



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

TITLE: Potential Dropout Lists, March 2006

NUMBER: REF-2415

ISSUER: Esther Wong, Assistant Superintendent
Planning, Assessment and Research

DATE: March 6, 2006

Due: May 1, 2006

ROUTING
Local District Administration
Principals
AP, SCS
AP, SSS
Dropout/SB65 Consultants
Deans
SIS Coordinators
Credit Clerks

PURPOSE: The purpose of this reference guide is to inform schools and local district personnel about the procedures for verifying and clearing potential dropouts for the 2005-06 school year. Schools will receive dropout lists in March, May and September of 2006 to assist in identifying and clearing potential dropouts. This effort will help reduce the middle school and senior high school dropout rate (for the 2005-06 school year) that will be collected on Fall Norm Day, 2006 and used in state and federal reporting.

MAJOR CHANGES: None.

BACKGROUND: The implementation of the No Child Left Behind Act (NCLB) of 2001 requires the use of the graduation rate as one of the indicators of Adequate Yearly Progress (AYP). To calculate the graduation rate, the state of California uses a four-year completion rate that includes high school graduates and high school dropouts over a four-year period.

Each October, dropout and graduation data is collected as part of the Annual School Program Survey for submission to the California Department of Education. To assist schools in this process, the School Information Branch is sending to schools lists of Potential Dropouts for the 2005-06 school year. Similar lists will be sent to schools in May and a final list will be sent in September 2006, before the October Norm Day. Schools should review these lists and “clear” students who are documented as not dropping out before final statistics are collected on the 2006 October Norm Day.

- INSTRUCTIONS:**
- I. NCES (National Center for Education Statistics) Dropout Definition
 - A. A student will be counted as a dropout for the 2005-06 school year, if the:
 - 1. Student did not begin attending the next grade (7, 8, 9, 10, 11, or 12) in the school to which he/she was assigned or at which he/she had pre-registered and/or was expected to enroll/attend by the October Norm Day, 2006.
 - 2. Student was enrolled in grade 7, 8, 9, 10, 11, 12 for part of the 2005-06 year, didn’t complete the year 2005-06, and has not returned to school as of the October Norm Day, 2006.
 - B. Students may be cleared from the dropout list if the school has documentation on file of the following:



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

1. The student has transferred to and is attending another public or private educational institution leading toward a high school diploma or its equivalent. This definition does not include adult education programs. See Section C below for further explanations.
2. The student has received a high school diploma or its equivalent (GED or CHSPE).
3. The student has transferred to and is attending a college offering a baccalaureate or associate's program.
4. The student has moved out of the United States.
5. The student is enrolled in juvenile hall, camp, or hospital school.
6. The student has died.

C. Transfers to Adult Education

Students under the age of 21 who enroll in adult education programs during the 2005-06 school year are to be counted as dropouts unless the school system can determine that they are enrolled and attending an adult education program leading to a high school diploma or GED.

After the October Norm Day, 2006, the School Information Branch will run a data match of the dropout list with the Adult Student Information System and the Alternative Education Work Centers (AEWC) to identify students who are enrolled in a LAUSD Adult and Career Education program leading to a high school diploma. The dropout status of these students will not be determined until the student has completed the program at the adult school. If the student drops out of the adult education program, the student will be counted as a dropout at the last K-12 school attended.

II. Required Documentation and Procedures for Students Leaving LAUSD

Official verification (i.e., transcripts, court orders, etc ...) are preferred methods of verifying a student's status. However, other forms of documentation may be provided by the student, the student's parent, or other responsible adult having knowledge of the student's status. For example, in lieu of official documentation, the District may use a "Parent Assurance Letter" (See *Attendance Procedures for Elementary and Secondary Schools, Bulletin No. 1292, Appendix L-1*, or contact your school's Pupil Services and Attendance professional for a copy) to document students' status. The required and/or permitted documentation for each of the dropout exclusion reasons are listed below:

- A. For students transferring to and attending another public or private educational institution leading toward a high school diploma or its equivalent, a request for records, signed by a school official on school letterhead or a Parent Assurance Letter is considered adequate documentation.

When processing a Pupil Accounting Report (PAR) for a student leaving the



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

district (L3, L4, or L5), if the parent or guardian signs the Parent Assurance Letter assuring that the student will be enrolled in another school, enter “Y” in the records requested Field 212, the date, and PARENT LETTER after “by” instead of the school name. File the letter in the student’s Cumulative Record File. When records are requested, update Field 212 in Secondary SIS and enter the date and name of the school requesting records.

