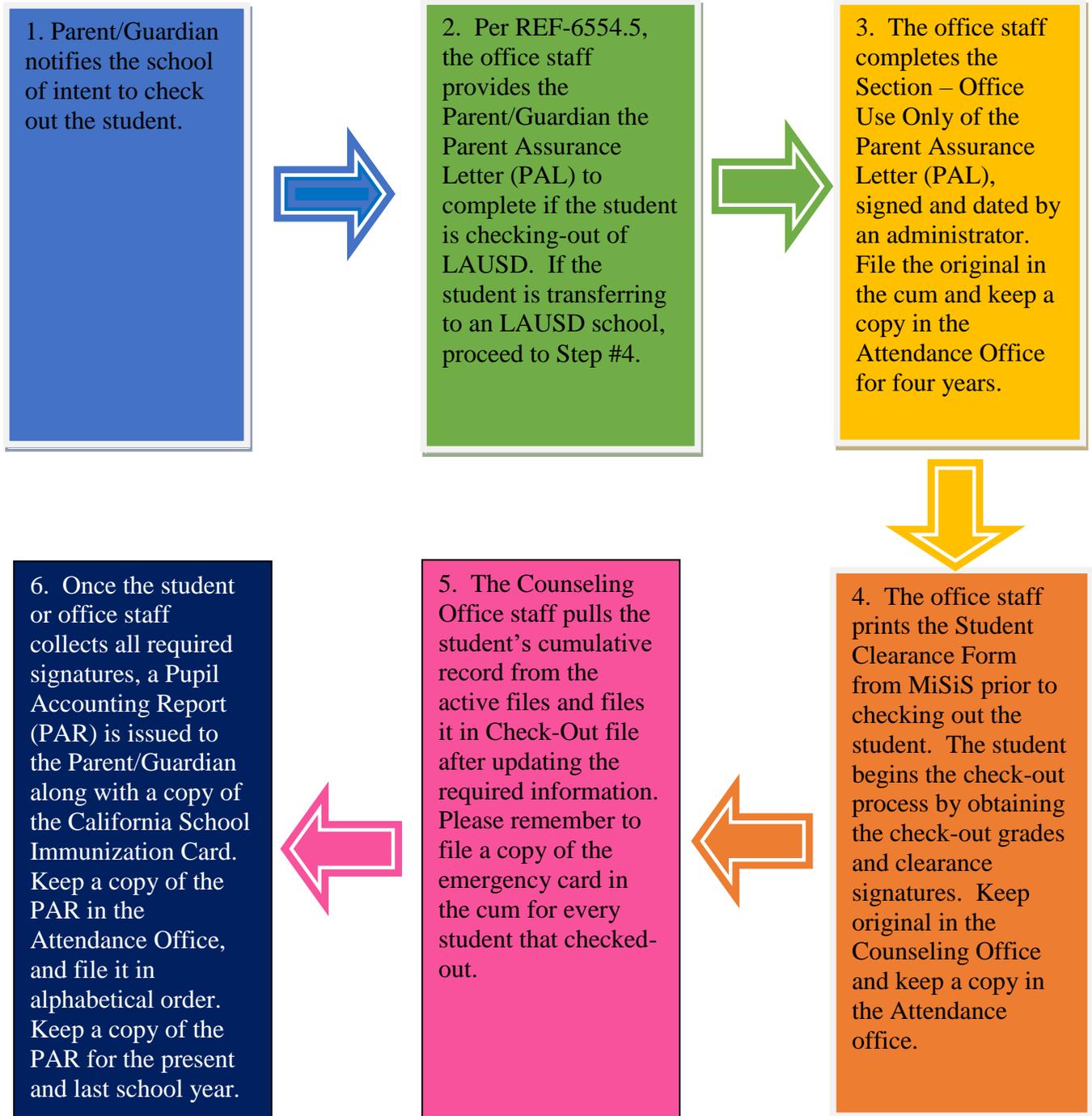


# Overview of Secondary Student Check-Out Process



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 August 2023**

**Check Outs**

1. Once it has been determined that the student is to be withdrawn, provide the Parent/guardian **Attachment P from REF-6554.5, Parent Assurance Letter (PAL) to complete and sign if the student is checking out of LAUSD. 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.

