 Entry/Exit Fields

Quick Reference Guide

Contents

[General Rules 3](#_Toc166224237)

[**EOY Exit Fields** 3](#_Toc166224238)

[**When to account for exited students** 3](#_Toc166224239)

[**Retention and Grade Reassignment** 3](#_Toc166224240)

[1. Students Completing School Year and Attending Again Next Year 4](#_Toc166224241)

[a. Student finished the school year with us and is anticipated to return to us next school year 4](#_Toc166224242)

[2. Students Completing School Year and NOT Returning Next Year 4](#_Toc166224243)

[a. Student finished the school year with us, but will transfer to another Colorado school district next year. 4](#_Toc166224244)

[3. Exiting/Transferring Students 5](#_Toc166224245)

[a. Student is moving to another CSI school PRIOR to the last day of school. 5](#_Toc166224246)

[b. Student finished the school year with us, but I know they and their family are moving out of state for the *new school year*. 6](#_Toc166224247)

[c. Student has finished 8th grade with us and is moving to another school next year. 7](#_Toc166224248)

[d. Student does not return to your school and you do not know where the student transferred. 8](#_Toc166224249)

[e. Exiting from highest grade level in your school 8](#_Toc166224250)

[4. High School 9](#_Toc166224251)

[a. Student is graduating high school 9](#_Toc166224252)

[b. Student is graduating high school AND will be returning next year to complete PTECH, ASCENT, or TREP programming. 9](#_Toc166224253)

[c. 12th grader is taking summer school to graduate 10](#_Toc166224254)

[d. 12th grader completing but not graduating and instead transferring to another program next year 11](#_Toc166224255)

[5. Grade Reassignment 12](#_Toc166224256)

[a. Student is completing the grade (ex: 3rd grade), skipping the next grade (ex: 4th grade), and advancing into the following grade (ex: 5th grade) 12](#_Toc166224257)

[b. Grade Retention 13](#_Toc166224258)

[a. Student repeating a grade (ex: 8th grade) **during the** school year. 13](#_Toc166224259)

[b. Student repeating a grade **NEXT school year**(Ex. Student retained for 24-25 SY will include retention code on 23-24 SY) 14](#_Toc166224260)

[c. Student is graduating high school AND will be returning next year to complete PTECH, ASCENT, or TREP programming. 15](#_Toc166224261)

[d. SPED student is graduating high school but will be returning for the next two years to for transition services. 16](#_Toc166224262)

[6. Homeschool Transitions 17](#_Toc166224263)

[b. Student has been attending your school but is exiting to a fully homeschool environment where the parent will be the sole educational provider. 17](#_Toc166224264)

[c. Student is already a homeschool student who has enrolled in some educational programming at your school and then exits back to fully homeschool where the parent will be the sole education provider. 18](#_Toc166224265)

[d. Homeschool student exits mid-year. You do not know where the student transferred to. 18](#_Toc166224266)

[7. Expulsions 20](#_Toc166224267)

[a. Student was expelled and did not return for the end of the school year. 20](#_Toc166224268)

[b. Student was expelled and is receiving educational services for the duration of their expulsion. 21](#_Toc166224269)

[c. Student was expelled but agreed to alternative disciplinary action and has returned to complete the school year. They did *not* receive services for the duration of their expulsion. 22](#_Toc166224270)

[d. Student was expelled and did not return for the remainder of the school year. They did *not* receive services for the duration of their expulsion. Student *did* return the following school year. 22](#_Toc166224271)

[e. Student was expelled and did not return for the remainder of the school year. They did *not* receive services for the duration of their expulsion. The student *did* return the following school year and will be retained in the grade they left at. 23](#_Toc166224272)

[f. Expelled SPED student 24](#_Toc166224273)

**Entry/Exit Basics**

There are a total of four fields that impact student Entry/Exit information:

* **Entry Date** -mmddyyyy
* **Entry Type** – 2-digit code
* **Exit Date** – mmddyyyy
* **Exit Type** – 2-digit code

Additionally, the **Retention** field will be used for students repeating a grade or for 12th grade P-TECH and ASCENT students.

All Entry and Exit Type Codes are found in the [SSA File Layout](https://resources.csi.state.co.us/end-of-year/).

