EXIT CODE TRAINING

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PURPOSE OF TRAINING

- Quick overview of Graduation Requirements
- Help districts ensure that information in Infinite Campus (the student data management system) is correct
- Find errors within the data
- Provide technical assistance on how to fix errors
- Good data is needed for the APR (annual performance report) districts receive each year
  - Graduation and Drop Out Rate
- Data is also used for RDA (Results Driven Accountability)
- School and District report card

https://doe.sd.gov/gradrequirements/

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High School **Graduation Requirements**

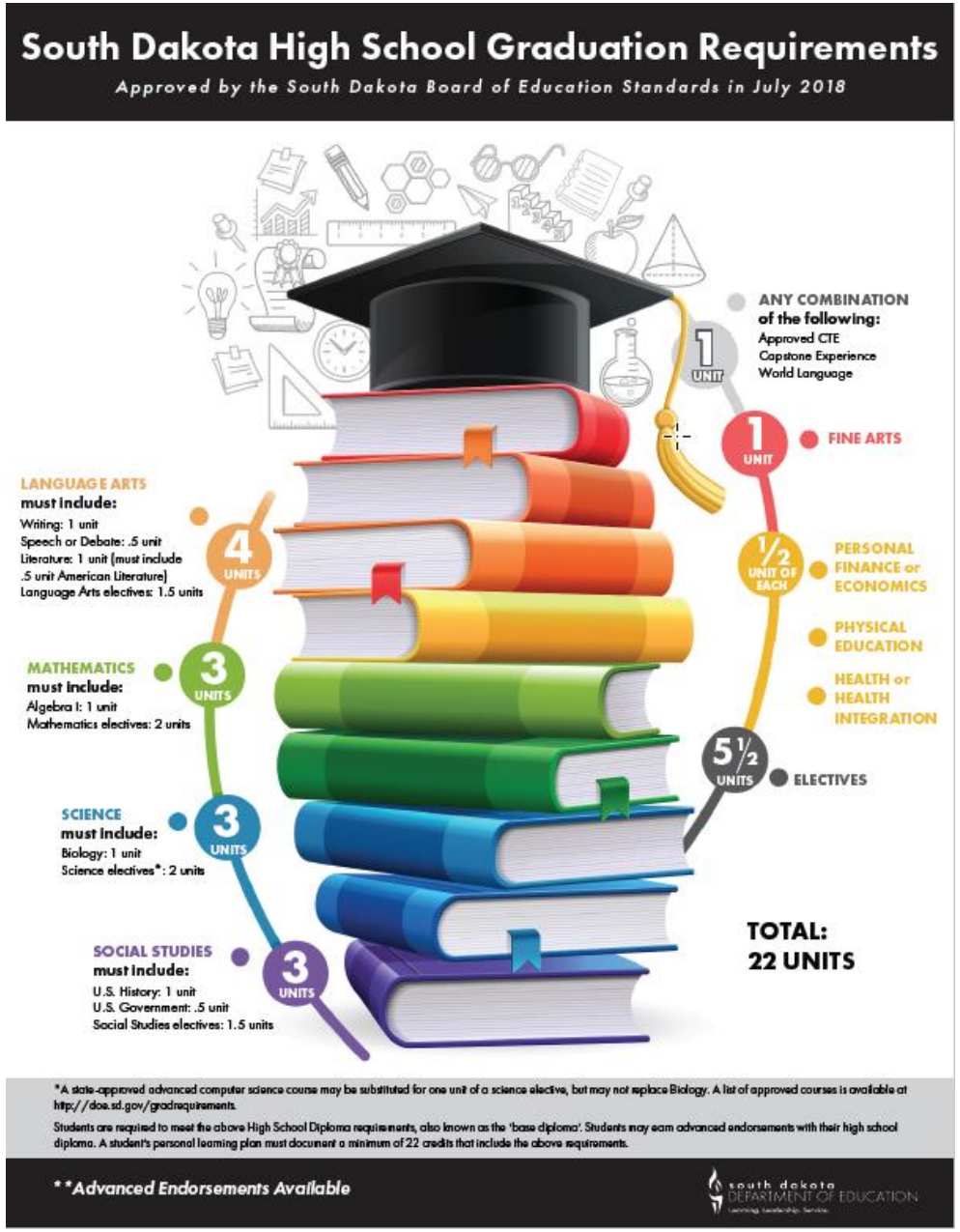
South Dakota's current requirements for graduation were passed by the Board of Education Standards on July 16, 2018. Those requirements are outlined in South Dakota Administrative Rule 24:43:11. The requirements include a base of required coursework and the ability for students to earn endorsements on top of that base. The requirements are designed to provide flexibility for students to meet their postsecondary and career aspirations within a framework of general requirements.

+ Documents and Links

− Students with Special Needs

- ISSUE BRIEF: Graduation requirements and students with special needs
- Disabilities Policy (Updated July 2020)
- Graduation Coding Guidance for Students on an IEP
- Questions & Answers on Report Cards and Transcripts for Students with Disabilities

+ Contacts



Base Diploma Requirements

Required for ALL Students

(4 units)
Language Arts

1 unit **WRITING**

.5 unit **SPEECH/DEBATE**

1 unit **LITERATURE**
(must include .5 unit American Literature)

1.5 units **LANGUAGE ARTS ELECTIVES**

(3 units)
Math

1 unit **ALGEBRA I**

2 units **MATH ELECTIVES**

(3 units)
Science

1 unit **BIOLOGY**

2 units **SCIENCE ELECTIVES***

(3 units)
Social Studies

1 unit **U.S. HISTORY**

.5 unit **U.S. GOVERNMENT**

1.5 units **SOCIAL STUDIES ELECTIVES**

(1 unit)
Any Combo

APPROVED CTE CAPSTONE EXPERIENCE

WORLD LANGUAGE

(.5 unit)
Personal Finance or Economics

(1 unit)
Fine Arts

(5.5 units)
Electives

(.5 unit)
Physical Education

(.5 unit)
Health or Health Integration

TOTAL: 22 Units

EXIT CODES FOR SPECIAL EDUCATION

2019-2020 GRADUATE DATA REPORTED TO US ED

- Total number of graduates on an IEP according to general enrollment exit codes – 610
- Total number of graduates on an IEP according to Special Ed fields exit codes – 495
- Difference of 115 students or 23.23%

IEP PROGRAM EXIT CODES
(SPECIAL ED FIELD)

1 - Not receiving SE Services:

IEP team determines that the student no longer is eligible to receive Special Education services.

2- Graduated (regular high school diploma):

Students with disabilities who exited an educational program through receipt of a regular high school diploma identical to that for which students without disabilities are eligible. These students met the same standards for graduation as those students without disabilities. Participation in graduation ceremonies to receive a certificate does not qualify the student as a graduate.

3-Continues – Completed IEP team modified course requirements:

Students with disabilities whose requirements differed to those required for all students. These students may participate in graduation ceremonies, but the students are not considered graduates for reporting purposes and are still eligible to receive services.

4 - Reached maximum age:

Students are eligible to receive services to the end of the fiscal year (July 1 to June 30) in which they turn 21.

5 – Died

IEP PROGRAM EXIT REASON
(SPECIAL ED FIELDS)

6 - Moved known to be continuing:

Students with disabilities that moved out of the catchment area or otherwise transferred to another district and are known to be continuing in an educational program. There need not be evidence that the student is continuing in special education, only that he/she is continuing in an education program. This definition includes students with disabilities in residential drug/alcohol rehabilitation centers, or correctional facilities.

7 - Moved not known to be continuing:

This is used when the student says they are transferring but it is not known if they will be attending a new education program/school.

8 - Dropped out:

This includes dropouts, runaways, GED recipients, expulsions, status unknown, and other exiters.

9 - Refused services:

Use this code to document students who are home schooled, or a Colony student completed > grade 8 with a religious exemption. These students would still be eligible for services if they reenrolled in public school.

10 - Completed IFSP prior to reaching maximum age (3) for Part C

IEP PROGRAM EXIT REASON (SPECIAL ED FIELDS)

11 – Change in IEP:

When a student has a change in their IEP, the correct way to make the change on the enrollment record is, by ending the Special Ed Fields with an exit date and an exit coded : 11: change in IEP. You will then create a new Special Ed record within the enrollment record with the new information. When ending and starting a record, please do not use the same end/start date. A change in category or disability requires an enrollment record to be ended and a new record created. Changes in services do not require a new record.

12 – Student continues:

Do not use this code on records at the end of the year, the Special Ed roll over wizard will only roll forward records that do not have an end date and exit reason.

13 – Discontinued education – Completed IEP team modified course requirements:

These students would be coded 03-Continues – Completed IEP team modified course requirements at the end of a school year but then dropped out and didn't continue education during the next year without completing the regular graduation requirements. This code should be used to end the record that rolled forward.

14 – Aged Out – Completed IEP team modified course requirements:

These students will have been previously coded as 03-Continues – Completed IEP team modified course requirements until the end of the fiscal year in which they turned 21 when this code is used to end their record.

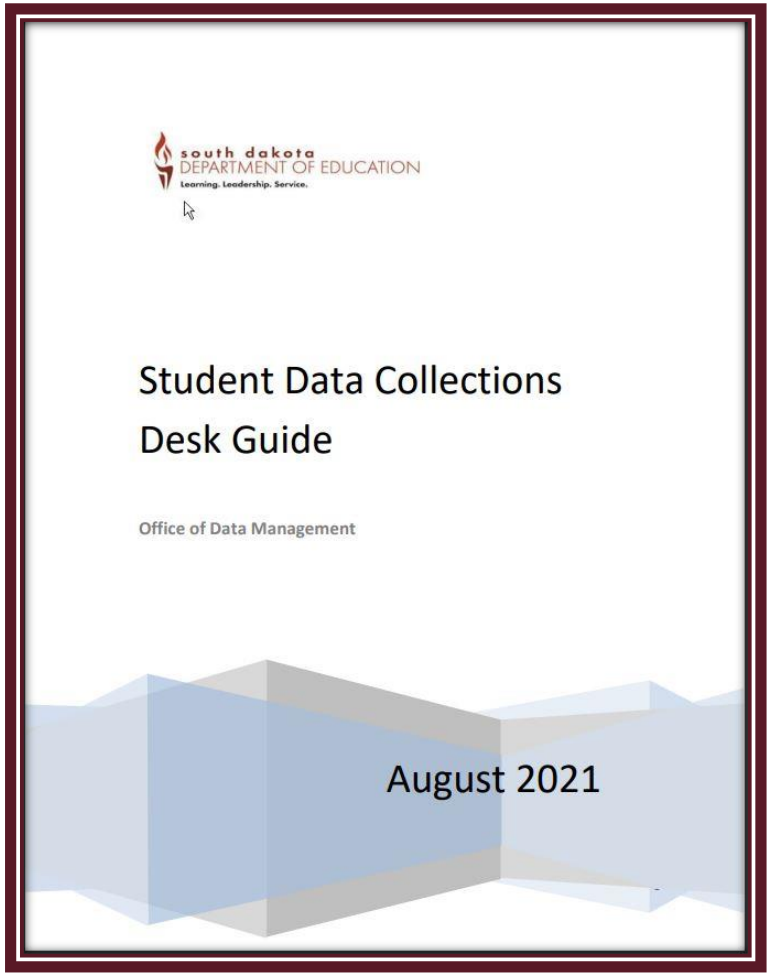
15 – Revocation of consent:

These students will have been eligible for special education until the point when the parent/guardian/or adult student signs off that they are revoking consent for services. This code is used to end the special ed record and the students are no longer considered a student with a disability.

