th who completed graduation/promotion requirements during the summer will be reported on the next FY Year End Enrollment
- Preschool handicapped students (3 & 4 year olds) should be categorized as promoted if they have met their goals for the current school year.

YEAR END ENROLLMENT REPORT

DUE TO SCHOOL FINANCE:

JUNE 30, 2000

THE YEAR END ENROLLMENT REPORT

The Year End Enrollment Report provides statistical data regarding the school year's enrollment activity by ethnicity and gender, by grade, by school, and by district. The enrollment data are important in the analysis of the school's operations, and will be used to calculate dropout rates for the annual Dropout Rate report and the USDE Common Core of Data report. State and County totals of Year End Enrollment reports are presented in the Annual Report of the Superintendent of Public Instruction.

All enrollment data -- Original Entries, Withdrawals, Year End Status, and Summer Activity -- will be reported by ethnic and gender categories. **All registers must be consolidated into one report per grade per school.** The report must be submitted to ADE School Finance Unit, by **June 30th** of each year.

IDENTIFICATION

Enter:

CTDS#	County - Type - District - School Number (<u>School number is required</u>)
Grade	PS NOT Preschool or PSH KG NOT Kindergarten or KDG Grades 01 through 09,10 -12 NOT 1 st or First UE NOT Ungraded Elementary US NOT Ungraded Secondary
District	District Name
School	School Name

ORIGINAL ENTRIES

Report by ethnic and gender categories all students by their original entry code, E1 through E5 or ET. Each student has **only one** original entry code per grade and therefore should be reported on only one line of original entry codes. The total entries will then represent an **unduplicated** count of students ever present in that grade level for any length of time throughout the school year.

ENROLLMENT CODES

The enrollment codes were designed to consolidate the annual Dropout Report and Year End Enrollment data and to facilitate collection of data for the Graduation Rate Study and USDE Completer Survey. The changes in definition and procedure were effective at the beginning of the school year 1992-93.

ORIGINAL ENTRY CODES

Assign each student an original entry (E) code the day he enrolls. Use codes E1, E2, or E3 if the student is enrolling in an Arizona public school for the first time this school year. Use codes E4 and E5 for students who were enrolled in a different Arizona public school earlier in the school year. If a transfer student's situation fits the definition of **both** E4 and E5, use the E5 code. If a student withdraws and returns to the same school within the school year but into a different grade, the ET code should be used for the original entry into the new grade.

- E1 Student entering Arizona public school for the **first time this school year** ; last school attended was this school
- E2 Student entering Arizona public school for the **first time this school year** ; last school attended was another school within this district
- E3 Student entering Arizona public school for the **first time this school year** ; last school attended was outside this district (includes all other options such as home taught or not enrolled in any school the prior year)
- E4 Student entering this school who was **previously enrolled this year** in another Arizona public school outside the district
- E5 Student entering this school who was **previously enrolled this year** in another Arizona public school within the district
- ET Student transferred from another grade within the same school
- ER Student transferred from another register within the same grade and school (Not required to report)

EXAMPLES:

Shelly attended Window Rock High School in last year. At the beginning of the current school year, she returned to Window Rock and was coded an E1. In December, she transferred to Monument Valley High School. At Monument Valley she will be coded as an E4.

Brian attended Mesa High School in last year, but went to Westwood High School in the current school year. Both schools are in the Mesa Unified School District. He will be coded an E2 at Westwood.

Joe enrolled in Mesa High School in last year (E1), withdrew to attend Tempe High (Tempe Union High School District), and then moved back to the Mesa Unified School District, but in an area served by Dobson High School. When he enrolls at Dobson, he is coded an E5.

Cherilyn is a tenth grader at Kingman High School, enrolled as an E1. She withdrew to attend a private school, and re-entered Kingman High before the end of the school year with enough credits to be in eleventh grade. She will be enrolled in the eleventh grade as an ET.

WITHDRAWALS

The withdrawal codes must reflect an unduplicated count of **students** who withdrew and did not return, **not** the number of **withdrawals**. If a student withdrew and returned, his withdrawal should **not** be shown in this section -- since he was enrolled at the end of the year, he should be accounted for in the Year End Status section of the report. In the case of a student who withdrew, returned, and withdrew again from a school, only the **last** withdrawal code should be reported.