If the student has been verified as enrolled at a school that has not requested records, enter a “Y” in Field 212, date of the contact, school name and city and initials of the employee making the contact. The school should keep on file the record of the contact in the event of an audit.

- B. For students who have received a high school diploma or its equivalent (GED or CHSPE), a copy of the notification of passing the GED or CHSPE is adequate documentation. Enter L7 and Non-Standard Exit Reason on the SIS.
- C. For students who have transferred to and are attending a college offering a baccalaureate or associate’s program, obtain a copy of the official transcript or verification of enrollment in college. The California Department of Education also allows documentation other than transcripts as evidence that students who have left school are enrolled in other institutions of higher learning or have received a high school diploma or its equivalent. This documentation may be provided in the form of an official “letter” from the educational institution, a “parent assurance letter” as described above, or any other official documentation of enrollment. Enter L3 or L4 and enter “Y” in Field 212, and enter “College” in the comments field.
- D. For students who have moved out of the United States, enter a leave code of L5 on the Pupil Accounting Report (PAR) and indicate the country code.
- E. For students enrolled in juvenile hall, camp, or hospital school, court notification, a request for records or a Parent Assurance Letter is considered adequate documentation. Enter L3 in the SIS and place a “Y” in the records requested Field 212, the date, and PARENT LETTER after “by” instead of the school name. File the letter in the student’s Cumulative Record File.
- F. For students who are deceased, written or oral parent verification, notification from a court, a governmental agency or a law enforcement official are adequate forms documentation. Enter L8, Reason code 65 in ID22.
- G. Questions regarding any form of verification of a student’s enrollment status not described in this section should be directed to the school’s PSA professional, the school administrator responsible for attendance, the local district PSA Coordinator, or the Office of General Counsel, as necessary.

III. Procedures for Secondary SIS Schools

Accompanying this reference guide are three lists. The first two lists described below are intended to assist schools in clearing as many potential dropouts as



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

possible. The third list, “No Show Matriculating Dropout List” must be completed by senior high schools and returned to the School Information Branch by April 28, 2006. If you received only one or two lists, it means your school did not have any dropouts in those categories.

A. Potential “No Show” Dropout List – tan list

1. This list contains students who received final grades in Spring Semester 2005 and have not returned to your school in the 2005-06 school year, and have not enrolled in any other LAUSD school as of February 27, 2006. These students will be counted as dropouts for the 2005-06 school year if they have not returned to school by Norm Day 2006.
2. If you have information to clear students’ records, it should be entered in 04-05. Enter “Y” in Field 212, the date records were requested, and the school requesting records.

B. Potential “Leaver” Dropout List – salmon list

1. The Potential “Leaver” Dropout List displays the names of students who have left during the 2005-06 school year and have an “N” in the records requested Field 212. This list is current as of the date at the top of the form and does not include all Potential “Leaver” Dropouts for the 2005-06 school year. These students will be counted as dropouts if they have not returned to school by Norm Day, 2006 and have not been cleared as a dropout.
2. If records have been requested for these students, update field 212 to “Y.” Enter the date and the name of the school requesting records. This will remove the student from your dropout count.
3. Check to ensure that students on this list have a valid leave code.

C. Potential “No Show Matriculating” Dropout List (Senior Highs only) – green list

1. Senior high schools are sent a Potential “No Show Matriculating” Dropout List which includes students who completed middle school in 2004-05 and were expected to enroll at your school in 2005-06, but have not and are not enrolled in any other LAUSD school as of February 27, 2006. These students will not appear on the school’s SIS. Schools must document the status of these students, if known, on the list provided and return it to the School Information Branch by May 1, 2006. “No Show Matriculating” students will be counted as dropouts for the 2005-06 school year if they have not returned to school by Norm Day, 2006.
2. These students will be cleared from the dropout list by the School Information Branch when the following information is annotated on the



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

returned form:

- a) Date of contact or date when records were requested,
 - b) Name and city of the new school where the student is enrolled,
 - c) Name of the person contacted and the initials of the school personnel making the contact on the comment line.
3. Students will not be cleared from the dropout list if incomplete information is provided on the returned dropout list.

