



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

TITLE: 2014-15 Graduates, Completers and Dropouts Lists

NUMBER: REF-6452.1

ISSUER: Cynthia Lim, Executive Director
Office of Data and Accountability

DATE: December 2, 2015

Deadline: January 22, 2016

ROUTING
 Local District Administrators
 Secondary School Principals
 Special Education Center Principals
 Assistant Principals, SCS
 MiSiS Coordinators
 School Administrative Assistants
 Credit Clerks
 Bridge Coordinators
 Dropout Prevention Advisors
 DOTS Teachers

PURPOSE: This Reference Guide provides instructions for schools to download the following lists for a final review:

- 2014-15 Graduates & Completers – Students who completed high school in 2014-15 with a High School diploma, Certificate of Completion, GED or CHSPE.
- 2014-15 Dropouts – Students who are counted by the state as 2014-15 dropouts.

MAJOR CHANGES: This reference guide replaces REF-6452, *13-14 Graduates, Completers and Dropouts Lists*, dated January 17, 2015. The content has been updated to reflect current year information.

Senate Bill 725 suspended the California High School Exit Examination (CAHSEE) requirement for the class of 2015. 12th grade students in the class of 2015 who completed all graduation requirements, except for CAHSEE, should have the leave code of L7 and leave reason of Diploma (90).

The 2014-15 Graduates & Completers list and the 2014-15 Dropouts list are available for download from EZ Access on Friday, December 4, 2015. Enter all corrections and updates in My Integrated Information System (MiSiS) by Friday, January 22, 2016.

REQ I. BACKGROUND

Graduation rate is a key accountability indicator for high schools. The District establishes annual targets in its Local Control Accountability Plan (LCAP). Additionally, the Modified Consent Decree specifies that the District must increase the graduation or completion rates of students with disabilities as described in Outcome 3 (Graduation Rate) and Outcome 4 (Completion Rate) each year. All schools are accountable for ensuring students stay in school and progress towards meeting graduation or completion requirements. To measure progress towards these targets, it is essential to have an accurate accounting of graduates, completers and dropouts.

Preliminary cohort graduation rates for 2014-15 were published in November 2015 and are displayed in School Report Cards. Schools have a final opportunity to correct exit information for the 2014-15 school year before the state calculates the official graduation and dropout rates.

Exit information for 2014-15 has been extracted from MiSiS. To assist schools with verification of this critical exit information, two lists are provided through the EZ Access portal for a final review.



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

A. 2014-15 Graduates and Completers List

This list includes all students who completed high school with a high school diploma, Certificate of Completion, GED/HiSET, CHSPE, or Adult Ed High School Diploma from August 16, 2014 to August 15, 2015.

B. 2014-15 Dropouts List

This list contains students who are counted as 2014-15 dropouts by the state:

- No Show Dropouts – Students who finished the 2013-14 school year, were expected to return the following year, but did not return in 2014-15.
- Leaver Dropouts – Students who exited with a dropout leave reason from August 16, 2014 to August 15, 2015, and the state did not find a later enrollment.
- Lost Transfers – Students who exited from August 16, 2014 to May 15, 2015 to attend another public school in California, but the state did not find a later enrollment.
- Non-Graduate Dropouts – 12th grade students who exited from August 16, 2014 to August 15, 2015, without a completion leave reason (i.e., diploma, certificate of completion, GED/HiSET or CHSPE).

Please refer to Attachment B for more detailed information.

II. INSTRUCTIONS FOR DOWNLOADING STUDENT LISTS

Follow the instructions below to access the 2014-15 Graduates & Completers and 2014-15-14 Dropouts lists:

1. Go to the EZ Access website (<https://ezaccess.lausd.net>) and log in as an LAUSD Employee.
2. Choose the MiSiS Application after logging into EZ Access.
3. School personnel with the MiSiS role of Principal, AP, or Office Manager will be able to access these links:
 - [2014-15 Graduates & Completers](#)
 - [2014-15 Dropouts](#)
4. Click on each link to access the file.

If there is no Graduates/Completers or Dropouts file for the school, the respective link will not be found in the EZ Access portal.

