



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

TITLE: 2019-20 Year-End Coding for All Schools with 12th Grade Students

NUMBER: REF-6501.6

ISSUER: Oscar Lafarga, Executive Director
Office of Data and Accountability

DATE: April 13, 2020

Initial Due Date: June 19, 2020
Corrections Deadline: August 26, 2020

ROUTING
Local District Administration
Secondary Principals
Special Ed. Center Principals
Secondary Assistant Principals
Assistant Principals, SCS
School Counselors
School Administrative Assistants
Senior Office Technicians
Local District K-12 Counseling Coordinators
A-G Diploma Counselor

PURPOSE: This Reference Guide provides the due date and instructions for the required data entry of year-end coding for 12th graders. This data is used to determine the *preliminary* four-year cohort graduation rate for every comprehensive high school. Schools must finish entering the 2019-20 year-end flag (YEF) and leave reason entry codes in MiSiS for all 12th 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 26, 2020**.

MAJOR CHANGES: This Reference Guide replaces REF-6501.5, dated April 19, 2019. Due dates have been updated. The screen will be available to enter data during the final grading window and will extend until June 19, 2020. After June 19, 2020, changes to 12th grade exit information must be updated by changing the withdrawal code and reason on the Withdrawal History screen in MiSiS.

INSTRUCTIONS: I. Background

One of the District’s goals is 100% graduation. The District and the state calculate graduation rate based on the exit information schools enter in MiSiS. All schools with 12th 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 exited as of the last day of the school’s 2019-2020 school calendar. To ensure that every graduate/completer is



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counted with the accurate leave reason code, a correct exit code must be entered for every 12th grade student.

The Office of Data and Accountability will extract the 2019-2020 12th grade exit data from MiSiS to submit to CALPADS for purposes of calculating the four-year cohort graduation rate for students belonging to the class of 2020 cohort (initial 9th grade enrollment exactly four years earlier). Dashboard Alternative School Status (DASS) schools will have a one-year graduation rate calculated.

All schools should continue to update graduation data in MiSiS for summer graduates. The state accountability system closes for data corrections on August 26, 2020. After that date, corrections should continue to be made as appropriate but any changes which include a leave date after August 15 will not be considered for the 2020 graduation rate Dashboard calculations. The 2019-2020 graduation rate calculation will include students with a graduation code and exit date between August 16, 2019 and August 15, 2020.

After June 30, 2020, corrections must be made using the MiSiS Student Search and entering the information on the Withdrawal Screen.

II. Graduation Requirements

Students must complete all District course and non-course requirements according to BUL-076308, “Graduation Requirements for Classes of 2020-2023,” dated October 7, 2019.

- This includes selecting a Career Pathway and completing a Service Learning experience. Schools must enter the selected Pathway and the Service Learning experience in MiSiS.
 - Service Learning – Students are expected to complete a Service Learning experience. Once completed, school staff must record the Service Learning experience in MiSiS by manually toggling the requirement on the Graduation Standards screen or by entering an approved District course number with a “P” in the final grading period.
 - Career Pathway – All 12th grade students must select a Career Pathway dependent on the courses offered at the school of enrollment. School staff must document the pathway in MiSiS for each student on the Graduation Standard Screen or the Linked Learning/CTE screens. See REF-911.1, “Career Pathway Graduation Requirement,” dated July 6, 2012.



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- Students' course completions credit total must reflect a minimum of 210 credits, passed with a D or better and distributed in the a-g areas included in BUL-076308, "Graduation Requirements for Classes of 2020-2023," dated October 7, 2019 and/or BUL-6257.1, "High School a-g Graduation Requirements and Students with Disabilities," dated March 27, 2017 unless they meet one of the exemptions listed below.
- Educational Code (EC) sections 51225.1 and 51225.2 require school districts, county offices of education, and charter schools to exempt students from all locally adopted graduation requirements when the school determines that students in foster care, students experiencing homelessness, former juvenile court school pupils, military family students, migratory students, and newcomer students are not reasonably able to complete the local graduation requirements within four years, or the option of a 5th year of high school and they transferred between schools any time after the completion of the second year of high school. These provisions also require that school districts, county offices of education, and charter schools accept and/or issue eligible students full or partial credit for coursework completed while attending another school, even if students did not complete the entire course. BUL 076310.1, Graduation Exemption and Partial Credit, dated December 13, 2019
- Students determined to be eligible for a graduation exemption per EC § 51225.1 and 51225.2, may choose to graduate under LAUSD or CDE requirements. Students who can complete all LAUSD or CDE requirements within 5 years have the right to remain in their comprehensive high school of attendance for a 5th year, even if they are over 18 years old during the additional year. Refer to BUL-076308, "Graduation Requirements for Classes of 2020-2023," dated October 7, 2019.
Note: Regardless of the students' age or eligibility for an exemption from District graduation requirements, schools are encouraged to plan for and provide students with the opportunity to remain in their comprehensive high school for a fifth year to complete graduation requirements when the additional time is in the best academic interest of the student. Refer to REF-6554.4 "2019-2020 Opening Day Procedures: Supplemental Guide and Updates," August 16, 2019.
- Students with disabilities who are working toward a diploma must meet the same requirements as their non-disabled peers. See BUL-6257.1, "High School "a-g" Graduation Requirements and



Students with Disabilities,” dated March 27, 2017. Additional waiver information can be found in REF-5982.2, “Algebra I Waiver Procedures for Students with Disabilities,” dated August 21, 2017. Physical Education exemption information can be found in BUL-2457.1, “Physical Education Exemptions,” dated June 19, 2009.

