

EDUCATION INFORMATION SERVICES

BULLETIN 02-003 ADDENDUM

July 31, 2002

This bulletin addresses changes to the following documents:

- 1) Revisions to the DOE Information Data Base Requirements -- Volume I: Automated Student Information System 2001-02.
- 2) Revisions to the DOE Information Data Base Volume II: Appendices 2001-02 (edits).
- 3) Revisions to the DOE Information Data Base Requirements -- Volume I: Automated Student Information System 2002-03.
- 4) Revisions to the DOE Information Data Base Volume II: Appendices 2002-03 (edits).

	<u>Replacement Page</u>	<u>Description of Change</u>
1)	185-1	Included W26 as an applicable code.
	190	Modified the W26 code by deleting "Within the district."
2)	283	Included W26 as an applicable code.
	294	Included W26 as an applicable code.
	295	Included W26 as an applicable code.
	298	Included W26 as an applicable code.
3)	190	Modified the W26 code by deleting "Within the district."
4)	262	Included W26 as an applicable code.
	271	Included W26 as an applicable code.
	272	Included W26 as an applicable code.
	273	Included W26 as an applicable code.

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01-02

**FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
VOLUME I: AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS**

Implementation Date: Fiscal Year 1994-95 July 1, 1994
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Element Name: Withdrawal Reason	
Definition/Domain	
<p>For PK-12, withdrawal reason is defined as a code which indicates the separation of a student from the district prior to graduation or completion, or subsequent to receiving a special diploma, certificate of completion, or special certificate of completion. Valid codes for PK-12 are DNE, W03-W05, W11-W26, WPO. Withdrawal due to graduation or completion is reported separately under the elements Diploma Type and Certificate of Completion, Type. ←</p> <p>For adults, withdrawal reason is defined as a code which indicates that the student separated from the district/program prior to completion, or that the student received a diploma or a certificate of completion. Valid codes for adults are W28-W46, W48-W51.</p> <p>See Appendix A: Attendance Recordkeeping Required Codes for Grades PK-12 Students and Appendix B: Attendance Recordkeeping Required Codes for Adult Students.</p> <p>NOTE: 1. For reporting purposes, the PK-12 Withdrawal Code used to report Withdrawal Reason on the Student End of Year Status format should be the last appropriate code for the school year being reported.</p> <p>2. The relationship of this element to Workforce Development Education is not known at this time. This element, therefore, is marked for <u>optional local use</u> concerning adult general education and postsecondary vocation education. If a change becomes necessary, you will be notified.</p>	
Length: 3	Grades and Programs Requiring This Data Element:
Format: Alphanumeric	All Programs Grades PK-12
Compatibility Requirement: State Standard	
Use Types:	State Reporting Formats Requiring This Data Element:
<input checked="" type="checkbox"/> State Report	Student End of Year Status DB9 17x
<input type="checkbox"/> Postsecondary Transcript	Student Dropout/Match Information DB9 38x
<input checked="" type="checkbox"/> Local Accountability	
<input type="checkbox"/> District Records Transfer	
<input type="checkbox"/> Permanent Record	
Data Element Number: 189225	Reported in Survey Periods: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/> 9
Revised: 4/02 Bulletin 02-003 Volume I Effective: 7/01 Page Number: 185-1	

APPENDIX A (Continued)
ATTENDANCE RECORDKEEPING REQUIRED CODES FOR GRADE PK-12 STUDENTS
(Continued)

WITHDRAWAL FROM FLORIDA PUBLIC
SCHOOLS: GRADE PK-12 STUDENTS

W11 - Any PK-12 student withdrawn from school due to hardship.

W12 - Any PK-12 student withdrawn from school due to death.

W13 - Any PK-12 student withdrawn from school due to court action.

W14 - Any student who withdraws from school to enter the military.

W15 - Any PK-12 student who is withdrawn from school due to nonattendance.

W16 - Any student who withdraws from school to get married.

