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| **When a student is withdrawn from homebound or home-based instruction to return to school, what withdrawal code should be used?** |
| You may use W201 to transfer the student from homebound/homebased back to a regular school within your division. |
| W201= Transfer to a public school in the same local education agency - A student who transfers to a public school that is located within the administrative boundaries of the same local education agency. |

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| **Is there a list of charter schools that we can share with our registrars?** |
| There are only 4 in the state. They appear in our list of Divisions and schools <http://www.doe.virginia.gov/VDOE/Publications/student-coll/divisions-schools.xls> under the school type = “Public school - Charter.” |

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| **Are all the facilities referred to as state-operated institutions in E111 and W411 those that are identified on the list of division and school codes as Fall Membership School?** |
| No, they are identified on that list as division type = 'State Agency' |

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| **The description for E119 says it may be used on the first day for school for all students.  Does that mean we only use E120 and E121 for students who come in from foreign countries after the beginning of the year?** |
| E119 may be used for all students on the first day of school each school year, E120 and E121 may also be used if the information about the student is available to make that determination on the first day of school. |
| E119= Original entry into a United States school - A student already residing in the United States enters a school for the first time in the United States or an extra-state jurisdiction. On the first day of school for each and every school year, this code may be used for all students.  E120= Original entry into a United States school from a foreign country with no interruption in schooling - A student who has recently moved from a foreign country where he or she had been enrolled in a school that is not a United States overseas dependents school (includes private and public school systems) and enters a school in the United States or an extra-state jurisdiction for the first time.  E121= Original entry into a United States school from a foreign country with an interruption in schooling - A student who has recently moved from a foreign country where he or she had not been enrolled in a school that is not a United States overseas dependents school (includes private and public school systems) and enters a school in the United States or an extra-state jurisdiction for the first time. |

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| **When we enroll private school students in our schools for special education services, which entry code do we use?** |
| You may use any one of the E codes that apply to the private setting.  These codes reflect the 'transfer' status of the student; they are or were enrolled during this school year.  Even though they are not technically transferring to you, they are -in fact- entering a VA public school. |

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| **If a private school student has been enrolled in our schools for special education services and is then exited from special ed, what withdrawal code should we use?** |
| Use may use one of the W3xx codes that would apply to the private setting. |
| W304= Transfer to a private, non-religiously-affiliated school in the same local education agency  W305= Transfer to a private, non-religiously-affiliated school in a different local education agency in the same state  W306= Transfer to a private, non-religiously-affiliated school in a different state  W307= Transfer to a private, religiously-affiliated school in the same local education agency  W308= Transfer to a private, religiously-affiliated school in a different local education agency in the same state  W309= Transfer to a private, religiously-affiliated school in a different state  W310= Transfer to a school outside of the country  W312= Transfer to a charter school that is not located within the administrative boundaries of the same local education agency but is in the same state  W313= Transfer to home schooling  W314= Transfer to Job Corps/Project Challenge  W321= Transfer to a full-time, baccalaureate or associate's degree seeking program at an accredited postsecondary institution |

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| **If we know a student will be gone for more than 15 days, do we have to wait until the student is absent 15 days to code them as withdrawn with either W960, W961 or W970?** |
| No, you may withdraw the student as soon as it is known the absence will exceed 15 days.   That said, you are also entitled to carry them for 15 days to collect ADM. |
| W960= Withdrawn after being absent fifteen (15) consecutive days for extended illness - A student who left school for an indefinite period of time because of a physical, extended illness and is expected to return to school.  W961= Suspension exceeding 15 days - A student who left school involuntarily due to a school-approved suspension that exceeded 15 days and is expected to return to school.  W970= Withdrawn after being absent fifteen (15) consecutive days - A student who has been absent for fifteen (15) consecutive days who is expected to re-enter school. At the end of the school year, a student who has not returned to school should be recoded to the appropriate exit/withdraw type. |

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| **A student completes the previous school year with our division, is suspended and out of school until the middle of October.** **How should this student be reported in the current school year?** |
| This student would be reported on the Fall SRC with an active status of N and an exit code of W961.  For the Spring and EOY SRCs, this student would have an E1xx in the middle of October, and would not be flagged as a summer dropout because of the W961.  The absence was involuntary and plans were in place for this student to return to school, this student is not a summer dropout. Students reported on the Fall SRC with a W9xx code are required to be reported on the EOY SRC with an A, I, or N record. |
| W961= Suspension exceeding 15 days - A student who left school involuntarily due to a school-approved suspension that exceeded 15 days and is expected to return to school. |