## General Rules

### **EOY Exit Fields**

For the EOY collection, **Exit Type** ‘**00’** and **Exit Date** ‘**0000000’** should be used for every student who completes the school year at your school, regardless of their anticipated enrollment status at the beginning of next year. This includes:

* Students who you know are moving out of state over the summer and will not be returning.
* Students who are transferring to a local school.
* Students who have passed the highest grade in your school – *except* for students graduating high school. See below for how to properly code these students.
* Students who are skipping or repeating a grade.
* Students who are transitioning to home school.
* Students who have withdrawn or transferred out in the last 3 weeks of the current school year or have completed all coursework early.

### **When to account for exited students**

Because students in the scenarios above are *not* exited in the End of Year (EOY) collection, a one-day Entry/Exit record is created in the new school year *after your SIS is rolled over into the new school year.* Typically, it is recommended that the one-day Entry/Exit date be the day *before* your school start day. Be sure to use [Adequate Documentation](https://www.cde.state.co.us/datapipeline/seyadequatedocs) for any transfers and use the correct Exit Type code.

**When to use entry/exit** **“11”-**Transfer to a public school in the same school district

When deciding if entry code 11 or exit code 11 is appropriate, use the following link to see if the sending/receiving school is a CSI school and should be coded 11. See current CSI Schools here: <https://www.csi.state.co.us/schools/>.

### **Retention and Grade Reassignment**

Retentions occur at the *end* of the school year.

Grade-reassignments occur at the *beginning* of the school year.

# 1. Students Completing School Year and Attending Again Next Year

## a. Student finished the school year with us and is anticipated to return to us next school year

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 23-24 SY EOY Entry | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Retention Code |
| 08082023 | 02 | 070 | 00000000 | 00 | 0 |
| 24-25 SY Entry | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Retention Code |
| 08062024 | 02 | 080 | 00000000 | 00 | 0 |

* + 23-24 EOY:
		- **NO** Exit Date or Exit Type to show student has completed the school year with you.
	+ 24-25 SY:
		- **NO** Exit Date or Exit Type to show student is still enrolled with you.
		- **The exit date and code data can be updated if the student is a no-show and/or you receive information that the student is attending another school or does not come back.**

# 2. Students Completing School Year and NOT Returning Next Year

## a. Student finished the school year with us, but will transfer to another Colorado school district next year.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 23-24 SY EOY Entry | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Retention Code |
| 08082023 | 02 | 070 | 00000000 | 00 | 0 |
| 24-25 SY one-day Entry/Exit | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Retention Code |
| 08062024 | 02 | 080 | 08062024 | 13 | 0 |

* + 23-24 EOY:
		- **NO** Exit Date or Exit Type to show student has completed the school year with you.
	+ 24-25 SY:
		- The Entry/Exit date for the one-day record is *before* the official school start date, if possible.
		- The Entry Type is 02- **Continuous in same school.** See the SSA File Layout for a complete list of Entry Type codes.
		- The Entry Grade Level shows the natural and expected grade progression.
		- Exit Date (Same date as entry date for One-Day Records) - showing the student is withdrawn and no longer enrolled in or attending your school.
		- Exit Type **13 -** **Transfer to a public school in a different Colorado school district.** A student who transfers to a public school located in another district. This transfer ***must be documented*** by a signed confirmation of enrollment and attendance. See the SSA File Layout for a complete list of Exit Type codes.

See Exiting/Transferring Students section for more examples.

# 3. Exiting/Transferring Students

## a. Student is moving to another CSI school PRIOR to the last day of school.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 23-24 SY EOY Entry | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Retention Code |
| 08082023 | 02 | 070 | 03052024 | 11 | 0 |

* + 23-24 EOY:
	+ Exit Date = Last day attended
	+ Exit Type = 11 (See a list of [CSI Schools HERE](https://www.csi.state.co.us/schools/))
	+ Exit Type **11 -** **Transfer to a public school in the same school district** – A student who transfers to another CSI public school. This transfer ***must be documented*** by either an education records request from the receiving school, or a signed confirmation of enrollment and attendance. See the SSA File Layout for a complete list of Exit Type codes.
	+ However, coding might be dependent upon the date of exit. Per the Colorado Code of Regulations (1-CCR-301-1), “students shall be counted as completing (finishing) the school year if they leave school within three weeks of the last day of school or have completed all coursework early, meaning they have completed the locally defined requirements for the current grade and will be promoted to the next higher grade the following school year.”

