

ACTION, TO SHARE

LOS ANGELES UNIFIED SCHOOL DISTRICT
Senior Deputy Superintendent, Educational Services

DISTRIBUTION:	All Secondary SIS Schools Local District Offices	<u>ROUTING</u> Local District Superintendents Local District School Support Directors
SUBJECT:	BULLETIN NO. Z-74 STUDENT DROPOUT DATA COLLECTION FOR SECONDARY SIS SCHOOLS	Instruction Principals APSSS and AP, SCS PSA Counselors Dropout/SB 65 Consultants Secondary Counselors
DATE:	February 25, 2003	
DIVISION:	Student Health and Human Services	
APPROVED:	MARIA REZA, Assistant Superintendent	

For assistance, call Hector Madrigal, Director, Pupil Services, at (213) 253-1749 or your local Pupil Services and Attendance Field Coordinators (see Section IX of this bulletin). For assistance regarding the completion of the Dropout Data Collection form, call Shirley Kouffman, Director, School Information Branch at (213) 241-2450. For assistance regarding SIS procedures, please call Secondary SIS Support at (213) 241-4850.

I. BACKGROUND

Since the 1985-86 school year, the school district has annually collected school dropout information and reported the data per the definition in Education Code (E.C.) section 54721(e), to the California Department of Education (CDE).

This past year, school dropout data were used as part of the selection criteria for the United States Department of Education's (USDE) School Dropout Prevention program. In the past, the USDE permitted California school districts to report dropout data pursuant to E.C. 54721 when applying for funding by the USDE School Dropout Prevention program. In 2002, however, the USDE required us to use, instead, the National Center of Education Statistics (NCES) definition of a school dropout.

Therefore, California has changed the definition of a school dropout to conform to the NCES definition of a dropout. From now on, each school in the state of California must report school dropout data in accordance with the NCES definition, which is hereinafter defined.

II. PURPOSE

The purpose of this bulletin is twofold: 1) to describe the new dropout definition, as per the NCES, and 2) to introduce the procedures for the 2002-2003 District-wide school dropout data collection, grades 7-12.

III. DROPOUT RE-DEFINED

The definition of dropout on The National Center for Education Statistics (NCES) Common Core of Data (CCD) survey is based on a snapshot count of students at the beginning of the school year. Beginning in 2002, the CDE adopted the NCES definition of a dropout. The CDE now defines a dropout as a student who:

- A. Did not begin attending the next grade (7, 8, 9, 10, 11, or 12) in the school to which he or she was assigned or at which he or she had pre-registered and/or was expected to enroll/attend by Norm Day, 2002 (i.e., “*No Show*” students).
- B. Was enrolled in grade 7, 8, 9, 10, 11, or 12 at some time during the previous school year (2002-2003) **but** has not returned to school as of Norm Day, 2003.

Note: The concept of 45 consecutive days of absence, is no longer part of the definition of school dropout.

IV. EXCLUSIONARY CONDITIONS

Students who are identified as dropouts by the above criteria, will be excluded from the dropout count if they meet any of the following conditions:

- A. The student has enrolled in another District school and is attending.
- B. The student has graduated from high school or received a GED or CHSPE certificate.
- C. The student has transferred to and is attending another public or private educational institution, other than District adult schools (see Section V. A. below), and is working toward a high school diploma or its equivalent.
- D. The student has transferred to and is attending a college or university that offers a baccalaureate or associate degree program. This includes the student who is an early college admission student, as well.
- E. The student has moved to another country. Such a student is not counted as a dropout even if the District cannot document the student’s subsequent school of

enrollment or if no educational institution outside the United States requests his or her records.

- F. The student enrolls in a juvenile hall, camp, or hospital school; home schooling; a Community Day School; or any other school administered by the Los Angeles County Office of Education.
- G. The student is enrolled, but has a temporary school-recognized absence, such as illness or suspension.
- H. The school has verified that the student is planning to enroll late (e.g., due to an extended family vacation or seasonal work).
- I. The student is deceased.

V. ADDITIONAL CONDITIONS AND GUIDELINES

- A. Pursuant to the NCES definition of a school dropout, students who are transferred to an LAUSD Division of Adult and Career Education (DACE) program will automatically be counted as dropouts, once they are “checked-out” of the secondary schools/programs. This includes students who are transferred to Alternative Education Work Centers (AEWCs).

