



CONNECTICUT STATE DEPARTMENT OF EDUCATION

**Public School Information System (PSIS)**

**Mastering Student Exits & Withdrawals  
Disengaged Student Populations**

Presenter:

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# Webinar Wednesdays

- Beginning in February 2018, the Performance Office will host “Webinar Wednesdays” on the third Wednesday of each month.
- Each month we will host a live webinar to ensure that all authorized PSIS users are proficient in the system user and reporting.

Month	Tentative Session Topic
Feb.	Mastering student exits and withdrawals Disengaged Student Populations
Mar.	Nexus Reporting in PSIS (Understanding Special Education impact in PSIS)
Apr.	PSIS Report Downloads & Data Quality Standards/Expectations
May	Facilities Reporting & Student Attendance
Jun.	Mastering The Summer Roll Up Process
Jul.	What is new for 2018-19?



# Upcoming Training Opportunities

On April 17, 2018, the Performance Office will offer a **Level –I** PSIS user training to be hosted in our Hartford, CT office.

- April 17, 2018 (9:00am – 3:00pm)
- An intensive opportunity for *new users only* and should not be attended by any user that has been reporting in PSIS for a considerable length of time.
- This will be the only opportunity provided this year to receive hands on training this year.
- All attendees must bring with them a laptop with which they can access the Public School Information System, a copy of the most recent PSIS Reference Guide and all appropriate log in credentials.
- To Sign up contact your assigned District Support Person





# Let's Talk Exits!

Please be sure to review the PSIS reference guide for all written information. This helpful document is available on the PSIS Public Help Site.

<http://portal.ct.gov/SDE/Performance/Data-Collection/Help-Sites/PSIS>



# When to Exit A Student in PSIS

A student should be exited in the PSIS Registration module for *some* of the following reasons:

1. Student remains enrolled within the LEA but will move to a different school building (facility 1 code).
  - Intradistrict transfer
2. Student is exiting the district to attend a school within CT not operated by that same LEA
  - Interdistrict transfer
3. Student is relocating out of state or country.
4. Student is discontinuing school, transferring to an institution or has moved and can not be located.



# Exiting to Where?

- LEAs should seek to know where the student will be enrolling in the immediate future.
- Exit codes reported in the PSIS registration module impact the calculated 4-Year graduation rate.

## Critical Questions to ask:

- Will the student enroll with another CT LEA?
  - Will the student be enrolling at a magnet school?
  - Will the student enroll at a Charter?
  - Will the student be moving out of state?
  - Will the student move out of the country and be educated ?
- **Best Reporting Practice**: If your district's current withdrawal form does not ask the parent to indicate where the child will be educated after leaving your district you should consider adding it.



# What Documentation Will You Need to Exit a Student in PSIS

Student exits in PSIS must be supported by appropriate documentation. In most instances an exited record should be supported by:

- A. A signed withdrawal form endorsed by the student's parent or guardian *and* attesting that the child will be educated in another district OR;
- B. Written notification from a parent or guardian that the child is no longer being educated in your LEA OR;
- C. A formal request to transfer the child's records from their new school.



# What is the Exit Date?

The Date of Exit for a student record in PSIS should be one of the following:

- **Date of Parent Withdrawal**
  - The date the student's parent/guardian signed a written document formally exiting the child from the LEA or notified the LEA in writing.
- **Request for Records**
  - The date the transfer of records request was received by your district.
- **Due Process Completed**
  - The date all due process procedures are completed.





# PSIS Exit Code Types

- When the LEA exits a child in PSIS it is critical that the record be reported with the **appropriate** and **correct** exit code.
  - We have discovered that many districts are using the incorrect exit codes.
  - Please be sure to review the exit codes contained in the PSIS user guide (see table N)

Best Reporting Tip: The exit code reported in PSIS must be fully supported by written documentation to be retained in the child's cumulative file.



# Questionable PSIS Record Analysis

The performance office carefully reviews individual exits that may be questionable:

- Student exited to a private or religious school (*see exit codes 4-9*) but is re-enrolled by a LEA a short while after.
- Student exited as moved out of state (*see exit code 3*) and is re-enrolled by a local education agency in Connecticut a short while after.
- Student exited as moving out of the country (*see exit code 10*) and is re-enrolled by a LEA a short while after.
- Student exited to a Charter school (*see exit code 12*) but is re-enrolled by an LEA that is a non- charter school organization a short while after.