## b. Student finished the school year with us, but I know they and their family are moving out of state for the *new school year*.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 23-24 SY EOY Entry | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Retention Code |
| 08082023 | 02 | 070 | 00000000 | 00 | 0 |
| 24-25 SY one-day Entry/Exit | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Retention Code |
| 08062024 | 02 | 080 | 08062024 | 14 | 0 |

* + 23-24 EOY:
		- **NO** Exit Date or Exit Type to show student has completed the school year with you.
	+ 24-25 SY:
		- The Entry/Exit date for the one-day record is before the official school start date, if possible.
		- The Entry Type is 02- **Continuous in same school.** See the SSA File Layout for a complete list of Entry Type codes.
		- The Entry Grade Level shows the natural and expected grade progression.
		- Exit Date (Same date as entry date for One-Day Records) - showing the student is withdrawn and no longer enrolled in or attending your school.
		- Exit Type **14 -** **Transfer to a school located in a different state**– A student who transfers to a public school located in another state. This transfer ***must be documented*** by either an education records request from the receiving school, or a signed confirmation of enrollment and attendance. See the SSA File Layout for a complete list of Exit Type codes.

## c. Student has finished 8th grade with us and is moving to another school next year.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 23-24 SY EOY Entry | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Retention Code |
| 08082023 | 02 | 080 | 00000000 | 00 | 0 |
| 24-25 SY one-day Entry/Exit | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Retention Code |
| 08062024 | 02 | 090 | 08062024 | 11 or 13 | 0 |

* + 23-24 EOY:
* **NO** Exit Date or Exit Type to show student has completed the school year with you.
	+ 24-25 SY:
		- The Entry/Exit date for the one-day record is before the official school start date, if possible.
		- The Entry Type is 02- **Continuous in same school.** See the SSA File Layout for a complete list of Entry Type codes.
		- The Entry Grade Level shows the natural and expected grade progression.
		- Exit Date and Exit Type showing the student is withdrawn and no longer enrolled in or attending your school.
		- Exit Type **13 -** **Transfer to a public school** or **11 – transfer to another CSI school.** Both transfer types must be documented. See the SSA File Layout for a complete list of Exit Type codes.

## d. Student does not return to your school and you do not know where the student transferred.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 23-24 SY EOY Entry | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Retention Code |
| 08082023 | 02 | 070 | 00000000 | 00 | 0 |
| 24-25 SY one-day Entry/Exit | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Retention Code |
| 08062024 | 02 | 080 | 08062024 | 06 or 40 | 0 |

## e. Exiting from highest grade level in your school

**My highest school grade is 8h and my SIS does not allow for 9th grade enrollment records.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 23-24 SY EOY Entry | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Retention Code |
| 08082023 | 02 | 080 | 00000000 | 00 | 0 |

* + 23-24 EOY:
		- **NO** Exit Date or Exit Type to show students have completed the school year with you.
	+ 24-25 SY:
		- No enrollment records to be created.
		- CSI will work with school if an exception is required to CDE

# 4. High School

## a. Student is graduating high school

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 23-24 SY EOY Entry | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Retention Code |
| 08082023 | 02 | 120 | 05192024 | 90 | 0 |

* 23-24 EOY:
	+ Exit Date = Graduation Day – not last day of school
	+ Exit Type = 90 Graduated with regular diploma

## b. Student is graduating high school AND will be returning next year to complete PTECH, ASCENT, or TREP programming.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 23-24 SY EOY Entry | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Retention Code |
| 08082023 | 02 | 120 | 05192024 | 90 | 2 |
| 24-25 SY Entry | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Retention Code |
| 08072024 | 90 | 120 | 05202025 | 24 or 23 | 2 or 0 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 25-26 SY Entry | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Retention Code |
| 08052025 | 90 | 120 | 05212026 | 24 | 0 |

* 23-24 EOY:
	+ Exit Date = Graduation Day – not last day of school
	+ Exit Type = 90 Graduated with regular diploma
	+ Retention code = 02 - 12th grader who will participate in an approved postsecondary program in the next year
* 24-25 SY:
	+ The Entry Type = Re-entry after being reported as a graduate in a prior year.See the SSA File Layout for a complete list of Entry Type codes.
	+ Entry Grade Level = 120 – the student is still classified as a student so they can receive funding.
	+ No Exit Date or Exit Type – the student is enrolled and attending PTECH, TREP, or ASCENT programming
	+ If continuing another year, use exit date and exit code 23. Retention code 2.
	+ Once program is complete, use exit date and exit 24. NO RETENTION code.