This guideline will be in effect until such time as the District develops a monitoring system that tracks each student transferred to a DACE school/program. Once developed, this tracking system must then identify each time the student drops out of the DACE program prior to completing a high school diploma or taking the GED or CHSPE.

- B. Students who fail to meet some graduation requirements, and who leave school without a high school diploma or other State- or District-approved diploma or credential, are dropouts even if they have completed the 12th grade.
- C. Students who drop out multiple times during a school year are reported only once for that single school year. However, students who enroll and then drop out (i.e., are not enrolled on Norm Day) in more than one year are reported as dropouts for each of those years.
- D. Students who transfer to a school in another school district are ***not*** reported as dropouts. The District may use a “Parent Assurance Letter” to document these transfers. (See Attachment A.)

- E. Ungraded students who have dropped out are reported at the grade level most appropriate for their age.

Note: See Attachment B for a checklist of school enrollment situations, which may help you to better understand this re-definition of a school dropout

VI. PROCEDURES FOR SECONDARY SIS SCHOOLS

Secondary SIS schools should follow the procedures described below to ensure that SIS records will be accurate and up-to-date, which could potentially reduce the number of identified dropouts.

A. Record Updates (Field 212)

1. Update the "Records Requested" field (Field 212) whenever records are requested. In Field 212, enter Y for yes, the date, and the school (or district) requesting records.
2. If records are requested for a student not in the current year's database, the school shall update Field 212 in the OLDYEAR.
3. To print a list of withdrawn students for whom records have not been requested, use ID99,3. Choose enrollment status 6 to indicate "withdrawn." Under STUDENT SELECTION enter 212#Y. At SORT SELECTION press enter. Title the report "Withdrawn Students-Records Not Requested." At the ITEM SELECTION screen enter 102 101 104 140 121 126 936 938. Press enter twice and then F1 to print. School personnel are to run this report twice, once in current year and again in OLDYEAR.
4. You may verify the accuracy of this list by comparing it to the Records Requested file maintained by the Credit Clerk. If any of these students has a Records Requested card on file, enter the appropriate information in Field 212. (Students who have left to another country, L5, do not register as dropouts and do not require further follow-up.)
5. Make every reasonable effort to contact students if their records have not been requested within a reasonable period of time. Verify any claim that they have enrolled somewhere.

B. Parent Assurance Letter

When processing a PAR for a student leaving the district (L3, L4, or L5), if the parent or guardian signs a letter (Attachment A) assuring that the student will be

enrolled in another school, enter Y in Field 212, the date, and "PARENT LETTER" (instead of a specific school's name) after "by." File the letter in the student's Cumulative Record Folder. When the student's records are requested, update Field 212 in Secondary SIS with the date and the name of the school requesting records.

C. Graduates

Counselors shall verify any probable graduations during the spring semester, and school personnel should update year-end flags using ID94. A year-end flag of L7 is automatically posted for students in the year of their expected matriculation from a school. For students not graduating, the L7 must be changed to R for retain, or whatever other code is appropriate.

D. No Shows

1. After the beginning of the school year, if it is verified that a "no show" is attending another school, delete that student's schedule, change the first letter of the student's last name to lower case, and note in Field 131 the school that the student is attending. Deleting a student's schedule will change his or her status from "no show" to "not enrolled."
2. For "no shows" who have not enrolled in other schools, delete their schedules after the third week of school, create a "no show" homeroom and enroll all "no shows" in that homeroom. Follow the procedures described in the July through September 2002 Secondary SIS newsletter.

VII. STRATEGIES FOR INCREASING ACCURACY IN DROPOUT STATISTICS

Schools shall establish comprehensive school-site procedures which will result in accurate school dropout statistics. The following strategies relate to "No-Show" students and should be implemented at each secondary school.

- A. Follow the Procedures for Secondary SIS Schools (see Section VI) or manually check records to determine the whereabouts of an "inactive" student.
- B. Program the telephone dialer for evening or weekend calls to "no show" students.
- C. Review the magnet and PWT lists.
- D. Check possible summer graduation or attainment of a GED or CHSPE certificate for 12th grade "no shows."