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| **A student completes the previous school year with our division, but can not return to school in the fall because of illness. How should this student be reported in the current school year?** |
| This student would be reported on the Fall SRC with an active status of N and an exit code of W960 on the Fall SRC.  If the student returns in time for the Spring and EOY SRCs, this student would have an E1xx entry code after 10/1 and would not be flagged as a summer dropout because of the W960 reported on the Fall SRC. The student’s absence was involuntary and the student is expected to return to school, this student is not a summer dropout. Students reported on the Fall SRC with a W9xx code are required to be reported on the EOY SRC with an A, I, or N record. |
| W960= Withdrawn after being absent fifteen (15) consecutive days for extended illness - A student who left school for an indefinite period of time because of a physical, extended illness and is expected to return to school. |

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| **A student completes the previous school year with our division but the student returns to school late because the family went back to their country in the summer and has planned to return in the middle of October.  How should this student be reported in the current school year?** |
| This student could be reported on the Fall SRC with an active status of N and an exit code of W970 on the Fall SRC. On the Spring and EOY SRCs, this student would have an E1xx code after 10/2 and would not be flagged as a summer dropout because of the W970 reported on the Fall. Even though this student’s absence was voluntary, it was planned, the school was notified, and the student plans to return to school. Students reported on the Fall SRC with a W9xx code are required to be reported on the EOY SRC with an A, I, or N record. |
| W970= Withdrawn after being absent fifteen (15) consecutive days - A student who has been absent for fifteen (15) consecutive days who is expected to re-enter school. At the end of the school year, a student who has not returned to school should be recoded to the appropriate exit/withdraw type. |

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| **What would be the Original entry code for the student whose paperwork and approval occurs during the summer and begins the new school year in the Homebound setting?** |
| **E119 (or another E code that is appropriate for this child first entering your division)  For the purposes of the student record collection, you would not have to first enter the student into a regular setting and then one day later withdraw him from that setting and re-enroll him into homebound education.  The student can have an E119 code for entry directly into homebound education.** |
| E119= Original entry into a United States school - A student already residing in the United States enters a school for the first time in the United States or an extra-state jurisdiction. On the first day of school for each and every school year, this code may be used for all students. |

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| **What exit code should be used for the student transferring from homebound to general education?** |
| **W201, DOE considers school number 9998 as another educational setting within your division and the student is transferring back to a regular school setting**. |
| W201= Transfer to a public school in the same local education agency - A student who transfers to a public school that is located within the administrative boundaries of the same local education agency. |

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| **What original entry code should be used for the student whose first day of school of the new school year is in a Home-based setting because the paperwork & approval was completed during the summer?** |
| **E119 (or whatever E code is appropriate for this child first entering your division)**  **For the purposes of the student record collection, you would not have to first enter the student into a regular setting and then one day later withdraw him from that setting and re-enroll him into homebased education.  The student can have an E119 code for entry directly into homebased education.** |
| E119= Original entry into a United States school - A student already residing in the United States enters a school for the first time in the United States or an extra-state jurisdiction. On the first day of school for each and every school year, this code may be used for all students. |

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| **What exit code should be used for the student transferring from home-based back to general education?** |
| **W201, DOE considers school number 9999 as another educational setting within your division and the student is transferring back to a regular school setting**. |
| W201= Transfer to a public school in the same local education agency - A student who transfers to a public school that is located within the administrative boundaries of the same local education agency. |

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| **Our division needs to report a student who started the school year with us and then was placed into a private residential school. We pay the tuition and are responsible for making sure his IEP is fulfilled. How would this student be reported on the SRC?** |
| This student would be reported on the SRC with two records. One record would identify the student with your division as both responsible and serving, assuming this student started the year with you; he/she would have an E119 entry code and a W115 exit code to report the placement into the private school. The second record would identify the student with your division as the responsible, the private school (600/8000) as the serving, an entry code of R115 and the appropriate tuition paid code. One record is active the other is inactive. |
| E119= Original entry into a United States school - A student already residing in the United States enters a school for the first time in the United States or an extra-state jurisdiction. On the first day of school for each and every school year, this code may be used for all students.  W115= Transfer to another room in the same school - A student who transfers to another room within the same school.  R115= Re-entry from the same school with no interruption of schooling - A student who had previously entered any class in a school and then continues his or her membership in the same school from one term to the next because of a promotion or demotion, or who transfers from one homeroom or class to another during a regular school session. |