WHERE CAN I FIND THIS INFORMATION?

- Student Data Collections Desk Guide
  - Updated each year
  - Special Education information starts on page 93
  - Special Ed Exit Code information found on page 103

- Website link
  - https://doe.sd.gov/ofm/sims.aspx
  - Found in the **Documents** section



GENERAL ENROLLMENTS TO SPED ENROLLMENT CROSSWALK OF EXIT CODES

General Enrollment Field	Special Education Field
01 Expelled – (District is obligated to provide FAPE for students with disabilities. Student may have an end date in the regular school calendar, but then should be entered into calendar #97).	District is obligated to provide FAPE, no exit code is needed.
02 Discontinued education - dropout	**8- Dropped out** or **7 - Moved not known to be continuing** (counts as a dropout for graduation and dropout rates)
03 In-state school transfer	**6- Moved known to be continuing**
04 Student graduated, must receive a regular high school diploma (Not a GED or certificate of completion)	**2 - Graduated,** must receive a regular high school diploma (Not a GED or certificate of completion)
05 Student died	**5- Died**

Beginning on page 107 of Student Data Collections Desk Guide

GENERAL ENROLLMENTS TO SPED ENROLLMENT CROSSWALK OF EXIT CODES

General Enrollment Field	Special Education Field
06 Committed to Institution	**6 - Moved known to be continuing**
07 Reached maximum age for special education (21)	**4 - Reached maximum age**
08 Out-of-state school transfer	**6 - Moved known to be continuing**
09 Colony student completed > grade 8 – religious exemption	**9 - Refused services**
10 Student retained	Do not end the special ed record or it will not roll forward.
11 Student continues	**12 – Student continues** *(Do not use this code on all records in the special ed enrollment at the end of the year.The Special Ed roll over wizard will only roll forward records that do not have an end date and exit reason in the special ed enrollment field).*

GENERAL ENROLLMENTS TO SPED ENROLLMENT CROSSWALK OF EXIT CODES

General Enrollment Field	Special Education Field
12 Persistently Dangerous Transfer	**6 - Moved known to be continuing** or **11 - Change to IEP** (if the transfer was due to an IEP team decision)
13 School Improvement Transfer	**6 - Moved known to be continuing**
14 Home School Transfer	**9 - Refused services** (Use this code if student is still eligible but not currently attending public school). or **12- Student continues** (Use this code if the school will still be providing special education services).
15 Suspended (District is obligated to provide FAPE for students with disabilities. Student may have an end date in the regular school calendar, but then should be entered into calendar #97).	District is obligated to provide FAPE; no exit code is needed.
16 Home school completer	**9 - Refused services** (Use this code if student is still eligible but not currently attending public school). or **12- Student continues** (Use this code if the school will still be providing special education services).

GENERAL ENROLLMENTS TO SPED ENROLLMENT CROSSWALK OF EXIT CODES

General Enrollment Field	Special Education Field
17 Discontinued Education – completed GED	**9 – Refused services.** (Use this code if student is still eligible but not currently attending public school).
18 Discontinued Education – exceeds compulsory age	**9 – Refused services.** (Use this code if student is still eligible but not currently attending public school).
19 Continues – Completed IEP team modified course requirements	**03 – Continues – Completed IEP team modified course requirements**
20 Discontinued Education – Completed IEP team modified course requirements	**13 – Discontinued education – Completed IEP team modified course requirements**
21 Aged Out – Completed IEP team modified course requirements	**14 – Aged Out – Completed IEP team modified course requirements**

Page109 of Student Data Collections Desk Guide

GENERAL ENROLLMENTS TO SPED ENROLLMENT CROSSWALK OF EXIT CODES

General Enrollment Field	Special Education Field
Does not necessarily require exit code on Enrollment field	**1 - Not receiving Special Ed Services** (Use this code if the IEP team determines the student is no longer eligible for special education).
Does not necessarily require exit code on Enrollment field	**11 – Change in IEP** (Use this code to end the current special ed record in order to enter a new special ed record any time special education information changes).
Does not necessarily require exit code on Enrollment field	**15 – Revocation of consent** (Use this code to end the special education record if the parent or adult student signs off to no longer be considered eligible for special ed).

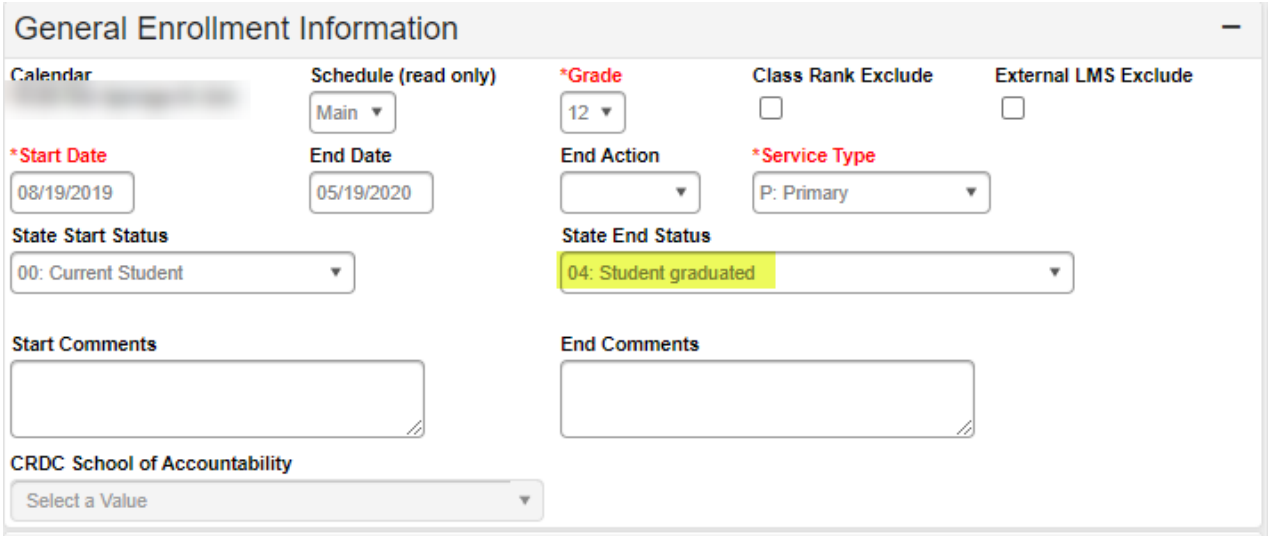
INFINITE CAMPUS

WHO CHECKS THE EXIT CODES IN CAMPUS?

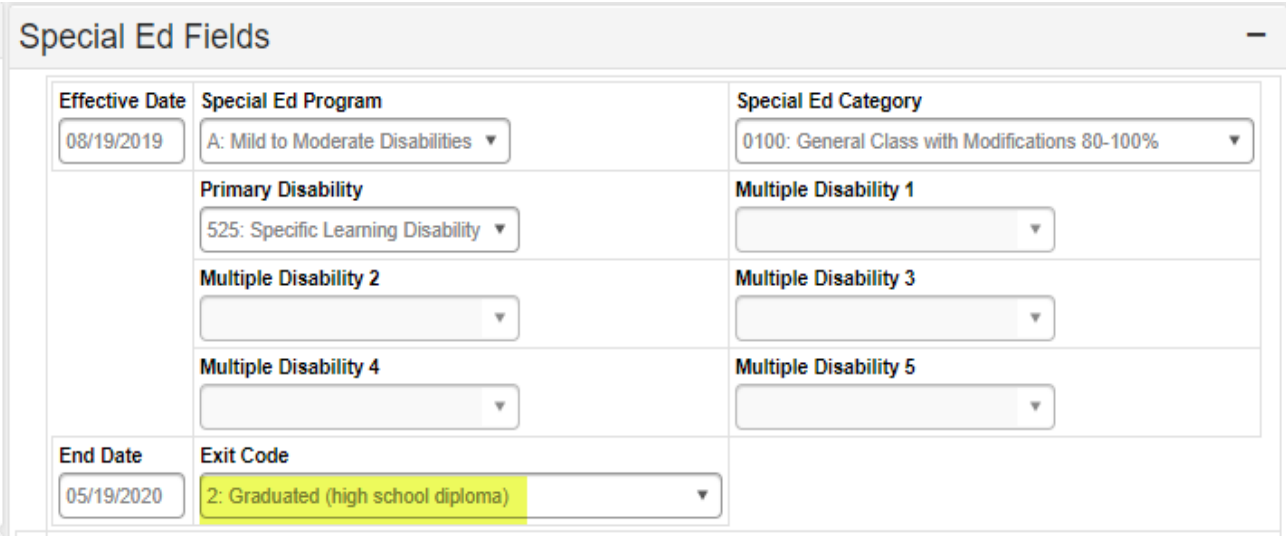
- District decision
  - Special education director may get a notification if codes found not to be aligned
  - Special education administrative assistant may be the one entering the special education information
  - An administrative assistance may be entering the general enrollment information