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--
<b>Verification Document Attached:</b> <input type="checkbox"/> L3, L4, L5- Enrollment Verification <input type="checkbox"/> L3, L4, L5 Record Request <input type="checkbox"/> L3- Class Schedule/Transcript <input type="checkbox"/> L4- Private School Affidavit <input type="checkbox"/> L5- Out of Country: PAL with parent/guardian signature <input type="checkbox"/> L8- Obituary, Death Notice, or PAL with parent/guardian signature <input type="checkbox"/> Other Documentation/ L-Code _____
<b>Received by (Name/Signature/Date):</b> _____
<b>Authorized by Administrator (Name/Signature/Date):</b> _____
<b>Completed in MiSiS by (Name/Signature/Date):</b> _____
<b>Notes:</b> _____

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 Symbol - Continued



### SECONDARY SCHOOL WITHDRAWAL SYMBOLS

Schools must use the appropriate leaver codes and withdrawal reason codes for students who withdraw or leave school and enter them in SIS/ISIS. See below:

#### Secondary SIS Leaver Codes

Leave Code	Description	Applicable Reason Codes
L1	Student changes apportionment data within the same school (i.e., grade level change, track change, special education assignment change).	Reason 23 (Other) with comment
L2	Student transfers to another LAUSD school (includes LAUSD charter schools and community adult schools).	Reason Codes 1-49 (If OT use Reason Code 18 with letter A-U from the OT/Expulsion Table)
L3	Student transfers to another public school within the state of California but outside LAUSD (includes juvenile correction facilities).	Reason Codes 1-49.
L4	Student transfers to a non-public school including home schooling. Home schooling requires an affidavit.	Reason Codes 1-49.
L5	Student leaves the state of California.	Reason Codes 1-49 with appropriate state or country code.
L7	Student matriculates to the next school (middle to high school) or receives a high school diploma or equivalent (GED or CHSPE) or receives a Special Education Certificate of Completion	<ul style="list-style-type: none"> <li>▪ Reason Codes 90-92 (posted by ID94 and AT08).</li> <li>▪ Reason Codes 93 (CHSPE) and 94 (GED).</li> <li>▪ Matriculating 8<sup>th</sup> graders need no reason code.</li> </ul>
L8	Deceased or unknown (see below)	<ul style="list-style-type: none"> <li>▪ Reason Codes (51,53,55,57-58)</li> <li>▪ Reason Codes (62-65)</li> <li>▪ Reason Codes (74, 76-79, 80-81)</li> </ul>

#### Withdrawal Reason Codes (L1 to L7)

Code	Description
01	Residence Change – the student moves from one residence to another
02	Inaccurate Residence – the school determines that the student has been enrolled based upon a false address or inaccurate residence information.
03	Special Education Assignment – the student attends another school that has the special education facilities or appropriate instructional program.
04	Permits With Transportation Assignment – court-ordered voluntary permit program to allow students to attend schools outside of their attendance area if space is available.
05	Magnet Assignment – court-ordered voluntary permit program granted to students who meet the eligibility requirements.
06	Satellite Zone – when a school has reached its enrollment capacity and cannot accommodate additional students from its attendance area, new enrollees may be assigned to a designated Satellite Zone school. Applies only to Belmont SH, Verdugo Hills SH, and Langdon Elementary to Parthenia Elementary School.
07	Capacity Adjustment Program- when a school has reached its enrollment capacity and cannot accommodate additional students from its attendance area, new enrollees may be assigned to a school with space available.