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| **We have a student who attended a private, non-religious school. He was found to be eligible for special ed services. We provided speech services for three months, and then the parents enrolled him full time into our school. How does this student appear on the SRC?** |
| This student would be reported on the SRC with two records. The original entry record would be identified with an E104, your division would be both responsible and serving, and the non-public FTE code would be 10. When the student enrolls full time, that record would report a W115 exit code and date. The second record would report an entry code of R115 and leave non-public FTE code blank. One record is active the other is inactive. |
| E104=Transfer from a private, non-religiously-affiliated school in the same local education agency - A student who transfers from a private school (operated by a non-governmental, non-religious group or organization) that is located within the administrative boundaries of the same local education agency, including hospital teaching programs.  W115= Transfer to another room in the same school - A student who transfers to another room within the same school.  R115= Re-entry from the same school with no interruption of schooling - A student who had previously entered any class in a school and then continues his or her membership in the same school from one term to the next because of a promotion or demotion, or who transfers from one homeroom or class to another during a regular school session. |

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| **Our division has a special ed speech student started the current school year in a North Carolina public school. The student then transferred to a parochial school in within our division and is determined to be eligible to receive speech services. Should the original entry identify that he enrolled from North Carolina as an E203 (transfer from public school in a different state) or as an E107 (transfer from a private, religiously affiliated school in the same LEA?** |
| This student’s last educational experience prior to his/her enrollment in your division would be E107. Again when the student only receives speech services, he/she would be code with Non-Public FTE = 10, those students are not included in any funding or reporting calculations. |
| E107=Transfer from a private, non-religiously-affiliated school in the same local education agency - A student who transfers from a private school (operated by a non-governmental, non-religious group or organization) that is located within the administrative boundaries of the same local education agency, including hospital teaching programs.  E203= Transfer from a public school in a different state - A student who transfers from a public school that is located in another state, from a United States overseas dependents school, or from a DOD (Department of Defense) school. |

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| **A student starts the year in another school division and was reported as E119 on their Fall SRC. The student withdrew in the middle of October and attended a private non-religious school through December. The student then enrolled in our division. What entry code should we use for this student?** |
| This student should be enrolled as a R416. |
| E119= Original entry into a United States school - A student already residing in the United States enters a school for the first time in the United States or an extra-state jurisdiction. On the first day of school for each and every school year, this code may be used for all students.  R416= Re-entry into a different school after transferring out of Virginia public education - A student who had previously entered any class in a school in Virginia and then re-enters a different Virginia public school after he or she transferred to a out-of-state school during the regular school session. This includes a student returning from a private, an out of state, or from home school. |

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| **What transfer code should be used to transfer a student from a regular/special education setting to our adult high school program?** |
| **You can use W201 to transfer students from your K-12 program to your adult program.  You will need to continue to report such students as active on the student record collection until they either earn diplomas, GEDs or dropout.  Because your adult program is more alternative in nature, at the point the student is not continuously enrolled, he should be reported as a W880 on the student record collection.  If he later returns and earns a diploma or other credential, you can report the student's graduate/completer code on the next student record collection.** |
| W201= Transfer to a public school in the same local education agency - A student who transfers to a public school that is located within the administrative boundaries of the same local education agency.  W880= Discontinued schooling - A student who stops attending school and is considered to constitute "dropping out." |

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| **I have a student who is transferring to the SECEP special ed regional program (Division 288); can I use W402 to exit that student? What code would be appropriate to use when that student returns to our school?** |
| Yes, use W402 to withdraw students to special ed regional programs. Students transferring from regional programs back to school divisions should be coded as R302. |
| W402= Transfer to a public school in a different local education agency in the same state - A student who transfers to a public school that is not located within the administrative boundaries of the same local education agency but is in the same state.  R302= Transfer from a public school in a different local education agency in the same state - A student who transfers from a public school that is not located within the administrative boundaries of the same local education agency but is in the same state. |

