

Columbus City Schools End Status Withdraw Codes

INFINITE CAMPUS/ STATE CODE	INFINITE CAMPUS SHORT DESCRIPTION	STATE CRITERIA (EMIS Manual Section 2.1.1)	CCS DEFINITION	Preferred Documentation to Process Withdrawal Checklist (Placed in CUM Folder)	Other Documentation Permitted by ODE (Placed in CUM Folder)	MIN AGE REQ	DROP- OUT	End Status Date
**	Not Applicable , Default	<p>Student did not withdraw from Columbus City Schools and was not truant.</p> <p>If a student is withdrawn to code ** (Not Applicable) and there is no subsequent enrollment record, this withdraw code needs to be updated with a valid non-default value.</p>	Use this code when the student is leaving your school and attending another CCS school. The end date should be the day before the student enrolled in the other CCS school. Confirmation via email or by fax from enrolling school to end dating school.	N/A			N	Day before the student enrolled in new school (even if the day falls on a non-school day)
99	Completed High School Graduation Requirements	Student completed course requirements and passed the appropriate statewide assessments required for high school graduation. In the case of a student on an IEP who has been excused from the individual consequences of the statewide assessments, using this code indicates that the student completed course requirements and took the appropriate statewide assessments required for high school graduation.	Use this code for students who have completed all course requirements, passed all parts of the required tests, and have been certified as a graduate by a guidance counselor. NOTE: For the majority of students, end date to graduate is automatic during the year end processing. Use this code manually withdrawing students who are not included in the year end processing. Example - Summer Graduate	Students' transcripts and test scores. For special education students, a copy of the IEP excusing them from the consequences of graduation assessments must also be included.	N/A		N	Date of Graduation
81	Student Reported in Error	Never should have been reported.	The student was enrolled in error. Due to the new student cross-reference system, any student enrolled in error needs to be withdrawn using this code for accuracy of statewide data.	Documentation that explains the nature of the error and supports such a withdrawal.	N/A		N	Date the error was discovered and corrected or date of enrollment if student never attended

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79	No Longer Eligible to be Enrolled in District	Student eligibility changed, district does not know where education will be continued.	Use this code when a student's eligibility has changed and the student is no longer eligible to be enrolled in the district.	Documentation that proves that the student is no longer eligible to be enrolled in the district. This could be documentation from a residency investigation that determined a student does not qualify as a resident, documentation indicating the end of a superintendent's agreement, or other documentation supporting the student's change in eligibility.	N/A		Y	Date supported by documentation on file. Typically, should be the date the student was no longer eligible to be enrolled.
77	Withdrew due to ORC 3314.26 (non-tested)		***DO NOT USE***	Documentation showing that the student was not tested during the prior two years.	N/A		Y	Not applicable to CCS.
76	Non-Attendance According to the 105 hour rule		DO NOT USE AFTER 03/20/2015- FOR COMMUNITY SCHOOL USE ONLY AFTER THIS DATE	Documentation of the student's continuous, unexcused absences must be maintained. Copy of complete Unable to Locate Student Checklist signed by principal.	N/A		Y	See Note (2) below.
75	Student Completed Course Requirements	Student Completed Course Requirements but did NOT pass the appropriate statewide assessments required for graduation. In the case of a student on an IEP who has been excused from the individual consequences of the statewide assessments, using this code indicates that the student completed course requirements but did not take the appropriate statewide assessments required for graduation.	Use this code for students who still need to pass the required state assessments in order to graduate.	Students' transcripts and test scores, where applicable, must be maintained. If an IEP states that a student is not required to pass one or more sections of the graduation assessment, then that information must be maintained as well.	N/A		Y	Date Completed Course Requirements

