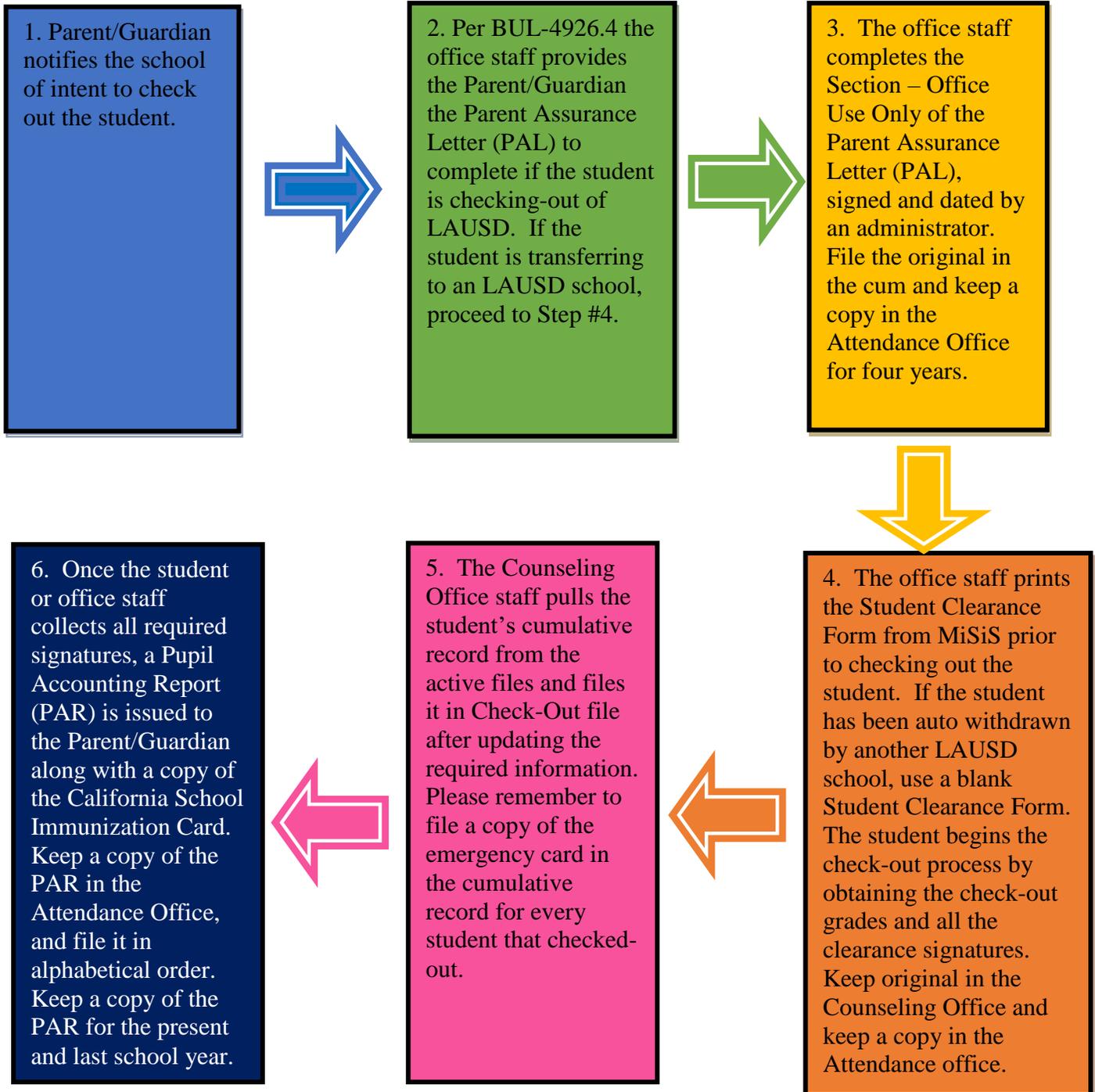


# Overview of Secondary Student Check-Out Process



REF-071300.0 - Records Retention for School Sites - 06-14-2019 &  
Attendance Policies and Procedures Manual dated March 1<sup>st</sup>, 2013 – Page 73



