

Enrollment (Beginning and Ending) Codes and Descriptions

Before a student's records are submitted to the SIRS, the student must have an "enrollment record" for the reporting institution. An enrollment record identifies the reason and date each reported student enrolled in the school and/or district and, if applicable, the reason and date the student changed grades within the school or ended enrollment within the school and/or district. Each student must have at least one enrollment record.

Each Enrollment Entry Date must also have a Reason for Beginning Enrollment Code. Enrollment information is used to determine district and school accountability cohort membership and the school/district to which annual assessment results, dropouts, and credentials are attributed.

Each Enrollment Exit Date must also have a Reason for Ending Enrollment Code. If a student leaves during the school year or finishes the school year but is not expected to return for the next school year, the student's enrollment record must have an ending date and an appropriate reason code that indicates the reason for leaving.

Enrollment records are required even in cases where the student is not on the attendance register of the reporting institution. For example, enrollment records are required when a district is required to report special education records for a student with a disability who is enrolled by a parent or guardian in a charter school or religious and independent (nonpublic) elementary, middle, and secondary school; is home schooled; or is placed out-of-State by the court or social service agencies. As another example, children who are preschool age who are not enrolled in a UPK or Pre-K program must have Reason for Beginning Enrollment Code 4034 — *Preschool-age students enrolled solely for determining eligibility for special education services* when they are referred to the CSE or CPSE for determination of eligibility for special education.

Whenever the CSE responsibility for students with disabilities or students referred to the CSE for determination of eligibility for special education services is maintained by a school district that is not accountable under ESSA for a student's State assessment results, two separate enrollment records must be submitted for the same student. The school district with CSE responsibility will submit a Reason for Beginning Enrollment Code 5905, and the school district with accountability responsibility under ESSA will submit a Reason for Beginning Enrollment Code 0011 or a school choice enrollment entry type. The district that submits a Reason for Beginning Enrollment Code 5905 may, but is not required to, report graduation, diploma, type of credential, and career pathway for these students; however, these data are only used to calculate accountability and total cohort outcomes for the LEA reporting the 0011 enrollment. The district that submits the 5905 Reason for Beginning Enrollment record should not report any program service record other than the special education program service record.

Determining Dates of Enrollment: All students (including students with disabilities) are enrolled year-round unless there is a break in enrollment. Enrollment entry records for students continuing in a district or school must begin on July 1. Enrollment exit records are reported only if the student's enrollment or grade level changes during the academic year.

Determining Building or Grade Enrollment: Reason for Beginning Enrollment Code 0011 is used by LEAs; State agencies that operate educational programs; child-care institutions with affiliated schools that provide educational services pursuant to Article 81; the New York State School for the Blind; and the New York State School for the Deaf when a student enrolls in a building or changes grade (for any grade level except GED). Public school districts must use this code to report the enrollment of any student for whom the districts have full educational responsibility except students who transferred between schools under an ESEA Title I transfer option. Enrollment for home schooled students must be reported under certain scenarios; see Home Schooled Student section. Religious and independent (nonpublic) schools participating in the repository system must use this code to report students enrolled by parental choice. Reason for Beginning Enrollment Code 5654 is used to report HSE students who end their 0011 enrollment and transfer to an approved AHSEP program. All resident students enrolled in an approved AHSEP program must be reported by the district of residence.

Reason for Beginning Enrollment

Code	Reason
0011	Enrollment in building or grade
0021	Over 21 enrollment
0022	Foreign exchange student enrollment in building or grade
0033	Part-time students pursuing a HS diploma
0055	Enrolled for instructional reporting only
4034	Preschool-age students enrolled solely for determining eligibility for special education services
5544	Transferred in under the ESEA Title I School in Improvement Status
5555	Student enrolled for the purpose of recording a test score (walk-in)
5654	Enrollment in an AHSEP program*
5905	CSE or CPSE responsibility only
7000	Transferred in under the ESEA Persistently Dangerous School
7011	Transferred in under the ESEA Victim of Serious Violent Incident
8250	HSE outcome reporting only
8294	Census only
8300	Compulsory age student, not attending, no documentation

*See [list of approved AHSEP programs](#).

Code 0011 — Enrollment in building or grade: This code is used by public schools, religious and independent (nonpublic) schools, charter schools, child-care institutions with affiliated schools, State agencies with educational programs, the New York State School for the Blind, and the New York State School for the Deaf when a student enrolls in a building or grade (for any grade level except GED). Use this code to report enrollment of any student for whom the school/district has accountability responsibility under the State accountability system when the student did not transfer in under an ESEA Title I transfer option. Also use this code to report students enrolled by parental choice in a religious and independent (nonpublic) school that is participating in SIRS.