# Questionable PSIS Record Analysis

- Student exited to a Magnet school (*see exit code 26*) but is re-enrolled by an LEA and not reported in an approved magnet facility.
- Student exited as an official high school graduate (*see exit code 15*) and is re-enrolled by a LEA.
- Student exited to a GED program and the child was less than 17 years of age at the time of the exit.
- Student exited as discontinuing their education (*see exit code 21*) and the child was less than 18 years of age at the time of the exit.
- Student exited as moved/not known to be continuing (*see exit code 25*) but is re-enrolled by an LEA a short while after.



# Exit Code 01

Code	Description
01	Transfer to a different public school in the same local education agency in the same state or to a private special education facility in accordance with an IEP or other special circumstances

- A student who transfers to a public school that is located within the administrative boundaries of the same local education agency or to a private special education facility in accordance with an IEP or other special circumstances.
  - An Intradistrict transfer (student is exited from a given facility in the LEA)
- **Rationale**: Student will continue to be reported by the same LEA albeit at a different facility 1.



# Exit Code 02

Code	Description
02	<b>Transfer to a public school in a different local education agency in the same state</b> - A student who transfers to a public school that is not located within the administrative boundaries of the same local education agency but is in the same state.

- A student who transfers to a public school in a different CT School District.
  - Interdistrict transfer
- Common exit type; written notification required on file.
- **Rationale**: Student will be reported by a new LEA.



# Exit Code 03

Code	Description
03	<b>Transfer to a public school in a different state</b> - A student who transfers to a public school that is located in another state or to a United States overseas dependents school. This also includes U.S. territories.

- A student who moves out of state to be educated.
- Common exit type; written notification required on file.
- **Rationale**: Student will be no longer be reported by a CT LEA.



# Example: Erroneous Exit

An LEA exits a student in PSIS using exit code (03) on 02/15/18. The Performance Office requests verification that the exit code is valid and the LEA is unable to provide written documentation confirming the student exited the LEA on 02/15/18. The school secretary states, that the parent called and informed the school that the child would be moving to Florida.

## What's wrong?

- Phone calls cannot initiate withdrawals in PSIS; written documentation is required (e.g. signed withdrawal form, letter or email from parent)
- District must have proof of the child's withdrawal available.



# Exit Codes 04-09

Code	Description
04	Transfer to a private, non-religiously-affiliated school in the same local education agency.
05	Transfer to a private, non-religiously-affiliated school in a different local education agency in the same state.
06	Transfer to a private, non-religiously-affiliated school in a different state.
07	Transfer to a private, religiously-affiliated school in the same local education agency.
08	Transfer to a private, religiously-affiliated school in a different local education agency in the same state.
09	Transfer to a private, religiously-affiliated school in a different state.





# Exit Code 10

Code	Description
10	<b>Transfer to a school outside of the country</b> - A student who transfers to a school outside the country that is not a United States overseas dependents school (includes private and public school systems).

- A student who moves out of the country **AND** will be educated there.
- Written notification required on file.
- Should not be used for students travelling abroad with plans to return to the LEA.
- Rationale: Student will be no longer be reported by a CT LEA.



# Example: **Erroneous Exit**

A parent informs the school that their child will be traveling out of the country for an extended vacation and will return in 5 weeks. The child's grandfather has unexpectedly passed away and will accompany their parents to handle family affairs and matters. The parent has requested school work for the child to complete so they will not fall behind. The district exits the child using code 10 and plans to re-register the child in 5 weeks when they return.

## What's wrong?

- Exit code 10 should be used when the child is moving out of the country to live and be educated (with no planned intentions to return).
- Request for school work would likely suggest the child is not attending school in the other country; child should not be exited by the LEA.



# Exit Code 11

Code	Description
11	<b>Transfer to an institution</b> - A student who transfers to an institution that has an educational program. This includes mental health institutions, correctional institutions, juvenile service agencies and care shelters.

- These codes should only be used for students transferring to Unified School District #1 (USD #1) Department of Correction or Unified School District #2 (USD #2) Department of Children and Families or the Department of Mental Health and Addiction Services (DMHAS).
- Do not use this code for students in municipal detention centers.



# Exit Code 12 – Exit to Charter

Code	Description
12	<b>Transfer to a charter school</b> - A student who transfers to an institution designated as a charter school.

Not sure if the school the child will exit to is a charter school?

