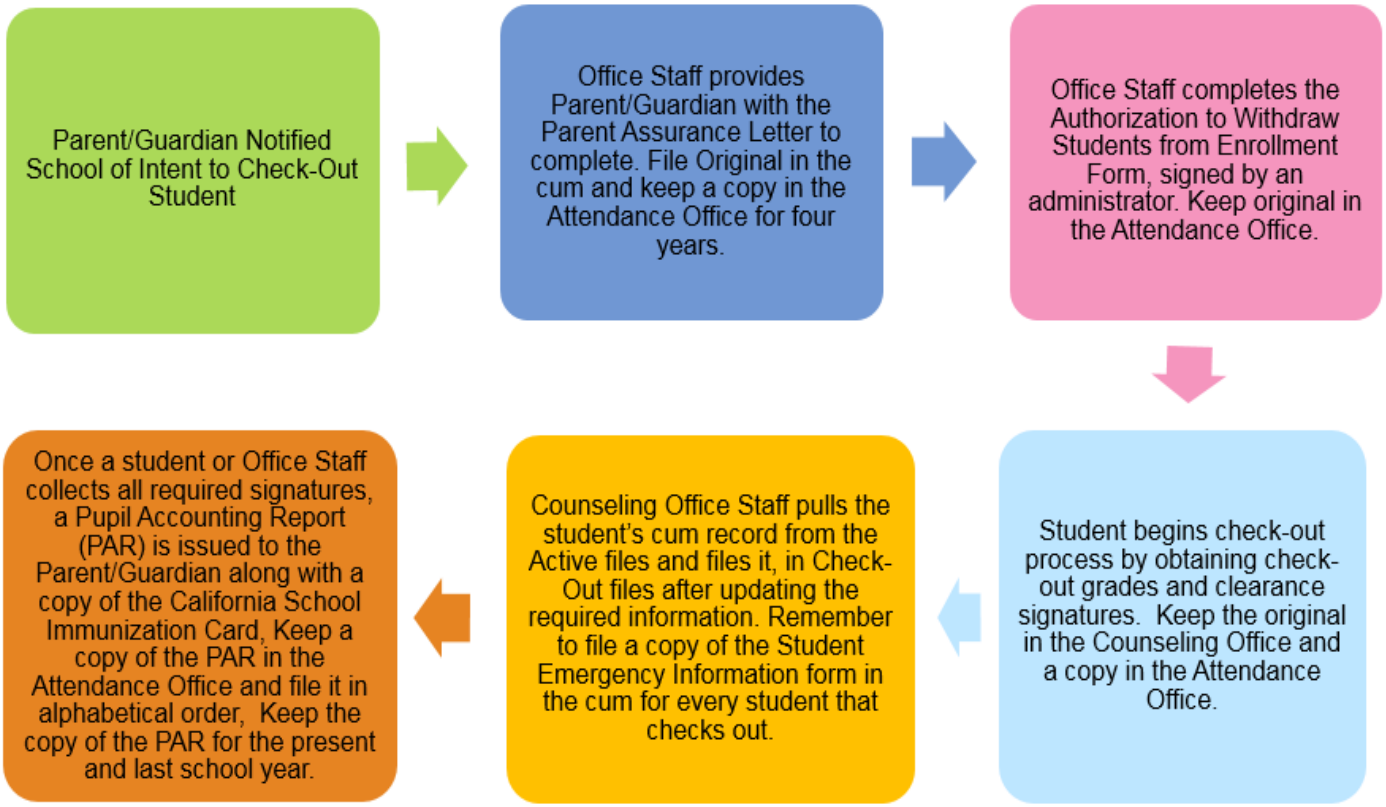
SECONDARY STUDENT CHECK-OUT PROCESS



STUDENT CHECK OUT PROCEDURES FOR SECONDARY SCHOOLS
QUICK REFERENCE GUIDE
Revised September 2019

Check Outs

1. Once it has been determined that the student is to be withdrawn, complete **Attachment Q: Authorization to Withdraw Student Form** is signed and completed, which begins the withdrawn process.