## c. 12th grader is taking summer school to graduate

**1) EOY Coding while Student “X" is in summer school:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 23-24 SY EOY Entry | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Retention Code |
| 08082023 | 02 | 120 | 00000000 | 00 | 1 |

* 23-24 EOY:
	+ - Possible temporary - **NO** Exit Date or Exit Type to show students have completed the school year with you.
	+ Possibly temporary - Retention code = 1
	+ This process will ensure that your data clears all Level 1 and Level 2 Errors and can continue through the CDE EOY collection process.

**Note:** If Student “X” is still completing credits, contrary to previous years, it is recommended that they are coded as a retention until the course/s and graduation guidelines have been completed. The retention code, exit date, and exit codes can be updated when the student completes graduation requirements. Using a retention code instead of issuing a graduation status will avoid the accidental graduation code for a student that does not graduate. It is much easier to resolve an accidental retention code for a student that gradationed, then the time-consuming work around for a student that did not graduate but was coded as a graduate.

**2) If Student “X” does not pass summer school courses to graduate:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 23-24 SY EOY Entry | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Retention Code |
| 08082023 | 02 | 120 | 00000000 | 00 | 1 |
| 24-25 SY Entry | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Retention Code |
| 08072024 | 02 | 120 | 00000000 | 00 | 0 |

* 23-24 EOY:
* Exit Date/Type = **no** Exit Date or Exit Type to show student has completed the school year with you.
* Retention code = 01 – Retained for next year. This is done for non-graduating 12th graders since there is no grade level higher than 12th.

**3) Student “X” passes all summer school courses to graduate:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 23-24 SY EOY Entry | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Retention Code |
| 08082023 | 02 | 120 | 05192024 | 90 | 0 |

* 23-24 EOY:
	+ **Update** Exit Date = **Graduation Day** – same as the graduating cohort - Not summer school end date
	+ **Update** Exit Type = 90 Graduated with regular diploma
	+ **Update** Retention code = 0

**Note:** Even though Student “X” may technically have a later graduation date due to attending summer school, the Exit Date needs to be the same as the rest of their graduating cohort.

## d. 12th grader completing but not graduating and instead transferring to another program next year

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 23-24 SY EOY Entry | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Retention Code |
| 08082023 | 02 | 120 | 00000000 | 00 | 1 |
| 24-25 SY one-day Entry/Exit | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Retention Code |
| 08062024 | 02 | 120 | 08062024 | **13\*** | 0 |

* 23-24 EOY:
* Exit Date/Type = **no** Exit Date or Exit Type to show student has completed the school year with you.
* Retention code = 01 – Retained for next year. This is done for non-graduating 12th graders since there is no grade level higher than 12th.
* 24-25 SY:
	+ Entry Date – First day of school
	+ Entry Type = 02 – Continued from previous year. See the SSA File Layout for a complete list of Entry Type codes.
	+ Entry Grade Level = 120
	+ Exit Date = First day of school.
	+ Exit Type = \*Find correct Exit Type code for the applicable program the student transferred to. See the SSA File Layout for a complete list of Exit Type codes.

# 5. Grade Reassignment

Use for students accelerating forward, repeating a grade, or having graduated HS and completing ASCENT or P-TECH.

## a. Student is completing the grade (ex: 3rd grade), skipping the next grade (ex: 4th grade), and advancing into the following grade (ex: 5th grade)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 23-24 SY EOY Entry | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Retention Code |
| 08082023 | 02 | **030** | 00000000 | 00 | 0 |
| 24-25 SY one-day Entry/Exit  | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Retention Code |
| 08062024 | 02 | **040** | 08062024 | **10** | 0 |
| 24-25 SY 2nd Entry | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Retention Code |
| 08072023 | **10** | **050** | 00000000 | 00 | 0 |