Code 0021 — Over 21 enrollment: This code should be used to report any student who turned 21 in the previous school year and who is returning to school for either compensatory or

recovery educational services. This code can be reported by any LEA providing instruction to this population of students and should be the only entry enrollment used for these students.

Code 0022 — Foreign exchange student enrollment in building or grade: This code is only used when a foreign exchange student enrolls in a building or grade.

Code 0033 — Part-time students pursuing a HS diploma: This code is used when a part-time student is enrolled in a school for instruction in accordance with Education Laws 3204 and 3206 for not less than 4 hours per week and not more than 8 hours per week. Use this code only if the student is not on the day register of any school. Students who were enrolled with a 0011 and will be ending their enrollment to pursue a high school diploma on a part-time basis and will be reported with a 0033 must have their 0011 enrollment record ended with an appropriate dropout code such as 340 — Left school: first-time dropout.

Code 0055 — Enrolled for instructional reporting only: This code is used when the reporting entity does not have school/district accountability or CSE responsibility for the student (i.e., BOCES).

Code 4034 — Preschool-age students enrolled solely for determining eligibility for special education services: This code is used for preschool-age students who are referred to the CPSE or CSE for an initial evaluation to determine eligibility for special education services. Students with this Reason for Beginning Enrollment Code can only have a Reason for Ending Enrollment Code 140 — *Special education eligibility status determined, or determination process stopped for any reason*. This code is required to be submitted by all school districts. If a district has a student with a new referral who has already had a referral, this code may be submitted again in the same or a subsequent year.

Code 5544 — Transferred in under the ESEA Title I School in Improvement Status: This code is used when a student transfers into a school under the public school choice option for students in Title I schools in improvement status. If the student remains in this school because he or she continues to choose this option, use this enrollment code for the student. If the student's residence changes such that this school becomes the student's school of location, continue using Code 5544 for the remainder of the school year. For subsequent school years, discontinue using Code 5544 and use the most appropriate enrollment code for the student (i.e., 0011, etc.).

Code 5555 — Student enrolled for the purpose of recording a test score (walk-in): This code is only used when a student enrolls for the sole purpose of taking an assessment and recording a test score. This Reason for Beginning Enrollment Code requires an Enrollment Exit Date and a Reason for Ending Enrollment Code. This code must not be used for home schooling or parentally placed non-participating religious or independent (nonpublic) school students.

Code 5654 — Enrollment in an AHSEP program: This code is used when a student enrolls in an approved Alternative High School Equivalency Preparation (AHSEP) program as defined in Commissioner's Regulations, Part 100.7(h), whether or not that program is provided in the school the student was attending before he or she transferred. Documentation must include a written statement, indicating the date of enrollment and the name and location of the program service provider.

Code 5905 — CSE or CPSE responsibility only: This code is used only by school districts to report students who have been classified as students with disabilities or have been referred to the Committee on Special Education (CSE) for determination of eligibility for special education services. This includes students placed by parental choice in a religious or independent (nonpublic) elementary, middle, or secondary school; a charter school; or a public school district other than the district of residence; or enrolled by court order in an out-of-state facility. This code is also used for home schooled students to report special education records. It is also used for Kindergarten-age students who are not enrolled in a district school but are receiving special education services as school-age students either at home or in an early childhood or other setting. This code is used by the LEA with CSE responsibility *only when* the LEA does not provide general instruction and does not have accountability responsibility under the State accountability system. The only time this code is used for preschool children with disabilities is when parents place their child in a Pre-K or UPK program that is not operated by their district of residence.

Code 7000 — Transferred in under the ESEA Persistently Dangerous School: This code is used when a student transfers into a school under the public school choice option from a school designated as persistently dangerous. If the student remains in this school because he or she continues to choose this option, use this enrollment code for the student. If the student's residence changes such that this school becomes the student's school of location, discontinue using Code 7000 and use the most appropriate enrollment code for the student (i.e., 0011, etc.).

Code 7011 — Transferred in under the ESEA Victim of Serious Violent Incident: This code is used when a student transfers into a school under the public school choice option from a school in which the student was a victim of a serious violent incident. If the student remains in this school because he or she continues to choose this option, use this enrollment code for the student. If the student's residence changes such that this school becomes the student's school of location, discontinue using Code 7011 and use the most appropriate enrollment code for the student (i.e., 0011, etc.).