- Ask the child's parent or guardian if the school is a charter or the facility name.
- Access Directory Manager (DM) to determine the school type of the facility.



# Exit Code 13 – Home Schooling

Code	Description
13	<b>Transfer to home schooling</b> - A student who transfers to a period of instruction in a home environment for reasons other than health.

- This should not be used for homebound students.



# Exit Code 15 – Regular HS Grad

Code	Description
15	<b>Graduated with regular, advanced, International Baccalaureate, or other type of diploma</b> - A student who has received a regular high school diploma upon completion of state and local requirements for both coursework and assessment or a high school diploma from a program other than the regular school program.

- This code would suggest that the same student would not be re-registered in PSIS for any reason.
- Impacts graduation rate analysis.



# Exit Codes 16-20

Code	Description
16	<b>Completed school with other credentials</b> - A student who has received a certificate of completion or attendance in lieu of a high school diploma. This code is only to be used for students with disabilities.
17	<b>Death</b> - A student whose membership is terminated because he or she died during or between regular school sessions.
20	<b>Reached maximum age for services</b> - A student who left school because he or she has reached the maximum age to receive instructional services allowed by federal, state, or local laws.



# Exit Code 21 – Discontinued

Code	Description
21	<p><b>Discontinued schooling –</b></p> <ul style="list-style-type: none"><li data-bbox="465 382 1773 632">• A student who is at least 18 years old who notifies the school and stops attending school for reasons with a specified length of time considered by the state or district to constitute “dropping out.” OR</li><li data-bbox="465 718 1812 1160">• A student whose parent or person having control of the child exercises his/her option of not sending the child to school until the child is 7 years of age, and completes an option/withdrawal form. This includes students who are no longer receiving special education services at a service provider location (previously known as itinerant service students).</li></ul>





# Exit Code 23 – GED Programming

Code	Description
23	<p><b>Transfer to GED program/EDP</b> - A student who meets <u>one</u> of the following conditions:</p> <ul style="list-style-type: none"><li>• A student who has transferred to a GED program prior to the completion of his or her secondary education and will receive a CT State High School Diploma upon completion of the GED program.</li></ul>

- Please note student age requirement.
- A student who completes a portfolio assessment to earn a high school diploma by his or her Local Education Agency.



# Exit Code 24 – Postsecondary Ed

Code	Description
24	<b>Transfer to a postsecondary education</b> - A student who has transferred to an accredited postsecondary institution prior to his or her graduation from high school.

- Limited use; not often used.



# Exit Code 25 – Moved Not Known

Code	Description
25	<b>Moved, not known to be continuing</b> - A student who has moved outside his or her attendance area and is not known to be continuing his or her elementary or secondary education. This includes students who were registered, but never showed up for instruction.

- Sometimes, despite the most exhaustive efforts by educators, they are unsuccessful in re-engaging some students who may have stopped coming to school. Such discontinuance may occur during the year. It may also occur during the summer; for example, there are students who are registered during the summer and NEVER show up in your district.



# Exit Code 25 – Moved Not Known

- If the district has been unable to locate the child, then the district must ensure that it has exhausted its due process procedures and practices.
- These steps include but are not limited to sending mail to the student's last known address, home visitation by a school official, health/safety visit by law enforcement, and filing a referral of educational neglect with the Department of Children and Families (Form DCF-136).
- If after all these and any additional efforts, the district has still been unable to locate the child then the district may unregister the child from PSIS with an exit code of 25 (Moved, not known to be continuing).



# Exit Code 25 – Moved Not Known

- The exit date must be the date when the district completes its due process; the exit date should not be backdated.
- Conversely, if the due process procedures allow the district to verify that the student actually transferred to another school, then the information obtained must be used to report a transfer date.
- In such cases where the child's whereabouts are unknown, there's no specific time period that dictates when to unregister a student because it will depend on the specifics of the situation and the time it takes for the district to complete their adopted due process procedures. Districts should consider all of the following prior to seeking to unregister a student:

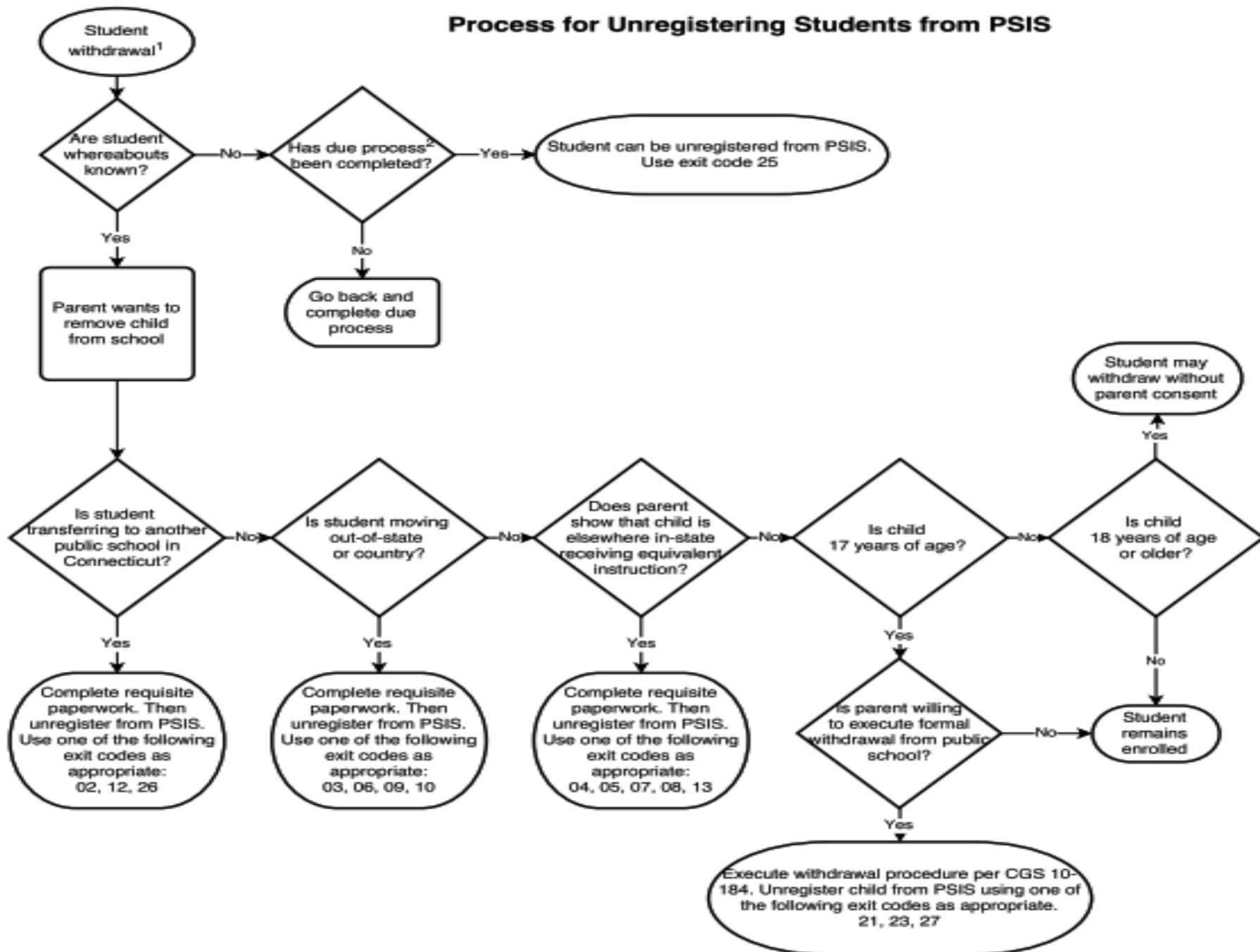


# Due Process – Guiding Questions

- Have you made a good faith effort to ascertain the status of the student?
- Do you have evidence which supports your efforts to locate the student?
- Do you have documentation of your process leading up to the student's unregister?



## Process for Unregistering Students from PSIS



# Exit Code 26 - 27

Code	Description
26	<b>Transfer to a state approved full-time magnet school</b> - A student who has transferred to an institution designated as a magnet school in another Local Education Agency.
27	<b>Transfer to an Adult High School Credit Diploma (AHSCD) program</b> - A student who has transferred to an AHSCD program with <b>confirmation of enrollment</b> and will earn an adult high school diploma issued by a Local Education Agency. See Appendix H for a list of AHSCD programs.

- Students exiting to a full-time magnet program (See User Guide).
- Exit 27 – transferring to an adult education program that will result in a high school diploma.





# A Few Minutes for Your Questions!



If you have further questions regarding exit codes data collection or special cases please contact the following staff:

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