* + 23-24 EOY:
* **No** Exit Date or Exit Type – show’s student has completed the school year with you.
	+ 24-25 SY:
		- One-day Entry/Exit record
		- The Entry/Exit date for the one-day record is before the official school start date, if possible.
		- The Entry Type is 02- **Continuous in same school.** See the SSA File Layout for a complete list of Entry Type codes.
		- The Entry Grade Level shows the natural and expected grade progression, in this case the grade the student is skipping.
		- Exit Date – same as Entry Date for one-day Entry/Exit record
		- Exit Type = **10 – Grade reassignment w/in same school.**
		- 2nd Entry record
		- Entry Date = first day of school
		- Entry Type = **10 – Grade reassignment w/in same school**
		- Entry Grade = 050 – 5th grade

### b. Student repeating a grade (ex: 8th grade) during the school year OR Next school year.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 23-24 SY EOY Entry | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Retention Code |
| 08082023 | 02 | **080** | 00000000 | 00 | 0 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 24-25 SY one-day Entry/Exit | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Retention Code |
| 08062024 | 02 | **090** | 08062024 | **10** | 0 |
| 24-25 SY 2nd Entry | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Retention Code |
| 08072023 | **10** | **080** | 00000000 | 00 | 0 |

* + 23-24 EOY:
* When a retention or grade reassignment is decided during the school year a retention code is NOT USED. A grade assignment is added.
* If it is decided that a student will complete the year and next year will be retaining, you can also add a grade reassignment.
* **no** Exit Date or Exit Type to show student has completed the school year with you.
* Retention code = 0 – since you were not sure until the new school year began.
	+ 24-25 SY:
		- One-day Entry/Exit record
		- **The Entry/Exit date for the one-day record is before the official school start date, if possible.**
		- The Entry Type is 02- **Continuous in same school.**
		- Entry Grade Level = shows the natural and expected grade progression.
		- Exit Date – same as Entry Date for one-day Entry/Exit record
		- Exit Type = **10 – Grade reassignment w/in same school.**
		- 2nd Entry record
		- Entry Date = first day of school
		- Entry Type = **10 – Grade reassignment w/in same school**
		- Entry Grade = the grade the student is repeating, in this case 080=8th grade.

### Retention codes for 12th graders:

### Screen shot of Retention Codes from SSA file

### c. 12th grade student repeating 12th grade **NEXT school year**(Ex. Student retained for 24-25 SY will include retention code on 23-24 SY)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 23-24 SY EOY Entry | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Retention Code |
| 08082023 | 02 | **120** | 00000000 | 00 | 1 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 24-25 SY  | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Retention Code |
| 08062024 | 02 | **120** | 00000000 | 00 | 0 |

* + 23-24 EOY:
* At the end of a school year or before the start of school, when a retention is decided, a grade reassignment (described in section a.) OR a retention code is used. **NOTE: Retention codes indicate what will happen NEXT school year. For a 24-25 retention, the retention code will be added to the 23-24 SY.**
* **no** Exit Date or Exit Type to show student has completed the school year with you.
* Retention code = 1 – since the parents have signed the retention form prior to the new school year starting.
	+ 24-25 SY:
* The enrollment for the next school will show the grade level of retention.
* Retention Code= 0

## d. Student is graduating high school AND will be returning next year to complete PTECH, ASCENT, or TREP programming.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 23-24 SY EOY Entry | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Retention Code |
| 08082023 | 02 | 120 | 05192024 | 90 | 2 |
| 24-25 SY Entry | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Retention Code |
| 08072024 | 90 | 120 | 05202025 | 24 or 23 | 2 or 0 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 25-26 SY Entry | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Retention Code |
| 08052025 | 90 | 120 | 05212026 | 24 | 0 |

* 23-24 EOY:
	+ Exit Date = Graduation Day – not last day of school
	+ Exit Type = 90 Graduated with regular diploma
	+ Retention code = 02 - 12th grader who will participate in an approved postsecondary program in the next year
* 24-25 SY:
	+ The Entry Type = Re-entry after being reported as a graduate in a prior year.See the SSA File Layout for a complete list of Entry Type codes.
	+ Entry Grade Level = 120 – the student is still classified as a student so they can receive funding.
	+ No Exit Date or Exit Type – the student is enrolled and attending PTECH, TREP, or ASCENT programming
	+ If continuing another year, use exit date and exit code 23. Retention code 2.
	+ Once program is complete, use exit date and exit 24. NO RETENTION code.