Code	Description
08	Caregiver's Affidavit – the student named in the caregiver's affidavit is deemed to have satisfied residency requirements for school enrollment based on the caregiver's address.
09	Inter-District Permit – an approved application to attend a district other than LAUSD.
10	Bilingual / ESL Assignment – the student attends another school that has the appropriate bilingual/ESL program.
11	Direction of the Superintendent – used in special circumstances for the welfare of the student. Safety and Protection Permit
14	Elementary Child Care Permit – allows a student in the elementary grades to attend a school near the parent's workplace.
15	Medical Permit – a medical condition requires a student to attend a school because of the school's location or a school with physical characteristics or available services
16	Prospective Residence Change – student is planning to move to another school due to residence change (valid for 60 days only).
17	Permit Termination – a permit is terminated and no longer valid.
18	Opportunity Transfer – the student is provided an opportunity transfer permit at another school
19	Expulsion – the student is expelled from school.
20	Opportunity Transfer Termination – the opportunity transfer permit is terminated.
21	Expulsion Reinstatement – student returns to the school upon reinstatement from an expulsion
22	Continuing Enrollment Permit – when a student moves out of the attendance area of a school, but wishes to remain at the school. (Must meet certain requirements).
23	Other – other reason not listed above
25	Permit Reinstatement – a permit was reinstated.
26	Tri-C – student transfers to Tri-C.
27	Continuation School – student transfers to a continuation school.
28	Adult School – student transfers to an adult school program.
29	Employment Preparation Center – student transfers to a regional occupational center.
30	Alternative Education Work Ctr. (AEWC) – student transfers to an AEWC.
40	Open Enrollment Permit – permit to attend a school outside of the student's attendance area where space is available.
41	Advanced Studies Permit – permit for students to attend an Advanced Study Program outside of the student's attendance area.
43	Overcrowded Permit – when a student is CAPPED from a school and chooses not to go to the receiver they may find another school. This permit does not entitle the student to transportation.
44	Public School of Choice – NCLB required for PI schools
45	Juvenile Detention
46	Home Schooling – home study (not in a district program) with required affidavit
47	College – working towards an AA or BA
48	Safety and Protection Permit

**Withdrawal Reason Codes (for use with L7 Only)**

Code	Description
90	Diploma – passed course requirements and passed CAHSEE
91	Diploma – special education only, passed course requirements, failed CAHSEE, received Chapman Exemption (valid only for class of 2006 and 2007).
92	Certificate of Completion – special education only



## Sample of Student Clearance Form

The original completed form 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**

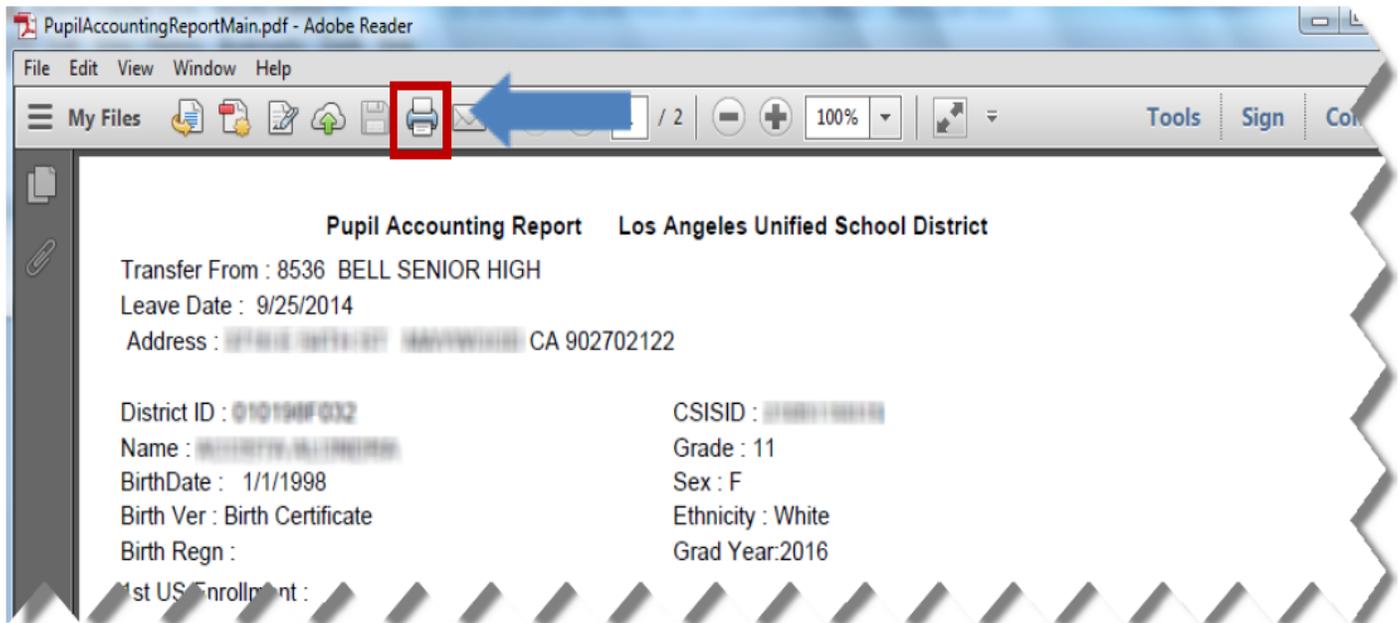
Organizational Excellence Classified Training Branch