III. SCHOOL RESPONSIBILITIES

Check the lists for completeness and accuracy. If there are any missing or discrepant exit information, enter the correct withdrawal type and withdrawal reason in MiSiS using the Withdrawal History screen under Enrollment. All corrections must be entered in MiSiS by January 22, 2016.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

A. Verify the 2014-15 Graduates and Completers List

Review the list of graduates to ensure that all graduates are accounted for. Check Attachment A for the appropriate leave reason for 12th grade students. For example,

- ✓ Students with or without disabilities meeting all graduation requirements, except CAHSEE, should be exited with leave code L7 and leave reason 90.
- ✓ Students with disabilities who did not meet graduation requirements for a high school diploma, but who meet requirements to earn a Certificate of Completion should be exited with the leave code L7 and leave reason 92.

Principals and/or designated staff must verify that the information in MiSiS for these students is accurate and updated.

B. Verify the 2014-15 Dropouts List

Review Attachment C for the required documents for clearing dropouts. Principals and designated staff assigned to work with dropout information must ensure that the information entered in MiSiS to clear dropouts is verified as accurate and supported by the required documentation which can be requested for audit purposes.

Students may be counted as a dropout due to a mismatch of Statewide Student Identifier (SSID). If students are known to be enrolled in another school under a different SSID, fax both SSID's to School Information Branch at 213-241-8969.

Double check Non-Graduate Dropouts to ensure that 12th grade students in the class of 2015 who met graduation requirements, except for CAHSEE, are exited with the correct withdrawal type (L7) and withdrawal reason (90) in MiSiS.

Pupil Services has compiled helpful tips on clearing dropouts. To access the tips, please go to the Pupil Services home page (<http://pupilservices.lausd.net>) and click on "Resources for Clearing 2014-15 Potential Dropouts" under What's New in Pupil Services.

RELATED RESOURCES:

- BUL-4926.2, Attendance Manual: Policy and Procedures for Elementary, Secondary and Option Schools, dated March 1, 2013.
- BUL-5186 Graduation Requirements for the Graduating Classes of 2014 and 2015, dated February 11, 2011.

ASSISTANCE:

For assistance with updating MiSiS, please call MiSiS Support at (213) 241-4850 or Student Information Systems Branch at (213) 241-2081.

For assistance with state reporting of dropouts and graduates, please call School Information Branch at (213) 241-2450.

For information regarding special education requirements, please call Division of Special Education at (213) 241-6701.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

For assistance with dropout prevention and recovery or procedures for clearing dropouts, please call the Local District Pupil Services Coordinator listed below.

Local District	Coordinator	Phone Number
Central	Martha Calderon	(323) 241-0158
East	Erin Campbell	(323) 224-5905
Northeast	Patricia Jimenez	(818) 686-4444
Northwest	Dionne Ash	(818) 654-5085
South	Valerie Corcoran	(310) 516-0027
West	Pat Burt	(310) 235-3766

Secondary Withdrawal Types and Reasons

Appropriate Withdrawal Types and Withdrawal Reasons must be entered in MiSiS for students who withdraw from the school. Select only the applicable Withdrawal Reason for each corresponding Withdrawal Type.

Withdrawal Type	Applicable Withdrawal Reason
L1 Same School	Other (23) Special Education Assignment (03)
L2 Other LAUSD School	Adult School Diploma/HiSET Program (28) Adult School Non-Diploma/Non-HiSET Program (29) Alternative Education Work Ctr. (AEWC) (30) Charter School (E46) Expulsion Recommendation (19) Expulsion Reinstatement by Board Action (21) Inaccurate Residence (02) Intra-District Permit, Not PWT (12) Magnet Assignment (05) Not Recommended for Expulsion by Expulsion Review Committee (33) Opportunity Transfer (18) Option School (27) Other (23) Other District Expulsion Pending Board Action (34) Permit Termination (17) Permit With Transportation (PWT) (04) Public School Choice (44) Residence Change (01) Romero Open Enrollment (49) Special Education Assignment (03)
L3 California Public School Outside District	College (Working towards AA or BA) (47) Expulsion to LACOE by Board Action (35) Inaccurate Residence (02) Inter-District Permit (09) Juvenile Detention (45) Other (23) Other District Expulsion Pending Board Action (34) Permit Termination (17) Residence Change (01) Romero Open Enrollment (49)
L4 Non-Public School	Home Schooling with Affidavit (46) Private School (38) Special Education Non-Public School (Sp Ed NPS) (39)
L5 Public School Outside California	Moved to Another Country (37) Moved to Another State (36)