WITHDRAWAL CODES

W1 TRANSFER: Withdrawn to continue studies in another school or to be taught at home. The W1 code is used for a transfer to any other school or educational program leading to a high school diploma -- other public schools, private schools, Arizona Department of Youth Treatment and Rehabilitation, or approved home taught. A student who has been accepted in an early admission college program may be withdrawn as a W1 if he is attending college **full-time**. But a student who leaves school and enters an adult education program not leading to a high school diploma (e.g. GED preparatory class, vocational certificate program or technical school) should be coded as a W5, rather than a W1.

Students who are placed in the State's correctional facilities attend classes leading to a high school diploma and are considered transfer students (W1). Students who withdraw to be placed in **County** corrections facilities may qualify as transfers (W1) only if the County correctional facility provides education through a State recognized program. If the student is not receiving educational services, the student should be withdrawn as a W5.

EXAMPLE:

Mike is an exceptionally bright twelfth grader at McClintock High School. Although he has not completed high school graduation requirements, he applied and was accepted for an early enrollment program at Duke University. He withdrew from high school at the end of the first semester, enrolled at Duke full time, and was coded a W1 (transfer).

W2 ILLNESS: Withdrawn due to chronic illness (Withdrawal may not be required; refer to district's chronic illness policy.)

W3 EXPELLED or long term suspension

W4 ABSENCE: Withdrawn for 10 consecutive days of unexcused absence, or status unknown. The withdrawal code W4 (Absence) must be used when the student has ten consecutive days of unexcused absence or when the student's status or location is unknown. The effective date of withdrawal is the last day of actual attendance.

W5 DROPOUT
W5 should be used for students who have intentionally dropped out of school, for any reason other than chronic illness (W2). Students who were withdrawn under the codes W2, W3, W4, and W5 and did not return to school before the end of the school year will be counted as dropouts in the annual Dropout Rate Study.

EXAMPLE:

Glenda left Cactus Shadows High School and enrolled in a Nurse Assistant course at a local nursing home. Jeremy left Clifton High School to attend barber school. Heidi left Flowing Wells High School and will take the GED test in six months. All three students must be withdrawn using the W5 (dropout) code.

- W6 AGE: student not of school age (under 6 or over 21 years of age).
- W7 GRADUATED: Student has completed requirements (**mid-year**) for **high school graduation**.
- W8 DECEASED
- WT TRANSFERRED to another grade within the school. If a student is promoted or demoted to another grade within the same school, use the WT withdrawal code to withdraw him from the grade he **was** enrolled in, and use an ET to enter him into the new grade.
- WR TRANSFERRED to another register within the same grade and school

OTHER EXAMPLES:

Tom was enrolled at the beginning of the current school year as an E2 at Yuma High School. He withdrew as a W1 when he moved to Lake Havasu City in October. In December, he moved back to Yuma; his re-entry was coded as an R1. In April, he withdrew because of chronic illness; that withdrawal was coded as a W2. On the Year End Enrollment Report for Yuma High School, he will be shown as an E2 and a W2, the final withdrawal code. The Year End Enrollment Report for Lake Havasu High School will show him as an E4 and a W1.

Helga dropped out of school in February and was coded a W5. Six weeks later she re-entered school as an R5 and at the end of the year, she was promoted to the next grade. The Year End Enrollment report will show only her original entry and year end status, E1 and Promoted.

Documentation of Withdrawal

An Official Notice of Pupil Withdrawal form must be completed for each student who withdraws during the school year. Documentation helps to ensure uniform and comparable data across schools. In general, documentation of transfer to another school (W1) consists of:

1. Request from another school for transcript or student records; or
2. Information from a responsible adult that the student is enrolled elsewhere; or
3. Notification from the County School Superintendent that the student has been approved for home teaching.

Changes in Withdrawal Codes

The withdrawal codes should be changed retroactively during the school year if additional information becomes available before the Year End Enrollment Report is filed.

Since withdrawal codes W2, W3, W4, and W5 are used to calculate dropout rates, it is to a school's advantage to reclassify those students whenever possible, to a transfer (W1), not of school age (W6), mid-year graduation (W7), or deceased (W8). The **date** of withdrawal must **not** be changed.

EXAMPLE:

Luis was absent for two weeks, his whereabouts unknown. He was withdrawn as a W4. A week later, the school received a request from Maui High School in Hawaii for his school records. His withdrawal was reclassified as a W1 (transfer).