- 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.

III. Entering Year End Flags and/or Leave Reason Codes for All 12th Grade Students.

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

MASS LEAVE REASON ENTRY SCREEN

The Mass Leave Reason Entry Screen will be used for recording leave reasons for all 12th 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. Select the Mass Leave Reason Entry line under the Admin menu. The new screen will list only currently enrolled 12th 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 screen can be accessed by users with MiSiS roles of Office Manager, Principal, Scheduling Administrator, or Counselor.

The Mass Leave Reason Entry screen provides a projected leave code for all students with a graduation year of 2020. For each student, the MiSiS application will display a projected leave reason based on the following educational criteria:

- Does the student have an IEP?
- Is the student eligible for a graduation exemption per EC §51225.2? If so, does the student qualify per EC §51225.1? Does the student have a CDE Waiver posted?



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- Has the student met the necessary graduation requirements based on the MiSiS Graduation Eligibility Report?

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 th year and should be encouraged to return.
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, and 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	Student receiving Special Education services 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	Student has not completed graduation requirements and will not return; OR student receiving Special Education services has not completed course requirements for a diploma and does not meet requirements for a Certificate of Completion and will not return.
Adult School Diploma/ HiSET Program	Student has not completed graduation requirements and will be enrolling in an Adult school to complete requirements for an Adult



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	School Diploma. The student must be 18 years old at the time of withdrawal.
Adult School Non-Diploma/ Non-HiSET Program	Student has not completed graduation requirements and will be enrolling in an Adult school to continue taking courses not resulting in a Diploma.
College (working towards AA or BA)	Student has not completed graduation requirements and will be enrolling in a college working toward a degree.

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.

YEF's can be entered for students by group or individually by staff with the MiSiS role of Principal, Scheduling Administrator, Counselor, Counselor Plus, or Office Manager. This Year-End Flag Screen can be accessed in MiSiS through the Student Search Screen, searching then selecting the Action menu (•••). This screen and functionality will be open in April.

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)

Note: The Next Year Enrollment (NYE) process will create a 2020-2021 enrollment at the same school for any 12th grade students who have any of the above codes entered on the YEF screen.



IV. Appropriate Leave Reason Codes for Students With Disabilities

Students with disabilities must be coded based on the following two scenarios:

- A. Students with an IEP can graduate with a diploma under the following conditions:
 - 1. Student has completed all course and credit requirements or has obtained waivers for applicable courses. The exit reason for this student should be Diploma.

- B. Students with an IEP can complete high school with a Certificate of Completion under the following conditions:
 - 1. Satisfactory completion of 210 credits of a prescribed alternative course of study as identified on the student's IEP; or
 - 2. Satisfactory achievement of the student's IEP goals and objectives during high school as determined by the IEP team; or
 - 3. Satisfactory high school attendance, participation in the instruction prescribed in the student's IEP, and achievement of the objectives of the statement of transition services.

The YEF for students earning a Certificate of Completion is “CR” if the student is expected to return next year. If the student has previously received a Certificate of Completion, returned and will again be returning, enter the YEF “TR”. If the student is going to receive a Certificate of Completion and is not returning, the exit reason code should be Certificate of Completion.

V. Graduation Exemption

Please refer to BUL 076310.1, Graduation Exemptions and Partial Credits, dated December 13, 2019. An eligible pupil in foster care, experiencing homelessness, a former juvenile court school pupil, a pupil who is a child of a military family, or a pupil who is a migratory child, as defined above, who transfers between schools any time after the completion of the pupil’s 2nd year of high school (equivalent of 4 semesters -periods of non-enrollment may count, earned 105 credits, or completed the equivalent of two years of coursework, whichever makes the pupil eligible) or a pupil participating in a newcomer program, as defined above, who is in the pupil’s 3rd or 4th year of high school qualifies for the exemption from all local coursework and other requirements adopted by the school district that are in addition to



California coursework requirements for graduation, unless the District determines that the pupil is reasonably able to complete the local graduation requirements by the end of the student's 4th year of high school.

If applicable, the graduation exemption should be flagged with the leave reason code of Diploma, Exemption from LAUSD Requirements.

VII. Verifying Accuracy of Year End Flags For All 12th Grade Students

Schools are accountable for the accuracy of the YEF and Leave Reason Entries entered for each 12th grade student. Local District Superintendents are responsible for ensuring that all schools have completed their leave reason entry coding and YEF coding in MiSiS.

The following MiSiS reports may assist schools with verifying the accuracy of graduation data:

- Graduation Eligibility Status for 2016 & Beyond
- IGP – Individual Graduation Plan

Instructions on how to access these MiSiS reports are provided in the User Guides which can be found on the MiSiS Website, under the training link.