**STUDENT CHECK OUT PROCEDURES FOR SECONDARY SCHOOLS**  
**QUICK REFERENCE GUIDE**  
**Revised December 2024**

**Check Outs**

1. Once it has been determined that the student is to be withdrawn, provide the Parent/guardian **Parent Assurance Letter (PAL) from Student Health and Human Services / Pupil Services and Attendance Office to complete and sign if the student is checking out of LAUSD (BUL-4926.4). The school office staff must document as much information as possible including the new school name and address, new home address, working phone number, emergency contact name, relationship and phone number. The Authorized by Administrator name/signature and date signed must be completed and signed on the (PAL) by the administrator and then begin the withdrawal process. The withdrawal date should be the last day of attendance to avoid duplicate enrollment. The PAL is the official form used to document student withdrawal, transfer and other student movement out of LAUSD. If the student is checking out to another LAUSD school, the auto withdrawal transfer by the new school enrolling the student will reflect the new LAUSD school of attendance on My Integrated Student Information System (MiSiS).**
  
2. Once the parent completes the Parent Assurance Letter (PAL) for students checking out of LAUSD and the checkout process is completed, file the original Parent Assurance Letter inside the secondary cumulative record and keep a copy for your office file it for four years.

Continue the checkout process for all students by completing the following steps in MiSiS:

- 1) Generate a Clearance Form (refer to MiSiS Job Aid Student Clearance Report).
  - 2) Begin the process of withdrawing the student (refer to MiSiS job aid Withdraw a Student).
  - 3) Generate a Student Transfer Form (PAR) (refer to MiSiS Job Aid Student Transfer Form).
- 
3. **Step 1 - Generate a clearance form by going to Reports.** Go to the list of reports and click on Student Clearance Report. A default report parameter screen will display with a brief description of fields listed below:
    - a) Educational Service Center (Region) – Select the ESC that the school is located in.
    - b) Campus – Select the appropriate campus
    - c) School(s) – Select the appropriate school, magnet, small learning community, etc.
    - d) Counselor(s) – Select the appropriate counselor(s)
    - e) Student – Select the appropriate student(s)
    - f) Last Day of Attendance – Enter the last day of attendance.
    - g) Will Transfer To – Enter appropriate information in the field.
    - h) Clearances – Click the dropdown and check the clearances that apply.
    - i) Other Clearances (1) – Add additional clearances as required.
    - j) Other Clearances (2) – Add additional clearances as required.
    - k) Other Clearances (3) – Add additional clearances as required.



Once the parameters are completed, click on the view report button and the Student Clearance Form will display. It can be downloaded by clicking on the Export icon to export the data to a file type and then it can be printed. Once this is done, the withdrawal process can begin.

4. **Step 2 – Begin the withdrawal process:** 1) initiate a student search, 2) click on the action button, 3) select Withdraw History on the drop-down menu, 4) collapse the search results window by clicking on the arrow displayed in the middle of the screen, 5) click the add new record button. All fields except the comments field require entry. Each field listed below must be completed to begin the withdrawal process:
  - a) Withdrawal Date – Enter the last day (L-date) the student attended class.
  - b) Withdrawal Type – Select the L code type from the drop-down list in MiSiS.
  - c) Withdrawal Reason – The values in this parameter will update based on the withdrawal reason (L-code) selected.
  - d) Future School – Enter a school name, or type Unknown
  - e) Future Residence – Enter the new address or type Unknown.
  - f) Comments (optional) – Type additional comments as needed.

Once the required fields have been completed, click the drop button to withdraw the student. Once the withdrawal record has been created, the Student Transfer Form (PAR) can be generated.

5. **Step 3 – Begin the process of generating a Student Transfer Form:**
  - a) Go to reports in MiSiS
  - b) Locate and click on Enrollment
  - c) Click on Student Transfer Form
  - d) Complete the Parameters
    - 1) Educational Service Center
    - 2) Enrollment Status
    - 3) School
    - 4) Student Name
    - 5) As of Date
    - 6) Comments
    - 7) Include Current Courses

Once all the parameters have been completed, click on View Report and the Student Transfer Form will display. Click on the Export drop down menu to select PDF (open with Adobe Reader), click on ok and print.

6. Keep a copy of the Pupil Accounting Report for your office file and provide the original to the parent, along with a copy of the student's California School Immunization Record. (Please keep a 3-ring binder in a confidential location in the Attendance Office or SLC)
7. Make sure to file a copy of the emergency card in the Secondary Cumulative Record.



