

TITLE: Graduates, Completers and Dropouts

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ROUTING
 Region Administrators
 Secondary Principals
 Special Education
 Center Principals
 Assistant Principals
 Counseling
 Coordinators
 PSA Administrators
 PSA Counselors
 School Administrative
 Assistants

PURPOSE: The purpose of this Reference Guide is to provide guidance to schools regarding the correction of student enrollment data to optimize graduation and dropout rates.

MAJOR CHANGES: This reference guide updates Reference Guide 6452.5, *Graduates, Completers and Dropouts Lists*, October 12, 2017, issued by the Office of Data and Accountability. Due to the importance of maintaining data integrity throughout the school year, a data file containing graduates, potential dropouts, and dropouts will be sent to schools every two weeks via Elevate rule *ATT 010-0600 - Grades 7-12 Graduates and Dropouts Four Year Report*. The deadline for schools to update MiSiS leave codes for the 2024 cohort is August 2, 2024.

INSTRUCTIONS: I. BACKGROUND

Senate Bill 114 requires the California Department of Education (CDE) to release the California School Dashboard earlier in 2023-24 and in each of the subsequent two years. To accommodate the earlier release of the Dashboard, LAUSD must certify its End-of-Year (EOY) data earlier to the California Longitudinal Pupil Achievement Data System (CALPADS). Historically, students who completed graduation requirements by August 15 of their fourth year of high school were included in the 4-year Adjusted Cohort Graduate Rate (ACGR). However, due to the earlier EOY deadlines, the graduate cut-off date must be earlier. The new graduate cut-off date is June 30 starting in 2023-24. Students who graduate between July 1 and August 15 will now be counted as 5th year graduates. CDE will account for this change on the 2024 Dashboard so that LEAs are not adversely impacted.

Dropouts are students in grades 7-12 who exited from a public school and did not enroll in another public school within the state. It is critical to continue maintaining student enrollment data after students exit from the District to ensure graduation and dropout rates are accurate. Graduation rates are a key accountability indicator for both high schools and the District, as the District establishes annual targets in its Local Control Accountability Plan (LCAP). All schools are accountable for ensuring students stay in school and progress toward meeting graduation or completion requirements.

To support schools, Elevate rule *ATT 010-0600 - Grades 7-12 Graduates and Dropouts Four Year Report* is updated every two weeks during the school year. This file validates enrollment data between MiSiS and CALPADS to confirm student enrollment status at public schools, including charters, throughout the state. Principals and A-G Counselors automatically receive access to this Elevate report as well as Attendance data designees at secondary schools assigned by principals through the Principal's Portal. The report is included the monthly Principal's Elevate scorecard.

At the end of the school year, when Elevate is not operational, this file is emailed to PSA Administrators, A-G Administrators, Region Counseling Coordinators and Data Coordinators with the expectation that they forward the file to school staff for review and action.

II. PRINCIPAL'S RESPONSIBILITIES

Principals must ensure school staff review enrollment discrepancies identified in this file and verify student data is updated in MiSiS (see Attachment A). All corrections for Cohort 2024 students must be entered in MiSiS by August 2, 2024. In some cases, staff will determine that no changes can or should be made, and the student record shall remain as is. In these instances, staff should annotate their findings in the Comments box of the MiSiS Withdrawal screen.

Records for Non-Graduate Dropouts (i.e., seniors who did not graduate (L8, 82)) should be reviewed to ensure that 12th grade students who met graduation requirements are exited with the correct Withdrawal Type (L7) and Withdrawal Reason (90) in MiSiS.

Students may be counted as dropouts due to a discrepancy in the Statewide Student Identifier (SSID). If students are known to be enrolled in another school under a different SSID, fax both SSIDs to the Office of

Data and Accountability's State Reporting Services Branch at 213-241-8969.

As data corrections are entered in MiSiS and submitted to CALPADS by State Reporting Services, student records in this file will be updated. Please note the "As of" date (the last column of the file) indicates when the file was refreshed. Because prior year data is updated in CALPADS intermittently, schools should notify their region coordinator and State Reporting Services when this is done to ensure CALPADS is updated immediately.

RELATED RESOURCES:

- [BUL-4926.3 Enrollment Attendance Withdrawal Policies and Procedures](#)
- [Ref Guide 6885.6 Elevate Data Tool 2024](#)
- [BUL 079501.2 Graduation Requirements for the classes of 2024 - 2027](#)

ATTACHMENTS:

Attachment A – Grades 7-12 Graduates and Dropouts, Four Year File
Attachment B – Tips to Clear Dropouts List
Attachment C – Required Documentation for Clearing Dropouts

ASSISTANCE:

- For MiSiS Support, call 213-241-4850.
- For assistance with Elevate Data Quality, call State Reporting Support, 213-241-2081, option 1.
- For assistance with state reporting, call State Reporting Services Branch, 213-241-2450.
- For assistance with dropout prevention and recovery or procedures for clearing dropouts, call the corresponding Region Pupil Services Coordinator.
- For assistance with graduation requirements contact the Region Counseling Coordinator or School Counseling Services, 213-241-7510.