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74	Moved	Unable to locate student	<p>Use this code for students who have attended your school during the current school year for a least one day and are no longer attending your school and no record request has been received. School must complete at least 5 interventions to locate the student, complete the <i>Unable to Locate Student Checklist</i> and upload it to the documents tab in the student information system. District staff must verify that the student no longer resides at the home listed in Infinite Campus.</p> <p>The principal must sign this form in order for it to be considered complete.</p>	<p>Copy of completed <i>Unable to Locate Student Checklist</i> signed by principal. (The EMIS Manual states, "The steps taken to make this determination must be documented and maintained. This may include official notes from the attendance/truancy officer, returned mail with a forwarding label attached by the post office, or a registered letter returned due to the intended recipient having moved. These may be acceptable interventions to document on the <i>Unable to Locate Student Checklist</i>, but Board Policy 5131.3 requires use of this document.)</p>	N/A		Y	Date that the Unable to Locate Student Checklist was completed and signed by the principal.
74	Moved	Unable to locate student	<p>Use this code for students who were previously in your school building and did not return from summer break. School must complete at least 5 interventions to locate student, complete the 15 day check list and keep copy in cum folder. District staff must verify that the student no longer resides at the home listed in Infinite Campus and must utilize the <i>Unable to Locate Student Checklist</i> in order to document attempts to locate the student prior to the submission of an End Date Request.</p> <p>The principal must sign this form in order for it to be considered complete.</p>	<p>Copy of completed <i>Unable to Locate Student Checklist</i> signed by principal. (The EMIS Manual states, "The steps taken to make this determination must be documented and maintained. This may include official notes from the attendance/truancy officer, returned mail with a forwarding label attached by the post office, or a registered letter returned due to the intended recipient having moved. These may be acceptable interventions to document on the <i>Unable to Locate Student Checklist</i>, but Board Policy 5131.3 requires use of this document.)</p>	N/A		Y	Summer Withdrawal Date

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73	Over 18 Years of Age		Use this code for students who have reached the age of 18 and indicate to you in writing that they will not be returning to school. NOTE: Students are permitted to attend school through age of 21 and special education students can attend school through the age of 22. 18 year olds can withdraw themselves if they choose whether they are identified as special education or not.	A signed withdrawal form from the student, along with proof of the student's age (e.g., a copy of the birth certificate).	Documentation of notice from the student, along with proof of the student's age (e.g., a copy of the birth certificate). Any notice received only verbally must be documented with details of who provided the information, how it was provided, who received it, and when it was received. The district must also document its efforts to receive preferred documentation.	18	Y	See Note (2) below.
72	Pursued Employment/Work Permit	Superintendent Approval on file.	Use this codes for students 16 years old or older who have applied for and received a full time work permit from the Division of the Registrar. Verification by the Division of the Registrar (signed work permit) as well as the principal's signature is required. ***Only use this for GED as we do not withdraw for work permits***	A copy of the work permit signed by the superintendent. OR Proof of earned GED.	N/A	16	Y	Date the work permit was issued***As we won't be using for work permits , we should use the date the GED was earned (need a written letter)

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71	Withdrew Due to Truancy/Nonattendance	All steps taken by district staff to compel the student to attend school must be documented. The student's absences must be accurately and completely documented. Documentation must continue beyond the withdrawal of the student in EMIS.	The student must be adjudicated and still refusing to go to school. Notification flag will appear on Infinite Campus indicating student has been TRUANCY ADJUDICATED .	The EMIS Manual states, "This withdrawal code requires the district to maintain a significant amount of supporting documentation. All steps taken by district staff to compel the student to attend school must be documented. The student's absences must be accurately and completely documented. Documentation must continue beyond the withdrawal of the student in EMIS." Board Policy 5131.3 requires a student to be adjudicated by the Court; thus, a copy of adjudication from the court and documentation indicating student continued to fail to attend are required .	N/A		Y	See Note (2) below.
52	Death		Use this code for deceased students.	Documentation received from the family.	If a district does not receive the preferred documentation, copies of dated obituaries, death notices, and memorial cards are also acceptable.		N	See Note (1) below.