**SAMPLE OF PARENT ASSURANCE LETTER**  
**For Students Checking out of LAUSD**

File original in cum and a copy in the Attendance Office. Retain the office copy for four (4) years.



**NOTICE: Students enrolling in another LAUSD school (L2) should be auto-withdrawn in MiSiS by the receiving school.**

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

D.O.B.: \_\_\_\_\_ Grade: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

I, \_\_\_\_\_, declare that I am the parent/guardian/caregiver of \_\_\_\_\_ and I am withdrawing this child from \_\_\_\_\_ due to the following reason: \_\_\_\_\_

Mark One	Reason for requesting withdrawal	Additional Information: Must provide city, state, and country, if unable to provide complete home and school address
	Enrolling in a non-LAUSD public school within the State of California (L3)	Name of new school: _____
	Enrolling in a private school (L4)	Address of new school: _____
	Moving to another state (L5)	New home address: _____
	Moving to another country (L5)	_____
	Other (L8): <input type="checkbox"/> Serious Personal Illness <input type="checkbox"/> Deceased <input type="checkbox"/> Work <input type="checkbox"/> Other _____	New phone Number: _____
		Emergency contact name, relationship, phone number: _____

I assure you that I will enroll this child in a school within a reasonable period of time. I am aware of the compulsory education statute in California, as stated in Cal. Education Code Section 48200, that requires all children between the ages of 6-18 years old to attend a full-time educational program unless they are exempt. I also understand that if I fail to compel the attendance of the child in my care to attend a full-time education program while in the State of California, unless the child is exempt, that I may be subject to criminal penalties.

**I declare under penalty of perjury under the laws of the State of California that the above statements are true and correct.**

\_\_\_\_\_  
Parent/Guardian/Caregiver's Name

\_\_\_\_\_  
Parent/Guardian/Caregiver's Signature

\_\_\_\_\_  
Date

**--Office Use Only--**

**Verification Document Attached:**

- L3, L4, L5- Enrollment Verification  L3, L4, L5 Record Request
- L3- Class Schedule/Transcript
- L4- Private School Affidavit
- L5- Out of Country: PAL with parent/guardian signature
- L8- Obituary, Death Notice, or PAL with parent/guardian signature
- Other Documentation/ L-Code \_\_\_\_\_

**Received by (Name/Signature/Date):** \_\_\_\_\_

**Authorized by Administrator (Name/Signature/Date):** \_\_\_\_\_

**Completed in MiSiS by (Name/Signature/Date):** \_\_\_\_\_

**Notes:**

BUL-4926.3  
Student Health and Human Services

Rev. 6/2023

Refer to the most updated Parent Assurance Letter in the Enrollment, Attendance, & Withdrawal Procedures  
 SharePoint <https://lausd.sharepoint.com/sites/shhs/pserv/cpsa/sc/Attendance%20and%20...>



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### SCHOOL ENROLLMENT CODES

- E For Pre-K entry; for TE (Expanded Transitional Kindergarten) entry, if student is less than 5 years old at date of entry
- E1 Within District, same school
- E2 Within District, different school
- E3 Public-supported school within state
- E4 Non Public school within the state
- E5 Other states and other countries
- E7 First time school enrollment; for TE entry, if student is 5 years old at date of entry

### SCHOOL WITHDRAWAL CODES

- L Pre-K withdrawal; for TE withdrawal, if student is less than 5 years old at date of withdrawal
- L1 Within District, same school
- L2 Within District, different school
- L3 Public-supported school within state
- L4 Non Public school within the state
- L5 Other states and other countries
- L7 Student matriculating to the next level
- L8 Other



## Secondary School Withdrawal Types and Reasons



**ATTACHMENT C**

LOS ANGELES UNIFIED SCHOOL DISTRICT  
REFERENCE GUIDE

### 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	Validating Documents
<b>L1</b> Same School	Other (23) Special Education Assignment (03) 12 <sup>th</sup> grade returning for an additional year (24)	Not applicable
<b>L2</b> Other LAUSD School	LAUSD Adult School Diploma/HiSET Program / ACCT (28) LAUSD Adult School Non-Diploma/Non-HiSET Program (29) Affiliated 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) Return to Home School from Options/ Alternative School/ Independent studies (59) Special Education Assignment (03) Special Education Non-Public School (Sp Ed NPS) (39)	K-12 -MiSiS Verification (Positive attendance at a K-12 LAUSD school)