2. Request information from parent as to where the student is moving.
   Provide parent with **Attachment Q (REF-6554.4): Parent Assurance Letter**. Once the parent completes the Parent Assurance Letter 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 by completing the following steps in MiSiS:

   1) Generate a Clearance Form (refer to MiSiS job aide 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 aide 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 – 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)

Additional Resources

Additional information and forms are available in the Attendance Manual: Policy and Procedures for Elementary, Secondary and Option Schools – dated March 2013, Version 3.0

REF-6554.4 – 2019-2020 Opening Day Procedures: Supplemental Guide and Updates Erika Torres, Executive Director, Student Health and Human Services dated August 16, 2019

MiSiS Resources and Job Aids - http://achieve.lausd.net/Page/8061

SAMPLE OF PARENT ASSURANCE LETTER

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

ATTACHMENT Q

Student Health and Human Services

Parent Assurance Letter (PAL)

Student's Name:_____ Date: _____

D.O.B.:_____ Grade:_____ Track:_____

I,_____, declare that I am the parent/guardian/caregiver of_____ and I am withdrawing this child from this school due to the following reason:

☐ Moving to another city within the State of California: _____

☐ Moving to another state: State and City: _____

☐ Moving to another country: Country: _____

☐ Enrolling in a private school: Name of School: _____

☐ Enrolling in another public school: Name of School: _____

City: _____

☐ Full-time private tutoring by a credentialed tutor _____

☐ Other: _____

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 have a full-time education, 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 while in the State of California, unless they are exempt, that I may be subject to criminal penalties.

To the best of my knowledge, this child will be attending school in the city of_____, State of

_____.

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

Please fill out your new contact information below:

_____

New Address

_____ _____

New Phone Number Date

Parent Assurance Form – English

REF-6554.4

Student Health and Human Services August 16, 2019

SAMPLE AUTHORIZATION TO WITHDRAW STUDENTS FROM ENROLLMENT FORM
It may be filed in the Attendance Office with a copy of the Parent Assurance Letter. It must be retained for three (3) years.

ATTACHMENT P

Authorization to Withdraw Students from Enrollment

Name of Initiating School _____ Location Code _____

Student Name _____ DOB _____

Student ID # _____ Grade _____ Track _____

House _____

It is recommended that this student be withdrawn to the following:

REASON _____

School _____

Program _____

Other _____

Parent Signature _____ Phone # _____

Effective Date _____

Recommended by _____ Office _____

Authorized by _____ Office _____

Completed in MiSiS by: **(date/name)**

For internal use only

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 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	▪ Reason Codes 90-92 (posted by ID94 and AT08). ▪ Reason Codes 93 (CHSPE) and 94 (GED). ▪ Matriculating 8th graders need no reason code.
L8	Deceased or unknown (see below)	▪ Reason Codes (51,53,55,57-58) ▪ Reason Codes (62-65) ▪ Reason Codes (74, 76-79, 80-81)

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.

