

# GUIDE TO EXIT DATES

FY 2008-2009

Is the program assigning exit dates to learners? There are many reasons to enter an exit date. Exit dates play a central role in several aspects of NRS reporting. Exit dates do not always adversely affect your program performance. *You should not assign exit dates to every learner each fiscal year.*

## NRS Reporting

- **NRS Table 4:** Exit dates control column F - *Number Separated before Completion*. Separation before completion is a measure of learner retention. This measure identifies learners who qualify for NRS reporting but exit a program without demonstrating an educational gain. The higher the separation total is for the program in comparison to the total number enrolled, the lower the program's retention rate. While there will always be learners who exit programs for the reasons listed below, it is the program's responsibility to address learner retention and maintain a level at or above the state average of approximately 80%.
- **NRS Table 5:** Exit dates control when learners are reported for completing NRS follow-up goals. The totals for each of the follow-up goals are calculated by identifying each individual learner who completed a goal and was assigned an exit date. Learners are assigned exit dates for follow-up goal completion because, 1) they have completed the goal, and 2) they have left the program during the fiscal year because of this goal completion. If a learner completes a follow-up goal and continues in the program, an exit date should not be assigned.

## Primary Exit Criteria

Exit from program participation is reported when one of three primary criteria is met by the learner.

1. The learner no longer **ATTENDS** the program because he/she completes an NRS follow-up goal (entering employment, retaining employment, entering post-secondary education or training, or obtaining a high school diploma or its recognized equivalent [GED®]).
2. The individual does not receive services (attends a class) for 90 or more consecutive days.
3. The individual has a significant event occur that prevents participation in services (e.g. moves, major illness, death, etc.).

## Secondary Exit Criteria

Other secondary instances to assign learners exit dates include the following.

1. The learner does not accumulate 12 attendance hours in a fiscal year and is no longer receiving services.
2. The learner does not return to enroll in/begin a class after completing an assessment and/or setting a goal.
3. The learner does not return the next fiscal year after attending the previous fiscal year.
4. The learner appears on the Error Report, either with missing data such as a test or goal, or the learner never enrolled in a class.
5. The learner's record has been duplicated in the data system and appears as a possible duplicate on the Potential Duplicate diagnostic report (exit the learner's record that is no longer active).

## Reviewing Exit Dates

Programs may use exports and various reports in the data system to review and assign exit dates to learners. If the program has assigned exit dates in the past and the learner has returned to the program in the current fiscal year, make sure to remove the exit date assigned from the previous fiscal year. If the exit date is not removed, the learner may not receive credit for completing an educational functioning level. The exports and reports listed below may be used to assist with identifying learners currently assigned exit dates, learners who should be assigned an exit date, or learners who should have an exit date removed.

*Export(s): Students in Classes, Student Goals*

*Report(s): NRS Table 4 & 5; Error Report, Potential Duplicate Report, Active Students with Exit Dates*