## Secondary School Withdrawal Types and Reasons – Continued



**ATTACHMENT C**

LOS ANGELES UNIFIED SCHOOL DISTRICT  
REFERENCE GUIDE

Withdrawal Type	Applicable Withdrawal Reason	Validating Documents
<b>L3</b> California Public School Outside LAUSD	Non-LAUSD Adult School Diploma/HiSET (31) Non-LAUSD Adult School Non-Diploma/Non-HiSET (42) 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) Independent or Non-LAUSD Charter School (54)	Enrollment Verification Letter  Class schedule or Official Transcripts  Records Request from the new school <a href="#">Enter the Records Request in MiSiS.</a>  Parent Assurance Letter (PAL) <i>Enter the PAL in the Withdrawal History section in MiSiS</i>  Not Attending, No Show, or Not Enrolled Letter  Address Confirmation Letter – Next Year Enrollment Survey
<b>L4</b> California Private School	Private School (38)	Copy of CA Private School Affidavit  Enrollment Verification Letter  Records Request from the new school <a href="#">Enter the Records Request in MiSiS</a>  Parent Assurance Letter (PAL) <i>Enter PAL in the Withdrawal History section in MiSiS</i>  Not Attending, No Show, or Not Enrolled Letter  Address Confirmation Letter – Next Year Enrollment Survey
<b>L5</b> School	Moved to Another Country (37) Moved to Another State (36)	Enrollment Verification Letter



## Secondary School Withdrawal Types and Reasons – Continued



**ATTACHMENT C**

LOS ANGELES UNIFIED SCHOOL DISTRICT  
REFERENCE GUIDE

Withdrawal Type	Applicable Withdrawal Reason	Validating Documents
Outside California		Records Request from the new school <a href="#">Enter the Records Request in MiSiS</a>  Parent Assurance Letter (PAL) <i>Enter PAL in the Withdrawal History section in MiSiS</i>  Not Attending, No Show, or Not Enrolled Letter  Address Confirmation Letter – Next Year Enrollment Survey

Withdrawal Type	Applicable Withdrawal Reason
L7 Graduated, Matriculated, SpEd Certificate of Completion, CHSPE, HiSET (GED)	California High School Proficiency Examination (CHSPE) (93) Diploma (90) Diploma, Exemption from LAUSD Graduation Requirements (97) High School Equivalency Tests (HiSET/GED) (94) Matriculated, Not 12 <sup>th</sup> Grade (99) Special Education Certificate of Completion (92) Special Education Prior Completer (95) <i>Diploma-Alternate Assessment Exception (EC 51225.31) (100)</i> <i>Summer Graduates/ Completers (101)</i>

Withdrawal Type	Applicable Withdrawal Reason	Validating Documents
L8 Unknown or Other	Adult Incarceration (63) Deceased (65) Did Not Meet Graduation Requirements (82) Not Attending (80) Other (23) Serious Personal Illness (62) Whereabouts Unknown (64) Work (57)	Parent Assurance Letter (PAL) <i>Enter the PAL in the Withdrawal History section in MiSiS</i>  Obituary or Death Notice  Not Attending, No Show, Not Enrolled Letter



### Sample of Student Clearance Form

The original completed form may be filed inside the Secondary Cumulative Record, a copy is kept in the Counseling Office and a copy may be kept in the Attendance Office. It may be kept for present and last school year.

School ID:  
School Name:

Run Date:  
Run Time:

## Student Clearance Sample Form

AD.  
09  
Counselor:

Grade:  
SLC:

Last day of attendance:  
Will transfer to:

Period	Room	Course	Teacher Acad	Work Habits	Coop	Sign
1						
2						
3						
4						
5						
6						

### Clearances

Attendance Office	PE Office
Counseling Office	Special Ed Dept
Deans Office	Student Store
Finance Office	Textbook Room
Health Office	
Library	
Locker Clearance	