### e. SPED student is graduating high school but will be returning for the next two years to for transition services.

For more information see [CDE Special Education Coding Guide: Student End of Year & Other Considerations](https://www.cde.state.co.us/datapipeline/specialeducationcodingguidance)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 23-24 SYEOY Entry | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Retention Code |
| 08082023 | 02 | 120 | 05252024 | 90 | 3 |
| 24-25 SY Entry | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Retention Code |
| 08072024 | 90 | 120 | 05252025 | 27 | 3 |
| 25-26 EOY Entry | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Retention Code |
| 08082025 | 90 | 120 | 05252026 | 22 | 0 |

* 23-24 EOY:
	+ Exit Date = Graduation Day – not last day of school
	+ Exit Type = 90 Graduated with regular diploma
	+ Retention code = 03 - 12th grader with an IEP who is being retained for transition services.
* 24-25 SY:
	+ Entry Type = 90 - Re-entry after being reported as a graduate in a prior year. See the SSA File Layout for a complete list of Entry Type codes.
	+ Entry Grade Level = 120 – the student is still classified as a student so they can receive funding.
	+ Exit Date = Last day of school
	+ Exit Type = 27 - Previous Graduate Receiving Transition Services
	+ Retention code = 3; 12th grader with an IEP who is being retained for transition services.
* 25-26 SY (final year of SPED transition services – up to age of 21):
	+ Entry Type = 90 - Re-entry after being reported as a graduate in a prior year.
	+ Entry Grade Level = 120 – the student is still classified as a student so they can receive funding.
	+ Exit Date = Last day of school
	+ Exit Type = 22 - Student Exited the District After Previously Being Coded as a Graduate in a Prior Year
	+ Retention code = 0

# 6. Homeschool Transitions

Home based and homeschool mean the same and are used interchangeably in the state collections. General CSI homeschool program requirements are available in the [FAQ: Programming for Homeschool Students](https://resources.csi.state.co.us/homeschool-guidance/) on the CSI website.

a. **Homeschool students who complete the school year and are expected to return next year.**

Typically, you will follow the example under the Exiting/Transferring Students section in this document where you would use a 00 exit code.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 23-24 SY EOY Entry | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Retention Code |
| 08082023 | 02 | 070 | 00000000 | 00 | 0 |
| 23-24 SY Entry | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Retention Code |
| 08062024 | 02 | 080 | 00000000 | 00 | 0 |

* + 23-24 EOY:
		- **NO** Exit Date or Exit Type to show student has completed the school year with you.
	+ 24-25 SY:
		- **NO** Exit Date or Exit Type to show student has completed the school year with you.
		- **The exit date and code data can be updated if the student is a no-show and/or you receive information that the student is attending another school or does not come back.**

## b. Student has been attending your school but is exiting to a fully homeschool environment where the parent will be the sole educational provider.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 23-24 SY EOY Entry | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Retention Code |
| 08082023 | 02 | 050 | 02152024 | 16 | 0 |

* 23-24 EOY:
	+ Exit Date = Last day attended
	+ Exit Type = 16 Transfer to home-based education (home schooling).
	+ Parent must provide written notification of the intent to homeschool to the geographic district of residence (not CSI). See the [FAQ: Programming for Homeschool Students](https://resources.csi.state.co.us/homeschool-guidance/) on the CSI website for details.
	+ Retention code = Not applicable

## c. Student is already a homeschool student who has enrolled in some educational programming at your school and then exits back to fully homeschool where the parent will be the sole education provider.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 23-24 SY EOY Entry | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Retention Code |
| 08082023 | 16 | 050 | 02152024 | 16 | 0 |

* 23-24 EOY:
	+ Entry Type = 16 Transferred from home-based education
	+ Exit Date = Last day attended
	+ Exit Type = 16 Transfer to home-based education (home schooling). Written notification of the intent to homeschool has already been provided in the past because the student is already a homeschool student, so it is not required again.
	+ DO NOT use exit type code 06 for grades K-6 so that they are not included in the mobility/stability rates.
	+ Retention code = Not applicable

## d. Homeschool student exits mid-year. You do not know where the student transferred to.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 23-24 SY EOY Entry | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Retention Code |
| 08082023 | 02 | 050 | 02152024 | 06 or 40 | 0 |

* 23-24 EOY:
	+ Exit Date = Last day attended
	+ Exit Type\* = Use Exit Code 06 PK-6 student exited to an unknown educational setting/status for grades PK-06

 Use Exit Code 40 dropout for students 07-12.

