



TITLE: 2022-23 Year-End Coding for All Schools with 12th 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 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 2022-2023 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 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 12th 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).

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 Students meeting graduation requirements at the conclusion of summer school should be withdrawn as of the last day of the school's 2022-2023 school calendar, June 9, 2023. 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.

After June 15, 2023, corrections must be made using the MiSiS Student Search and entering the information on the Withdrawal Screen. Always use the appropriate leave reason for the student graduation status as of June 30, 2023, even if the student did not meet graduation requirements. (See Leave Reasons, pages 4-5) If the student returns in the Fall to complete coursework, the student must be re-enrolled, unless a Year-End flag was set for a returning student (See page 6).

The Office of Data and Accountability will extract the 2022-2023 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 2023 cohort (initial 9th grade enrollment exactly four years earlier, from 2019-2020 school year).

Schools must continue to update graduation data in MiSiS for summer graduates. The state accountability system closes for data corrections on August 26, 2023. To meet this deadline, schools must complete all updates in MiSiS by **August 25, 2023**. After that date, corrections should continue to be made as appropriate, however, any changes which include a leave date **after August 15 will not be considered for the 2023 graduation rate Dashboard calculations** but should still be entered for accurate student records. The 2022-2023 graduation rate calculation will include students with a graduation code and exit date between **August 16, 2022, and August 15, 2023**.

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.

ENTERING YEAR END FLAGS AND/OR LEAVE REASON II. CODES FOR ALL 12TH GRADE STUDENTS.

Schools must enter either a leave reason code on the MiSiS 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 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 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. For directions, refer to the [Mass Leave Reason Entry Job Aid](#). The screen will list 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 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 th 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

Requirements	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	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. The student must be 18 years old at the time of withdrawal.
College (working towards AA or BA)	Student has not completed graduation requirements and will be enrolling in a college working toward a degree. The student must be 18 years old at the time of withdrawal.

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)

III. 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
 - 2. 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 previously received a Certificate of Completion, has returned before, 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, “CR”.

IV. GRADUATION EXEMPTIONS

Refer to BUL 076310, Graduation Exemptions and Partial Credits. (Being updated at time of this reference guide’s publication). 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 in BUL 076610, 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 in BUL-076310, 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.

V. 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. Regional 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 following *Elevate Data Quality* Reports (previously known as *Certify*) also 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 edit a withdrawal record are available at <https://achieve.lausd.net/misisjobaids>.

**RELATED
RESOURCES:**

MiSiS Job Aids – <https://achieve.lausd.net/misisjobaids>

Elevate Data Tool – <https://datatool.lausd.net>

BUL 076310.1, Graduation Exemption and Partial Credit, dated December 13, 2019. (New policy to be released April 2023)

REF-6056.7 Issuance of Diplomas or Certificates of Completion for All Eligible Student with Disabilities, dated March 28, 2022.

REF-6554.5 2022-2023 Opening Day Procedures: Supplemental Guide and Updates, dated August 15, 2022.

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

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

BUL-079501.1 Graduation Requirements for Classes of 2022-2025, dated March 14, 2022.

ASSISTANCE:

For assistance or further information please contact School Counseling Services regarding graduation requirements and graduation exemptions.

Division of Instruction, Secondary Instruction	Brenda Pensamiento Secondary Administrator bpensami@lausd.net	213-241-7510
Division of Instruction, School Counseling Services	Shelly Alavez Interim Director sha3900@lausd.net	213-241-7510
Region East, Counseling Coordinators	Eiman Hernandez exh6016@lausd.net	323-224-3373
	Dickerson Perry dsp3985@lausd.net	213-241-1932
Region North, Counseling Coordinators	Angelica Streif axs03761@lausd.net	818-654-3665
	Janet Lord jlord@lausd.net	818-252-5454
Region South, Counseling Coordinator	Barbara Politz, blp2505@lausd.net	310-354-3514
Region West, Counseling Coordinator	Gina Kim gkx1383@lausd.net	310-914-2137
Option School Counseling Coordinator	Nancy Chavez nchavez2@lausd.net	213-241-2540
Central Office Counseling Coordinator	Michelle Hernandez mnr29331@lausd.net	213-241-6688

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 Certificates of Completion, consult REF-6056.7 for contact information.

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

For assistance with Elevate data tool reports, or making corrections, contact Elevate support at 213-241-2081, option 1