Secondary Withdrawal Types and Reasons

Withdrawal Type	Applicable Withdrawal Reason
L7 Graduated, Matriculated, SpEd Certificate of Completion, CHSPE, HiSET (GED)	Diploma (90) Diploma, AB216 Foster/Homeless Exemption (97) Diploma, ABX4 2 Special Ed Exemption (96) Diploma, CAHSEE Modification & Waiver (98) Special Ed Certificate of Completion (92) Special Education Prior Completer (95) California High School Proficiency Examination (CHSPE) (93) High School Equivalency Tests (HiSET/GED) (94) Matriculated, Not 12 th Grade (99)
L8 Unknown or Other	12 th Grade Failed Course Requirements, Failed CAHSEE (79) 12 th Grade Failed Course Requirements, Passed CAHSEE (77) 12th Grade Passed Course Requirements, Failed CAHSEE (78) – Should not be used for 2014-15 Adult Incarceration (63) Deceased (65) No Show, Did not Return (81) Not Attending/Inactive (80) Other (23) Serious Personal Illness (62) Undercover Police Officer (74) Whereabouts Unknown (64) Work (57)

Students Counted as 2014-15 Dropouts

The California Department of Education (CDE) defines a student as a dropout in the 2014-15 school year if the student meets one of the following:

1. No Show Dropout: A student who completed the 2013-14 school year, but did not begin attending the next grade (7, 8, 9, 10, 11 or 12) in the school to which he/she was assigned, pre-registered or was expected to attend during the 2014-15 school year, and no subsequent enrollment in any other California public school is found by October 7, 2015 (i.e., 2015-16 CBEDS/Fall Census Day). The student's exit date must be from May 16, 2014 through August 15, 2014.
2. Leaver Dropout: A student who was enrolled in grade 7, 8, 9, 10, 11, or 12 during the 2014-15 school year, left prior to completing the 2014-15 school year, is not subsequently enrolled in any other California public school by October 7, 2015. The student's exit date must be from August 16, 2014 through August 15, 2015 and the student's exit reason is one of the following:
 - Left school and there is no known enrollment in an academic program leading toward a diploma or its equivalent
 - Expelled; no known enrollment
 - Left school for reasons that cannot be determined or for other reasons
 - Transferred to Adult Ed Diploma or its equivalent Program (i.e., General Education Development [GED], High School Equivalency Test [HiSET]), but subsequently dropped out of the Adult Ed program by Fall Census Day
 - Transferred to an institution that is not primarily academic and is not enrolled in a secondary program leading to a high school diploma or its equivalent
3. Lost Transfer Dropout: A student who was enrolled in grade 7, 8, 9, 10, 11, or 12 during the 2014-15 school year, was reported as transferring to another California public school (within the same district or outside the district), but did not re-enroll in any California public school by October 7, 2015. The student's exit date must be from August 16, 2014 through August 15, 2015.
4. Non-Graduate Dropout: A 12th student who completed the 2014-15 school year and left the school without a completion leave reason (i.e., diploma, Certificate of Completion, GED/HiSET, CHSPE).

Students Not Counted as 2014-15 Dropouts

The CDE does not count the following students as dropouts. The appropriate exit information must be entered in MiSiS correctly and the school must have documentation to support the exit information.

1. The student has received a high school diploma or its equivalent (GED, HiSET, California High School Proficiency Exam [CHPSE], or adult education high school diploma program).
2. The student has received a Certificate of Completion.
3. The student has transferred to another California K-12 school and is enrolled by October 7, 2015
4. The student has transferred to a K-12 private school.
5. The student is enrolled in juvenile hall, camp, or hospital school after leaving the first school.
6. The student has transferred to a college associate or baccalaureate degree program.
7. The student has moved out of the United States.
8. The student has died.

Students Transferred to Adult Education

Students age 18 or older who transferred to adult education programs will not be counted as dropouts if:

1. They are enrolled and attending an adult education program leading to a high school diploma or GED/HiSET on October 7, 2015; or
2. They have received a GED/HiSET or a high school diploma from an adult education program.

Transfers to adult education programs will be counted as dropouts at their last high school of attendance if:

1. They are “no-shows” at the adult school; or
2. They have stopped attending the adult school prior to completion of the program leading to a high school diploma or its equivalent.

