

WDE Student Enrollment Exit Type Codes, Definitions, and Requirements

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Each of the valid Exit Type Codes are defined in this section, along with federal requirements for valid use of specific types.

108 – Graduated with a Wyoming ‘regular high school diploma’ AND completed district defined college-bound course of study

This code shall be used when a student has:

- 1) Graduated with a Wyoming ‘regular high school diploma’ as defined through the Wyoming Statute and Rules Regulations, Chapter 31 – Graduation Requirements AND
- 2) Completed the district defined college-bound course of study.

Federal guidance: Under 34 C.F.R. §200.19(b)(1)(iv), a ‘regular high school diploma’ means the standard high school diploma awarded to students in a State that is fully aligned with the State’s academic content standards and does not include a GED credential, certificate of attendance, or any alternative award. The term ‘regular high school diploma’ also includes a ‘higher diploma’ that is awarded to students who complete requirements above and beyond what is required for a regular diploma.

124 – Graduated with a Wyoming ‘regular high school diploma’ BUT WITHOUT having completed the district defined college-bound course of study

This code shall be used when a student has:

- 1) Graduated with a Wyoming ‘regular high school diploma’ as defined through the Wyoming Statute and Rules Regulations, Chapter 31 – Graduation Requirements
- 2) BUT WITHOUT having completed the district defined college-bound course of study.

Federal guidance: Under 34 C.F.R. §200.19(b)(1)(iv), a ‘regular high school diploma’ means the standard high school diploma awarded to students in a State that is fully aligned with the State’s academic content standards and does not include a GED credential, certificate of attendance, or any alternative award. The term ‘regular high school diploma’ also includes a ‘higher diploma’ that is awarded to students who complete requirements above and beyond what is required for a regular diploma.

132 – Completed school and received an ‘other’ credential (other than a ‘regular high school diploma’)

This code shall be used when a student has completed school with an ‘other’ credential. This student DID NOT receive a Wyoming ‘regular high school diploma’ as defined through Wyoming Statute and Rules and Regulations, Chapter 31 – Graduation Requirements.

140 Exit Code Subsets

The following exit type codes have been broken apart to allow districts to better track students that are known to have dropped out vs students whose status is unknown or transfer not full complete vs Special Education students that are exited from membership but not from SPED please be sure to review the full details of each code prior to its use. ALL three codes count the same way in federal reporting and Graduation Rate Calculations

For student exits that occur on or before the 10/1/2021 snapshot the 140 and 141 codes may, at the district’s discretion, be reported as they were originally defined joined under the 140 exit type code or broken apart as shown below.

140 – Student known to have dropped out.

This code shall be used when a student has stopped attending school and is known to have dropped out

141 - Status unknown, or transfer not fully documented per federal requirements.

This code shall be used when status cannot be determined, or transfer cannot be confirmed to include full documentation required by federal guidance. Documentation required to be obtained by districts to validate use of any of the 'transfer' exit type codes is listed under each of the 'transfer' exit type descriptions below.

142 - Special Education Student Extended Absence. *It is not required to use the 142, its use is an option to reduce burden on districts if the student is expected to return.*

Use of this exit code only applies to students who have been reported with StudentIDEA = Y as defined in the StudentIDEA field in the student file. The purpose of this code is to allow the district to meet the 10-day drop from membership requirement while allowing a short grace period before the requirement to exit the student from their current IEP and subsequently following the process for creating a new IEP when the student is expected back within **10 educational days** of the implementation of this code. ALL Exit procedures should be followed and documented according to district and/or program policy, including submission of a PWN to the student's parents.