Grades 7-12 Graduates and Dropouts, Four Year File

An accurate accounting of our students when they leave our schools is critical toward determining our dropout and graduation rates. This file validates MiSiS enrollment data against CALPADS data to confirm student enrollment status at public schools (including charters) throughout the state.

If an enrollment discrepancy is found between MiSiS and CALPADS, the student record is flagged as, "REVIEW STUDENT ENROLLMENT STATUS" in the column labeled, **ACTION REQUIRED**. If column **STUDENT STATUS DETAILS** indicates "Enrolled in Other LEA," the MiSiS leave code should be changed to L3. Please note that if a school exited a student as an L8 and no subsequent enrollment is found, this record is flagged as "CONFIRMED DROPOUT".

As this file is updated every two weeks, it is important to note the "As of" date column in the file. In some cases, staff will determine that no changes can/should be made, and the student record shall remain as is. In these instances, staff should annotate their findings in the Comments box of the MiSiS Withdrawal screen.

Middle Schools

The state begins classifying "dropout" data in middle school, beginning with grade 7. The middle school dropout rate is included in the District's LCAP score and schools are responsible for following up with their potential dropouts to provide support and maintain accurate enrollment accounting. Students flagged as "Potential dropouts" are students whose last enrollment was in a district school and were expected to enroll in a public school within the state but do have subsequent school enrollment.

High Schools

In the 2021-22 school year, CDE suspended the Dashboard Alternative School Status (DASS) One-Year Cohort Graduation Rate and the four-year Adjusted Cohort Graduation Rate applies to all schools with 12th grade students.

The student data provided in this file will allow schools with enrollment in grades 9-12 to verify student cohort category. The cohort year, otherwise known as the graduation year, is determined by the student's first 9th grade enrollment, with students expected to graduate four years later. Students are considered cohort graduates when all graduation requirements are met by **June 30** of their fourth year of high school. Schools have until August 2, 2024 to update MISIS exit codes to ensure all cohort students are placed in the correct cohort category.

The cohort category of students can be found in the column labeled “**Student Status**”, and the categories are:

- **Cohort removal includes** students who exited the school and enrolled in another school in the state, left the state, enrolled in a private school, or passed away.
- **Graduates** are students who graduated with their cohort and earned a diploma no later than June 30 of their 4th year in high school.
- **Non-Grads** are students who: did not earn their diploma by June 30 of their 4th year in high school; enrolled for an additional year (5th year seniors); earned a Certificate of Completion or Graduation Equivalency Diploma (GED); passed the High School Exit Test (HiSET); or passed the California High School Proficiency Examination (CHSPE).
- **Dropouts** are students whose last enrollment was in a district school, left to attend another public school within the state and did not enroll.
- **Other Transfers** are students who transferred to an adult school or community college. These students are considered dropouts.

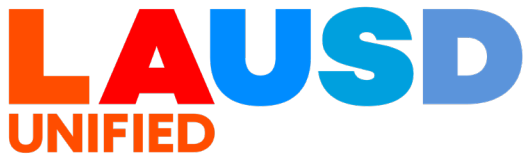
Staff should pay particular attention to the following columns:

- **Student Status**, which indicates the current cohort category of the student
- **Student Status Detail**, which provides additional information as needed
- **Action Required**, which provides guidance to schools when a discrepancy between MISIS and the CALPADS exit codes is found

High school data is provided to schools with the four current student cohorts to review and correct leave codes to ensure data accuracy and identify students needing intervention. Schools should prioritize their efforts to review data for the most recent graduating cohort. When identifying students in need of intervention, schools are recommended to utilize the **GRADE** and **CREDITS** columns. During summer, when Elevate is not operational, this file will be sent to region Counseling, PSA Administrators, and Data Coordinators who will then disseminate to schools.

Schools may estimate their graduation rate by dividing the number of graduates by the sum of graduates, non-grads, dropouts, and other transfers.

Current year updates in MiSiS will be automatically submitted to CALPADS. Prior year data is updated in CALPADS intermittently and schools should notify their region



Counseling, PSA Region Administrator, Student Support Programs Administrators or Data coordinator and State Reporting Services at (213) 241-2450 when this is done to ensure CALPADS is updated immediately.

Tips to Clear Dropouts List

Schools are responsible for checking the dropout lists for completeness and accuracy. If there is any missing or discrepant exit information, enter the correct withdrawal type and withdrawal reason in MiSiS using the Withdrawal History screen under Enrollment.