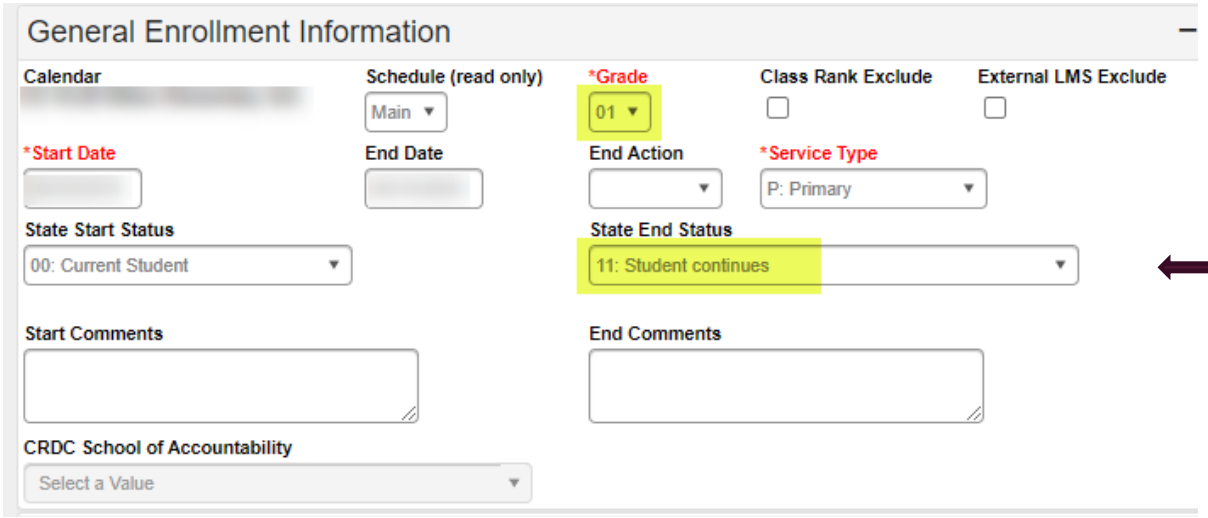
WHERE IN CAMPUS ARE THESE EXIT CODES?

Enrollment Tab
General Enrollment Information



Enrollment Tab – Special Ed Fields
(towards the bottom of the screen)

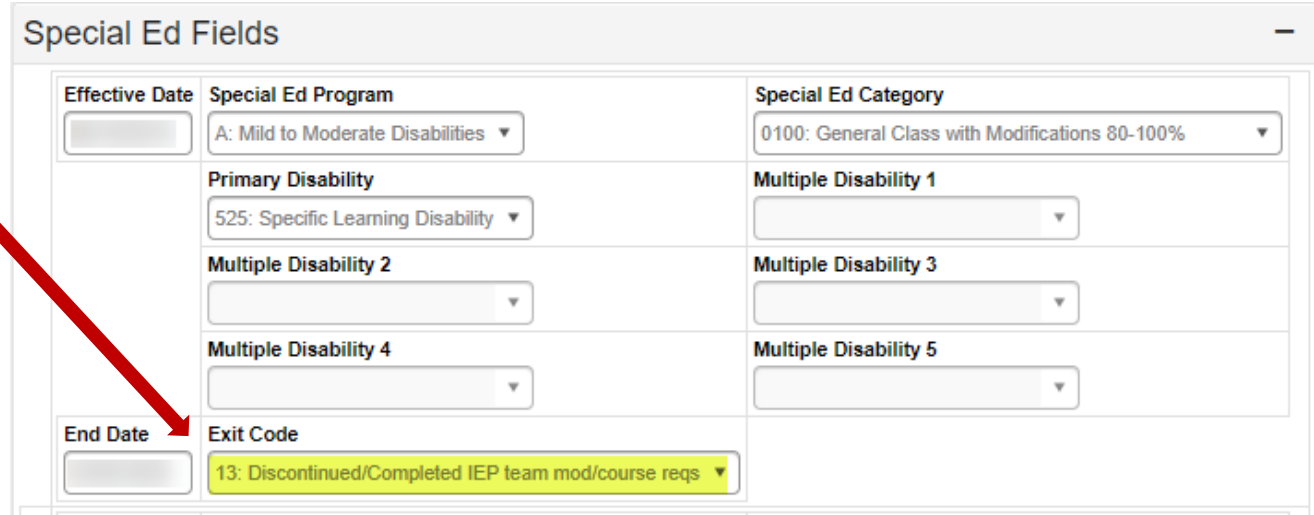




11: Student Continues

1: Not receiving Special Education Services

13: Discontinued/Completed IEP team modified course requirements



General Enrollment Information

Calendar | Schedule (read only): Main | *Grade: 12 | Class Rank Exclude | External LMS Exc

*Start Date: 09/12/2019 | End Date: 10/07/2019 | End Action | *Service Type: P: Primary

State Start Status: 00: Current Student | State End Status: 02: Discontinued education - dropped out

Start Comments | End Comments

CRDC School of Accountability: Select a Value

02: Discontinued education
Dropped out

8: Dropped out
or
7: Moved not known to be continuing

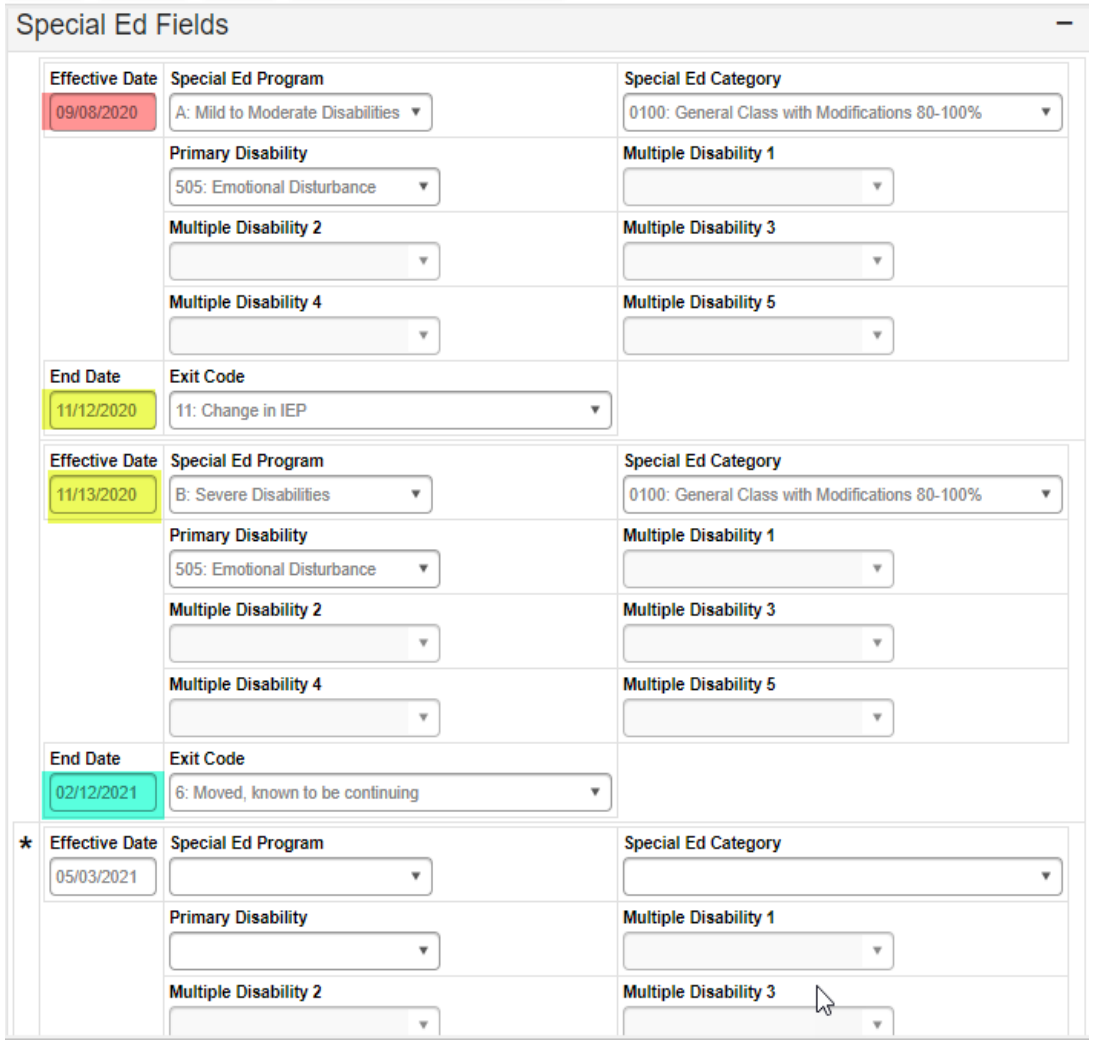
2: Graduated (high school diploma)

Special Ed Fields

Effective Date	Special Ed Program	Special Ed Category
	B: Severe Disabilities	0120: Self-Contained Classroom 0-39%
	Primary Disability: 530: Multiple Disabilities	Multiple Disability 1: 510: Cognitive Disability
	Multiple Disability 2: 560: Autism Spectrum Disorder	Multiple Disability 3
	Multiple Disability 4	Multiple Disability 5
End Date: 10/07/2019	Exit Code: 2: Graduated (high school diploma)	