Code 8250 – HSE Outcome Reporting Only: This code is used only for the purpose of recording students without a current active enrollment who exited school within the prior 24 months and subsequently earned a high school equivalency diploma. This enrollment code should only be reported by the high school the student last attended and will only be used for calculating the school's Career, College and Civic Readiness index. The enrollment and demographic records must be reported, the student may only be reported with a grade of "GD" and can only be exited with an exit enrollment of 816 – *Earned a High School Equivalency (HSE) Diploma*, a Credential Code of 738 – *High School Equivalency (HSE) Diploma* and a Career Path Code of "None." The student must be included in a cohort that is active during the school year in which the enrollment is reported.

Code 8294 – Census only: This code is used locally to track students prior to compulsory age to assist districts with planning for incoming kindergarten class size. It may also be used to identify students who reside in the district and attend a religious or independent school.

Code 8300 — Compulsory age student, not attending, no documentation: This code is used for children of compulsory attendance age who are not enrolled in any public or religious or independent (nonpublic) school and not registered for home schooling. These students must

remain on the district's register until the student is beyond compulsory age, enrolled in another LEA, or documentation has been received that the student is being home instructed. A grade level code of UNK (unknown) was created for use with the 8300 code only. The UNK grade level should not be used with any other enrollment code. These students should be reported with a district-level location BEDS code (ending in '0000') and not with the location of their last regular enrollment.

Reason for Ending Enrollment

Code	Reason
High School Graduates	
799	Graduated (earned a Regents or local diploma)
0071	Graduated and completed Extended Int HS Program simultaneously
High School Completers	
085	Earned commencement credential
629	Previously earned commencement credential
HSE	
816	Earned a High School Equivalency (HSE) Diploma
Transfers to Other Schools	
153	Transferred to another school in this district or to an out-of-district placement*
170	Transferred to another NYS public school outside this district with documentation. Note: <i>documentation of transfer is not required for preschool students with disabilities.</i>
204	Transferred to a NYS religious and independent (nonpublic) school with documentation
221	Transferred to a school outside NYS with documentation. Note: <i>documentation of transfer is not required for preschool students with disabilities.</i>
238	Transferred to homebound instruction provided by this district
255	Transferred to home schooling by parent or guardian
272	Transferred to a postsecondary school prior to earning a diploma
5927	Leaving a school under ESEA - a victim of a serious violent incident
5938	Leaving a NYC community district under ESEA a victim of a serious violent incident
Dropouts	
136	Reached maximum legal age and has not earned a diploma or certificate
340	Left school: first-time dropout
391	Long-term absence (20 consecutive unexcused days)
408	Permanent expulsion (student must be over compulsory attendance age)
425	Left school, no documentation of transfer (Note: <i>Includes students who are not yet of compulsory school age and who have been withdrawn from school by a parent/guardian and preschool children who are declassified by the CPSE.)</i>
306	Transferred to other high school equivalency (HSE) preparation program
357	Left school: previously counted as a dropout
Other Circumstances for Ending Enrollment	
140	Special education eligibility status determined or determination process stopped for any reason

Code	Reason
289	Transferred to an approved AHSEP program*
323	Transferred outside district by court order*
400	Compulsory age student, stopped attending
430	Excluded pursuant to PHL 2164
442	Left the U.S.
459	Deceased
461	Prior graduate from outside U.S. enrolled without documentation
782	Entry into a different grade in the same school building (Note: This code may be used for preschool students with disabilities who remain in the same building but transition from preschool to school-age status.)
0065	Fulfilled HS Grad Req for Extended Integrated HS Program
0066	Ended enrollment for instructional purposes only
0067	Completed Extended Integrated HS Program
0068	Exited Extended Integrated HS Program After Fulfilling HS Grad Req
1089	Transferred to an approved HSE program outside this district*
8228	End "Walk-In" Enrollment
8305	End CSE/CPSE Responsibility Only Enrollment
8316	Re-enroll in same school
8338	Incarcerated student, no participation in a program culminating in a regular diploma*

*For additional guidance, see "Court-placed Students" in Chapter 2.

Preschool Children with Disabilities

The following Reason for Ending Enrollment Codes may be used to end the enrollment record of preschool children with disabilities, if appropriate:

Code 153 — Transferred to another school in this district or to an out-of-district placement

Code 170 — Transferred to another NYS public school outside this district with documentation. **Note:** documentation of transfer is not required for preschool students with disabilities.