No Show Dropouts: Students who finished the prior school year at a district school were expected to return the following year, but did not return in the current school year.

Lost Transfers: Students who transferred from a district to attend another public school in California but did not enroll.

In both cases described above, students are referred to as Potential Dropouts in the Elevate file. Schools are recommended to follow these steps to clear Potential Dropouts.

- Check the Record Request page (under Academics) in MiSiS which may provide new information.
- Use the school's "No Show" report in MiSiS to cross reference student's information. This report may be downloaded in MiSiS: Log into MiSiS at <http://misis.lausd.net/start>, using your single sign-on (SSO). Select the correct user role from the landing page. Follow the MENU PATH Reports > Enrollment > No Show Report
- Call all phone numbers listed in MiSiS student record and the Parent Assurance Letter to inquire about the student's enrollment status.
- Contact local charter schools to mail or fax them a list of enrolled students that were expected to return to your school.
- Mail the Parent Assurance Letter to parents of students who have not returned to school.
- Conduct home visits to recover potential dropout students.

Students may be counted as dropouts 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 the State Reporting Services Branch at 213-241-8969.

IMPORTANT NOTE:

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. It may, however, 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.

L8: All withdrawals with the Leaver Code "L8" will appear on the dropout lists, EXCEPT for withdrawals with the Reason Codes 65 and 74.

Required Documentation for Clearing Dropouts

Official documents (e.g., transcripts, court orders, etc.) are preferred methods of verifying a student's enrollment status. Other forms of documentation, however, may be provided by the student, the student's parent, or other responsible adult having knowledge of the student's enrollment status. For example, in lieu of official documentation, the District may use a "Parent Assurance Letter," see BUL-4926.3, Enrollment, Attendance, and Withdrawal Policies and Procedures, dated July 31, 2023, or contact your school's Pupil Services and Attendance (PSA), to document students' enrollment 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 currently enrolled or where the student will be enrolling in school. This letter does not guarantee that a student will not be counted as a dropout but 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 and cannot be used to document the status of a student in prior years. Parent Assurance Letter information may be entered under the Enrollment tab in the Withdrawal History section.

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 L2 and appropriate reason*, and the name of the next school in MiSiS. If the student does not enroll at another LAUSD school, the student will be counted as a dropout at the last school of attendance regardless of the documented L code and reason. 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 Records Request page (under Academics) in MiSiS, including the date of the contact, school name and city, and the name of the contact.

The Records Request tab in MiSiS must be used to track requests for student records by the designated school registrar. This feature is displayed on the E & W report which assists with the clearing of the Potential Dropout List (PDL) and withdrawn students from our District. The utilization of the Records Request tab is critical as the Dropout Prevention Team is expected to do their due diligence to investigate all students whose enrollment has not been verified.

If a Records Request is on file for a student, a school-site staff member must verify that the information matches the MiSiS Withdrawal Record. If not, a designated staff member must update the MiSiS Withdrawal Record to reflect the new Leaver Code or information.

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,” schools shall 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 the State Reporting Services 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 Division of Adult and Career Education, enter the *withdrawal type L2, and leave reason 28 (Adult School Diploma/HiSET Program)*, and the name of the adult education school in MiSiS. The state does not allow students younger than 16 years of age to transfer to adult education schools.
- d. For students who have received a GED, HiSET or CHSPE, the notification of passing the GED, HiSET, or CHSPE is adequate documentation of their certificate. Students who pass the CHSPE need parental approval before withdrawing from school with the *withdrawal type L7 and leave reason of 93 California High School Proficiency Examination (CHSPE)*.
- e. For students who have transferred to a college and are 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 L3 and leave reason 47 (College (Working towards AA or BA)) in MiSiS.

- f. For students who have moved out of California or the United States, enter the appropriate *withdrawal type L5 and reason 36 (another State or 37 another country)* in MiSiS. A Parent Assurance Letter or Enrollment Verification Letter is considered adequate documentation. Make a copy of the Parent Assurance Letter to be filed in a three-ring binder which is kept in a confidential location as this will facilitate the clearing of the Potential Dropout File in the future. File the original letter in the student's cumulative record file.
- g. For students enrolled in juvenile hall or camp, a court notification, a request for records, or a certification of Enrollment through Educational Passport System (EPS) or AERIES is considered adequate documentation. Enter the appropriate *withdrawal type L3 and reason 45 (Juvenile Detention)* in MiSiS.
- h. For students who are deceased, a written or oral parent verification or a notification from a court, a governmental agency, or a law enforcement official are adequate forms of documentation. Enter the appropriate *withdrawal type L8 and reason 65 (Deceased)* 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 Pupil Services and Attendance (PSA) Counselor, A-G PSA Counselor, the school administrator responsible for attendance, the Region or Central Office PSA Administrator, Student Support Programs Administrator or the Office of General Counsel, as necessary.