- E. Compare, with the assistance of the credit clerk, the list of “no show” students with those students whose records have been requested.
- F. For newly entering students who are “no shows,” check with the “feeder” school credit clerk for students whose records have been requested.
- G. Develop academic graduation plans for students 18 years of age and older.
- H. Telephone parents, or any listed emergency contacts, as necessary, of “no show” students, using emergency card information.
- I. Send “no show” letters, in appropriate languages, to parents and/or students you cannot reach by telephone. Mark the envelope:

DO NOT FORWARD
ADDRESS CORRECTION REQUESTED
RETURN TO SENDER

VIII. EXAMPLES OF DROPOUT PREVENTION STRATEGIES

A. Monitoring Strategies

1. Review students’ marks, credits, and attendance to determine appropriate school placements.
2. In the case of students receiving special education services, include attendance as part of the IEP (Individualized Education Program); review “IEP Report of Progress and Achievement from current IEP.”
3. Review academic progress and attendance of all ESL students on a regular basis.

B. Outreach Strategies

1. Follow up on non-enrolled, “no show,” and inactive students by printing an alpha list of “Withdrawn Students” monthly.
2. Visit the student’s residence to determine the student’s whereabouts.
3. Use the school reverse directory to locate other students who may know the absent student’s whereabouts.
4. Determine, in discussions with the student and his or her parent, the reasons for poor attendance and poor academic progress.

5. Review alternative educational options.
6. Request the services of the Pupil Services and Attendance (PSA) Counselor or the Outreach Consultant (SB 65 Motivation and Maintenance Program) whenever possible.
7. Review the list of potential dropouts to be sent to schools in early February so you can begin the process of clearing student records.

IX. GENERAL ASSISTANCE

For assistance, you may call your Local District's PSA Field Coordinator or administrator listed below.

Local District	Contact	Phone Number
A	Vito De Bellis	818 256-2806
B	Rosalva Emerick	818 755-5411
C	Sue Spears	818 654-3624
D	Karen Saunders	310 253-7832
E	Nathana Schooler	323 932-2237
F	Gale Jaffe	323 224-3340
G	Pat Burt	323 421-2892
H	Olga Duran	323 266-7365
I	Cheryl Fayson	213 599-5830
J	Pat Jimenez	323 560-4293
K	Howard Vogel	310 354-3423

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LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

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ATTACHMENT A

PARENT ASSURANCE LETTER

Student's Name _____

D.O.B. _____ Grade _____ Track _____

I declare that I am the parent/guardian of _____ and I am withdrawing my son/daughter from this school due to the following reason:

- Moving to another city in the State of California
- Moving to another state
- Moving to another country
- Enrolling in a private school

I assure you that I will enroll my son/daughter in a school within a reasonable period of time.

My son/daughter will be attending school in the city of _____, State of _____ (if known).

Parent/Guardian's Signature Date

New Address

(_____) _____
New Phone Number

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ATTACHMENT B

DROPOUT CHECKLIST	
A student who has left school during the 2002-03 school year or was expected to be in attendance during the 2002-03 school year . . . and	Report on 2003 SIF as a dropout?
1. Graduated, received high school diploma, GED or CHSPE certificate	No
2. Transferred to and is attending any public or private educational institution and is in a program leading toward a high school diploma or its equivalent	No
3. Has enrolled in an early program (baccalaureate or associate's program)	No
4. Moved out of the United States, enrollment status not known	No
5. Died	No
6. Has not graduated, has not completed an approved program, and does not meet checklist items 2-5	Yes
7. Completed four years of high school and does not meet checklist items 1-5	Yes
8. Expelled with no option to return	Yes
9. Was incarcerated, was in the armed forces, in the Job Corps, or in the Peace Corps and does not meet checklist items 1-5	Yes
10. Left school to get married and does not meet checklist items 1-5	Yes
11. Moved out of district or out of state and does not meet checklist items 1-5	Yes
12. Left school prior to 21 years of age and does not meet checklist items 1-5	Yes
13. Was reported as a dropout on a CBEDS School Information Form in any year prior to October 2001, re-enrolled in school since dropping out, subsequently left school and does not meet checklist items 1-5	Yes
14. District placed student in an adult program, but has no verification if the student is enrolled and attending the adult school on Information Day	Yes
15. Suspended or expelled and term of suspension or expulsion not yet over	No
16. Expelled and enrolled in another school and/or district	No
17. Planning to enroll late (e.g., extended family vacation, seasonal work	No
18. Suffering long term illness and not receiving education services	No