Code 204 — Transferred to a NYS religious and independent (nonpublic) school with documentation

Code 221 — Transferred to a school outside NYS with documentation. **Note:** documentation of transfer is not required for preschool students with disabilities.

Code 238 — Transferred to homebound instruction provided by this district

Code 255 — Transferred to home schooling by parent or guardian

Code 425 — Left school, no documentation of transfer (**Note:** Includes students who are not yet of compulsory school age and who have been withdrawn from school by a parent/guardian and students who are declassified by the CPSE.)

Code 140 — Special education eligibility status determined or determination process stopped for any reason

Code 323 — Transferred outside district by court order

Code 442 — Left the U.S.

Code 459 — Deceased

Code 782 — *Entry into a different grade in the same school building (Note: This code may be used for preschool students with disabilities who remain in the same building but transition from preschool to school-age status.)*

High School Graduates and Completers

Report the Enrollment Exit Date and Reason for Ending Enrollment Code for each student awarded a credential in June or earlier. All students awarded credentials in August, January, or June of this academic year (i.e., 2023–24) must be included and must have an enrollment record.

- **Code 0071 – Graduated and completed Extended Int HS Program Simultaneously:** This code is used to report students who graduate with a Regents or Local diploma while simultaneously completing the requirements for an extended integrated high school program such as NYS P-TECH or New York City 9-14 Early College and Career, Smart Scholars or Smart Transfer. These students must also be reported with an appropriate Credential Type Code and Career Pathway Code. They should not be reported in a subsequent school year.
- **Code 085 — Earned commencement credential:** This code is used to report students who were awarded either a Career Development & Occupational Studies (CDOS) Commencement Credential or a Skills and Achievement Commencement Credential. Students awarded either credential may continue to be enrolled in a public school until they earn a high school diploma or reach age 21. If a student is awarded a commencement credential in August or January and continues enrollment in the school district, the credential should be recorded as awarded in June. If the student discontinued enrollment upon receiving the commencement credential in August or January, the credential should be recorded as awarded on that date. If a student received a commencement credential in August or January and a high school diploma in June, only the diploma (with or without endorsements) should be recorded. If a student receives a CDOS Commencement Credential in the current year and previously earned a Skills and Achievement Commencement credential, use *Code 085 — Earned commencement credential*. This code should not be used if the student earned a CDOS **in addition to** a local or Regents diploma.
- **Code 629 — Previously earned commencement credential:** This code is used for students who earned a or commencement credential in a previous school year, subsequently continued their enrollment, and then left school without earning a high school diploma. If a student receives a CDOS Commencement Credential in the current year and previously earned a Skills and Achievement Commencement credential, use *Code 085 — Earned commencement credential*.
- **Code 799 — Graduated (earned a Regents or local diploma):** This code is used to indicate the student has earned a Regents or local diploma. This code must also be accompanied by the Credential Type Code and Career Pathway Code data elements to record the student's type of diploma and pathway used to earn the diploma.

High School Equivalency (HSE) Diploma

Report the Enrollment Exit Date and Reason for Ending Enrollment Code for each student awarded a high school equivalency (HSE) diploma.

Code 816 — Earned a High School Equivalency (HSE) Diploma: This code is used to indicate students who have earned a high school equivalency (HSE) diploma from an approved AHSEP program (ends a 5654 record) or those students reported with an enrollment entry code 8250 – *HSE Outcome Reporting Only*. If a student receives a CDOS Commencement Credential *and* an HSE diploma, report the student with Credential Type Code 738 (High School Equivalency (HSE) Diploma) in the Student Lite template and Reason for Ending Enrollment Code 816 (Earned a High School Equivalency (HSE) Diploma) in the School Entry Exit template.

Transfers to Other Schools

Report an Enrollment Exit Date and Reason for Ending Enrollment Code for each student who transferred out of your school/district during the school year or who was in attendance at your school on the last day of the year but is not expected to attend your school in the following school year.

Code 153 — Transferred to another school in this district or to an out-of-district placement: This code is used when a student transfers to a school within the same school district or is placed in an out-of-district setting by the CSE or school or district administrators or agents for any reason. The out-of-district setting could be a BOCES, an approved-private placement, a State-supported school, or another public school district. The student so placed could be either a general-education student or student with disabilities. This code may be used for transfers that take place at the end of the school year or at any point during the school year. When it is used for a student who transfers during the school year, the student must have an enrollment record for the educational setting to which he/she is transferring with a beginning date set at the day following the exit date. This code is used when a student is promoted out of the highest grade that this school offers and is expected to be registered in and attend another school in this district. This code is also used when a preschool child with a disability who was enrolled outside the school district becomes school age and is placed in a school district building or a different program outside the school district. This code is also used to end enrollment of a preschool-age student with a disability when the student becomes school age and will receive special education services. This code can be used to end a record with a Beginning Enrollment code of 8300 – *Compulsory age student, stopped attending* if the student returns to the same district.

