



# Dropout Data Reporting

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# Dropout Data Reporting

## Dropout

- The State Board of Education defines *dropout* as a student who leaves school for any reason, other than death, prior to graduation or completion of a course of studies and without transferring to another school or institution.
- Link to Dropout Policies and Procedures Document:  
<https://ed.sc.gov/districts-schools/school-safety/discipline-related-reports/dropout-data/>

# Dropout Data Reporting

- **School Year**

- October 1, 2018—September 30, 2019

- This means, for example, that a student who dropped out of school in March of 2019 then returned in August of 2019, but dropped out again on September 21, 2019, will be reported in the 2018–19 count.

- **Grade level**

- 7<sup>th</sup> grade to 12<sup>th</sup> grade

# Dropout Data Reporting

- **Determine Grade levels**

- Dropouts should be counted in the grade for which they fail to enroll in the fall.
- For example, a student who drops out without completing the 9<sup>th</sup> grade and does not return after the summer is a 9<sup>th</sup> grade dropout.
- A student who completes the 9<sup>th</sup> grade and is expected to enroll in the 10<sup>th</sup> grade but does not enroll after the summer ends is a tenth-grade dropout.

# School Leavers (Dropouts)

- The student who
  - enters an educational program that provides an alternative certification to a high school diploma such as adult education or a GED program that does not track students or report dropouts to the State Department of Education

## **PowerSchool**

- **Exit Code W23 Transfer/Adult Education and Dropout Reason 23 Transfer to Adult Education and Dropout Date or**
- **Exit Code W36 Dropout and Dropout Reason 23 Transfer to Adult Education and Dropout Date**

# School Leavers (Dropouts)

- The student who
  - has been emancipated by the courts but has not graduated from high school and is not currently enrolled

## **PowerSchool**

- **Exit Code W36 Dropout**
- **Dropout Reason 41Emancipated by Courts**
- **Dropout Date**

# School Leavers (Dropouts)

- The student who
  - has reached the age of twenty-one without having graduated from high school or completed an approved program

## **PowerSchool**

- **Exit Code W36 Dropout**
- **Dropout Reason 38 Because of Age**
- **Dropout Date**

# School Leavers (Dropouts)

- has not re-enrolled for the current school year and whose educational status was unknown as of October 1 of the current school year

## **PowerSchool**

- **Exit Code NS No Show**
- **Dropout Reason 20 Status Unknown**
- **Dropout Date**
  - \*Make sure the Dropout Date is populated.**

# School Leavers (Dropouts)

- The student who is residing in the district but is not attending school because of disciplinary action:
  - he or she was suspended and given the option to return, but has not returned even though the disciplinary period has ended

## **PowerSchool Code**

- **Exit Code W36 Dropout**
- **Dropout Reason 42 Suspended/Did Not Return**
- **Dropout Date**

# School Leavers (Dropouts)

- he or she has been expelled with no option to return

## PowerSchool Code

- Exit Code W36 Dropout and Dropout Reason 33 Expelled Did not Return and Dropout Date or
- Exit Code W33 Dropout and Dropout Reason 33 Expelled Did not Return and Dropout Date

# Dropout Information

- Dropouts
  - Students who enroll in Job Corp
  - Students who transfer out of state without a record request
  - Students who transfer out of state status unknown
  - Students who are emancipated by the courts who are not enrolled in school
  - Students who do not complete the GED or high school Diploma
  - Students who are in Adult Correctional facilities

# School Leavers (Not Dropouts)

- The student who has a special education certificate and is
  - a student with a disability who has completed the requirements of an IEP (individualized education program)
  - a severely disabled student who has reached the age of twenty-one, or
  - a severely disabled student who has entered a residential or day care facility

# School Leavers (Not Dropouts)

- The student who was in membership only during the summer term following the prior school year (i.e., was not in membership during the prior regular school year)
- The student who is deceased
- The student who has moved out of the United States and whose enrollment status is unknown
- The student who transfers to and has membership in
  - another public school, in or out of state of
  - a private school, in or out-of-state.