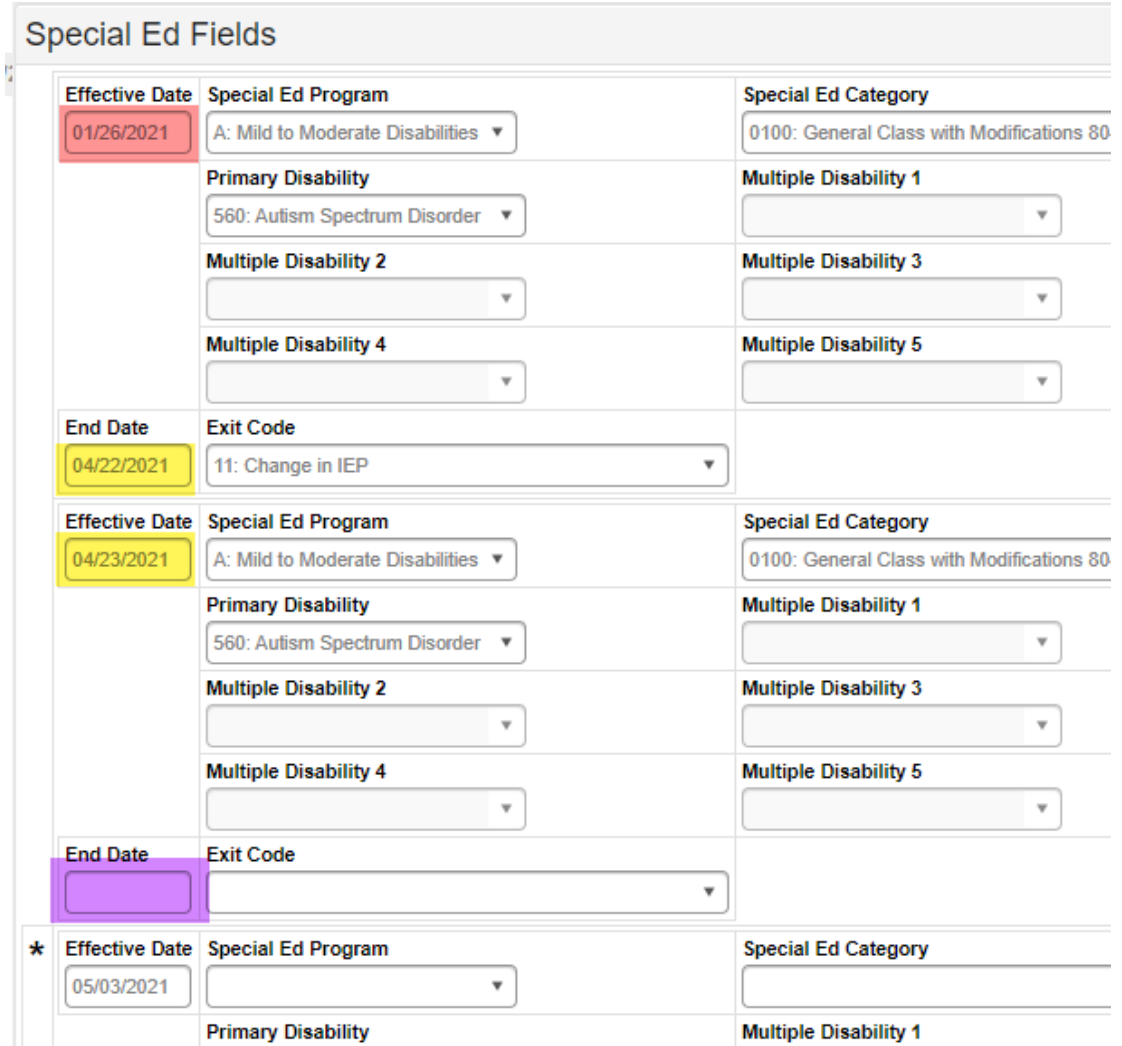
TWO SPECIAL ED PROGRAM RECORDS IN ONE ENROLLMENT

- Create a new special ed program record if
  - Special Ed Program changes
  - Special Ed Category changes
  - Primary Disability changes
- If new Sped record is created,
  - Ensure end date is one day prior to new effective date



TWO SPECIAL ED PROGRAM RECORDS IN ONE ENROLLMENT

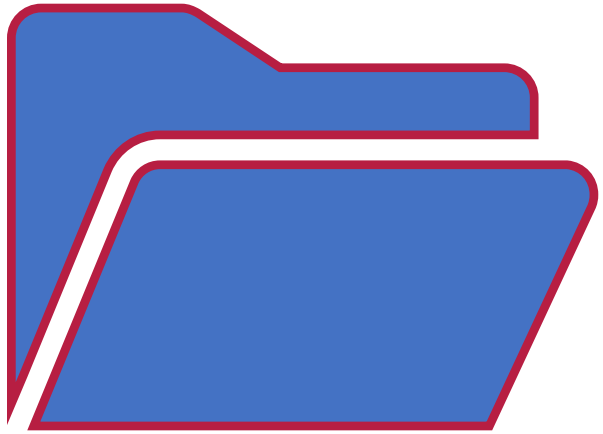
- Ensure there is only one open Special Ed Program record
  - First record has an end date
  - Second record does not have an end date (student is still in school and receiving Sped services)



SD-STARS

HOW DO I CHECK FOR EXIT CODE ERRORS?

- SD-STARS Data DIG document for Special Ed Exit codes
- SD-STARS exit code report
  - Download into an excel spreadsheet
- Check against information in Infinite Campus



LONGITUDINAL DATA SYSTEM WEBSITE

HTTPS://DOE.SD.GOV/SDSTARS/

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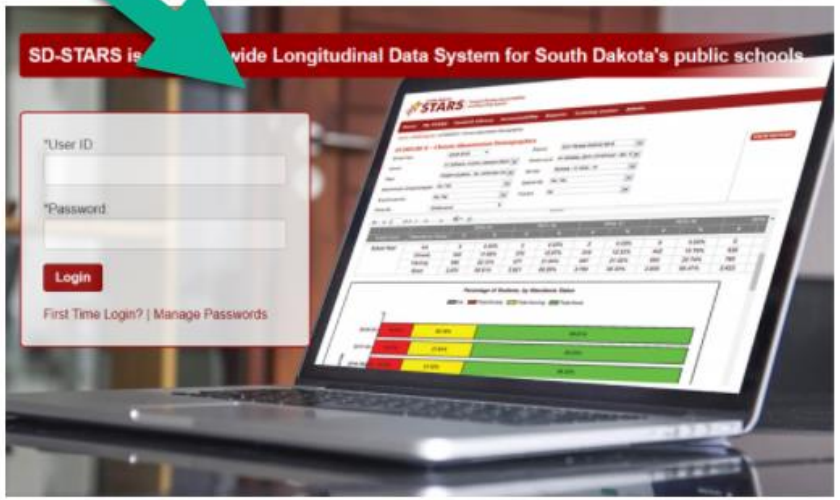
Statewide

Longitudinal Data System

The Student Teacher Accountability Reporting System (SD-STARS) is a Statewide Longitudinal Data System (SLDS) that drives the educational initiatives to improve instruction and student performance. The goal for SD-STARS is to securely consolidate and link all educational data that currently resides within the SD DOE. In other words, it pulls data that is already available from different sources (ex: Infinite Campus, assessments), places the data into a centralized system, and links data together. This increases data availability for reporting and analysis that is used by teachers, schools, districts, and the DOE as well as external stakeholders, such as policy makers and researchers. SD-STARS also allows for deeper and richer performance analysis by bringing student, teacher, principal, and financial data together.

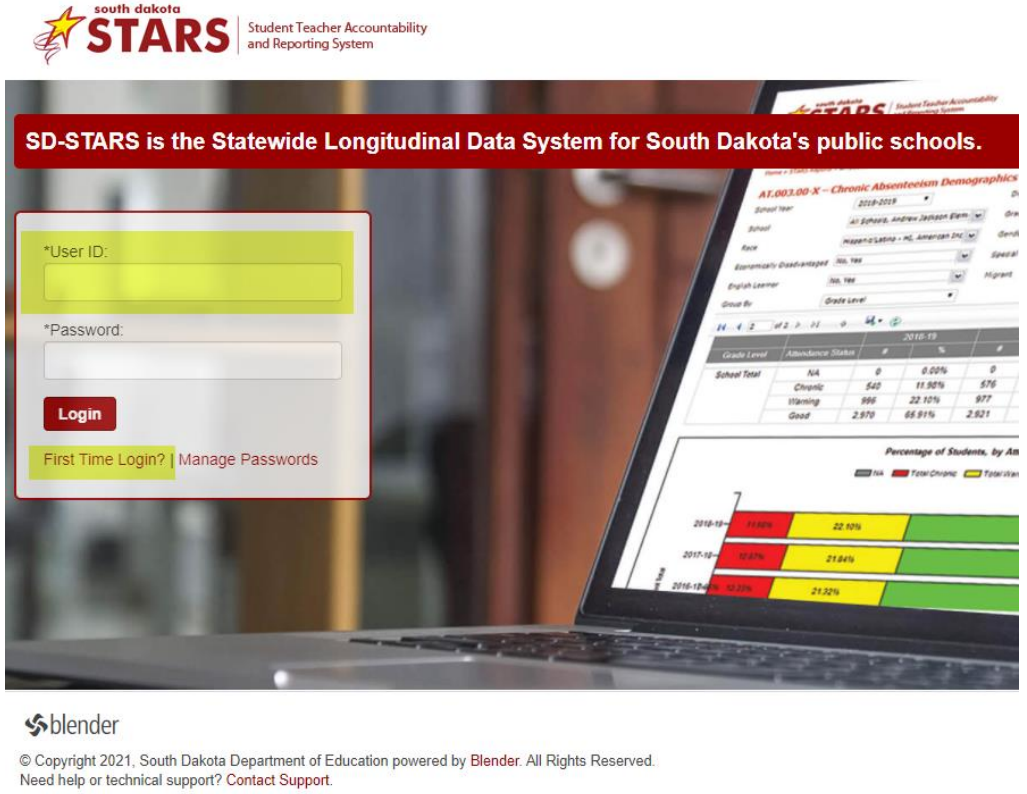


Data Sources and Reports

SD STARS Brochure

LOGIN PAGE

- Login is your email
- First time logon link if you haven't been in here before
- May need to have the SD-STARS account manger in your district set you up and give you permissions to different report



DATA INTERPRETATION GUIDE (DIG)

- For Special Education Exiters
- Found in the Training Center section within SD-STARS