Code 170 — Transferred to another NYS public school outside this district with documentation: This code is used when a student, parent(s), or guardian(s) initiates a transfer to another public school outside the district or to a charter school. Documentation must include a request for a transcript from a receiving school, a record of sending a transcript to the receiving school, or a written acknowledgement from the receiving school that the student has registered. Documentation is *not* required for preschool students with disabilities who relocate to another school district. Charter schools should use this code when students transfer to another charter or public school.

Code 204 — Transferred to a NYS religious and independent (nonpublic) school with documentation: This code is used when a student, parent(s), or guardian(s) initiates a transfer to a religious or independent (nonpublic) school. Documentation must include a request for a transcript from a receiving school, a record of sending a transcript to the receiving school, or a written acknowledgement from the receiving school that the student has registered.

Code 221 — Transferred to a school outside NYS with documentation: This code is used when a student, parent(s), or guardian(s) initiates a transfer to a school outside New York State, including to the District of Columbia or Puerto Rico. Documentation should include a request for a transcript from a receiving school, a record of sending a transcript to the receiving school, or a written acknowledgement from the receiving school that the student has registered. Documentation is **not** required for preschool students with disabilities who relocate to another school district.

Code 238 — Transferred to homebound instruction provided by the district: This code is used when a district transfers a student to long-term homebound instruction (the student is unable to attend school for the remainder of the school year) and the student is no longer included on the register of a district school. Such students continue to be the responsibility of the district for accountability purposes.

Code 255 — Transferred to home schooling by parent or guardian: This code is used when the student is transferred to instruction being provided by parents or guardians or by instructors employed by parents or guardians. Documentation of transfer to home schooling should include a formal notice of intent to instruct at home. This code can also be used when a student who is being home schooled transfers to home schooling in another district or state. A formal notice of transfer and intent to instruct the student at home in the new location is required.

Code 272 — Transferred to a postsecondary school prior to earning a diploma: This code is used when a student is completing their high school graduation requirement while attending a postsecondary institution. Documentation should include a copy of an admission notification as well as a schedule of courses taken. If this student is later granted a diploma from a high school in the district of residence, the student must be recorded as being re-enrolled in the high school for at least one day (beginning and ending dates must be at least one day apart). All required demographic, assessment, and program service data for that student must be reported. The Program Service Provider BEDS Code on program service records should be the BEDS code of the school awarding the diploma. The Enrollment Exit Date should be the date the diploma was awarded. The Reason for Beginning Enrollment code should be 0011 (Enrollment in building or grade), not 5555 (Student enrolled for the purpose of recording a test score—walk-in).

Code 5927 — Leaving a school under ESEA – a victim of a serious violent incident: This code indicates a student has transferred out of a school because the student was a victim of a serious violent incident under ESEA and into another public school in the same district under the school choice provision of ESEA. In NYC, this code applies to students transferring under this ESEA option to a school within the same community district.

Code 5938 — Leaving a NYC community district under ESEA a victim of a serious violent incident: This code can only be used by the NYCDOE. This code indicates a student has transferred out of a school because the student was a victim of a serious violent incident under ESEA and into another public school outside the student's original community district under the school choice provision of ESEA.

Dropouts

A dropout is any student over compulsory age who left school prior to graduation for any reason except leaving the country, earning a commencement credential or death, and has not been documented as having entered another school or program leading to a high school diploma or a program leading to a high school equivalency diploma. Any student of compulsory age may never be reported as a dropout. Any student of compulsory age must remain on the school/district's attendance register until an official request for records is received and an appropriate enrollment exit reason and date is reported.

Report an Enrollment Exit Date and Reason for Ending Enrollment Code for each student who dropped out during the school year. For students who were enrolled at the end of the prior school year but dropped out before the beginning of the new school year, report the student as enrolled on or after July 1 but report an Enrollment Exit Date after the beginning enrollment date.