- 1) ADM cannot be claimed for the period after the corresponding exit date and the subsequent entry date as the student has no membership during this time. This code cannot be used as a FINAL exit as there is an expectation of a student enrollment record with an entry date of no more than 10 educational days following the student exit date. If the student has not returned within that 10 educational day period the exit type code MUST be replaced by the most appropriate code for their exit reason and the student MUST be exited from their current IEP in the Special Education file. No additional extensions will be allowed regardless of whether the student returns on day 21 or later.
- 2) Changing of this exit code may be done through the use of:
 - a. An enrollment record where the entry date and exit date occur on the same day providing the 'NoShow' indicator is marked 'Yes' to verify that this is a no-show record or exit status change.
 1. If district policy allows for No-Show records to be reported mid-year, this method is preferred
 - b. Correcting the record with the 142 exit type to the most appropriate exit type AND ensuring that the Exit date in the SPED record matches the exit date in the student record.
 1. If district policy does not allow for mid-year No-Show records to be submitted, this method is allowable

159 – Discontinued schooling to participate in a GED or other education or training program that does not grant a ‘regular high school diploma’

This code is used to report a student who discontinued schooling to participate in a program that does not grant a ‘regular high school diploma’. Included are a GED program, the Wyoming Youth Challenge Program, a postsecondary early admission program (prior to graduating from high school), and all other education or training programs that do not grant a ‘regular high school diploma’.

167 – Expelled or involuntarily withdrawn without continuation of educational services

This code is for students expelled or involuntarily withdrawn without continuation of educational services.

168 – Removed by IAES, expelled, or involuntarily withdrawn with a continuation of services

This code is for students expelled or involuntarily withdrawn from their regular school but will continue receiving educational and/or special education services or has been removed to another location by IAES.

- Not limited to IDEA
- No exit from the special education record/IEP will be required for IDEA students.
- Use of this exit type requires that enrollment records exist for this student, at the student’s resident school district, before and after the exit event.

175 – Reached maximum age for services

Use this code for a student who left school because he or she has reached the maximum age until which a free, appropriate public education must be provided as indicated by federal, state, or local laws.

183 – Withdrawn due to significant illness

This code is used for a student who has left school due to a long-term medical condition, or who is in a drug treatment or rehabilitative center, that prevents the student from receiving services, but who is eligible to return to school.

205 – Permanent incapacitation

This code is used when a student is permanently incapacitated, either physically or mentally, and is not expected to reenter K12 education due to this condition.

213 – Deceased

This code is only used for a student who is deceased. Federal guidance: A school or LEA must have written confirmation that a student is deceased to validate this reporting option (34 C.F.R. §200.19(b)(1)(ii)(B)). A letter from a parent or an obituary is sufficient documentation. Official written documentation of a student’s death, such as a death certificate, is not necessary.

248 – Enrolled in a foreign exchange program; student expected to return

This code shall be used for a United States student enrolled in a foreign exchange program; the student is expected to return to the United States upon completion of the exchange program.

256 – Foreign student returned to home country following completion of foreign exchange program in the United States

This code is to be used to report foreign exchange students from other countries who enroll in programs in the United States when they depart to finish school or receive a diploma in their home country. Foreign Exchange Students from outside the United States expected to return to their home country are not eligible

to be counted as having received a Wyoming diploma. Conversely, nor should these students be counted as dropouts when they return to their home country.

264 – Emigrated to another country

This code is to be used for a student who has emigrated to another country. Federal guidance: A school or district must have written confirmation that a student has emigrated to another country (34 C.F. R. §200.19(b)(1)(ii)(B)), but need not obtain official written documentation. For example, if a parent informs a school administrator that the family is leaving the country, the school administrator may document this conversation in writing and include it in the student's file. The regulations do not require written documentation to be 'official' for a student who emigrates to another country because the WDE recognizes that it may be difficult, if not impossible' to obtain transcripts of other official documentation from another country confirming that a student is enrolled in school.

280 – Mid-year change in the same school

This code is used to indicate a mid-year (any time other than end-of-year) change in the same school to:

- grade level
- any change to full-time or part-time status
 - to include only memberships where ADM is greater than 0
- change in IDEA status
- Change in Section 504
- changes in EL status
- change in school lunch status
- tracking a change in how students receive instruction for situations relating to temporary virtual education
- change in full-time Virtual Education status
- can be used for homeschool and concurrent enrollments to indicate a change in that particular enrollment
 - for example: indicating a change in the amount of ADM that enrollment includes

Use of this exit type implies that enrollment records exist, where the student has been in attendance for at least 1 day, for this student at this school before and after this event. However, if the 280 exit code is used, it must comply with all existing business rules, including but not limited to submitting a subsequent enrollment record.

