

Exclusion reasons should be listed in the student's Demographics tab>Demographics panel. Students with exclusions will not populate any of the primary indicator or outcome NRS tables except Column C of Table 4 and will not be calculated toward completion totals for any table. They will be included on non-outcome/indicator tables such as Tables 1-3 and 6.

Participants in correctional education programs (WIOA Section 225), who remain incarcerated at program exit, are excluded from all performance indicators except the Measurable Skill Gains indicator of Table 10.

To add or update Exclusion reasons, go to the Demographics tab>Demographics panel and locate the field called **Report Exclusion Reason**. Exclusion reasons can be used for students who meet the criteria to be considered NRS participants but have had an event meeting exclusion criterion that will likely result in them not receiving a post-assessment or other activity resulting in a measurable skills gain. Such an event would result in them being absent from instruction for at least 90 days and would allow you to exclude them from populating performance-based tables. These students will populate tables 1, 2, 3, 4 (in one column only) and 6 so the state will receive funding for these students as NRS participants, but they will not be included in the denominator of any performance-based outcomes and will not affect your benchmark percentages. The allowable exclusion reasons are:

- Became incarcerated
- Call to active duty
- Deceased
- Entered hospital or treatment center

Be sure to follow state policy for evidence needed to support an exclusion reason. Exclusions can be removed if the student returns and the reason no longer applies.

To locate students who may have re-enrolled after an exclusion, you can go to the NRS Table 4 for the preceding or current fiscal year (depending on when they re-enroll) and click the total in Column C, then check their Overall Status to see if they have since re-enrolled and have a status of Enrolled. If so, go to the Demographics tab>Demographics panel and change the Report Exclusion Reason field back to No Value Entered, then Save.