Example: A student beyond compulsory age finished grade 11 at District High School in June but did not return to school in the fall. Unless this student can be documented to have transferred to another school, died, or left the country, the student must be counted as a dropout from District High School in the fall. District High School must submit an enrollment record with the appropriate reason for leaving.

Students should be reported using the actual start date of enrollment (taken from the student management system). The enrollment exit date may be the last date of attendance, the date the school was notified that the student had dropped out or, in the case of a long-term absence, the date of the 20th consecutive unexcused absence only for students who have exceeded compulsory age.

Students are counted as dropouts if they are beyond compulsory age and their last enrollment record during the school year had an ending date of June 30 or earlier and they had a Reason for Ending Enrollment Code of:

Code 136 — Reached maximum legal age and has not earned a diploma or certificate;

Code 289 — Transferred to an approved AHSEP program *

Code 306 — Transferred to other high school equivalency preparation (HSE) program;

Code 340 — Left school: first-time dropout;

Code 357 — Left school: previously counted as a dropout (only counted as a dropout in the cohort dropout aggregations, not in the annual dropout aggregations); or

Code 391 — Long-term absence - 20 consecutive unexcused days;

Code 408 — Permanent expulsion (student must be over compulsory age);

Code 425 — *Left school, no documentation of transfer;*

Code 430 – *Excluded pursuant to PHL 2164;*

Code 1089 – *Transferred to an approved HSE program outside this district**

*Students with a Reason for Ending Enrollment Code 289 – Transferred to an approved AHSEP program or a Reason for Ending Enrollment Code 1089 – Transferred to an approved HSE program outside this district are counted as dropouts until a subsequent Reason for Beginning Enrollment Code of 5654 – Enrolled in an AHSEP program is recorded. At that point, whatever Exit Enrollment Code is used for the AHSEP record determines the student's discharge status.

Enrollment records with beginning dates after June 30 of the academic year being reported are ignored when identifying the last enrollment record. A student who leaves during the school year without documentation of a transfer to another educational program must be counted as a dropout unless the student resumes school attendance before the end of the school year. The student's registration for the next school year does not exempt him or her from dropout status in the current school year.

2002 and later cohort members whose enrollment record ends after BEDS day of year 4 in high school and before August 31st of year 5 in high school will be counted as dropouts in the graduation cohort statistics if the reason on the last enrollment record in the school of record has a Reason for Ending Enrollment Code 136, 340, 391, 408, 425, 306, or 357.

Code 136 — *Reached maximum legal age and has not earned a diploma or certificate:*

This code is used when a student is ending enrollment in your school solely because the student has reached 21 years of age during the school year and the student did *not* previously earn a diploma or certificate.

Code 306 — *Transferred to other high school equivalency preparation (HSE) program:*

This code is used when a student transfers to an HSE program other than Alternative High School Equivalency Preparation (AHSEP), whether or not that program is provided in the school the student was attending before he or she transferred. Documentation must include a written statement, indicating the date of enrollment and the name and location of the program provider. Students transferring under this code are included in the appropriate accountability and graduation cohorts.

Code 340 — *Left school: first-time dropout:* This code is used when a student beyond compulsory age meets the criteria in the dropout definition and has not been counted as dropping out by this school in a previous year. If a student drops out during the school year but subsequently returns to school in the same year, open a new enrollment record for the student. This code also includes students who previously transferred to an Alternative High School Equivalency Preparation (AHSEP) program and meet the criteria in the dropout definition and have not been counted as dropping out by this school in a previous year. A school should code a student as "Left school: first-time dropout" in only one year during the student's school career. In subsequent years, the student should be reported with a Reason for Ending Enrollment Code 357 — *Left school: previously counted as a dropout*, if appropriate.

Code 357 — Left school: previously counted as a dropout: This code is used when a student beyond compulsory age has been reported with a reason for ending enrollment codes that previously identified the student as a dropout in that LEA.

Code 391 — Long-term absence-20 consecutive unexcused days: This code is used when a student beyond compulsory age has been absent without excuse for twenty (20) or more consecutive school days as of the last expected day of attendance for the school year. A school should code a student as "Long-term Absence" in only one year during the student's school career. In subsequent years, the student should be reported with a Reason for Ending Enrollment Code 357 — *Left school: previously counted as a dropout*, if appropriate.

Code 408 — Permanent expulsion (student must be over compulsory age): This code is used when a student is over the compulsory attendance age and has been permanently expelled. Administrative records must document the expulsion process.