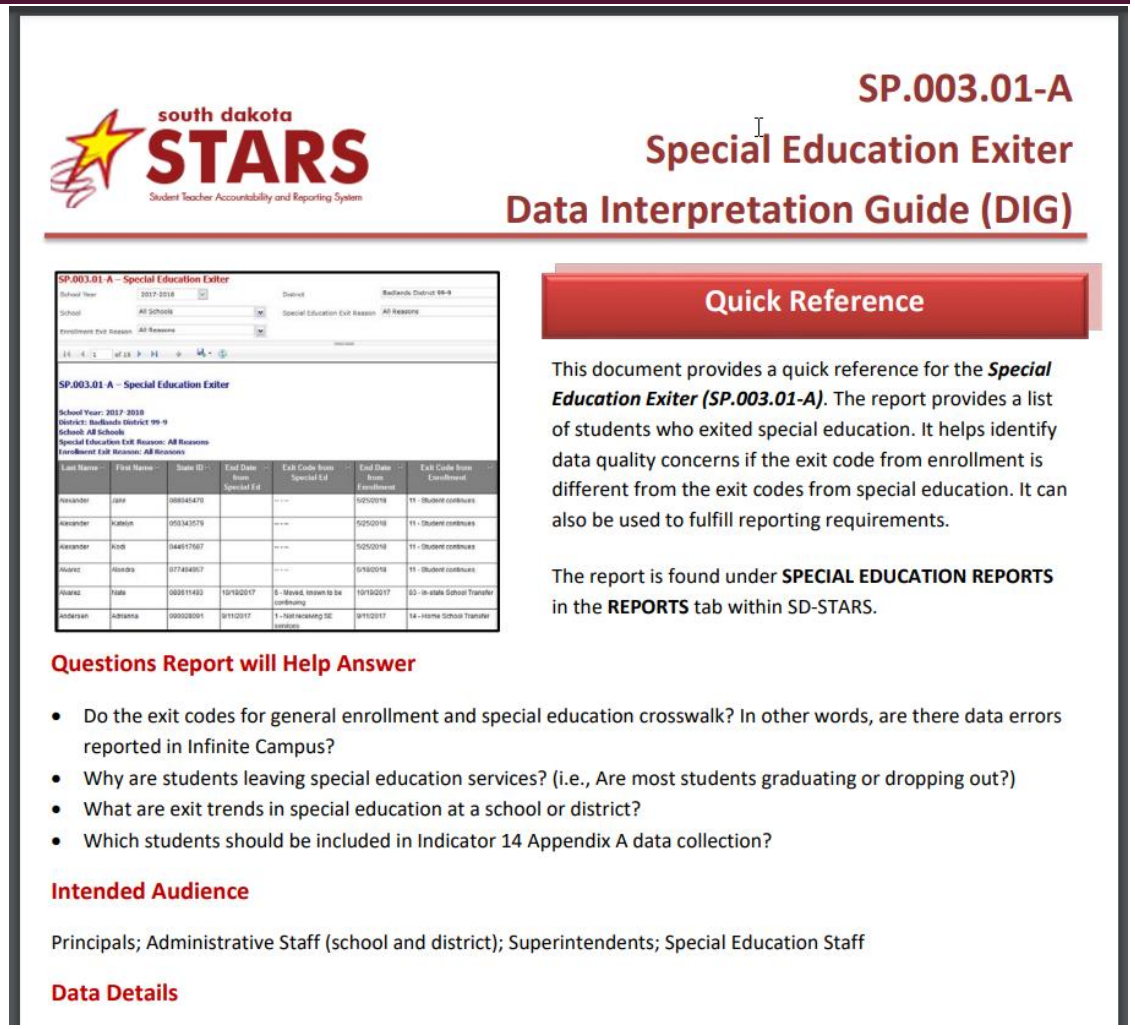
south dakota STARS | Student Teacher Accountability and Reporting System

Home | Communities | Content Library | Accountability | Reports | Training Center

Home » Training Center

Special Education (SPED) Data Interpretation Guides (DIGs)

- SP.003.01-A – Special Education Exiter Report DIG
- SP.004.00-A – SPED Accountability Student List Report DIG
- SP.005.00-X – SPED Participation Rate Report DIG
- SP.006.00-X – SPED Proficiency Rate Report DIG
- SP.007.00-X – SPED Performance Plan Report DIG
- SP.008.00-X – Child Outcomes Summary Form Report DIG
- SP.012.00-A – Children with No Assignments Report DIG
- SP.013.00-A – Part B Indicator 7 Child List Report DIG



south dakota STARS
Student Teacher Accountability and Reporting System

SP.003.01-A
Special Education Exiter
Data Interpretation Guide (DIG)

Quick Reference

This document provides a quick reference for the ***Special Education Exiter (SP.003.01-A)***. The report provides a list of students who exited special education. It helps identify data quality concerns if the exit code from enrollment is different from the exit codes from special education. It can also be used to fulfill reporting requirements.

The report is found under **SPECIAL EDUCATION REPORTS** in the **REPORTS** tab within SD-STARS.

Questions Report will Help Answer

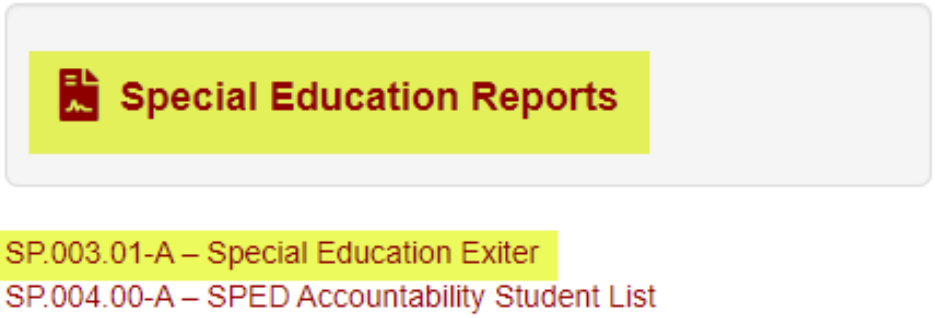
- Do the exit codes for general enrollment and special education crosswalk? In other words, are there data errors reported in Infinite Campus?
- Why are students leaving special education services? (i.e., Are most students graduating or dropping out?)
- What are exit trends in special education at a school or district?
- Which students should be included in Indicator 14 Appendix A data collection?

Intended Audience

Principals; Administrative Staff (school and district); Superintendents; Special Education Staff

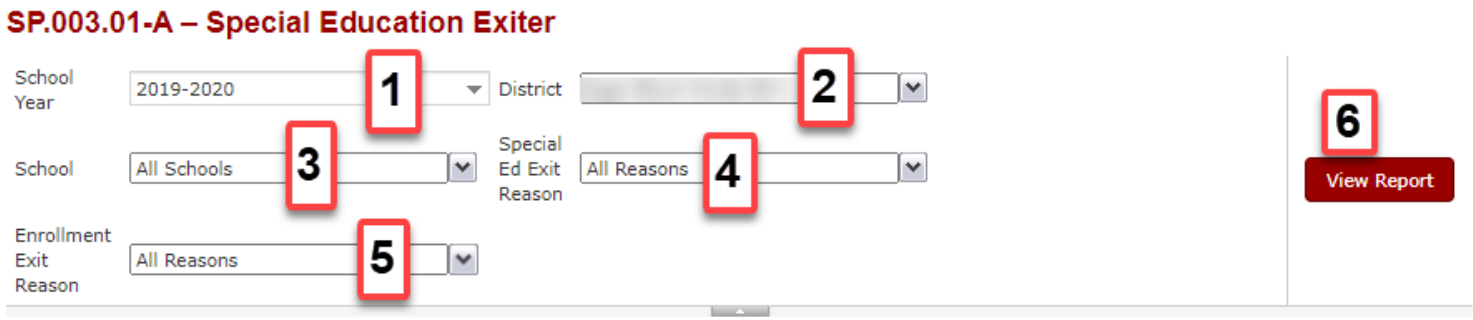
Data Details

SD-STARS REPORTS



- In the red ribbon drop down for Reports
- Go to the Special Education Reports
  - Select the SP.003.01-A-Special Education Exiter
- If you don't see this report, you may need to contact your district's SD-STARS manager

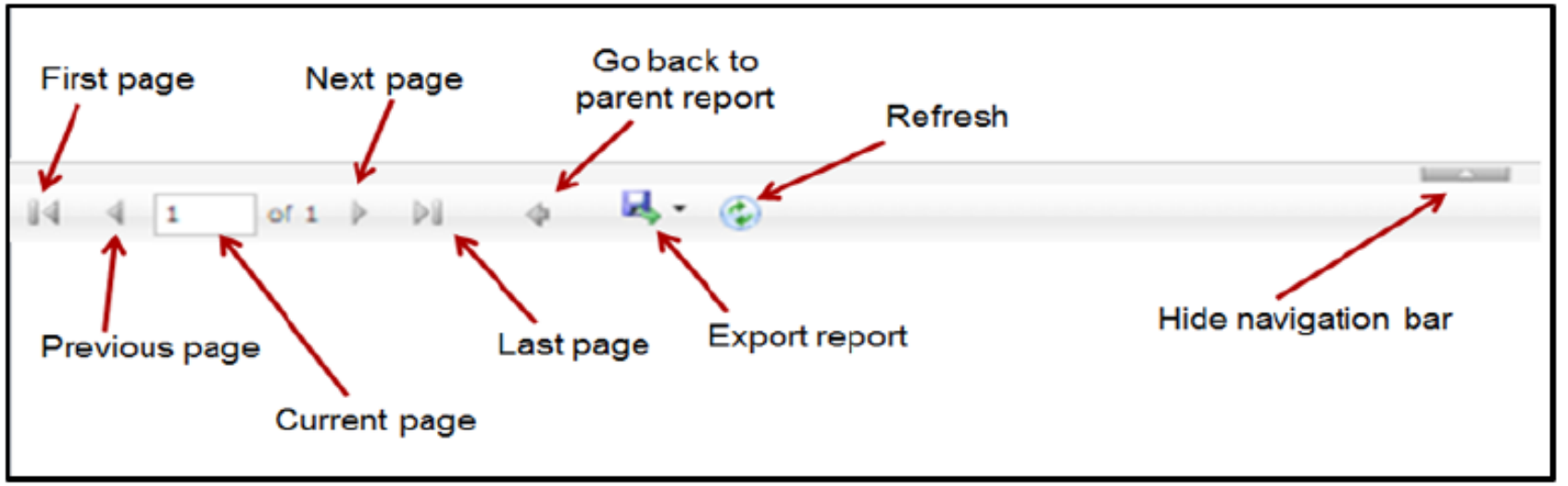
SELECTING REPORT PARAMETERS



1. **School Year**: Select the current school year
2. **District:** This should already be selected for you
3. **School:** Select All schools from the list (just mark the 'All Schools' box)
4. **Special Ed Exit Reason:** Select all reasons (mark the 'All 'Reasons' box)
5. **Enrollment Exit Reason:** Select all reasons (mark the 'All reasons' box)
6. Don't forget to click on the **'View Report'** button (patience may be required as the information loads)

IMPORTANT: When using the "All Districts", "All Schools", or "All Grades" option, make sure no other options are selected. If you select "All Schools" and a specific school, the report will only display a specific school selected. The same is true for district and grade.