### Obligations

Debt or Title of the Book	Condition Number	Debt	Teacher



**PERSONNEL COMMISSION**

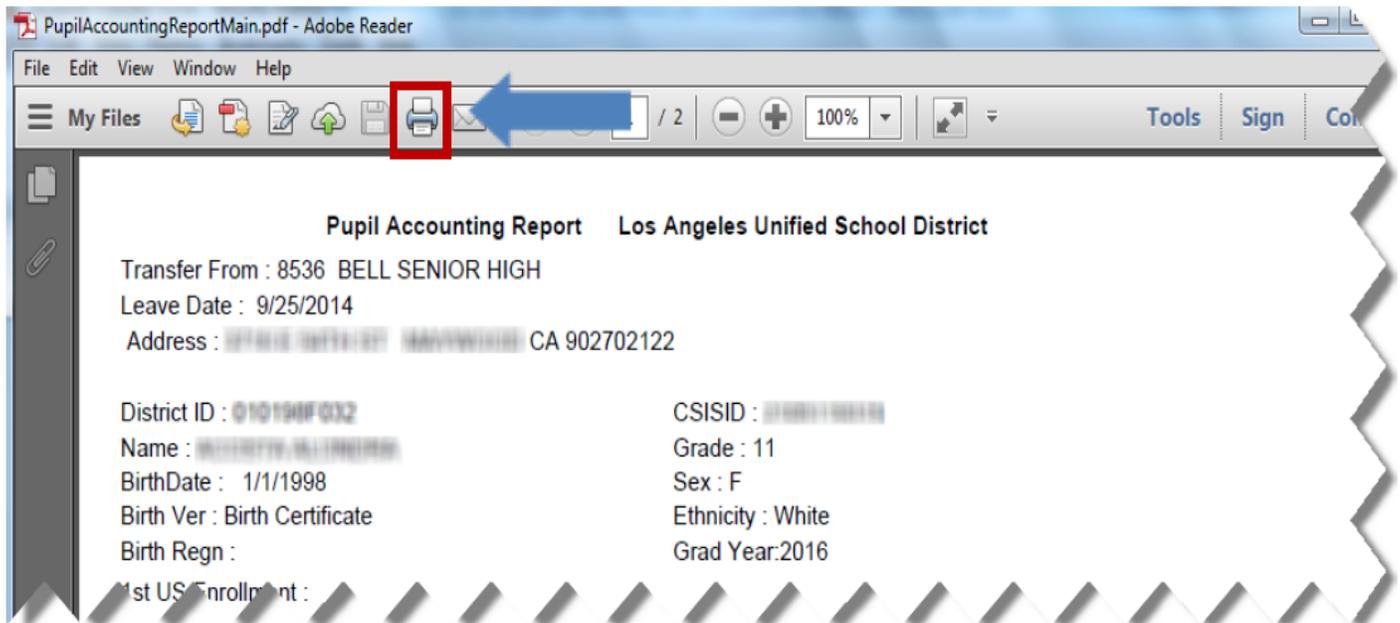
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## TRANSFER FORM/PUPIL ACCOUNTING REPORT (PAR)

The original is distributed to the parent/guardian when the student checks out. The office copy must be retained in the Attendance Office for present and last school year.



PupilAccountingReportMain.pdf - Adobe Reader

File Edit View Window Help

My Files [Icons] / 2 [Zoom: 100%] [Tools Sign Col...]

**Pupil Accounting Report Los Angeles Unified School District**

Transfer From : 8536 BELL SENIOR HIGH  
Leave Date : 9/25/2014  
Address : [Redacted] CA 902702122

District ID : 010198F032	CSISID : [Redacted]
Name : [Redacted]	Grade : 11
BirthDate : 1/1/1998	Sex : F
Birth Ver : Birth Certificate	Ethnicity : White
Birth Regn :	Grad Year:2016
1st US Enrollment :	



**TITLE:** 2023-24 Year-End Coding for All Schools with 12<sup>th</sup> Grade Students

**NUMBER:** REF-6501.10

**ISSUER:** William R Johnston, Executive Director  
Office of Data and Accountability

**DATE:** April 22, 2024

**ROUTING**  
 Region Administration  
 Secondary Principals  
 Special Ed. Center Principals  
 Secondary Assistant Principals  
 Assistant Principals, SCS  
 School Counselors  
 School Administrative Assistants  
 Senior Office Technicians  
 Region K-12 Counseling Coordinators

**Initial Due Date: June 28, 2024**  
**Corrections Deadline: August 9, 2024**

**PURPOSE:** This Reference Guide provides the due dates and instructions for entering the year-end flag (YEF) and leave reason codes in MiSiS for all 12<sup>th</sup> grade students. This data is used to determine the *preliminary* four-year cohort graduation rate for every comprehensive high school as well as collect final data submitted to the state to be used to determine the four-year ACGR for the class of 2024.