RE-ENTRY CODES

Re-entry (R) codes are used to re-enroll students who were enrolled in the same school and grade earlier in school year. They correspond exactly to the withdrawal codes W1 through W6. For example, a student who was withdrawn as a dropout (W5) should be coded as an R5 when returning to the school before the end of the year. **Re-entry codes should never be used for incoming transfer students** (as they used to be); they are used only for students who withdrew from and later returned to the **same school**.

R codes are for district use only, they are not included on the Year End Enrollment form.

- R1 Student re-entering after withdrawing from this school as a W1.
- R2 Student re-entering after withdrawing from this school as a W2.
- R3 Student re-entering after withdrawing from this school as a W3.
- R4 Student re-entering after withdrawing from this school as a W4.
- R5 Student re-entering after withdrawing from this school as a W5.
- R6 Student re-entering after withdrawing from this school as a W6.

YEAR END STATUS

Account for every student still enrolled at the end of the school year as either promoted, retained graduated, or completed.

YEAR END STATUS CODES:

- **PROMOTED** to the next grade applies to students in all grade levels except grade 12;
- If a student is ungraded elementary or ungraded secondary and have met requirements for the school year, they can be shown as Promoted even though they will still be ungraded elementary or ungraded secondary the following year. They should not be reported as Retained.
- **RETAINED** in the same grade applies to students in all grade levels;
- **GRADUATED** from high school applies **only** to grades 11, 12, or ungraded secondary students; and
- **COMPLETED** high school applies **only** to grades 10, 11, 12 or ungraded secondary students

A few districts issue Certificates of Attendance or Certificates of Completion, **in lieu of a diploma**, to students who did not meet all the requirements for graduation. If the Certificate of Attendance or Completion is used for twelfth grade foreign exchange students or for students who have turned 22 years of age, the students should be coded as Completers on the Year End Enrollment report. However, if the Certificate of Attendance is given to students under 22 only to recognize four years of attendance, the student may not be considered a Completer. Students who complete requirements for an Ombudsman program diploma (but not an Arizona diploma) have Completed, **not** Graduated.

EXAMPLES:

Gina is one of the 25 eighth graders who successfully completed their elementary years at Grand Canyon School. Although the family, friends, teachers, and staff were all present at the colorful graduation ceremony, her Year End Status code is Promoted, not Graduated.

Steve finished his high school graduation requirements at the end of the first semester and left school at that time (withdrawn as a W7, early graduate). He was not assigned a Year End Status code because he was not enrolled at the end of the school year.

Helga was a foreign exchange student from Austria, a twelfth grader at Apollo High School. At graduation, the school presented Helga a Certificate of Attendance to recognize her successful completion of the year. (The school could not issue a regular high school diploma because Helga's Austrian classes did not fulfill all the requirements for graduation in Arizona.) Her Year End Status code was Completed high school.

Benny was a 21 year old special education student who will have his 22nd birthday during the summer. His school issued a Certificate of Completion to acknowledge his attendance over the years, although he did not qualify for a regular diploma. His Year End Status code was also Completed high school.

Wachupa High School recognizes students who have attended all four years of high school with a Certificate of Attendance, and allows them to participate in graduation ceremonies, even if they did not complete academic requirements for graduation. (They have found that most of these students return to finish requirements for their diplomas the next school year.) The students will be coded, Retained, at year end.

Every student who was ever enrolled in your school this school year is either present at the end of the year (and has a year end status code) **or** he has withdrawn during the year (and has a withdrawal code). **The total of Original Entries minus Total Withdrawals must equal Total Year End Enrollment for each ethnic and gender column.**

SUMMER ACTIVITY CODES

At the beginning of the school year, all students who were expected to attend but failed to appear were assigned a summer activity code. At the end of the school year, students who remain in the dropout categories (S2, S3, S4, S5) are reported on separate lines of the Year End Enrollment Report for the Dropout Rate Study. All other no-shows (S1, S6, S7, and S8) are totaled and reported on the last line of the report.

Summer activity codes are **required** for all grades **7 through 12 and Ungraded Secondary**.

If you have no summer activity to report (no fall no-shows for that grade), please fill in zeroes or write, "No fall no-shows for this grade" across the area.