* Do everything you can to find out where the student went to avoid having to use the exit codes of 06 and 40. If you still do not know, then you’ll have to use those exit type codes as a last resort.
	+ Retention code = Not applicable

e. **Student is already a homeschool student who is graduating.**

For students who reach graduation age, schools should use their school policy to determine graduation eligibility based on meeting the requirements.

A student can be issued a diploma by either the school or the parent.

**If the parent issues the diploma (most common):**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 23-24 SY EOY Entry | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Homebased Ed |
| 08082023 | 02 | 120 | 05312024 | 16 | 1 |

* 23-24 EOY:
	+ Exit Date = Whenever matriculation occurs
	+ Exit Type = 16 Transfer to home-based education (home schooling)
	+ Homebased education code = Yes, 1
	+ These students will be excluded from the graduation rate calculation.

**If the school issues the diploma (not common):**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 23-24 SY EOY Entry | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Homebased Ed |
| 08082023 | 02 | 120 | 05312024 | 90 | 0 |

* 23-24 EOY:
	+ Exit Date = Whenever matriculation occurs
	+ Exit Type = 90 - 90 Graduated with regular diploma
	+ Homebased education code = No, 0 - This seems unusual, but an error will trigger if home based ed is coded as a yes.
	+ These students will be included in the graduation rate calculation.

f. **Student has been attending your home school program but would like to enroll full-time at your school.**

This student will require two enrollment records in one school year. The first should show them as exiting home school and the second will show the traditional enrollment.

show them as exiting home school and the second will show the traditional enrollment.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 23-24 EOY Entry | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | HomebasedEd |
| 08082023 | 02 | 040 | 00000000 | 00 | 1 |
| 24-25 SY Entry | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | HomebasedEd |
| 08072024 | 02 | 050 | 00000000 | 00 | 0 |

* + 23-24 EOY:
		- **no** Exit Date or Exit Type to show students have completed the school year with you.
	+ 24-25 SY:
		- Entry – Continuous in same school.
		- Homebased Data will be updated to “0” NO
		- Funding Status will be updated

# 7. Expulsions

**Note:** Students who are expelled ***but receiving services*** should be exited as continuers ‘00’ because they are continuing on in school as expected, in the normal progression.

## a. Student was expelled and did not return for the end of the school year.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 23-24 SY EOY Entry | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Retention Code |
| 08082023 | 02 | 100 | 02152024 | 50 | 0 |

* 23-24 EOY:
	+ Exit Date = Last day attended
	+ Exit Type = 50 Expulsion – A student who leaves school involuntarily due to an expulsion approved by appropriate school authorities and is not receiving any education benefits while expelled. Applies only to students who are expelled and do not return before the end of the reported school year.

## b. Student was expelled and is receiving educational services for the duration of their expulsion.

**Note:** Students who are expelled but receiving services should be exited as continuers ‘00’ because they are continuing on in school as expected, in the normal progression.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 23-24 SY EOY Entry | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Retention Code |
| 08082023 | 02 | 100 | 02152024 | 56 | 0 |
|  2nd 23-24 EOY Entry | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Retention Code |
| 02152024 | 56 | 100 | 00000000 | 00 | 0 |

* 23-24 EOY:
	+ Exit Date = Last day attended
	+ Exit Type = 56 - Expelled with educational services – student who is provided educational services by the district during a period of expulsion. These services may include tutoring, participation in an on-line education program or school operated by the district, or placement in a designated expulsion program operated by the district.
	+ Entry Date = Same as Exit Date to create a one-day record
	+ Entry Type = 56
	+ No Exit Date/Type because students who are expelled but receiving services should be exited as continuers ‘00’ because they are continuing on in school as expected, in the normal progression.

## c. Student was expelled but agreed to alternative disciplinary action and has returned to complete the school year. They did *not* receive services for the duration of their expulsion.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 23-24 SY EOY Entry | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Retention Code |
| 08082023 | 02 | 100 | 02152024 | 50🡪55(update exit code to 55) | 0 |
| 23-24 SY EOY Entry | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Retention Code |
| 03052024 | 55 | 100 | 00000000 | 00 | 0 |

* 23-24 EOY:
	+ Exit Date = Last day attended
	+ Exit Type = Update from 50 Expulsion to 55 expelled without educational services and returned to a district school before the end of the reported school year.
	+ Entry Date = Date returned
	+ Entry Type = Re-entry after being expelled without educational services earlier in the same school year.
	+ No Exit Date/Type if student completes the school year