# School Leavers (Not Dropouts)

- The student who is residing in the district but is not attending school because of temporary or long-term illness
- The student who is residing in the district but is not attending school because of disciplinary action:
  - he or she has been suspended or expelled and given the option to return, but the disciplinary period is still in effect
  - he or she was suspended or expelled and has transferred to another district

# School Leavers (Not Dropouts)

- The student who has transferred to an institution that does provide a state- or district-approved educational program leading to a high school diploma or alternative certification (e.g., youth correctional institutions, technical colleges, special state schools or districts, homebound instruction, home schooling, charter school, alternative school program)

# School Leavers (Not Dropouts)

- The student who has enrolled in a full-time higher education program without having been awarded a high school diploma
- The student who has not re-enrolled in school but is expected to return late because of extenuating circumstances (e.g., seasonal or migratory work)

# School Leavers (Not Dropouts)

- The students who leaves and elementary/secondary school and enrolls in an adult education or GED program during the 2018–19 school year and has obtained a completion credential (i.e., a state high school diploma or a GED diploma) by October 1, 2019

PowerSchool Tracking Codes- Exit code

W38 Adult Education Diploma Tracking

W40 Adult Education GED Tracking

Adult Education Entry Date

GED Earned or Adult Education Diploma

- \* The school district must track these students.

# Dropout Information

- Students that should not be included in dropout data file
  - Graduates
  - GED Completers
  - Students who receive a special education certificate
  - Students who transfer out of state/in state
  - Students enrolled at DJJ
  - Students who are home schooled

# Dropout Information

- Students that should not be included in dropout data file
  - Exchange students
  - Students who are not in school due to temporary or long-term illness
  - Students who are enrolled in a charter schools/Alternative School program
  - Students who receive homebound instruction

# Verifying Student Status

## Formal Notice

- Request a transcript or other written documentation from the receiving school to verify that a student has transferred. The date your school receives the documentation should be recorded, along with the address of the school to which the student has transferred.



# Verifying Student Status

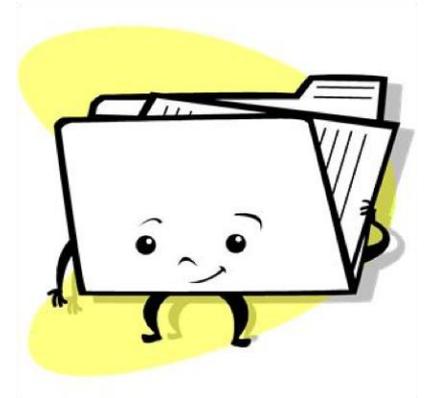
## **Responsible Adult**

- Any notification from a responsible adult will verify a student's status. "Responsible adults" include parents or guardians, school officials, and any other adult with responsibility for the student (e.g., attendance supervisor, social worker, medical doctor, corrections official).
- If an inappropriate adult or student reports that a student has dropped out of school, such a statement does not constitute verification.

# Verifying Student Status

## School Records

- It is important that each school keep records that document the verification of a student's status. Since a student who drops out during a particular school year is not reported as a dropout until the fall of the following school year, careful records must be maintained so that an accurate count can be obtained.
- It is best, therefore, to seek a written form of verification, such as a copy of the transcript or a letter from the parent or guardian.



# Reporting Dropouts

- Students who dropout during the 2018-2019 school year but are re-enrolled by October 1, 2019 are not reported as dropouts.
- Students who dropout multiple times in a school year are reported only once for a single school year

# Reporting Dropouts

- Alternative Schools/Career Technology students
  - These students should only be reported when they dropout of school.
  - They must be reported with their home school data.
- Charter/Virtual Charter Schools
  - Charter School Dropouts must be reported.
  - If the Charter School does not have any dropouts, include the name of school on the “No Dropout List”.

# Accurate coding of a Dropout

- W36 + dropout reason + dropout date
- No show dropout + dropout reason + dropout date
- Withdrawal code + dropout reason + dropout date



# Accurate Coding of Dropout

- **Example 1: Coding Adult Education/GED Students**

Exit code W23 Transfer/Adult Education and Dropout Reason 23 Adult Education and Dropout Date

- **Example 2: Coding “No Show” students**

Exit code NS No show student and Dropout Reason 20 and dropout date-(the date should be first day of school for the district or school)

# Dropout Data Collection Timeline

Date	Actions
September 9–20, 2019	Early Dropout Data Validation
October 1– November 4, 2019 Your school district's 45 <sup>th</sup> day	Deadline for Dropout Data Submission
November 13–29, 2019	Early Validation Correction and Review period for PowerSchool/Adult Education Dropout Data
December 2, 2019–December 16, 2019	Deadline for Final Submission of PowerSchool/Adult Education Dropout Data
December 19, 2019	Deadline for Dropout Data Verification Form Submission

# Dropout Data Updates

Reminder:

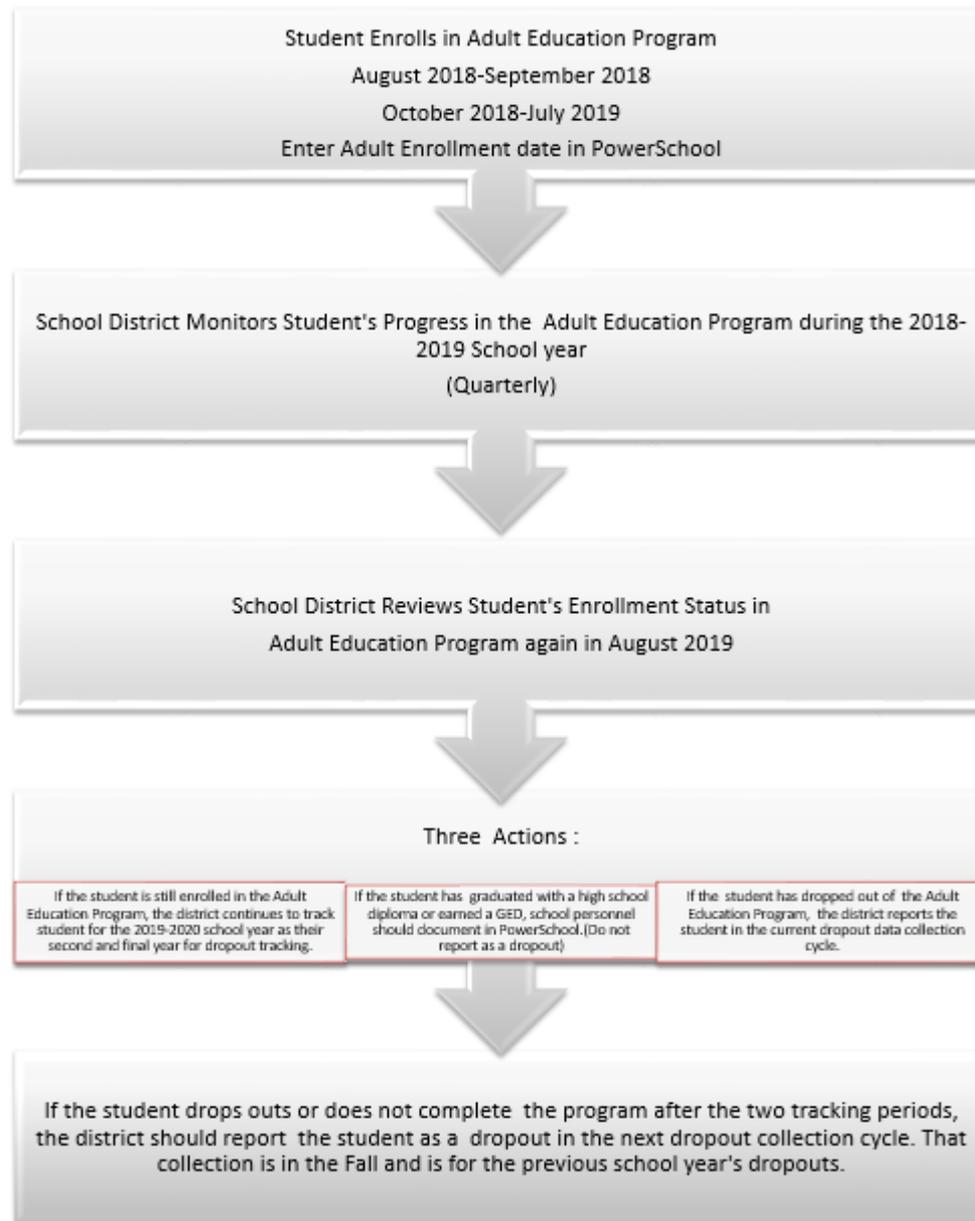
A student who enrolls in a school-operated program for high-risk students is not a dropout, even if the program is preparing the student to take the GED examination

# Reporting Dropouts-Adult Education Tracked Dropouts

## **District Adult Education Dropout Data Report**

Every school district must report students who have dropped out of an adult education program

- Students who dropped out of an adult education program between October 1, 2018, and September 30, 2019, must be reported utilizing the PowerSchool system.
- Students who were enrolled in an adult education program and were being tracked by a district during the 2018–19 school year must be coded in PowerSchool as either W38 (Adult Education Diploma Tracking) or W40 (Adult Education GED Tracking).