IV. Due Dates for Central Office Processing

All schools should return the Principal's Verification Form on or before Monday, May 1, 2006 to:

School Information Branch
Dropout Data Collection
Beaudry Building, 23rd Floor

By that date, Senior High Schools should also return the Potential "No Show Matriculating" Dropout List with any additional data to clear the record.

Students who have not been cleared from the dropout lists as of that date will appear again on the May dropout list. Students are considered "cleared" as a dropout from the central office database if any of the four criteria are met:

1. Field 212 "Records Requested" in SIS is = Y. Schools can enter a "Y" in the Records Requested field if:
 - a. Another school has requested records for the student. The school should enter the date of the request and the name of the school requesting records, or
 - b. Records have not been requested but the school has verification that the student is enrolled at another school. The school should enter the date of contact in the "Dt" field and enter the name of the new school, city and initials of the employee making the contact in the "by" field. For students that have transferred to a college, enter "college" in the "by" field, or
 - c. A Parent Assurance Letter is being used as documentation of the student's status. Enter "PARENT LETTER" in the "by" field.
2. Students who have since completed graduation requirements, passed GED or CHSPE, or received a certificate of completion. Schools should enter a leave code of L7 and a Non-Standard Exit Reason on the SIS. Field 212 does not have to have a "Y" in this case.
3. Students with a leave code of L5 and a foreign country code will not be counted as a dropout. Field 212 does not have to have a "Y" in this case.
4. Students with a leave code of L8 and a reason code of 65 (deceased) are not



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

counted as dropouts.

RELATED RESOURCES:

Bulletin BUL-1292, *Attendance Procedures for Elementary and Secondary Schools*, dated July 8, 2005.

Bulletin Z-74, *Student Dropout Data Collection for Secondary SIS Schools*, dated February 25, 2003.

ASSISTANCE:

For assistance with the verification and/or completion of the Potential Dropout Data Collection form, please call Cynthia Lim, Director, School Information Branch, at 213/241-2450.

For assistance with Secondary SIS, call 213/241-4850.

For assistance regarding student support, call your PSA Field Coordinator or Local District PSA Counselor:

Local District	Contact	Phone Number
1	Rosalva Emerick	(818) 997-2539 (818) 755-5411
2	Cheryl Fayson	(213) 763-7451
3	Pat Burt	(323) 421-2892
4	Debra Duardo	(323) 932-2266 (323) 932-2284
5	Maria Luz Marquez	(323) 224-3377
6	Patricia Jimenez	(323) 560-4293
7	Kimberly West	(323) 421-2820
8	Nathana Schooler	(310) 354-3210
Specialized Units	Mike Guillemet	(213) 745-1974

Los Angeles Unified School District
Planning, Assessment and Research

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ATTACHMENT A

2005-2006 Dropout Data Collection – March List
Principal's Verification Form

School Name: _____ Location Code: _____

Contact Person: _____ Phone Number: _____

The one-year dropout rate for your school is determined by dividing the number of dropouts by the 2005-2006 norm day enrollment. This process will take place on Norm Day, 2006.

Lists have been sent to your school to assist in clearing students. Two lists, the Potential "Leaver" Dropout List and the Potential "No Show" Dropout List are provided to assist schools in electronically clearing student in SIS. These two lists need not be returned. The instructions are outlined in Reference Guide No. REF-2415. The Potential "No Show Matriculating" Dropout List is provided to senior high schools only. This list should be annotated and returned.

Checklist:

1. 2005-2006 Potential "No Show" Dropout List – 3/06 Reviewed _____
2. 2005-2006 Potential "Leaver" Dropout List – 3/06 Reviewed _____
3. 2005-2006 Potential "No Show Matriculating" Dropout List –3/06
SENIOR HIGH SCHOOLS ONLY Reviewed _____ Date Sent _____

This verifies that the information provided on the Potential "No Show Matriculating" Dropout Lists (SENIOR HIGH SCHOOLS only) and the student information entered into Secondary SIS to clear dropouts is accurate and true to the best of my belief.

Signature of Principal

Date

Please return this Verification Form along with the annotated Potential "No Show Matriculating" Dropout List (SENIOR HIGH SCHOOLS only) on or before Monday, May 1, 2006 to:

School Information Branch
Beaudry Building, 23rd Floor

For assistance, please contact Cynthia Lim, Director, School Information Branch at 213/241-2450. For assistance with SIS, please contact Secondary SIS at 213/241-4850.