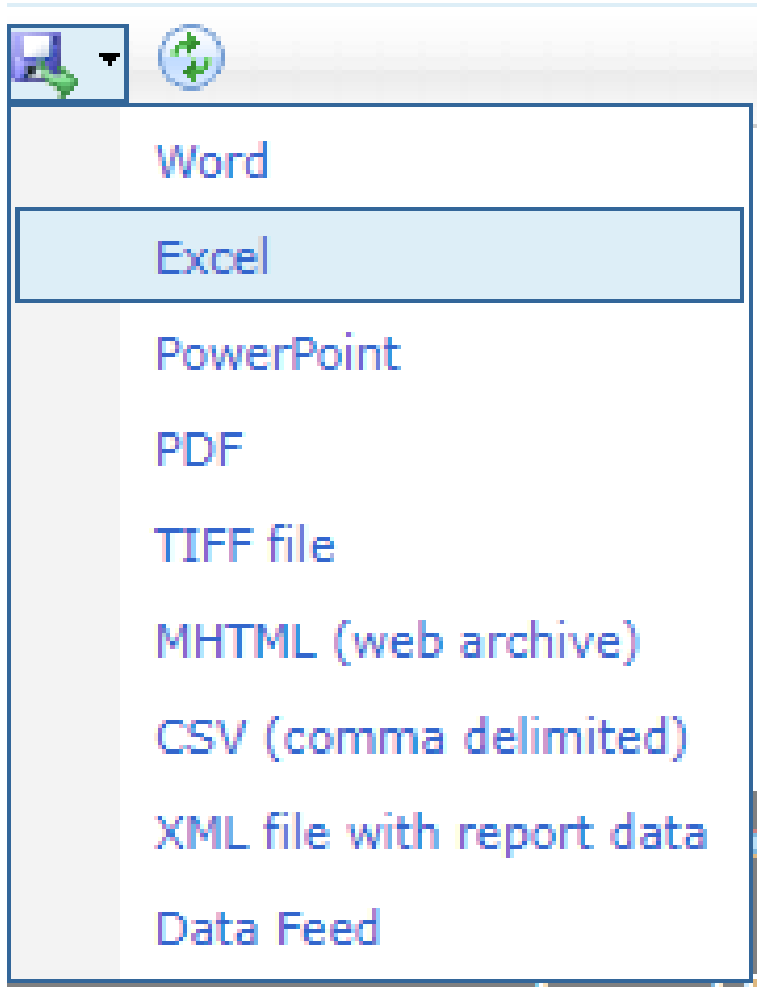
READING THE REPORT



- Student information will be visible
- Use the navigation bar to navigate the report
- Report looks at special ed students who are currently or were in special ed at the school/district at **any time** during the school year.

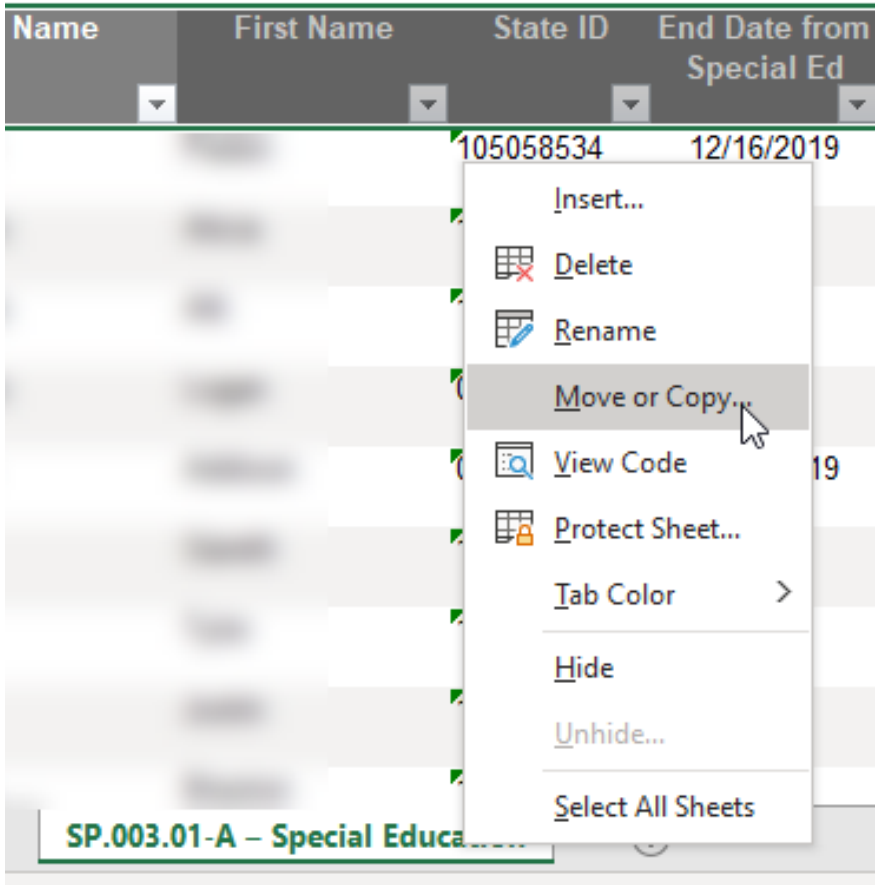
EXPORTING THE REPORT

- Export icon has many options.
- Choose the one you like best or know how to use
- For the training, excel will be used.
- Excel was selected. Know where that file is. Mine goes to the lower left-hand corner of the internet window.

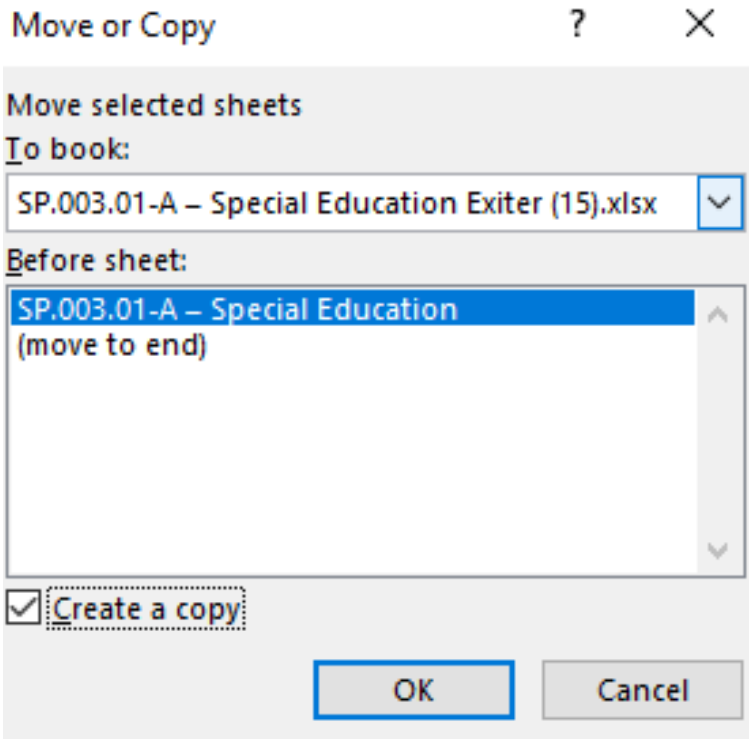


MAKE A COPY OF THE WORKSHEET IN THE EXCEL DOCUMENT

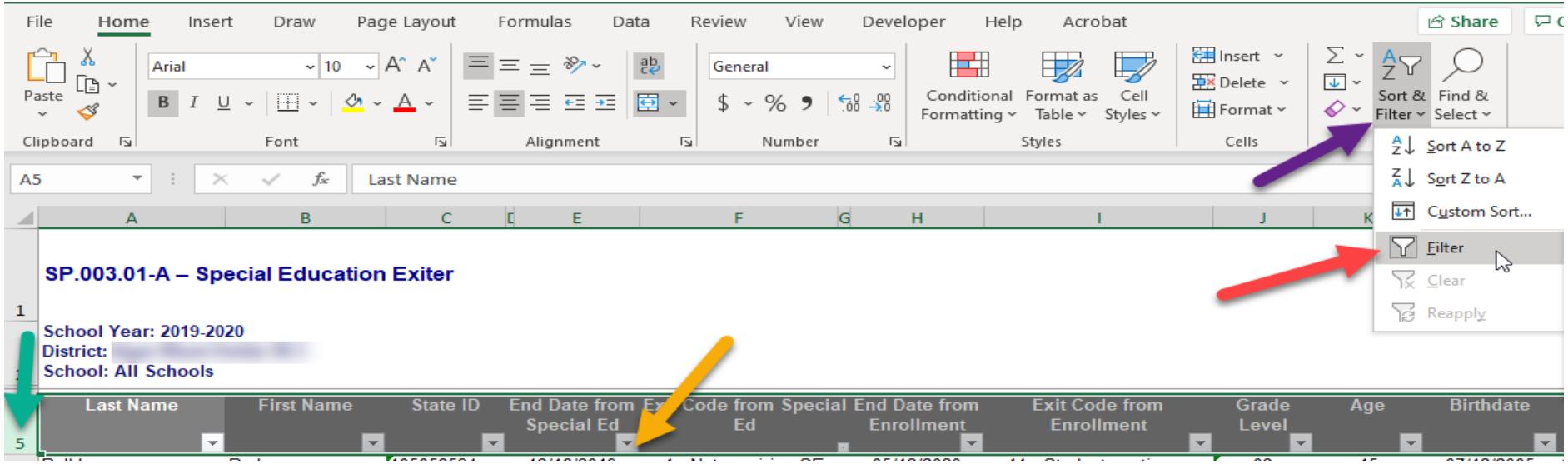
- Right click on the tab name at the bottom (SP.003.01A-Special Education)
- Slide up and click on the Move or Copy



- Check the box at the bottom ‘Create a copy’
- I do this so I always have an original file in case I delete or mess something up
- I then right click on one of the tabs, slide up to ‘Rename’ and name it ‘Master file’
- I use the one not called ‘Master File’



