Attachment to Adm. Memo No. 39

GENERAL INSTRUCTIONS FOR SUBMITTING STUDENT EXIT DATA

The K6 special education student information system is used to submit exit report data, with the exit extract report run onto a diskette. The Department of Education does not provide a special diskette for the exit report. Each school division uses its own blank diskette. All records for those students who have "exited" must be updated in the K6 program. In other words, the K6 system does not automatically "know" that a student has exited the school system. Reasons for exiting should be coded in accordance with the instructions found below.

When prompted for the date range, enter 07/01/99 as the beginning date and 06/30/00 as the ending date. Continue following directions to extract all needed data for students who exited during this period of time. The definitions below will help in determining which exit category to use.

Exit Code 1 - No longer receives special education:

> Total number of students who were served in special education during the previous reporting year but at some point during that 12-month period returned to regular education as a result of having met the objectives of their IEP. These are students who no longer have an IEP and are receiving all of their educational services from a general education program.

Exit Code 2 - Graduated with regular high school diploma:

> Total number of students who exited an educational program through receipt of a high school diploma identical to that for which students without disabilities are eligible.

Exit Code 3 - Received a certificate or IEP completion:

> Total number of students who exited an educational program and received a certificate of completion, modified diploma (e.g. "special diploma@), recipients of a GED enrolled in some type of secondary education program (ISAEP) but NOT DROPPED OUT, or some similar document.

Exit Code 4 - Reached maximum age:

Total number of students who exited special education because of reaching the maximum age for receipt of special education services and did not receive a diploma or certificate of completion.

Exit Code 5 - Died:

Total number of students who died.

Exit Code 6 - Moved, known to be continuing:

Total number of students who moved out of the school division and are KNOWN to be continuing in another educational program. There need not be evidence that the student is continuing in special education, only that he/she is continuing in a general education program. This includes transfers, and students in residential drug/alcohol rehabilitation centers or correctional facilities.

Exit Code 7 - Moved, not known to be continuing:

Total number of students who moved out of the school division and are NOT KNOWN to be continuing in another educational program. This includes students who have moved out of the school division and there is no evidence (e.g., a record request) to indicate that they have enrolled in another educational program.

Exit Code 8 - Dropped out:

Total number of students who were enrolled at some point in the reporting year, were not enrolled at the end of the reporting year, and did not exit through any of the other categories described. This includes dropouts, runaways, expulsions, GED recipients who were not enrolled in some type of secondary education program, but received the GED after dropping out of school, status unknown and other exiters.