SUMMER ACTIVITY CODES:

S1	Summer TRANSFER to school outside the district	
S2	Summer ILLNESS, will not be returning to school	(Same criteria as W2)
S3	Summer EXPELLED, will not be returning to school	(Same criteria as W3)
S4	Summer STATUS UNKNOWN	
S5	Summer DROPOUT	(Same criteria as W5)
S6	Summer AGE	(Same criteria as W6)
S7	Summer GRADUATION	(Same criteria as W7)
S8	Summer DECEASED	(Same criteria as W8)

All no-shows must be assigned a summer activity code, similar to the school year withdrawal codes, which designates their status. For example, students who transferred to a school outside the district over the summer should be coded S1 (Transfer). The same evidence -- transcript request or notification by a responsible adult -- is required as during the school year. **Please note: Students who transfer to another school within the same district should not be considered a no-show.** The S1 code is slightly different than the W1 code used for students who transfer to other schools during the school year. During the school year **all** students who transfer to another school during the school year are coded W1. Only students who transfer to a school in another district during the summer should be coded S1.

Schools are responsible for reporting summer activity codes for students who were enrolled at the end of the prior school year, whether in their school or promoted from their feeder school(s). Registration for the next grade, no matter when it occurs, is not the beginning of a school's reporting obligation. That is, a high school that pre-registers eighth graders should **not** use its pre-registration roster for anticipated ninth grade enrollment, because much staff time can be consumed searching for no-shows who are not their responsibility (students who did not get promoted from eighth grade or students who left the feeder school between ninth grade registration and the end of the school year) and their dropout counts will be artificially elevated. Feeder schools should supply the school or district receiving their students with a list of students who were promoted at year end. At that point, the receiving school's responsibility for reporting the student's status begins. No-shows will be reported on the Year End Enrollment Report for the grade for which the student was expected to enroll.

The summer activity codes may be changed if information becomes available before the Year End Enrollment Report is filed. If a student who was classified as a no-show at the beginning of the year later enrolls, his name should be removed from the no-show list and entered into a register. Since summer activity codes S2, S3, S4, and S5 are used to calculate dropout rates, it is to a school's advantage to reclassify those students whenever legitimately possible.

EXAMPLES:

Penny was enrolled in Chaparral High School last year, but she did not return at the start of the new school year. Her record did not show any requests for transcript and mail to her former address has returned marked "Moved, no forwarding address". She was coded as an S4, Status Unknown. Late in September, Chandler High School asked for a copy of Penny's transcript. Penny's code was changed to S1, summer transfer.

*Suzette was expected to attend Amphitheater High School in current school year, but she decided to attend the other high school in Amphitheater Unified District, Canyon del Oro High School. She is **not** considered a no-show, since she is still in the district, and she should not be assigned any summer withdrawal code.*

Michael found a job over the summer and decided not to return to school. His summer activity code was an S5. In November, Michael lost his job and he returned to school. At that time, he was enrolled as an E1 and his summer activity code was deleted.

Request for Transcript

- A request **from another school** for transcript or other official school records will suffice to verify that a student has transferred to another school. The student's record should indicate the date the transcript request was received, along with the name and address of the school to which the student has transferred. **Arizona law requires Arizona schools to request school records quickly and exercise diligence in obtaining those records. "Within five school days after enrolling a transfer pupil from a private school or another school district, a school shall request directly from the pupil's previous school a certified copy of his record. The requesting school shall exercise due diligence in obtaining the copy of the record requested."** (ARS §15-828 F) After transmittal of the records, it is not necessary to verify actual enrollment in the new school, or to follow up with the student any further.

Notification of current enrollment by a responsible adult

- In the absence of a transcript request, notification by a responsible adult is acceptable evidence of transfer if it confirms **actual** enrollment in another school, and not just the **intent** to enroll. "Responsible adult" is not limited to immediate family; the definition includes a school official, faculty member, or other adult with responsibility for the student (e.g. truant officer, medical doctor, corrections official, etc.) Schools should attempt to get written notification if possible. Verbal notification should be documented in the student record in the same manner as a request for transcript.

EXAMPLE:

After Reuben had missed several days of school, the school counselor called Reuben's home. Reuben's mother said that he had moved to California to live with his sister and was enrolled as an eighth grader in Sacramento Elementary. Reuben was withdrawn as a transfer student (W1).

Notification by the County School Superintendent

- ARS §15-802 allows a student to be taught at home, but certain requirements must be met. The parent must file an affidavit with the County School Superintendent that the child is attending a regularly organized private or home school. To document a withdrawal to a home school, the record should reflect verification from the county school Superintendent that the parent has filed the Affidavit.
- ARS § 15-745.B. A child who enrolls in a kindergarten program or grades one through twelve after receiving instruction in a home school program shall be tested pursuant to this article in order to determine the appropriate grade level for the educational placement of the child.