

PROCEDURES FOR G CODES AND C01 ENROLLMENT END STATUS CODES

KDE End of Year Training

2012-2013

(Career and College Readiness Tracking Report)



April 2013

KDE Contacts

| Contacts for G Code (and other code) Questions 2012-2013 | |
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G-Code Data Extraction Process

In preparation for Kentucky's 2013 College and Career Readiness Report, data for 2012-2013 high school graduates will be extracted by the Division of Assessment Design and Implementation from Infinite Campus on **June 30**. KDE is requesting that all districts end-date the 2012-13 enrollments of their graduates using the Enrollment End Batch process found under **System Administration>Student** no later than **June 17**. The process of end-dating the enrollments will be monitored by the Student Tracking Branch.

Please remember that the end status code will be different for your graduating seniors so they should be done before end-dating the enrollments of your other students. The end status codes for graduates are:

- G01: A student who graduated in less than four (4) years
- G02: Graduated in four (4) years
- G03: Graduated in five (5) years
- G04: Graduated in six (6) or more years
- W28: A student who has reached the maximum age for services, but received no diploma.

The W28 end status code is used for students who have aged out (maximum age for services) without earning a regular diploma or certificate of attainment.

It is also important that all districts complete the graduation data elements for their students (on graduation tab).

KDE is pulling graduation data for all Kentucky seniors at the end of June, so it is important that this data be entered and verified as soon as possible. **Note: Do not end enrollments for seniors until transcripts have been run.** Class rank will not calculate after the enrollments have been ended. Also, if you have any end-of-year reports that need to be generated that are based on a student's active status/enrollment, those reports should be completed before end-dating the enrollments of your graduates and assigning a G-code.

End Status Codes

| | |
|-----|---|
| C01 | A pupil who completes the school year in the school of the most current enrollment |
| G01 | A pupil who graduates in less than four (4) years |
| G02 | A pupil who graduates in four (4) years. <i>If a student graduates during the summer they have until the start of the next school year to be included in the prior year.</i> |
| G03 | A pupil who graduates in five (5) years |
| G04 | A pupil who graduates in six (6) or more years |
| W01 | A pupil transferred to another grade in the same school. The re-entry code to use with W01 shall be R01. |
| W02 | A pupil transferred to another public school in the same public school district. The re-entry code to use with W02 shall be R02. |
| W07 | A pupil withdrawn due to those communicable medical conditions that pose a threat in school environments listed in 902 KAR 2:020, Section 1(1), accompanied by a doctor's statement certifying the condition or any other health-related condition for which the student is too ill to participate in regular school attendance or local homebound instructional services or if the student has obtained a doctor's statement certifying the condition. The re-entry code to use with W07 shall be R06. |
| W08 | A pupil withdrawn due to death. |
| W12 | A pupil under the jurisdiction of the court. For purposes of the W12 code, a pupil may be considered under the jurisdiction of the court on the day the petition is filed with the court. The re-entry code to use with W12 shall be R06. For accountability purposes, a W12 shall be considered a dropout if the district cannot substantiate enrollment in the proper educational setting as designated by the court. |
| W17 | An entry level student in the primary program, withdrawn during the first two months enrolled due to immaturity or mutual agreement by the parent, guardian or other custodian and the school in accordance with 704 KAR 5:060. |
| W20 | A pupil transferred to a home school. The re-entry code to use with W20 shall be R20. |
| W21 | A pupil transferred to a nonpublic school (excluding home school). The re-entry code to use with W21 shall be R21. |
| W22 | A pupil who has transferred to another public school district and for whom a request for student records has been received or enrollment has been substantiated or a pupil who is known to have moved out of the United States. |
| W23 | A pupil withdrawn for a second or subsequent time who initially withdrew as a W24 or W25 during the current school year. |
| W24 | A pupil who has moved out of this public school district for whom enrollment elsewhere has not been substantiated. |
| W25 | A pupil who is at least 16 years of age and has dropped out of public school. |
| W26 | A pupil who has withdrawn from school after completing a secondary GED Option program and receiving a GED certificate. |
| W27 | A student who has withdrawn from school and subsequently received a GED. |
| W28 | A student who has reached the maximum age for education services without receiving a diploma or certificate of attainment. |

End Status Guidelines

Remember to enter specialty G codes (students *other than* G02 [regular 4-year graduates]) and then use the enrollment end batch for the rest of the graduate records. If an end status field is blank and you run the batch enrollment, it will *fill every empty field* with that batch enrollment end status code. Once the field has been filled, *you will have to manually change it if it is incorrect.*

You can send a request for KDE to generate a state level report for your district to ensure all of your corrections have been captured in State Edition. If you have reviewed *and verified* the report is correct in your district edition and there are still outstanding issues there may be a sync issue keeping it from syncing up to State IC. This will require a ticket to be opened with IC at the state level to correct.