Code 425 — Left school, no documentation of transfer: This code is used when a student is beyond compulsory age and thought to have transferred to another school but the required transfer documentation has not been received. These students are counted as dropouts on the School/District Report Card. A school should code a student as "Left school, no documentation of transfer" in only one year during the student's school career. In subsequent years, the student should be reported with a Reason for Ending Enrollment Code 357 — *Left school: previously counted as a dropout*, if appropriate. This code may also be used to end enrollment of preschool children who are declassified by the CPSE or are withdrawn from school by a parent/guardian.

Other Circumstances for Ending Enrollment

Report an Enrollment Exit Date and Reason for Ending Enrollment Code for each student who left your school during the school year for reasons other than those listed above.

Code 140 — Special education eligibility status determined or determination process stopped for any reason: This code is used when a preschool-age child had been referred for a CPSE or CSE for determination of eligibility for special education and a decision has been made or the determination process has ended for any reason, including if the child leaves the school district or enrolls in a PreK or UPK program before a determination is made. This code should also be used in situations when the referral or consent to evaluate the student has been withdrawn prior to final determination. If the series of Special Education Events for a child referred to a CPSE or CSE for determination of eligibility for special education has not been completed by June 30 of the reporting year, a Reason for Ending Enrollment Code 140 may be used to end the enrollment record and no subsequent Reason for Beginning Enrollment Code should be reported unless the child enrolls in an institution to receive services or a new referral is initiated. This code always ends the "4034" enrollment record. If children are found to be eligible for special education, an enrollment record with code 0011 must be submitted when the child is found eligible for special education services.

Code 289 — Transferred to an AHSEP program: This code is used when a student transfers to an approved AHSEP program as defined in Commissioner's Regulations, Part 100.7(h), whether or not that program is provided in the school the student was attending before he or

she transferred. This code is also used when a student transfers from a charter school to an approved AHSEP program. Documentation must include a written statement, indicating the date of enrollment and the name and location of the program service provider. Students who are excluded from a district/school accountability cohort solely because they transferred to an AHSEP program are included in the appropriate graduation cohort. (See the [list of approved high school equivalency preparation programs](#).)

Code 323 — Transferred outside the district by court order: This code is used when a student is placed outside the district by an authority not employed by the district and not in parental relation to the student. Examples include students placed outside the district (1) in county jails, jails operated by the city of New York, prisons, or juvenile facilities that have a school (as defined under State law) or provide an educational program that culminates in the award of a regular high school diploma or (2) in non-incarcerated court placements (e.g., foster care homes; group homes; placement in residential facilities with affiliated schools that provide educational services in accordance with Article 81 of the Education Law). Documentation should include a copy of the order placing the student outside the district.

Code 400 – Compulsory age student, stopped attending: This code is used when a student of compulsory age stops attending school and there is no documentation of a new enrollment at an LEA and no documentation of transfer to home schooling. The district/school of the student's last enrollment must perform due diligence in locating the student. This student should subsequently be reported with a beginning enrollment code of 8300 – *Compulsory age student, not attending, no documentation* through the end of the school year in which the student exceeds compulsory age or until another exit code becomes applicable. If there is no subsequent entry enrollment reported after exiting the student with code 400 and the student has already been reported with a date of entry into grade 9, the student will count as a dropout in the 4-year outcomes for Total Cohort Graduation Rate.

Code 430 – Excluded pursuant to PHL 2164: This code is used when a student has not received the required vaccinations after 15 days of school enrollment and, pursuant to Public Health Law 2164, are no longer allowed to attend school. Districts should report a student with this code if after 15 days of enrollment the required documentation of vaccination has not been provided and the student has not been transferred to approved home schooling (Exit Enrollment Code 255). Once a student is exited with this code, the student will not be included in the following accountability calculations: chronic absenteeism; suspensions; Career, College and Civic Readiness; and performance. This exit code *does not* exclude the student from either graduation cohort (accountability or total cohort). These students will be counted as dropouts. If a student is exited with a Code 430 and the parent subsequently becomes approved to home school the student, the district must re-enroll the student with one of the regular entry enrollment codes and exit the student to home schooling (Code 255). See *Public Health Law 2164 (Failure to Immunize) section in Chapter 2*. **Note:** A student who is of compulsory school age excluded pursuant to PHL 2164 should be enrolled in a nonpublic school, home schooled or enrolled with 8300 (compulsory age student, not attending, no documentation).