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Phone: 213-241-3440 Fax: 213-241-8450

## 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:** 2022-23 Year-End Coding for All Schools with 12<sup>th</sup> Grade Students

**NUMBER:** REF-6501.9

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

**DATE:** April 24, 2023

**Initial Due Date: June 15, 2023**  
**Corrections Deadline: August 25, 2023**

**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

**PURPOSE:** This Reference Guide provides the due date and instructions for the required data entry for year-end coding of 12<sup>th</sup> graders. This data is used to determine the *preliminary* four-year cohort graduation rate for every comprehensive high school. Schools must finish entering the 2022-2023 year-end flag (YEF) and leave reason entry codes in MiSiS for all 12<sup>th</sup> grade students. The data is submitted to the California Longitudinal Pupil Achievement Data Systems (CALPADS) and will be used in the calculation of Cohort Graduation Rates for the California School Dashboard. Final corrections and/or changes must be done in MiSiS no later than **August 25, 2023**.

**MAJOR CHANGES:** This Reference Guide replaces REF-6501.8, dated April 26, 2022. Due dates have been updated. The Mass Leave Reason Entry screen will be available to enter data when the final grading window opens on **May 18, 2023 and will close on June 15, 2023** (week after last day of classes). After June 15, 2023, changes to 12<sup>th</sup> grade exit information must be updated by changing the withdrawal code and/or reason on the Withdrawal History screen in MiSiS. Two new leave reasons were added to MiSiS in 2022 (see page 3).



**INSTRUCTIONS I. GRADUATION REQUIREMENTS**

Students must complete all District course and non-course requirements according to BUL-079501.1 Graduation Requirements for Classes of 2022-2025, dated March 14, 2022.

School staff should refer to REF-6056.6, "Issuance of Diplomas and Certificates of Completion for All Eligible Grade 12 Students with Disabilities", dated May 2, 2019, for information on which students with disabilities are eligible to receive a Certificate of Completion.

**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 YEF on the MiSiS Year-End Flag screen for students who will be returning.

For a student who, while in Grade 12, exited during the last 14 days of the current academic year because of summer break or year-end intersession, and is thought to be returning to the same school after the summer break or intersession to continue in Grade 12, use L-code L1-Same School and select the reason, 12th Grade Returning for an Additional Year. For students that will not be continuing at an alternative or independent study school and need to return to the home school to complete requirements, Use L-code L2-Other LAUSD School, and select reason, Return to Home School from Options/Alternative School IS (59). Note this leave reason is only available for Options/Alternative schools. Please be advised that the new reason codes are only available on the Withdrawal Screen and not on the Mass Leave Reason Entry Screen.

**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 2023. 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	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. 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.
Diploma, Exemption from LAUSD Graduation	The student qualifies under Education Code (E.C.) sections 51225.1 and 51225.2. The school has determined the



YEAR-END FLAG (YEF) SCREEN FOR RETURNING STUDENTS

The YEF Screen will be used for Completers or first-time students who are earning a Certificate of Completion and returning to school next school year as well as for students who did not complete requirements and will be returning to school next year to continue to work toward completion of the requirements.

Year-End Flags can be entered for students by group or individually by staff with the following MiSiS roles: Principal, Scheduling Administrator, Counselor, Counselor Plus, or Office Manager. The Year-End Flag Screen can be accessed in MiSiS through the Student Search Screen and selecting it from the Action menu for the student. This screen will be open in April once the MiSiS New Year Enrollment process begins. The Next Year Enrollment (NYE) process will create a 2023-2024 enrollment at the same school for any 12th grade students who have any of the codes below entered on the YEF screen. The following codes may be selected when using the Year-End Flag Screen:

YEF	Title	Description
CR	Certificate of Completion (Returning)	Student receiving Special Education services has met the requirements for a Certificate of Completion, will receive a Certificate of Completion, and will return next year for continuing education in the district.
TR	Prior Completer (Returning)	Student receiving Special Education services returned for continuing education after receiving a Certificate of Completion in a prior year and is expected to return next year.
R	Returning/ Retained	The student will return next year in the same grade level. (Non-SpEd)