# Reporting Dropouts-Adult Education Tracked Dropouts

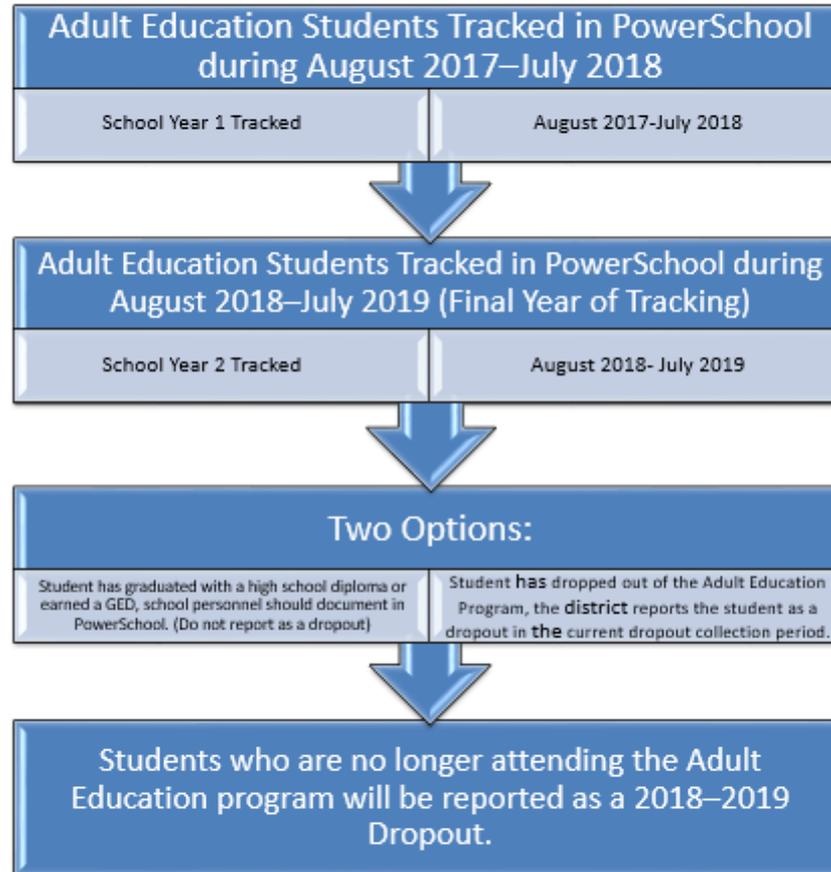
Students who were tracked during the 2017-2018 school year should be coded in PowerSchool. (Please note that the online tool is no longer available for this process. All data will be reported utilizing the PowerSchool system.)

Please follow the instructions below to ensure that the students are correctly coded:

- Run a PowerSchool query to identify the students coded with the W38 (Adult Education Diploma Tracking) and W40 (Adult Education GED Tracking) during the 2017-18 school term.
- Enter the dropout reason code and a dropout date and then the Adult Education entry date and exit date in the appropriate field on the South Carolina Student Information page (see the graphic below).

**NOTE: The dropout date must fall between October 1, 2018–September 30, 2019.**

Students who enrolled in Adult Education in August 2017–June 2018 should be reported in the 2018–19 Dropout Data Collection.



**PowerSchool Tracking Codes for Adult Education Students:**

- W38 Adult Ed- Diploma
- W40 Adult Ed-GED Tracking
- Enter Adult Education Enrollment date in PowerSchool
- Enter Adult Education Exit date in PowerSchool

# Reporting Dropouts

- Selecting the Exit Code W36 in PowerSchool
- Selecting the Dropout Reason Code in PowerSchool
- Entering a Dropout Date in PowerSchool

# Reporting Dropouts

- Selecting the W38 Adult Education Diploma Tracking in PowerSchool
- Selecting the W40 Adult Education GED Tracking in PowerSchool
- Selecting the Adult Education Entry Date and Exit Date
- GED Earned
- Adult Education Graduation Date

# Dropout Data Coding Information

## Edit Current Enrollment

Test, HS Student 12 111111111112 THS State ID: Entry Date: 08/18/2015 Homeroom:

Entry Date	08/18/2015
Entry Code	E (Eligible for State Funding)
Entry Comment (entry & exit)	
Exit Date	9/30/2015
Exit Code	
Exit Comment	
Full-Time Equivalency	
Grade Level	
Track	
District of Residence	
Note: This screen may not be used to transfer a student in or out of school. Click on Functions to find link	
Legend	

