Decision Guide for Determining Exit Types in Public LEAs and Schools

An exit type describes the circumstances under which a student exited from a school. This decision guide will help determine which code to use when entering your data. The questions are divided into three sections:

1. Decision Guide
2. Responding to Expected Transfers
3. Exceptions

It is important that you respond to all the questions below in order. Please choose only one answer for each question. Following each answer, the italic text will either identify the Exit Type and other required data or direct you to a subsequent question in the process.

Refer to the WISEdata Exit Type web page for the definitions associated with the exit type codes used throughout this document.

This document is intended for use by Public LEAs and Schools. Follow this link for *The Decision Guide for Determining Exit Types for Choice Schools*.

1: Decision Guide

1(a) Does this student qualify as 'known to be continuing'*?

- Yes, the student meets the known to be continuing definition. *Continue to 1(b).*

- No, but the student is expected to continue. *Skip to 1(e).*

- No, the student is not continuing. *Skip to 1(h).*

*To confirm that a student is 'Known to be Continuing', the school or Local Education Agency (LEA) must have official written documentation that the student enrolled in another school or in an educational program that culminates in the award of a regular high school diploma. (34 C.F.R. §200.19(b)(1)(ii)(B)(1)). Subsequent enrollment in WISEdata qualifies as official written documentation. A conversation with a parent or neighbor of a student would not be considered official written documentation of a transfer. FAQ 10 on the WISEdata Exit Type web page provides the full detail of this definition.

1(b) In which school type is the student continuing?

- A Wisconsin public school for which subsequent enrollment** exists in WISEdata **on or prior to** the Third Friday of September of the next school year. *Use TC.*

- A Wisconsin public school for which subsequent enrollment** exists in WISEdata but is **after** the Third Friday of September of the next school year. *Use ODO.*

- A school within the same LEA but the subsequent enrollment** does not exist in WISEdata. *Skip to 1(c).*

- A school within another WI LEA but the subsequent enrollment** does not exist in WISEdata. *Use ETC and submit the Expected Transfer Agency.*

- Home school. *Continue to 1(d).*

- A school in another U.S. State or Puerto Rico. *Use TOS.*

- A school outside the U.S. or Puerto Rico. *Use TOS.*

- A Wisconsin private school participating in the Choice program for which subsequent enrollment** exists in WISEdata. Skip to 1(g).

- A Wisconsin private school participating in the Choice program but the subsequent enrollment** does not exist in WISEdata. *Use ETC and submit the Expected Transfer Agency.*

- A Wisconsin private school not participating in the Choice program. *Use TNC.*

**To count as subsequent enrollment within the answers for Question I(b), the enrollment must occur prior to the Third Friday of September of the next school year after the student was expected to return. For an enrollment which ended mid-school year X and Completed School Term is 'No' (or missing), the student must return prior to the Third Friday of September in school year X+1. For an enrollment where Completed School Term is 'Yes', the student must return prior to the Third Friday of September in school year X+2.

1(c) Are you able to enter the missing enrollment in the other school within your LEA?

- Yes. *Enter the missing enrollment. Once this enrollment is visible in WISEdata, use TC.*

- No. *Use ETC and submit the Expected Transfer Agency and School.*

1(d) Is the current date after October 15th and is the family registered in PI-1206 (HOMER) for the specific school year?

- Yes. *Use TNC.*

- No, the current date is after 10/15 and the family has declared intent to homeschool but not registered. *Use ODO.*

- No, the current date is on or before 10/15 and the family has declared intent to homeschool but not registered. *Use TNC and reevaluate after 10/15.*

- No, the current date is on or before 10/15 and the family has registered. *Use TNC.*

1(e) Have truancy proceedings been completed and the whereabouts of the student or family are unknown?

- Yes. *Use ODO.*

- No. *Continue to 1(f).*

1(f) In which school type is the student expected to be continuing?

- A school within the same LEA. *Use ODO.*

- A school within another Wisconsin LEA. *Use ODO.*

- A school in another U.S. state or Puerto Rico. *Use ISM.*

- A school outside the U.S. or Puerto Rico. *Use INM.*

1(g) Will the student be a Choice participant in the new school or has the Choice school 'opted in' to include All Students in the report card for the school year*?**

- Yes, and subsequent enrollment** exists in WISEdata **on or prior to** the Third Friday of September of the next school year. *Use TC.*

- Yes, but subsequent enrollment** exists in WISEdata is **after** the Third Friday of September of the next school year. *Use ODO.*

- Yes, and subsequent enrollment** **on or prior to** the Third Friday of September of the next school year is expected but does not exist in WISEdata. *Use ETC and submit the Expected Transfer Agency.*

- No. *Use TNC.*

***Contact the Choice school to determine 'opt in' status. Note that a Choice school may change their report card type each school year. Status for prior school years is found here.