The Graduation Eligibility Status for 2016 & Beyond provides extensive information about each student. This report is working in conjunction with the MiSiS Grad Standards Screen.

The following Certify Reports may assist schools with data correction to verify student data is correct and ready for YEF coding/entry.

- ATT 010-0600 Graduates and Grade 7-12 Drop Out, Four Year.
- ENR 020-0150 Students previously reported as graduates
- ENR 020-0270 Student with Special Education Alt Curriculum but not exited with an L7 92 or 95
- ENR 020-0300 12th grade students missing leave reason codes or YEF
- SCH 070-0220 Monitoring 12th grade promotions

Schools are responsible for developing an exit plan for 12th grade students who will not meet graduation requirements and will be enrolling in an adult school. After verifying the accuracy of the YEF and Leave Reason entries for each 12th grade student, school staff should update student withdrawal records to indicate which school the student intends to enroll in to complete graduation requirements. Instructions on how to



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edit a withdrawal record are available on the MiSiS website → Training → Job Aids.

For additional information regarding Graduation Exemptions, please contact Local District K-12 Counseling Coordinators, Student Health and Human Services, Multilingual and Multicultural Education Department, or the Migrant Education Program.

Academic and Counseling Services, Division of Instruction	213-241-7510
Student Health and Human Services, Student Support Programs	213-241-0761
Multilingual and Multicultural Education Department, Division of Instruction	213-241-5582
Migrant Education Program	213-241-0510

RELATED RESOURCES:

MiSiS Job Aid – <https://achieve.lausd.net/Page/4596>

MiSiS - <https://achieve.lausd.net/Page/7429>

Certify – <https://datatool.lausd.net/scorecard.do>

REF-911.1 Career Pathway Graduation Requirement, dated July 6, 2012.

BUL 076310.1, Graduation Exemption and Partial Credit, dated December 13, 2019.

REF-5679.0, Procedures for Notifying Students in Foster Care of the Exemption to Graduation Requirements (AB 167), dated May 10, 2012.

REF-5982.2 Algebra 1 Waiver Procedures for Students with Disabilities, dated August 21, 2017.

REF-6056.6 Issuance of Diplomas or Certificates of Completion for All Eligible Student with Disabilities, dated May 2, 2019

REF-6554.4 2019-2020 Opening Day Procedures: Supplemental Guide and Updates, dated August 16, 2019.

BUL-2457.1 Physical Education Exemptions, dated June 19, 2009.



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BUL-6257.1 High School “a-g” Graduation Requirements and Students with Disabilities, dated March 2017.

BUL-076308, “Graduation Requirements for Classes of 2020-2023,” dated October 7, 2019.

ASSISTANCE: For assistance with MiSiS, contact MiSiS Support at (213) 241-4850.

For assistance with CALPADS, contact the State Reporting and Services Branch at (213) 241-2450.

For assistance with graduation requirements, see the contacts below:

Counseling Articulation	Jesus Angulo, Director, Academic Counseling and Services (jangulo@lausd.net)	213-241-7510
LD Northwest	William Bazadier, Coordinator (william.bazadier@lausd.net)	818-654-3665
LD Northeast	Janet Lord, Coordinator (jlord@lausd.net)	818-252-5454
LD South	Barbara Politz, Coordinator (blp2505@lausd.net)	310-354-3514
LD Central	Carmela Bravo, Coordinator (cbravo@lausd.net)	213-241-1932
LD West	Cori King, Coordinator (cgw0973@lausd.net) Sam Diaz, Coordinator (sed03621@lausd.net)	310-914-2137 310-914-2132
Option Schools	Nancy Chavez, Coordinator (nchave2@lausd.net)	213-241-2540
LD East	Eiman Hernandez, Coordinator (exh6016@lausd.net) Julio Hernandez, Coordinator (julio.hernandez@lausd.net)	323-224-3373 323-224-3387
Central	Burgandie Montoya, Coordinator (burgandie.montoya@lausd.net)	213-241-6689

For assistance with Certificate of Completion, contact James Koontz, Coordinator, District Office of Transition Services at (213) 241-8050.

For assistance with the Foster Youth Achievement Program, contact Pupil Services at (213)-241-3844.

If you have issues with access to the Certify data tool or any general questions about the year-end processes, contact Chris Granado, Coordinator at 213-241-2449. (chris.granado@lausd.net). For assistance with understanding Certify reports and making corrections, contact your Certify Support Team Representative below.



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Local District	Support Team Representative	Phone Number
Northeast	Jackie Peterson (jpeter4@lausd.net)	213-241-2593
Northwest & XS	Brenda Simentiel (brenda.simentiel@lausd.net)	213-241-5350
West	Margarita Sanchez (mxs9513@lausd.net)	213-241-4294
Central	Florence Tom Sun (florence.tomsun@lausd.net)	213-241-2451
East	Rose Ramirez (rose.ramirez@lausd.net)	213-241-6731
South	Margarita Rosales (mxr1377@lausd.net)	213-241-5391