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51	Verified Medical Reasons	Doctor's authorization on file.	Use this code only for students who have a prolonged catastrophic illness or injury resulting in a coma or medical condition deeming them incapable of learning in an educational environment (e.g. school, tutoring, or home instruction). The student should be withdrawn back to their last day of attendance using this code. When the catastrophic health issue is resolved and the student is able to receive instruction, the student can be re-enrolled. This should be verified by the school nurse.	A signed document from a health professional.	If a district cannot obtain a signed document from a health professional, it must maintain the notice or records it is able to obtain of hospitalization, admission to a nursing home or rehabilitation facility, etc.		N	See Note (1) below.
48	Expelled		FOR HEARING OFFICE USE ONLY. If a student is expelled the hearing office will withdraw/end date the student.	Copies of the notices that are required to be sent to parents. Copies of the supporting disciplinary reports must also be maintained.	N/A		N	Date of Expulsion
47	Withdraw Pursuant to <i>Wisconsin v. Yoder</i>	Only used for 8th Grade students.	Only use this code for students refusing to attend school after 8th grade in support of their religious beliefs.	Documentation that the student has completed at least the eighth grade and a signed withdrawal form from the parent indicating that the child is being withdrawn in accordance with truly held religious beliefs.	N/A			See Note (1) below.
46	Transferred out of the United States	Use this code to withdraw/end date students that are leaving the country.	Use this code to withdraw/end date students that are leaving the country. District Staff must verify student is not living at home.	Any of the documentation listed for withdrawal reasons 40-42. An additional option for students in formal foreign exchange programs is documentation that the program has ended for that student.	Any of the other documentation listed for withdrawal reasons 40-42.		N	See Note (1) below.
45	Transferred by Court Order/Adjudication	A public district other than yours has been designated as responsible for paying for the education. The resident district should not withdraw ANY students placed into the Department of Youth Services.	FOR DIVISION OF THE REGISTRAR OR SPECIAL EDUCATION DEPARTMENT USE ONLY.	A copy of the court order. Note that students placed into DYS are not to be withdrawn from their resident districts.	N/A		N	Date of order or journal entry

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43	Transferred to Home Schooling	Superintendent's approval on file.	FOR HOME SCHOOL COMPLIANCE USE ONLY.	Appropriate verification documentation. Students who live within a city or exempted village school district must have the appropriate documentation and verification from the district superintendent on file.	N/A		N	See Note (1) below.
42	Transferred to a Private (or Parochial) School	The student will be attending a private or parochial school in Ohio.	Used this code for any student that is attending a private or parochial school in the State of Ohio regardless of where the school is located (e.g., a student attending an EdChoice (voucher) school, Rosemont or Eagle's Nest would be withdrawn to this code). All reasonable attempts to obtain a records request must be carried out before accepting other documentation permitted by ODE.	At least one of the following: <input type="checkbox"/> a signed withdrawal form from a responsible party outside the district that includes the last date attended in the district and the name of the new district/school. <input type="checkbox"/> documentation of notification from an ODE system that the student has enrolled in another Ohio district (student must be a known match by more than just SSID). <input type="checkbox"/> a hard copy or electronic records request from the new district/school with the date enrolled in the new school (preferred) and/or the date the request was received.	Documentation of notice from the parent or other district/school that the student has transferred. Any notice received only verbally must be documented with details of who provided the information, how it was provided, who received it, and when it was received. The district must also document its efforts to receive preferred documentation.		N	See Note (1) below.