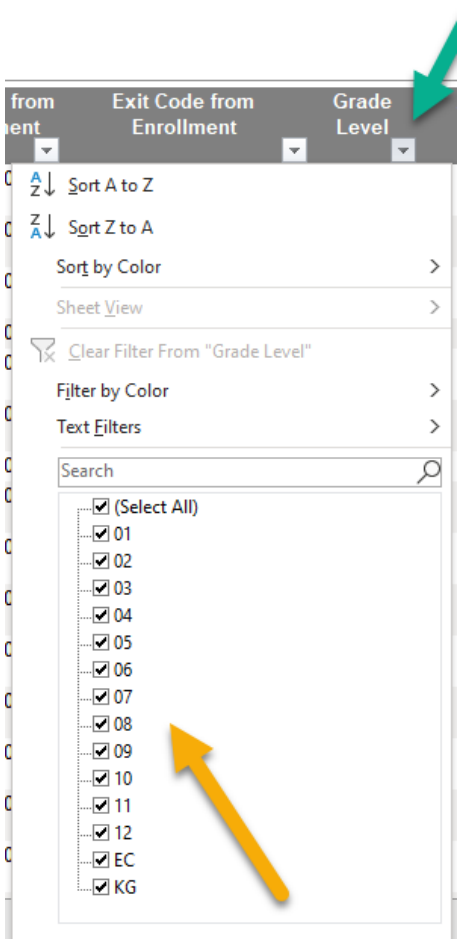
EXCEL DOCUMENT

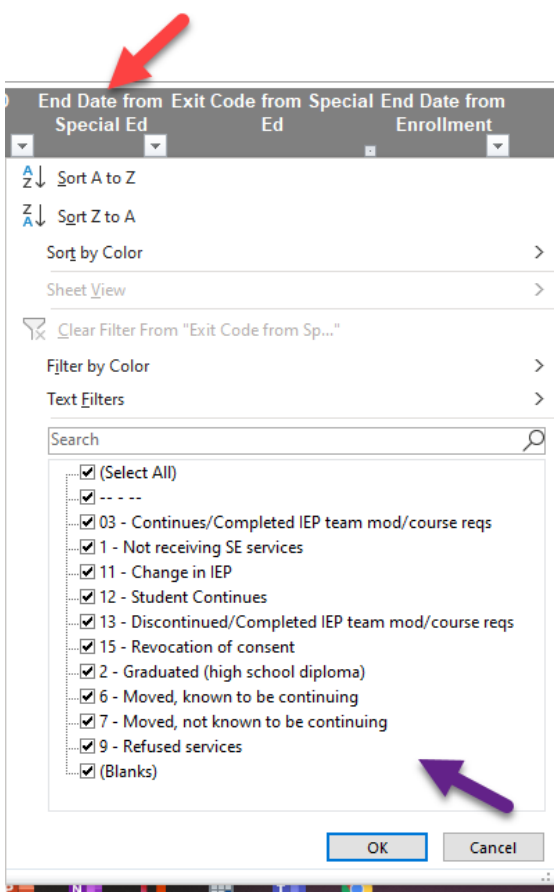


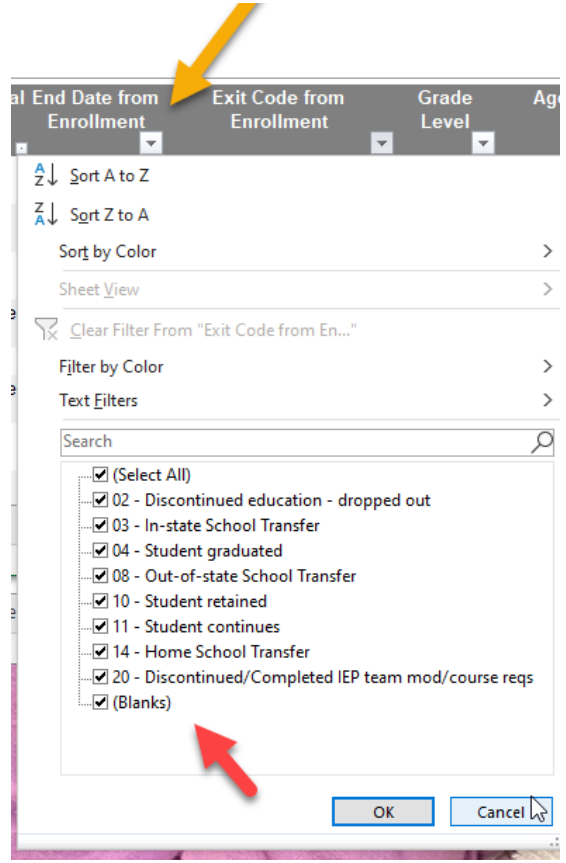
- Make sure to save the document in a place where you can find it.
- Green Arrow – click on line 5 to highlight that line
- Purple Arrow – click to show options
- Red Arrow – click filter so you can filter your data
- Yellow Arrow – once filter has been selected, there is a dropdown arrow in each column

START FILTERING

- Several ways to filter
  - By grade
  - By special ed exit code
  - By general ed exit code
- Remember to click the OK button when filtering

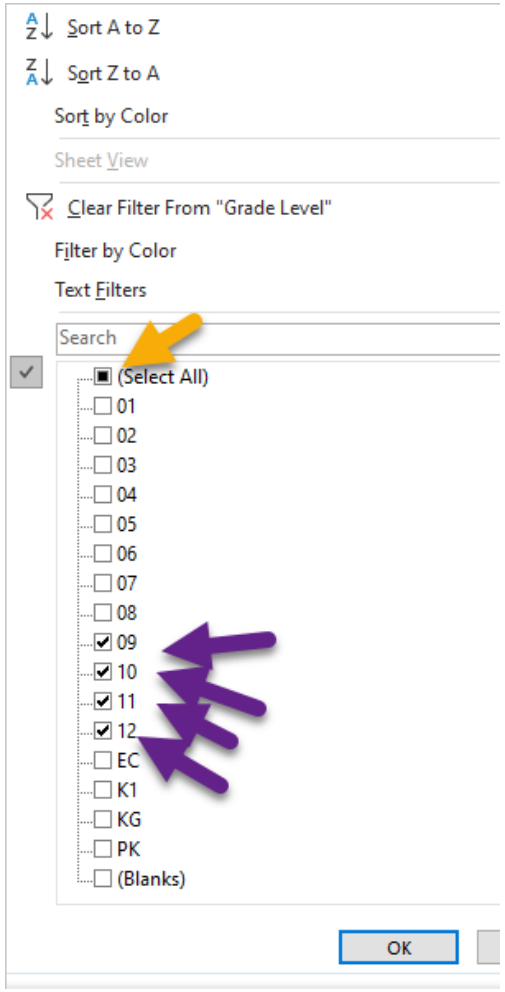


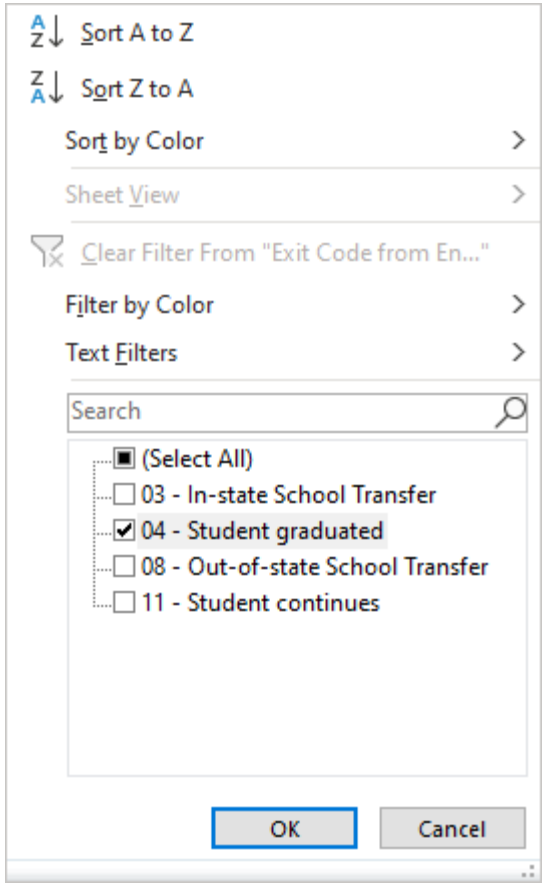


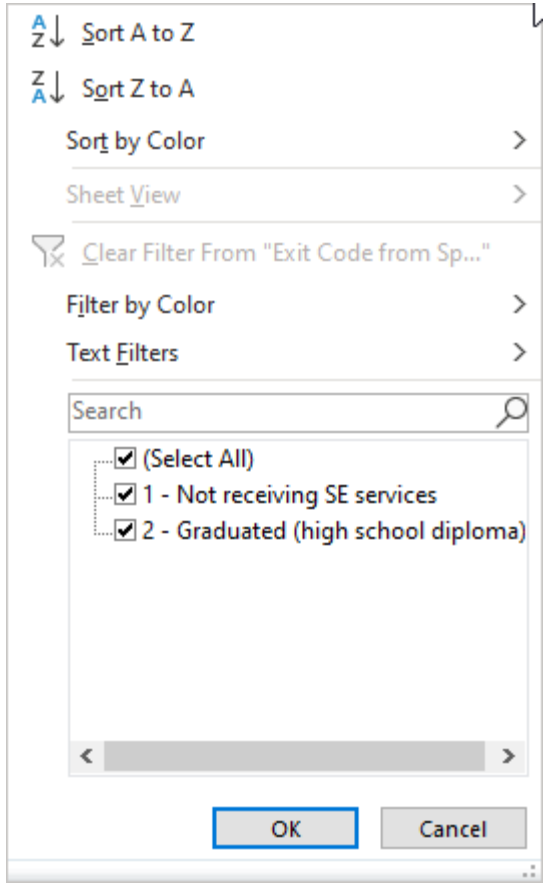


A DATA CHECK

- Filtered by graded
  - Selected grades 9, 10, 11, 12
- Exit Code from Enrollment has 4 options for this district
  - Selected student graduated
- Exit Code from Special Ed has 2 options for this district
  - These two options seem reasonable for the graduated exit code