W17 - Any student who withdraws from school due to pregnancy.

W18 - Any student who withdraws from school due to medical reasons.

W19 - Any exceptional education student who is withdrawn from school following receipt of special education through the age of 21.

W20 - Any student who withdraws from school due to failing the High School Competency test (HSCT), and who does not receive any of the Certificates of Completion.

WITHDRAWAL FROM FLORIDA PUBLIC
SCHOOLS: GRADE PK-12 STUDENTS

W21 - Any student who is withdrawn from the rolls due to being expelled from school.

W22 - Any PK-12 student whose whereabouts is unknown.

W23 - Any PK-12 student who withdraws from school for any reason other than W01 - W22 or W24 - W27.

W24 - Any PK-12 student who withdraws from school to attend a Home Education program.

W25 - Any student who withdraws from school who is under compulsory attendance age. (This may not be used for students age six or above.)

W26 - Any student who leaves to enter the adult program prior to completion of graduation requirements.

W27 - Any student who graduated from school with a special diploma based on option two-mastery of employment and community competencies.

WPO - Any student who is withdrawn from school subsequent to receiving a W07, W08, W09, or W27 during the student's year of high school completion.

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01-02

STUDENT END OF YEAR STATUS - REJECT RULES

16. Withdrawal Reason code must be DNE, W03-W05, W11-W26, WPO or ZZZ. ←
-record rejected-

EXAMPLE

The second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first and third records would be rejected because the code for Withdrawal Reason is not valid.

District Number, Current Enrollment	Student Number Identifier, Florida	Withdrawal Reason
* 30	301234567X	XXX
30	301234568X	W11
* 30	301234569X	W34

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Withdrawal Reason code and resubmit the records.

STUDENT END OF YEAR STATUS - REJECT RULES

27. If Grade Level is PK-12 and Diploma Type is W06, W07, W10, W27 or WGD, then Withdrawal Reason must not be DNE, W03-W05, or W11-W26 and vice versa. ←
-record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because Grade Level is PK-12 and the codes for both Diploma Type and Withdrawal Reason are codes listed in the edit.

Student Number Identifier, Florida	Diploma Type	Grade Level	Withdrawal Reason
123456789X	W06	12	ZZZ
* 223456789X	W07	12	W15
323456789X	ZZZ	11	W05

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the relationship between Grade Level, Diploma Type, and Withdrawal Reason and resubmit the record.

STUDENT END OF YEAR STATUS - REJECT RULES

28. If Grade Level is PK-12 and Certificate of Completion Type is W08 or W09, then Withdrawal Reason must not be DNE, W03-W05, or W11-W26 and vice versa. ←
-record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because Grade Level is PK-12 and the codes for both Certificate of Completion Type and Withdrawal Reason are the codes listed in the edit.

Student Number Identifier, Florida	Certificate of Completion Type	Grade Level	Withdrawal Reason
123456789X	W08	12	ZZZ
* 223456789X	W09	12	W15
323456789X	ZZZ	11	W05

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the relationship between Grade Level, Certificate of Completion Type, and Withdrawal Reason and resubmit the record.

STUDENT END OF YEAR STATUS - REJECT RULES

31. If Grade Level equals PK-12 then Withdrawal Reason code must be DNE, W03-W05, W11-W26 or ZZZ. -record rejected- ←

EXAMPLE

The second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first and third records would be rejected because there is an invalid relationship between Withdrawal Reason and Grade Level.

Student Number Identifier, Florida	Grade Level	Withdrawal Reason
* 121234567X	12	W06
121334568X	KG	W03
* 121334569X	30	W18

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct either the Withdrawal Reason or the Grade Level so that they are in the proper relationship and resubmit the records.

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02-03

APPENDIX A (Continued)
ATTENDANCE RECORDKEEPING REQUIRED CODES FOR GRADE PK-12 STUDENTS
(Continued)

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02-03

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29. Deleted 7/02.

30. Deleted 7/02.

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