Restrictions for use

1. This code **cannot be used** if:
 - a. The student has not been in attendance in the current year
 - b. there is no communication with the student or their parent or guardian and/ or their status is unknown (141), or
 - c. the student has dropped out (140), or
 - d. the student has entered another educational program that does not result in a Regular HS Diploma including GED, HiSET, National Online programs, etc. (159) or
 - e. the student has either entered or exited placement (469), or
 - f. any other status as indicated by the remaining exit type options.

- g. The student is exiting primary enrollment in the district to a valid homeschool program (450), or ending a homeschool enrollment that includes some instructional sections in the district (302)
- h. The student is transitioning from a primary (home) enrollment in the district to a concurrent enrollment. Please use the appropriate transfer exit type for that situation.

281 – End of Active Enrollment, the next enrollment is an inactive record with no membership

This exit code is used to indicate a student is leaving active enrollment status and entering inactive status. The purpose of this code is to allow districts an option for maintaining student and parent communications within their SIS and allow for continued access to district-supplied systems. A subsequent enrollment record with 0 ADM is required within 3 days of the use of this enrollment status change.

In order to use this code, the student must have been in attendance in the school during the current year and in the enrollment period in which this code is being used. This code must be used in conjunction with the 282 as indicated in that exit type definition. If the student does not return as expected, this exit code should be corrected to the most appropriate exit type for why the student left.

Note about the use of 281 and 282 exit types: The period of enrollment that spans the time between the use of the 281 and 282 exit types indicates an inactive enrollment record. The WDE considers a student to not be enrolled during the time period that begins with a start date immediately following the record ending with the 281 exit type and ends with the exit date coinciding with the use of the 282 exit type. As such, these records will be treated the same as if there were no enrollment or section records received during that time period.

Restrictions for use

1. **This code cannot be used for students that are receiving services through an IEP (IDEA = Y).**
2. This code **cannot be used if:**
 - a. The student has not been in attendance in the current year, or
 - i. There should not be an enrollment record until the student has been in attendance in the district – Pre-Enrollments should not be included in the WDE684
 - ii. For students that were in attendance in the previous year, but have not been in attendance in the current year a No-Show record may be reported
 - b. there is no communication with the student or their parent or guardian and/ or their status is unknown (141), or
 - c. the student has dropped out (140), or
 - d. the student has entered another educational program that does not result in a Regular HS Diploma including GED, HiSET, National Online programs, etc. (159) or
 - e. the student has either entered or exited placement (469), or
 - f. any other status as indicated by the remaining exit type options
 - g. Cannot be used as a student's final exit reason on end-of-year reporting.

282 – End of Inactive Enrollment, the next record is an active enrollment record

This exit code is used to indicate a previously inactive student has returned to their educational setting and has resumed instruction, in attendance. **This code can only be used on the enrollment record that follows the 281** to indicate when inactive status ends and the student will begin counting in attendance. ADM must be 0 for the duration of the enrollment record ending with this code.

Note about the use of 281 and 282 exit types: The period of enrollment that spans the time between the use of the 281 and 282 exit types indicates an inactive enrollment record. The WDE considers a student to not be enrolled during the time period that begins with a start date immediately following the record ending with the 281 exit type and ends with the exit date coinciding with the use of the 282 exit type. As such, these records will be treated the same as if there were no enrollment or section records received during that time period.

In order to use this code, the student must have been in attendance in the school during the current year and in the enrollment period in which this code is being used. This code must be used in conjunction with the 281 as indicated in that exit type definition.