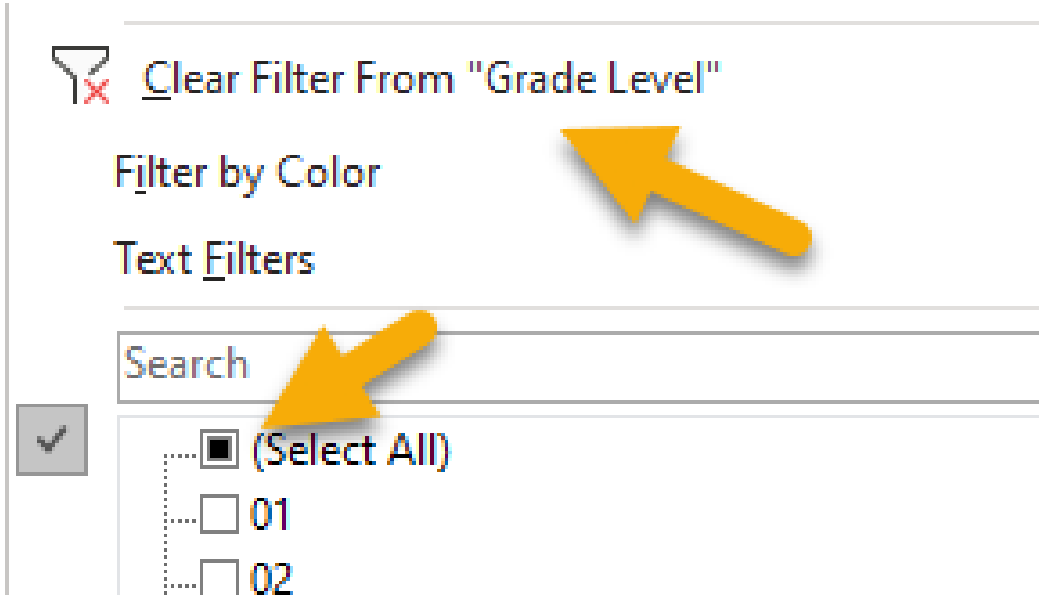






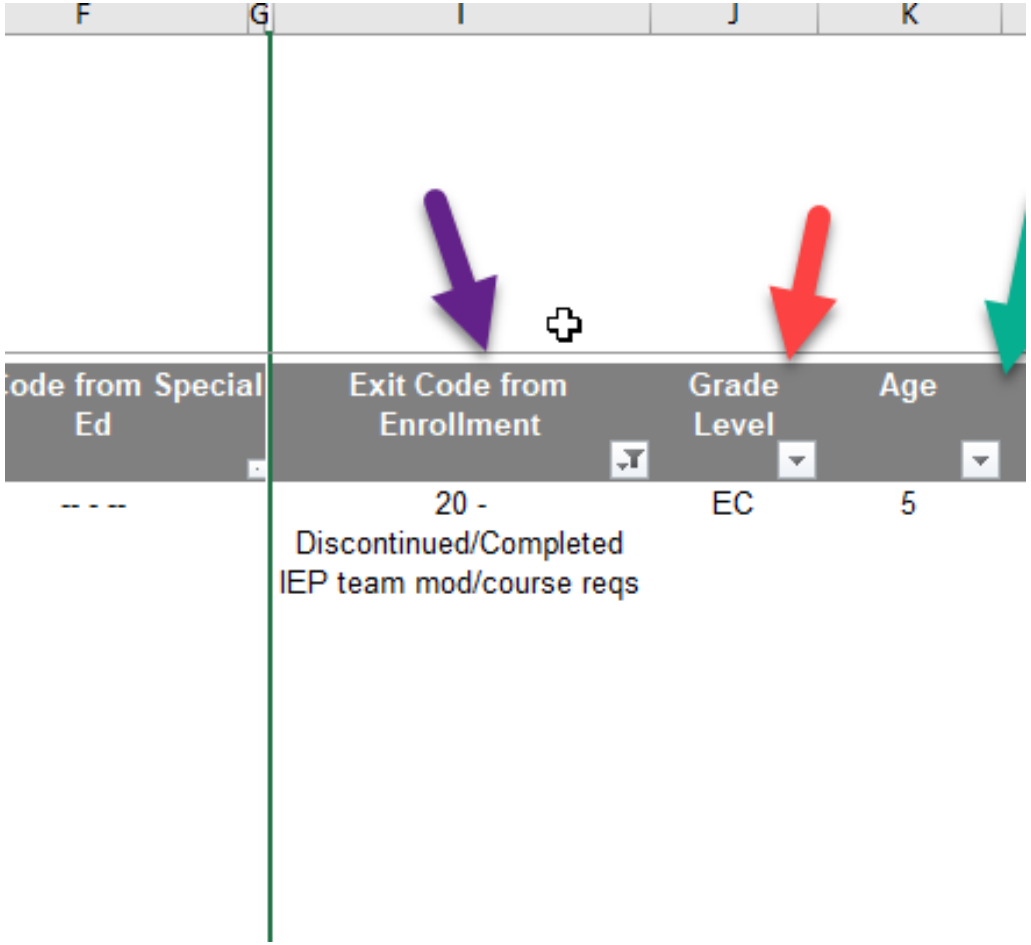
RESET FILTERS

- Make sure to go back and clear (or check Select All) for all the filters you previously used to ensure all the data is available for the next filter.
- OR
- Click the 'Clear Filter From' – whichever column you are in



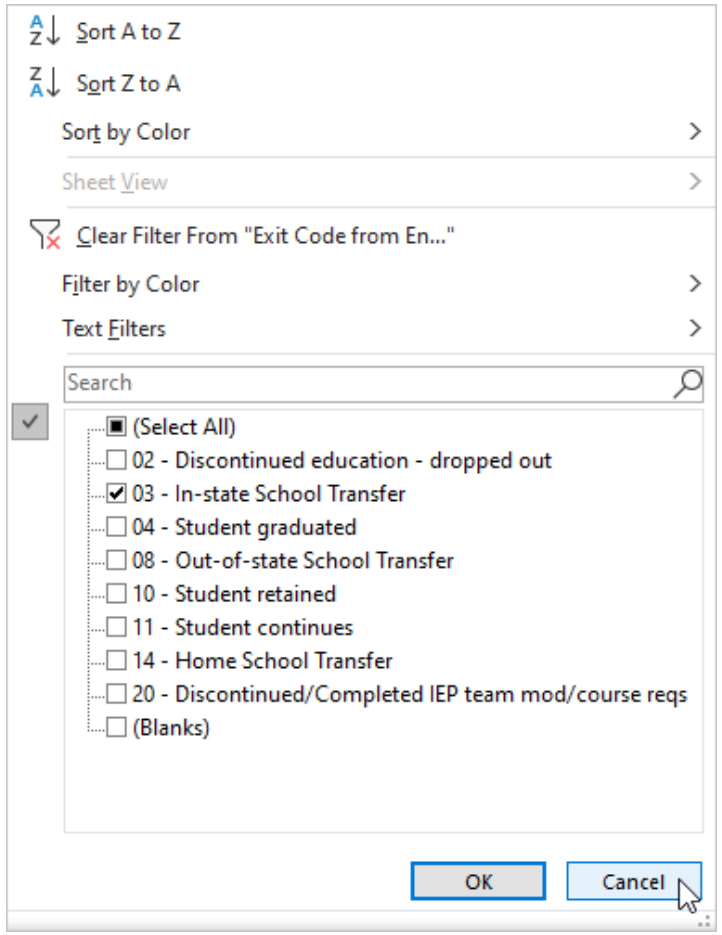
ANOTHER FILTER

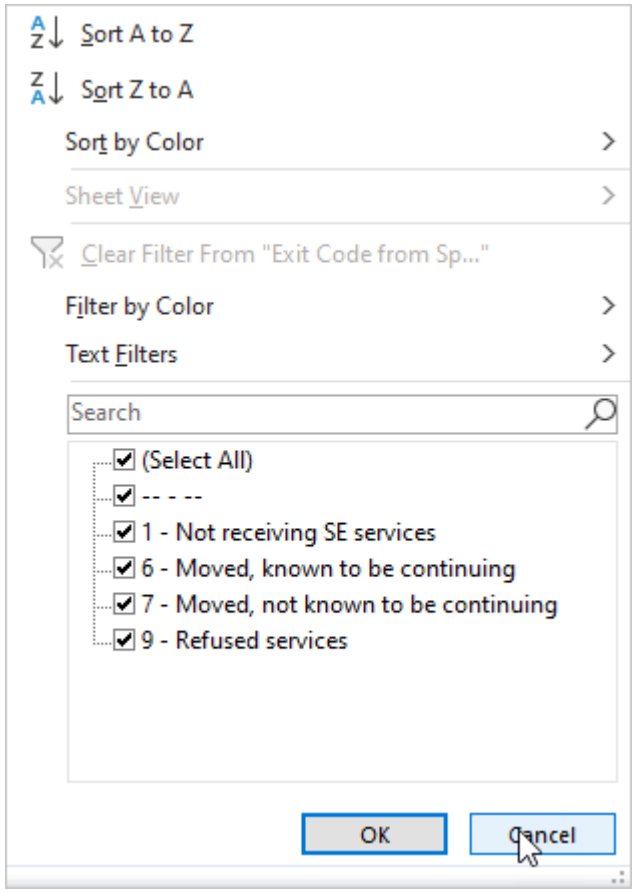
- First filter was – exit code from enrollment
- Exit Code from Special Ed – shows ---
- HOWEVER – look at grade and age – this doesn't make sense as the 20 code is for high school students
- What do you do next?



ANOTHER FILTER

- Filtered 'Exit from Enrollment Column
  - In-state School Transfer
- Filtered 'Exit from Special Ed'
  - ----
  - Not receiving SE services
  - Moved, know to be continuing
  - Moved, not known to be continuing
  - Refused services
- Do these seem reasonable?
  -





NEXT STEPS

- Work with district staff to check exit codes
  - Run the report in SD-STARS
  - Filter to find errors
  - Check errors in Campus
  - Change code that is incorrect
  - Wait until next day to run another report
- Starting the end of May, SEP (Special Ed Programs) will also be checking the data and may be contracting YOU

BURNING QUESTIONS

THANK YOU FOR YOUR TIME TODAY AND HAPPY DATA CLEAN UP

CONTACT INFORMATION

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