State Published Ad Hocs

KDE has published five ad hocs to assist districts in reviewing, correcting and verifying the end date/status for student enrollments. Remember to select the current year at the top before generating any of the following ad hocs:

1. ENR G Codes

This ad hoc will pull a list of the graduates for the selected year.

Questions to ask when looking at the data returned by the query:

- a. -were the expected number of graduates returned by the query?
- b. -are all students end dated?
- c. -do all students have diploma dates?

2. ENR CO1 with Diploma Dates

This ad hoc will pull students in grade 12 that have a CO1 end status and a diploma date. No student should have a CO1 and a diploma date. Students that are returned with this ad hoc query need to be reviewed and corrected as needed.

3. ENR Student Enrollments Missing End Dates

All student enrollments should be end dated. This ad hoc will generate a list of students with no end date on their enrollment record. An appropriate end-date and status should be entered for all students returned by the query.

4. ENR Seniors with CO1s

This ad hoc will pull grade 12 students that have been given the end status of CO1. This could indicate:

- a. A coding error; student has graduated and should be assigned a g code
- b. Student has been retained (should be assigned End Action of R:Retain on enrollment record)
- c. Student is a potential summer school graduate and the CO1 is a placeholder for a possible future g code

5. ENR Grade 14 with CO1 End Status

This ad hoc pulls grade 14 students marked as CO1 and no diploma date. Grade 14 students should be given the CO1 end status code unless they are receiving an alternate diploma. The appropriate G code and diploma date should be used in the year they receive an alternate diploma. If they subsequently return to school the following year after receiving an alternate diploma, the end status for that year and each year until they age out should be CO1.

This ad hoc should be used to verify that the appropriate code has been assigned to these grade 14 students.

Grade 14 Students General Information

- Can be CO1 or G03/G04 depending on the policy of the individual district
- If the district chooses to provide the g code in the 12th grade year the grade 14 year must have the CO1 end status
- Grade 14s are not considered dropouts or retentions

Data Review and Verification

Any student showing up on a CO1 ad hoc query after you have entered and verified your G codes should fall into one of the following categories and should not have any type of diploma data associated with that student if they did not graduate:

- Retained or returning senior
- FMD student that has not received a Certificate or has not aged out (use a W28 end status when they age out)
- Foreign exchange student
- A student that is attending summer school or did not receive enough credits to graduate their senior year and need additional credits to graduate

If the diploma data is showing up on a CO1 ad hoc query for a prior year student, either the G code or graduation date is incorrect. A student that has not graduated should not show graduation diploma data until after that student has received their diploma.

Once the CO1 and G code ad hoc queries have been generated and enrollment records corrected and verified in District and State IC, please e-mail a message to Samantha Engstrom to verify.

**For State Level Report Requests, email samantha.engstrom@education.ky.gov

FAQ for Grade 14

1. Withdrawal of a Grade 14 Student

Question:

We have a student who received his certificate of attainment at the end of the 2010-11 school year. He was a grade 14 for 2011-12 and returned at the beginning of this year but has decided not to continue. What would be the best withdrawal code to use for him? None of the codes seem to apply.

Answer:

If the student was not submitted as a graduate for the 2010-2011 school year, use a G code to reflect the number of years it took the student to earn the certificate.

2. End Status for Grade 14 Student

Question:

We have a student that attained a Certificate of Attainment at the end of the 2010-11 school year. He was coded with an End Status of G02. He came back to us last year (2011-12) as a Grade 14 student and completed the year. He was coded with an End Status of G02 as well. He is also back again this year as a Grade 14 student so we will be dealing with the end status question again at the end of this year. How should this situation be handled?

Answer:

If the student was submitted as a graduate for 2010-11 school year and returned to school for the 11-12 school year in grade 14, the end of year status for 11-12 should be C01. Go back into the 2011-12 data and change his end status from G02 to C01. Every year until he ages out should be ended with a C01.

Technical Assistance with G-codes

To inquire about a particular student, please send the SSID and student name to Samantha Engstrom at samantha.engstrom@education.ky.gov. She can confirm when a student was pulled as a graduate.