## d. Student was expelled and did not return for the remainder of the school year. They did *not* receive services for the duration of their expulsion. Student *did* return the following school year.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 23-24 SY EOY Entry | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Retention Code |
| 08082023 | 02 | 100 | 02152024 | 50 | 0 |
| 24-25 SY Entry | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Retention Code |
| 08052024 | 50 | 110 | 0000000 | 00 | 0 |

* 23-24 EOY:
	+ Exit Date = Last day attended
	+ Exit Type = 50 Expulsion – A student who leaves school involuntarily due to an expulsion approved by appropriate school authorities and is not receiving any education benefits while expelled. Applies only to students who are expelled and do not return before the end of the reported school year.
* 24-25 SY:
	+ Entry Date = First day of school
	+ Entry Type = 50 - Re-entry after expulsion without educational services from same school district in a prior year – A student who enters the same school district after they were expelled during a previous school year. Student must have been coded with exit code 50 in a previous school year.
	+ Entry Grade Level = 110 – logical grade progression

## e. Student was expelled and did not return for the remainder of the school year. They did *not* receive services for the duration of their expulsion. The student *did* return the following school year and will be retained in the grade they left at.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 23-24 SY EOY Entry | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Retention Code |
| 08082023 | 02 | 100 | 02152024 | 50 | 0 |
| 1st 24-25 SY Entry | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Retention Code |
| 08052024 | 50 | 110 | 08052024 | 10 | 0 |
| 2nd 24-25 SY Entry | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Retention Code |
| 08062024 | 10 | 100 | 0000000 | 00 | 0 |

* 23-24 EOY:
	+ Exit Date = Last day attended
	+ Exit Type = 50 Expulsion – A student who leaves school involuntarily due to an expulsion approved by appropriate school authorities and is not receiving any education benefits while expelled. Applies only to students who are expelled and do not return before the end of the reported school year.
	+ Retention Code = 0 because the student is exited.
* 1st 24-25 SY Entry:
	+ Entry Date = First day of school
	+ Entry Type = 50 - Re-entry after expulsion without educational services from same school district in a prior year – A student who enters the same school district after being expelled during a previous school year. *Student must have been coded with exit code 50 in a previous school year.*
	+ Entry Grade Level = 110 – logical grade progression
	+ Exit Date = Same as Entry Date to create a one-day Entry/Exit record.
	+ Exit Type = 10 - Grade reassignment within same school. A student who remains within the same school but whose grade level is being changed during the school year (examples: retained at the beginning of the school year).
* 2nd 24-25 SY Entry:
	+ Entry Type = 10 - Grade reassignment within same school. A student who remains within the same school but whose grade level is being changed during the school year.
	+ Entry Grade Level = 100 – the grade level the student is repeating.

## f. Expelled SPED student

**Note:** Exit coding for expelled SPED students is documented across three collections: SPED Discipline, SPED EOY, and EOY. The coding for the three collections is different. Expelled SPED students *must* receive services.

* **SPED Discipline coding –** use Exit Type 56 – Expelled with services
* **SPED EOY coding –** not exited – this is because although the student is expelled, they *must* receive SPED services and will therefore complete the SPED EOY with your school. The expulsion coding will be represented in the EOY file.
* **EOY exit coding**:One day Exit/Entry record, showing the expulsion with service exit type (56) and then completion of the school year (00) since they are receiving services and will thus complete the school year.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 23-24 SY EOY Entry | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Retention Code |
| 08082023 | 02 | 100 | 02152023 | 56 | 0 |
|  2nd 23-24 EOY Entry | Entry Date | Entry Type | Entry Grade Level | Exit Date | Exit Type | Retention Code |
| 02152023 | 56 | 100 | 00000000 | 00 | 0 |

* EOY:
	+ Exit Date = Last day attended
	+ Exit Type = 56 - Expelled with educational services – student who is provided educational services by the district during a period of expulsion. These services may include tutoring, participation in an on-line education program or school operated by the district, or placement in a designated expulsion program operated by the district.
	+ Entry Date = Same as Exit Date to create a one-day record
	+ Entry Type = 56

No Exit Date/Type because students who are expelled but receiving services should be exited as continuers ‘00’ because they are continuing on in school as expected, in the normal progression.