

Routing: HS Principals HS Associate Principals HS Registrars HS Site Techs HS Enrollment Clerks	SITE OPERATIONS BULLETIN School Year 2023-2024	BULLETIN NUMBER: 119 DATE: January 4, 2024 DUE DATE: Jul 15, 2024
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Title: MONITORING DISTRICT EXITS

Issuing Department: Office of Graduation

Reference: [Administrative Regulation 6146.1](#)

Summary: Review and implement the process for documentation and state reporting outlined for students who leave the District, graduate, and dropout.

Brief Explanation:

Per state guidelines, schools must indicate where students have gone after disenrolling from the district. This is reported via PowerSchool on the District Exit page for each student. Once a student is transferred out of the school, the District Exit page is activated. It only needs to be filled out if the student exits the district; do not fill it out if the student is transferring to another SDUSD school.

The PowerSchool report “Find Exit SDUSD Students” lists the students who need approved exit pages. To run this report, follow these steps:

1. From the start page of PowerSchool, click on sqlReports (on the left side under Reports).
2. Expand the CALPADS heading and select “Find Exit SDUSD Students.”
3. Click Submit.

The deadline for documenting students in the Class of 2024 who leave or graduate during the 2023-24 school year is July 15, 2024.

The deadline for documenting students in the Class of 2025 and beyond who leave during the 2023-24 school year is October 25, 2024.

After these deadlines, the exit codes for students without completed and approved District Exit pages will be changed to E140 (Dropout – no known enrollment), E400 (Dropout – unknown reason), or 360 (Completed grade 12 without completing graduation requirements, i.e., dropout).

Per state and federal guidelines, **official written documentation** must be kept on file for students in grades 9-12 who leave the district before graduating and:

- (1) enroll in a California private school (T180) or
- (2) enroll in an out-of-state school (T200).

Information provided by a parent or friend of the family whether in-person, by telephone, or email is considered sufficient documentation for students in grades K-8 but NOT sufficient for students in grades 9-12 for these two types of transfers.

Examples of official written documentation include:

- A records request from the receiving school (mailed, faxed, or emailed).
- Written communication from an official at the receiving school acknowledging the student's enrollment (mailed, faxed, or emailed). See [attached sample letter](#) that can be used to send to school of enrollment.
- A copy of the student's school schedule or report card on the receiving school's letterhead.

For the students listed on the "Find Exit SDUSD Students" report who left SDUSD to enroll out of state or in a California private school, please do the following:

1. Make sure that official written documentation as described above, such as a copy of the records request from the receiving school, is in the cumulative folder of each student on your list who transferred to a California private school or out-of-state school. You will need these records on hand in the case of a state and/or federal audit.
2. If you did not receive a records request or any other official written documentation from the receiving private or out-of-state school, contact the receiving school and request email or fax confirmation (by using the attached template letter) that your student enrolled at their school after leaving San Diego Unified. Place a copy of any confirmation you receive in the student's cumulative folder. If you do not know the name of the receiving school, you may need to get it from one of your student's known contacts.
3. Once you have official written documentation on file for a student, fill out the PowerSchool District Exit page, including checking the "Yes" box for "Official Documentation on File." In the "Additional Information" field, indicate the specific official written documentation provided and on file, as well as the city, state, and school name, and click "Submit."

Additional suggestions to improve site efforts in locating student and to assist with acquiring official documentation needed:

- Ensure that information from PK-12 Enrollment Cards is current and updated in PowerSchool by the end of September, especially the demographics page with correct contact information.

- Communicate with teachers and friends of the student(s) on the list regarding their enrollment status to determine first if they have any information that may guide in locating student(s).
- Connect with school police or campus security to acquire any information known by them regarding location/status of student(s) on list.
- Keep a log of your efforts for each student.

Please make sure you have official written documentation on file for any student at your school who transfers out of state or to a California private school. Notify all appropriate staff members of this important guideline. **If a secondary school is unable to obtain the required documentation, then the student will be considered a dropout per state and federal guidelines.**

(Note: If a student moved out of the country, information provided by a parent or friend of the family, and noted as such on the District Exit page, continues to be sufficient documentation.)

If you have any questions about exit codes or the District Exit page, please contact Mara Bernd at mbernd@sandi.net.

Thank you for your efforts with this important task!

For more information about this bulletin, contact:

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