Required Documentation for Clearing Dropouts

Official documents (e.g., transcripts, court orders, etc.) are preferred methods of verifying a student's status. However, other forms of documentation may be provided by the student, the student's parent, or other responsible adult having knowledge of the student's status. For example, in lieu of official documentation, the District may use a "Parent Assurance Letter" (See BUL-4926.2, *Attendance Manual: Policy and Procedures for Elementary, Secondary and Option Schools, Appendix J-4a*, or contact your school's Pupil Services and Attendance [PSA] professional for a copy) to document students' status.

The Parent Assurance Letter is an affidavit which is signed by the parent/legal guardian of an LAUSD student declaring under penalty of perjury where the student is or where the student will be enrolling. This letter does not guarantee that a student will not be counted as a dropout. However, it may help with efforts to locate a student. The Parent Assurance Letter may only be used to document information in the school year that non-enrollment occurs. It cannot be used to document the status of a student in prior years.

The required and/or permitted documentation for each of the dropout exclusion reasons are listed below. Documentation supporting withdrawal information in MiSiS must be available when requested for audit purposes.

- a. For students transferring to another LAUSD school, enter the appropriate withdrawal type and reason, and the name of the next school in MiSiS. However, if the student does not enroll at another LAUSD school, the student will be counted as a dropout at the last school of attendance. A Parent Assurance Letter will not remove these students from the dropout list.
- b. For students transferring to and attending another public or private educational institution outside the district leading toward a high school diploma or its equivalent, a request for records, signed by a school official on school letterhead or a Parent Assurance Letter is considered adequate documentation.

If the student has been verified as enrolled at a school that has not requested records, enter the appropriate information on the Transcript Request page (under Academics) in MiSiS, including the date of the contact, school name and city, and the name of the contact.

Students transferring to another California public school may be counted as a dropout if the student cannot be located in another California public school by CDE. These students will be counted as "lost transfers" and added to the dropout count for the school. To avoid "lost transfers," ensure that the next California public school uses the correct Statewide Student Identifier (SSID) of the transferee. If the SSID is different, fax the discrepancy to School Information Branch at (213) 241-8969.

- c. For students who have transferred to and are attending a program leading to a high school diploma or GED/HiSET through the adult education division, enter L2, leave reason 28 (Adult School Diploma/HiSET Program), and the name of the adult education school in MiSiS. If the student is not enroll in the Adult School Diploma/HiSET Program by October 7, 2015, the student will be counted as a dropout at the last school of attendance. The state does not accept students younger than 18 years of age to transfer to adult education schools.

- d. For students who have received an Adult Education High School Diploma, GED, HiSET or CHSPE, a copy of the Adult Education High School Diploma, the notification of passing the GED, HiSET or CHSPE is adequate documentation. Students who pass the CHSPE need parental approval before checking out of school with the L7 and leave reason of 93.
- e. For students who have transferred to a college and working towards an Associate or Baccalaureate degree, obtain a copy of the official transcript or verification of enrollment in college. The CDE also allows documentation other than transcripts as evidence that students who have left school are enrolled in other institutions of higher learning or have received a high school diploma or its equivalent. This documentation may be provided in the form of an official "letter" from the educational institution, a "parent assurance letter" as described above, or any other official documentation of enrollment. Enter the appropriate withdrawal type and reason in MiSiS.
- f. For students who have moved out of the United States, enter the appropriate withdrawal type and reason in MiSiS. A Parent Assurance Letter is considered adequate documentation. Make one copy of the Parent Assurance Letter to be filed in a three ring binder which is kept in a confidential location in the attendance office. File the original letter in the student's Cumulative Record File.
- g. For students enrolled in juvenile hall or camp, court notification, a request for records or a Parent Assurance Letter is considered adequate documentation. Enter the appropriate withdrawal type and reason in MiSiS. If Parent Assurance Letter is the documentation, file the copy of the Parent Assurance Letter in the three ring binder, which is kept in a confidential location in the attendance office. File the original letter in the student's Cumulative Record File.
- h. For students who are deceased, written or oral parent verification or notification from a court, a governmental agency or a law enforcement official are adequate forms of documentation. Enter the appropriate withdrawal type and reason in MiSiS.

Questions regarding any form of verification of a student's enrollment status not described in this section should be directed to the school's PSA professional, the school administrator responsible for attendance, the Local District or central office PSA Coordinator, or the Office of General Counsel, as necessary.