Secondary School Withdrawal Symbol - Continued

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

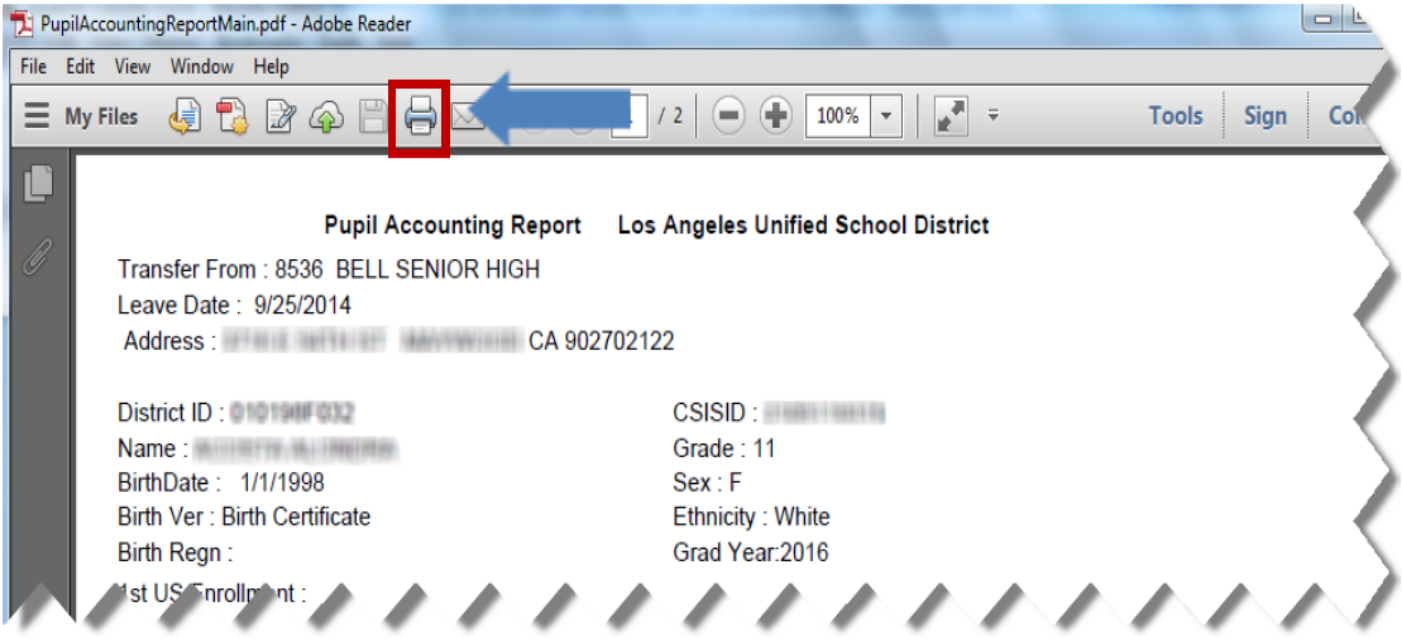
Attendance Office	PE Office
Counseling Office	Special Ed Dept
Deans Office	Student Store
Finance Office	Textbook Room
Health Office	
Library	
Locker Clearance	

Obligations

Debt or Title of the Book	Condition Number	Debt	Teacher

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.



TITLE: 2018-19 Year-End Coding for All Schools with 12th Grade Students

NUMBER: REF-6501.5

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

DATE: April 19, 2019

Initial Due Date: June 21, 2019
Corrections Deadline: August 23, 2019

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 2018-19 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 23, 2019**.

MAJOR CHANGES: This Reference Guide replaces REF-6501.4, dated April 2, 2018. Due dates have been updated. The screen will be available to enter data during the final grading window and will extend until June 21, 2019. After June 21, 2019, 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 of the school's 2018-2019 school calendar. To ensure that every graduate/completer is counted with the accurate leave reason code, a correct exit code must be entered for every 12th grade student.

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 2019. 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 in foster care, experiencing homelessness and/or involved in the juvenile justice system and/or does he/she qualify under the AB216/AB1806/AB167 criteria? Does the student have a CDE Waiver posted?
- 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 4th year and should be encouraged to return.
Diploma, Exemption from LAUSD Graduation Requirements	The student qualifies under the foster care, homeless or probation student exemption guidelines, has completed the State of California graduation requirements, has a CDE waiver entered and will receive a diploma under AB216 or AB1806.
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 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 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 student and navigating to the Action drop down. This screen and functionality are currently available.

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.

Note: The Next Year Enrollment (NYE) process will create a 2019 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

The Modified Consent Decree requires close monitoring of graduation and completion data for students with disabilities.

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