Restrictions for use

1. **This code cannot be used for students that are receiving services through an IEP (IDEA = Y).**
2. This code **cannot be used if:**
 - a. The student has not been in attendance in the current year
 - b. ADM is greater than 0 (student is not in membership, ADM cannot be claimed)
 - c. there is no communication with the student or their parent or guardian and/ or their status is unknown (141), or
 - d. the student has dropped out (140), or
 - e. the student has entered another educational program that does not result in a Regular HS Diploma including GED, HiSET, National Online programs, etc. (159) or
 - f. the student has either entered or exited placement (469), or
 - g. any other status as indicated by the remaining exit type options.
 - h. Cannot be used as a student's final exit reason on end-of-year reporting.

302 – End of a concurrent or home school enrollment at a school at any time during the year, including end-of-year

This code is used to denote the end of an enrollment for a student flagged as concurrently enrolled or home schooled (meaning less than 50% enrolled in public school and home schooled 50% or more of the school day) immediately prior to exiting the school.

310 – Attendance through end-of-year; grade level advance

This code is used for a student who attended through the end-of-year, having advanced a grade level. It is assumed the student will attend school in the same district in the following year; either in the same school or moving onto a new school in the district following natural progression. For example, moving from elementary school to middle school or junior high school.

329 – Attendance through end-of-year; retained in grade level

This code is used for a student who attended through end-of-year, having been retained in the same grade level. It is assumed the student will attend school in the same district in the following year.

345 – Transferred mid-year to a different public school in the same Wyoming district

This code is used for a student who left his or her school and enrolled in a different public school that is located within the administrative boundaries of the same local education agency. This exit code is not intended to be used to indicate an end-of-year natural progression of a student. For example, moving from middle school to a junior high school. The transfer will then only be acknowledged as valid when the WDE receives a subsequent WDE684 enrollment record from another school within the district.

361- Transferred to a public school in a different Wyoming district

This code is used for a student who transferred to a 'regular high school diploma' granting public school that is not located within the administrative boundaries of the same local education agency, but is in the same state. Federal guidance: To confirm that a student transferred out, a school or LEA must have 'official written documentation' that a student has transferred to another school or to an educational program that culminates in the award of a regular high school diploma (34 C.F.R. §200.19(b)(1)(ii)(B)(1)). Official written documentation includes a request for student records from a receiving public high school or a written record of a response from an official in the receiving school acknowledging the student's enrollment. In the case of a student who moves to another public school within the state, that transfer will only then be acknowledged as valid when the WDE receives a subsequent WDE684 enrollment record from another public Wyoming district.

396 – Transferred to a public school in a different state

This code is used for a student who transferred to a 'regular high school diploma' granting public school that is located in another state or to a United States overseas dependents school. **A student that continues to reside in Wyoming, but enrolls in an out-of-state educational program, may NOT be considered as transferred to a public school in another state, regardless of the location of the school.** Federal guidance: To confirm that a student transferred out, a school or LEA must have 'official written documentation' that a student has transferred to another school or to an educational program that culminates in the award of a regular high school diploma (34 C.F.R. §200.19(b)(1)(ii)(B)(1)). Official written documentation includes a request for student records from a receiving public or private high school or an educational program (that culminates in a regular high school diploma), or a written record of a response from an official in the receiving school or program acknowledging the student's enrollment.

418 – Transferred to a private school in Wyoming

This code is used for a student who transferred to a 'regular high school diploma' granting private school in Wyoming. **A student that resides in Wyoming may only be considered to be transferred to a private school in Wyoming, if said school has been licensed as a Wyoming private school per WS 21-2-401 through 21-2-407 and Chapter 18 rules, or if the school is exempted from licensing per 21-2-406. A student that has been "placed" in an institution remains the responsibility of the district and should not be considered exited to a private school, see End of Enrollment section exit type 469.** Federal guidance: To confirm that a student transferred out, a school or LEA must have 'official written documentation' that a student has transferred to another school or to an educational program that culminates in the award of a regular high school diploma (34 C.F.R. §200.19(b)(1)(ii)(B)(1)). Official written documentation includes a request for student records from a receiving public or private high school or an

educational program (that culminates in a regular high school diploma), or a written record of a response from an official in the receiving school or program acknowledging the student's enrollment.