1(h) Has the student completed High School?

- o Yes, our LEA granted a regular diploma. *Use HSC and submit 'Regular Diploma' for credential type.*

- o Yes, the student has completed requirements to receive a High School Equivalency Diploma (HSED) under the direction of our LEA. *Use HSC and submit 'High school equivalency credential, other than GED' for credential type.*

- o Yes, our LEA granted a high school completion credential other than a Regular Diploma or HSED. *Use HSC and submit 'Other Diploma' for credential type.*

- o No, the student left our LEA without receipt of a completion credential to pursue a GED but is not participating in an HSED program with any LEA. *Use ODO.*

- o No, the student left our LEA and none of the previous scenarios apply and the student is not covered by an exception in Part III. *Use ODO.*

2: Responding to Expected Transfers

2(a) Did the expected transfer agency respond that there is no evidence of move within the boundaries of their LEA, transfer to their Choice School, or transfer to their non-district 2R Charter school?

- o Yes, and our LEA has no new information regarding whereabouts of the student or family. *Use ODO. This student may become a dropout for your LEA.*

- o Yes, but our LEA has new information. *Return to 1(a).*

- o No. *Continue to 2(b).*

2(b) Did the expected transfer agency respond that the student transferred to a private school within their boundaries as a non-choice student?

- o Yes. *Change ETC to TNC.*

- o No. *Continue to 2(c).*

2(c) Did the expected transfer agency respond that the student moved within their boundaries and is known to have discontinued schooling?

- o Yes. *No action required; keep ETC. The expected transfer LEA will be accountable for the dropout.*

- o No, but the expected transfer agency has identified that the student is enrolled within their LEA and the enrollment is now visible in WISEdata and this new enrollment is **on or prior to** the Third Friday of September of the next school year, refer to the subsequent enrollment note on Question 1(b). *Change ETC to TC.*

- o No, but the expected transfer agency has identified that the student is enrolled within their LEA and the enrollment is now visible in WISEdata and this new enrollment is **after** the Third Friday of September of the next school year, refer to the subsequent enrollment note on Question 1(b). *Change ETC to ODO. This student may become a dropout for your LEA.*

- o No. Either the expected transfer agency has identified that the student is enrolled within their LEA but the enrollment is missing from WISEdata or the expected transfer agency has not responded to the Expected Transfer screen within WISEdata. *No action required; keep ETC. If the expected transfer agency does not enter their response or submit the missing enrollment within WISEdata, then the expected transfer LEA will be accountable for the dropout.*

3: Exceptions

Virtual school student with Failure to Participate

o The Failure to Participate process has been completed and the virtual school student is to exit the virtual school for transfer to a school in the resident district. The student did not express to the virtual school the intent to discontinue schooling. *Return to 1(a) and assume the student is 'known to be continuing'.*

o The Failure to Participate process has been completed and the virtual school student is to exit the virtual school. The student expressed to the virtual school the intent to discontinue schooling. *Use ODO.*

Terminated Open Enrollment

o Open Enrollment is terminated. The student did not express to the school of open enrollment the intent to discontinue schooling. The student still resides in the same LEA. *Return to 1(a) and assume the student is 'known to be continuing'.*

o Open Enrollment is terminated. The student did not express to the school of open enrollment the intent to discontinue schooling. The student and family reside in a different LEA or have moved out of state. *Return to 1(a). You must determine whether the student qualifies as 'known to be continuing'.*

o Open Enrollment is terminated. The student expressed to the school of open enrollment the intent to discontinue schooling. *Use ODO.*

Students with Disabilities continuing after grade 12

o The student who holds a current, active IEP discontinued schooling at the end of the school year in which the student turned 21. The student is not a High School Completer. *Use MA. For more information refer to the Uncommon Student Populations.*

o The student who holds a current, active IEP has met requirements to earn a Regular Diploma and is continuing schooling. *Do not submit HSC, use TC. At the future date when the student discontinues schooling, use HSC.*

Prior HSED or other credential

o The student who holds in WISEdata a previous HSC and credential and in the same or a later school year enrolled in your district but discontinued schooling without receipt of a higher credential. *Use PCC.*

Below Compulsory Age for attendance in Wisconsin

- The student is 5 or under on the exit date. *Return to 1(a) but use BCA in place of the following exit types: ODO, ETC, ISM, INM.*

Death or Compassion Exit

- The student is deceased. *Use DE.*

- The student has been abducted and is presumed to be deceased. *Do not submit DE. Contact Melissa Aro to discuss the Compassion Exit process.*

- The student is terminally ill and has discontinued schooling. *Do not submit ODO. Contact Melissa Aro to discuss the Compassion Exit process.*

- The student and family have been relocated by ICE and their whereabouts are unknown. *Do not submit ODO. Contact Melissa Aro to discuss the Compassion Exit process.*