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41	Transferred to Another Ohio School District	Local, Exempted Village, City School District, or community school transcript request on file.	Use this code for any public school in the State of Ohio. All reasonable attempts to obtain a records request must be carried out before accepting other documentation permitted by ODE.	At least one of the following: <input type="checkbox"/> a signed withdrawal form from a responsible party outside the district that includes the last date attended in the district and the name of the new district/school. <input type="checkbox"/> documentation of notification from an ODE system that the student has enrolled in another Ohio district (student must be a known match by more than just SSID). <input type="checkbox"/> a hard copy or electronic records request from the new district/school with the date enrolled in the new school (preferred) and/or the date the request was received.	Documentation of notice from the parent or other district/school that the student has transferred. Any notice received only verbally must be documented with details of who provided the information, how it was provided, who received it, and when it was received. The district must also document its efforts to receive preferred documentation.		N	See Note (1) below.
41	Transferred to Another Ohio School District (Out of District Career Center ONLY)		Use this code for students that are Out of District Career Center students that have completed their vocational program at the career center. These students will graduate from their home district and not CCS.	Verify in the "Enrollment" tab that the legal district of residence is Grandview Heights, Westerville, or Upper Arlington and make sure that in the "How Received IRN" is coded as a "2." This is sufficient documentation.			N	See Note (1) below.

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40	Transferred to Another School District Outside Ohio	The student will be attending a school outside the State of Ohio.	Use this code for any school outside the State of Ohio. All reasonable attempts to obtain a records request must be carried out before accepting other documentation permitted by ODE.	At least one of the following: <input type="checkbox"/> a signed withdrawal form from a responsible party out-side the district that includes the last date attended in the district and the name of the new district/school. <input type="checkbox"/> documentation of notification from an ODE system that the student has enrolled in another Ohio district (student must be a known match by more than just SSID). <input type="checkbox"/> a hard copy or electronic records request from the new district/school with the date enrolled in the new school (preferred) and/or the date the request was received.	Documentation of notice from the parent or other district/school that the student has transferred. Any notice received only verbally must be documented with details of who provided the information, how it was provided, who received it, and when it was received. The district must also document its efforts to receive preferred documentation.		N	See Note (1) below.
39	Non-Enrolled Student No Longer Receiving Services from the District	Non-educating district no longer providing services.		Evidence that the student had previously been receiving services only, as well as documentation from a parent or district discontinuing the services.	N/A			Date supported by documentation on file.
38	Promoted Beyond Max Grade/Entity Closing	Student can no longer be reported under the entity's current IRN (Community School grade range does not include grade student promoted to; entity student has been attending is closing or merging with another).	DO NOT USE - FOR COMMUNITY SCHOOL USE ONLY.	Evidence that the student completed the maximum grade offered by the community/STEM school (must be lower than 12th grade) or ODE must show that the entity has closed.	N/A			Not for use by CCS.

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37	Withdrew from Kindergarten	Deemed to be in the best interest of student to wait one more year until starting kindergarten experience; may only be used for students with a grade level of KG.	Use this code for students who have started kindergarten but have been deemed unready for school by staff or parents. Use of this code must be approved by the Early Childhood Office (5822). The Early Childhood Office will notify parents via mail. Student must be younger than 6 years old.	Documentation from those who decided (including the parent/ guardian) that it is in the best interest of the child to wait an additional year before starting kindergarten.	Documentation of notice from the parent indicating the parent's decision that the student is not ready for kindergarten.		N	See Note (1) below.
36	Withdrew from Preschool	Preschool student has withdrawn from the preschool program (for any reason).	Use this code when withdrawing/end dating a preschool student for any reason.	Either documentation that the child has completed the preschool program or documentation of notice from the parent indicating the parent's decision to withdraw the student.			N	See Note (1) below.

Note (1): Generally speaking, the withdrawal date is the date supported by the documentation on file. If the district has a signed form from a responsible party outside the district, either the date indicated on the form (when notice is given in advance) or the date of receipt of the notice itself should be used. If the district does not have a signed form, but does have a records request, then the student is withdrawn one day prior to the enrollment date indicated on the records request. If neither of these documents is on file, then the most appropriate, documented, date should be used (e.g., date of death, date of medical withdrawal, etc.).

Note (2): The withdrawal date reported for a student who is not attending and has not been excused or is truant should not be the last date the student was physically present. The withdrawal date for such a student is the date on which the district fulfills the requirements of law and policy for student absences and withdrawals. Even after withdrawing the student in EMIS, the district has a continued responsibility to follow the appropriate attendance and truancy laws and policies and to document all such efforts.