**MAJOR CHANGES:** This Reference Guide replaces REF-6501.9, dated April 24, 2023. To accommodate the earlier release of the California School Dashboard, the district must certify its End-of-Year (EOY) data earlier to the California Longitudinal Pupil Achievement Data System (CALPADS). Historically, the deadline for schools to finalize MiSiS updates was the end of August. However, due to the changes mentioned above, schools must finalize all updates by August 9, 2024. Students who are updated as graduates in MiSiS after August 9, 2024 *will not* be included in the four-year Adjusted Cohort Graduate Rate (ACGR).

**BACKGROUND:** Our District’s goal is to obtain 100% graduation rate. The District and the state calculate graduation rate based on the exit information schools enter in MiSiS. All schools with 12<sup>th</sup> grade students are accountable for entering accurate graduation, non-completion, and completion data in MiSiS. Schools should enter leave information according to each student’s status in completing the graduation requirements as of the last day the student was enrolled. Students meeting graduation requirements at the conclusion of summer school should be withdrawn as of the last day of the school’s 2023-2024 school calendar, June 11, 2024. To ensure that every graduate/completer is counted with the accurate leave reason code, a correct exit code must be entered for every 12<sup>th</sup> grade student.



**II. ENTERING YEAR-END FLAGS AND/OR LEAVE REASON CODES FOR ALL 12<sup>TH</sup> GRADE STUDENTS.**

Schools must enter either a leave reason code on the MiSiS Mass Leave Reason Entry screen for all 12<sup>th</sup> grade students who will NOT be returning to an LAUSD school the next school year or a Year-End Flag (YEF) on the MiSiS Year-End Flag screen for students who will be returning.

MiSiS MASS LEAVE REASON ENTRY SCREEN

The Mass Leave Reason Entry Screen can be accessed by users with the following MiSiS roles: Office Manager, Principal, Scheduling Administrator, or Counselor.

The Mass Leave Reason Entry Screen will be used for recording leave reasons for all 12<sup>th</sup> grade students who will not be returning to school the following school year. The screen will become available when the final spring grading window opens and can be accessed via the Admin drop down menu. For directions, refer to the [Mass Leave Reason Entry Job Aid](#). The screen will list currently enrolled 12<sup>th</sup> grade students. The screen may be used to filter by specific groups (Grade, Grad Year, Grad Eligibility, Special Education or Projected Leave Reason) or by individual student.

The Mass Leave Reason Entry screen provides a projected leave code for all students with a graduation year of 2024. The MiSiS application will display a projected leave reason for each student based on the following educational criteria:

Graduation requirements met based on the MiSiS Graduation Eligibility Report.

IEP status of the student

Eligibility for a graduation exemption

The following leave reasons may be selected when using the Mass Leave Reason Screen:

LEAVE REASON	Description
Diploma	The student has passed all graduation requirements and is receiving a high school diploma.
SPED Certificate of Completion	The student is receiving Special Education services, has met the requirements for a Certificate of



	Completion and will receive a Certificate of Completion. Student is not expected to return to the District next year. If the IEP ends before the year-end code is entered, this leave reason must be entered on the withdrawal screen. If services are extended, the Mass Leave Reason Screen can be used. <i>NOTE: It is District policy that these students should receive their Certificate of Completion at the conclusion of their 4<sup>th</sup> year and should be encouraged to return.</i>
Diploma, Exemption from LAUSD Graduation Requirements	The student qualifies under Education Code (E.C.) sections 51225.1 and 51225.2. The school has determined the student is eligible and qualifies as a student in foster care, student experiencing homelessness, former juvenile court school pupil, military family student, migratory student, or newcomer student, has completed the State of California graduation requirements, has a CDE waiver entered, and will receive a diploma under E.C. 51225.1 and 51225.2.
Prior Completer	The student is receiving Special Education services and returned for continuing education after receiving a Certificate of Completion in a prior year and is not expected to return next year.
Did Not Meet Graduation Requirements	The student has not completed graduation requirements and will not return; OR the student is receiving Special Education services and has not completed course requirements for a diploma or a Certificate of Completion and will not return.
Adult School Diploma/ HiSET Program	The student has not completed graduation requirements and will be enrolling in an Adult school to complete requirements for an Adult School