Code 442 — Left the U.S.: This code is used when a student moved out of the 50 United States, District of Columbia, or Puerto Rico either voluntarily via emigration or involuntarily via deportation. A school or district must have written confirmation that the student has emigrated

to another country. Documentation must include a statement from a parent or guardian indicating a destination or written documentation from a school administrator of a conversation had with the student's parent indicating that the family is leaving the country. Documentation for deportation must include a written statement from a school administrator indicating that the student is being deported. All documentation must be included in the student's file. This code should **not** be used for students moving to the District of Columbia or Puerto Rico.

Code 459 — Deceased: This code is used when a student dies while enrolled. A letter from a parent or an obituary is sufficient documentation. Official written documentation, such as a death certificate, is not necessary.

Code 461 – Prior graduate from outside US enrolled without documentation: This code is used when a new student from outside the U.S. is enrolled by the district without documentation and the district later learns that the student previously graduated outside the U.S. The student will be removed from all cohort reporting and therefore not counted as a dropout. Districts must keep documentation of the student's graduation credentials from outside the U.S.

Code 782 — Entry into a different grade in the same school building: This code is used when a student changes grades (including students who change from graded to ungraded or vice versa) in the same school year. This code may be used for preschool students with disabilities who transition from a preschool to a school-age program but remain in the same school building.

Code 0065 — Fulfilled HS Grad Req for Extended Integrated HS Program: This code is used when a student in a NYS P-Tech or NYC P-Tech program fulfills the requirements for a Regents diploma and plans to continue in the program. These students must also be reported with an appropriate Credential Type Code and Career Pathway Code. To continue in the program, these students should be re-enrolled with Reason for Beginning Enrollment Code 0011 the following school year and reported with the appropriate program service code.

Code 0066 — Ended enrollment for instructional purposes only: This code is used to end enrollment records for students with a Reason for Beginning Enrollment Code 0055: Enrolled for instructional reporting only.

Code 0067 — Completed Extended Integrated HS Program: This code is used when a student in a NYS P-Tech or NYC P-Tech program completes all three parts of the program (Regents diploma, workplace experience, and associate degree). The student should have already been exited with a 0065 and been counted as a graduate.

Code 0068 — Exited Extended Integrated HS Program After Fulfilling HS Grad Req: This code is used when a student in a NYS P-Tech or NYC P-Tech program fulfills the requirements for a Regents diploma, continues in the program, but subsequently decides to leave the program and exit school.

Code 1089 — Transferred to an approved HSE program outside this district: This code is used to end enrollment for students who are placed by the court in a facility that offers an

approved HSE program outside the district and who enroll in that HSE program. This code is also used to end enrollment for charter students who are similarly placed.

Code 8228 — End "Walk-in" Enrollment: This code is used to end a “Walk-in” enrollment for students with a Reason for Beginning Enrollment Code 5555: Student enrolled for the purpose of recording a test score.

Code 8305 — End CSE/CPSE Responsibility Only Enrollment: This code is used to end an enrollment record opened using Reason for Beginning Enrollment Code 5905 — *CSE responsibility only*. For example, for students whose enrollment record was opened with a Reason for Beginning Enrollment Code 5905, use Reason for Ending Enrollment Code 8305 for students who were declassified during the school year or were referred for special education evaluation but were found to be ineligible for services. **Also use this code when the parent/guardian does not provide initial consent for the special education services to begin.** (Districts are encouraged to use a more appropriate Reason for Ending Enrollment Code, if applicable.)

Code 8316 — Re-enroll in Same School: This code is used to end enrollment for students with Reason for Beginning Enrollment Code 0033 — *Part-time student pursuing a high school diploma*.

Code 8338 – Incarcerated student, no participation in a program culminating in a regular diploma: Students who are reported as entering grade 9 in the 2007–08 school year or later and who are placed by court order in prisons or juvenile facilities and do not participate in an educational program that culminates in the award of a regular high school diploma or approved AHSEP program must be reported by the district of reporting responsibility (e.g., the district that is responsible for the student at the time the court order takes place) with a Reason for Ending Enrollment Code 8338 – *Incarcerated student, no participation in a program culminating in a regular diploma*.

Evaluation Group Code

Code
3012d

Grade Level Codes and Descriptions

(For use in School Entry Exit Template)

Grade Level Code	Grade Group	Grade Ordinal	Grade Description
KH	KH	KDGH	Half Day Kindergarten
KF	KF	KDGF	Full Day Kindergarten
01	1	1st	1 st grade
02	2	2nd	2 nd grade
03	3	3rd	3 rd grade
04	4	4th	4 th grade
05	5	5th	5 th grade
06	6	6th	6 th grade