Icons \* - Required Field | - Date Entry

- W25 (Withdrawn/Home Schooled)
- W26 (Withdrawn/Health or Pregnancy)
- W27 (Withdrawn/Tech School)
- NS (No-Show/Never Enrolled)
- W28 (Withdrawn/4-Year College)
- W29 (Withdrawn/Work)
- W30 (Withdrawn/Military)
- W31 (Withdrawn/Juvenile Corrections)
- W32 (Withdrawn/Adult Corrections)
- W33 (Withdrawn/Expulsion)
- W34 (Withdrawn/Charter School)
- W35 (Deceased)
- W36 (Dropout)
- W37 (Re-enrolled Next School Year)
- W38 (Adult Ed Tracking)
- W39 (Exceeded Maximum Age for Attendance)
- W40 (Adult Ed - GED Tracking)
- GC (Grade Change Withdrawal)
- P (Promoted (For End of Year Process))
- R (Retained (For End of Year Process))**

Submit

# Dropout Reporting

Dropout Reason	<input type="text"/>	Adult Ed Entry Date	<input type="text" value="MM/DD/YYYY"/>	Adult Ed Exit Date	<input type="text" value="MM/DD/YYYY"/>
Dropout Date	<input type="text" value="MM/DD/YYYY"/>	GED Earned	<input type="text"/>	Adult Ed Graduation Date	<input type="text" value="MM/DD/YYYY"/>
No Show Reason	<input type="text"/>				
Moved To District:	<input type="text"/>	Moved To School:			
Retained Reason	<input type="text"/>				

## Accurate coding of a Dropout

W36 + dropout reason + dropout date

No show dropout + dropout reason + dropout date

Withdrawal code + dropout reason + dropout date

## Adult Education Dropout

W38 (Adult Education Diploma Tracking) and W40 (Adult Education GED Tracking)

Dropout reason code + dropout date + Adult Education entry date+ exit date

Instructional Setting (blank) - Regular Ed - Full Yr

True Grade (blank) - Select One

Medicaid No 1234568559 Medicaid Consent Date MM/DD/YYYY

504 Plan

Medicaid Eligible Date MM/DD/YYYY

504 Eligible (Without a Plan)

Ninth Grade Code

- 20 - Status Unknown
- 23 - Transfer to Adult Ed
- 26 - Pregnancy
- 27 - Proprietary/Trade School - No Educ. Prog
- 29 - Pursue Job
- 30 - Military Service - No Educ. Program
- 32 - Adult Correctional Facility-No Educ Prog
- 33 - Expelled / Did Not Return
- 37 - Poor Attendance
- 38 - Because of Age
- 39 - To get Married
- 40 - Low or Failing Grades
- 41 - Emancipated by Courts
- 42 - Suspended / Did Not Return
- 43 - Hospital - No Educ. Program
- 44 - Rehabilitative Facility - No Educ. Prog.

Diploma Type (for Transcript) (blank) - None

Diploma Ordered

Award Ordered

Diploma Earned

Award Earned

Diploma Order Number

Scholarship Ordered

Graduation Date MM/DD/YY

Graduated School Number and Name 0 -

Dropout Reason

Adult Ed Entry Date MM/DD/YYYY

Adult Ed Exit Date MM/DD/YYYY

Dropout Date MM/DD/YYYY

GED Earned

Adult Ed Graduation Date MM/DD/YYYY

# Dropout Reporting

Ensure that the following fields are completed for each student:

- student's grade level
- student's full legal name
- student's number
- student's SUNS (State ID) number
- student's ethnicity
- student's gender
- student's date of birth
- student's free/reduced meals status
- student's English proficiency
- student's migrant status
- homeless
- EFA codes
- exit code
- dropout reason code
- dropout date
- Instructional setting



# Dropout Information

Dropout Data Report 2017–2018

Reports will be available by soon:

<https://ed.sc.gov/districts-schools/school-safety/discipline-related-reports/dropout-data/>

# Common Dropout Errors

- Student(s) with duplicate SUNS ID numbers
- Student(s) with incorrect student ID numbers
- **Student(s) listed in more than one school in your district**
- **Student(s) listed in more than one school district**
- **Student(s) with missing race information**
- **Student(s) with missing gender information**
- **Student(s) with missing birth date information**
- **Student(s) with missing grade information**
- Student(s) with missing dropout reason
- Student(s) with missing dropout date