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| **During the school year, our schools have withdrawn students who stopped attending after 15 consecutive days of absence with a W970. We have since received requests for records from other divisions and private schools for some of them and our attendance officer has reported that the other students and their families can not be located. Now it is time to submit our EOY Student Record Collection data, how should these students be reported?** |
| At the end of the school year, a student who has not returned to school should be recoded to the appropriate exit/withdraw code. In the case of the students that can not be located, their W970 should be changed to W880 for the EOY SRC. |
| W970= Withdrawn after being absent fifteen (15) consecutive days - A student who has been absent for fifteen (15) consecutive days who is expected to re-enter school. At the end of the school year, a student who has not returned to school should be recoded to the appropriate exit/withdraw type  W880= Discontinued schooling - A student who stops attending school and is considered to constitute "dropping out." |

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| General Notes:  The R099 code does correspond to the W016 as do the R1xxs/W1xxs and the R2xxs/W2xxs.  After that, there isn't a direct correspondence between Rxx# and Wxx#.  R4xx codes correspond to students who reenter after transferring:  A. out of state (W5xxs)  B. to private or home school (W3xxs)  C. voluntary withdraw (W8xxs)  D. long-term absence - as in suspension, long-term illness or family emergency (W9xxs) | |
| **Reentry Codes** | **Exit/Withdraw Codes** |
| **R099**=Transfer from a public school in a different local education agency in the same state | **W016**= withdraw to enter Individualized Student Alternative Education Program (ISAEP) |
| **R111**= Re-entry from a state-operated institution  **R115**= Re-entry from the same school with no interruption of schooling | **W115**= Transfer to another room in the same school  **W118**= Transfer to a special education program from regular education program within the school  **W119**= Transfer to regular education program from special education program within the same school |
| **R201**= Transfer from a public school in the same local education agency  **R212**= Transfer from a charter school in the same local education agency  **R214**= Matriculation from another school within the same local education agency  **R216**= Re-entry into a school from Homebound education.  **R217**= Re-entry into Homebound education within the same local education agency.  **R218**= Re-entry into a school from Home-based education.  **R219**= Re-entry into Home-based education within the same local education agency  **R298**= Re-entry into a school from an Individualized Student Alternative Education Program (ISAEP) | **W201**= Transfer to a public school in the same local education agency  **W212**= Transfer to a charter school in the same local education agency  **W214**= Matriculation to another school within the same local education agency  **W217**= Transfer to homebound instruction  **W218**= Transfer to a special education program from regular education program that is located within the same local education agency  **W219**= Transfer to regular education program from special education program that is located within the same local education agency  **W221**= Transfer from an Individualized Student Alternative Education Program (ISAEP) to a regular education program in a school within the same local education agency  **W222**= Transfer to home-based instruction. |
| **R302**= Transfer from a public school in a different local education agency in the same state  **R312**= Transfer from a charter school in a different local education agency in the same state | **W312**= Transfer to a charter school that is not located within the administrative boundaries of the same local education agency but is in the same state |
| **R415**= Re-entry into original school after transferring out of Virginia public education  **R416**= Re-entry into a different school after transferring out of Virginia public education  **R417**= Re-entry after a voluntary withdraw  **R418**= Re-entry after an involuntary withdraw | **W304**= Transfer to a private, non-religiously-affiliated school in the same local education agency  **W305**= Transfer to a private, non-religiously-affiliated school in a different local education agency in the same state  **W306**= Transfer to a private, non-religiously-affiliated school in a different state  **W307**= Transfer to a private, religiously-affiliated school in the same local education agency  **W308**= Transfer to a private, religiously-affiliated school in a different local education agency in the same state  **W309**= Transfer to a private, religiously-affiliated school in a different state  **W310**= Transfer to a school outside of the country  **W313**= Transfer to home schooling  **W314**= Transfer to Job Corps/Project Challenge  **W321**= Transfer to a full-time, baccalaureate or associate's degree seeking program at an accredited postsecondary institution  **W402**= Transfer to a public school in a different local education agency in the same state  **W411**= Transfer to a state-operated institution  **W503**= Transfer to a public school in a different state  **W880**= Discontinued schooling  **W960**= Withdrawn after being absent fifteen (15) consecutive days for extended illness  **W961**= Suspension exceeding 15 days  **W970**= Withdrawn after being absent fifteen (15) consecutive days |