426 – Transferred to a private school in a different state

This code is used for a student who transferred to a 'regular high school diploma' granting private school that is located in another state or to a United States overseas dependents school. ***A student that continues to reside in Wyoming, but enrolls in an out-of-state educational program, may NOT be considered as transferred to a private school in another state, regardless of the location of the school. A student that has been "placed" in an institution remains the responsibility of the district and should not be considered exited to a private school in another state, see End of Enrollment section exit type 469.*** Federal guidance: To confirm that a student transferred out, a school or LEA must have 'official written documentation' that a student has transferred to another school or to an educational program that culminates in the award of a regular high school diploma (34 C.F.R. §200.19(b)(1)(ii)(B)(1)). Official written documentation includes a request for student records from a receiving private high school or an educational program (that culminates in a regular high school diploma), or a written record of a response from an official in the receiving school or program acknowledging the student's enrollment.

450 – Transferred to home schooling as the primary educational setting

This code is used for a student who transferred to home schooling as the primary educational setting (student is home schooled 50% or more of the school day) for reasons other than health. Homebound students receiving educational services from the district must retain public school enrollment status. **Students entering national online programs, private schools, and approved Wyoming virtual education programs are NOT considered to be homeschooled.** Federal guidance: A student who leaves a public school to be home schooled would be considered to be a transfer if the home school meets the State's requirements for compulsory attendance or other State laws or policies applicable to home schools. Official written documentation may include, for example, a letter of withdrawal or other written confirmation from the parent or guardian, any documentation that meets the home-schooled notification or compulsory attendance requirements in the State, or any other written documentation accepted in the State to verify a child is home schooled. A conversation with a parent or neighbor of a student, for instance, would not be considered official written documentation of a transfer.

WS 21-4-101(a)(v) A home based educational program means a program of educational instruction provided to a child by the child's parent or legal guardian or by a person designated by the parent or legal guardian.

451 – Transferred to home schooling as the primary educational setting, but continuing a partial enrollment in the district.

This code is used for a student who transferred to home schooling as the primary educational setting (student is home schooled 50% or more of the school day) for reasons other than health, but will continue taking one or more educational sections in the district. Exit from an existing IEP is not required. Homebound students receiving educational services from the district must retain public school enrollment status. **Students entering national online programs, private schools, and approved Wyoming virtual education programs are NOT considered to be homeschooled.** Federal guidance: A student who leaves a public school to be home schooled would be considered to be a transfer if the home school meets the State's requirements for compulsory attendance or other State laws or policies applicable to home schools. Official written documentation may include, for example, a letter of withdrawal or other written confirmation from the parent or guardian, any documentation that meets the home-schooled notification or

compulsory attendance requirements in the State, or any other written documentation accepted in the State to verify a child is home schooled. A conversation with a parent or neighbor of a student, for instance, would not be considered official written documentation of a transfer.

WS 21-4-101(a)(v) A home based educational program means a program of educational instruction provided to a child by the child's parent or legal guardian or by a person designated by the parent or legal guardian.

469 – Placed in an institution

This code is used when a student is placed in an institution, returns from placement in an institution, or changes placement in an institution. Use of this exit type requires that enrollment records exist for this student, at the student's resident school district, before and after the exit event. This criterion applies to all placement types, including but not limited to, district placements, incarceration, parental placements, and court-ordered placements. Please refer to our [Court Ordered or Medically Necessary Placements \(COMPS\) of Students](#) web page for additional information regarding students placed outside of their resident district.

If a student continues to receive educational services provided by the institution, the student's resident district must continue to report a primary (non-concurrent) enrollment record for the student and remains accountable for the student.

999 – Pre-enrolled Never Attended

This code is used when a student pre-enrolls in the district but never attends even 1 day. It is only valid in cases where the student was not in attendance in the district at any point in the prior year. However, it may be used if the student was in attendance two or more years in the past and expresses intent to enroll in the upcoming year and fails to attend. Students who qualify for an IEP should be reported as IDEA = N as the district would not have provided IEP services. The No-Show flag must be marked yes either automatically or manually and FTE set to 0.