

PROCEDURES FOR G CODES AND CO1 CODES

(Career and College Readiness Tracking Report)



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KDE Contact

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G-Code Data Extraction Process

Each year in preparation for Kentucky's College and Career Readiness Report, data for high school graduates will be extracted from Infinite Campus on **June 30**. KDE requests that all districts end-date the current year enrollments of their graduates using the Enrollment End Batch process found under **System Administration>Student** two weeks prior to June 30. Each year, the Division of District Support communicates the specific date this process must be completed by to the districts. 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 graduates so they should be done before end-dating the enrollments of your other students. The end status codes for graduates are:

- G01: 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.
- W30: A pupil with an IEP enrolled in Grade 14 who has previously received an alternative high school diploma, re-enrolled, and withdrew in the middle of the reporting school year.

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

Since KDE is pulling graduation data for all Kentucky graduates at the end of June, it is important that this data be entered and verified as soon as possible.

Note: Do not end enrollments for graduates until transcripts have been run. Class rank will not calculate after the enrollments have been ended.

End Status Codes

CO1	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.
G03	A pupil who graduates in five (5) or more years.
G04	A pupil who graduates in six (6) or more years.
W01	A pupil transferred to another grade in the same school or with grade level changes in the same school mid-year, or with a change in schedule structure or enrollment service type. The reentry code to use with W01 shall be R01.
W02	A pupil transferred to another public school in the same public school district. The reentry 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 2(1), accompanied by a doctor's statement certifying the condition, or any other health-related condition for which the pupil is too ill to participate in regular school attendance or local homebound instructional services, or if the pupil has obtained a doctor's statement certifying the condition. The reentry 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 reentry 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 pupil in the primary program, withdrawn during the first two (2) months of school 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 non-public school (excluding home school). The reentry code to use with W21 shall be R21.
W22	A pupil who has transferred to another Kentucky public school district and for whom a request for pupil records has been received or enrollment has been substantiated.

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	Prior to the 2017-18 school year, a pupil who is at least the local board policy's minimum age for withdrawal and has withdrawn from public school; beginning with the 2017-18 school year, a pupil who is at least eighteen (18) years of age and has withdrawn from public school.
W26	A pupil who has withdrawn from school after completing a secondary GED program and receiving a GED certificate.
W27	A pupil who has withdrawn from school and subsequently received a GED.
W28	A pupil who has reached the maximum age for education services without receiving a diploma or an alternative high school diploma.
W29	A pupil who has moved out of state or out of the United States.
W30	A pupil with an IEP enrolled in Grade 14 who has previously received an alternative high school diploma, re-enrolled, and withdrew in the middle of the reporting school year.

Reports and Guidelines

It is important to remember to enter specialty G codes (students other than G02 [regular 4 year graduates]) and *then* use the enrollment end batch process to enter the G02 end status for the remaining graduate records. If an end status field is blank and you run the batch enrollment for a particular grade level, it will *fill every blank end status field in the selected group* with that batch enrollment code. Once the field has been filled, *you will have to manually change it on the student's enrollment tab if it is incorrect.*

If you have reviewed *and verified* that the report is correct in your district edition and there are still outstanding issues, there may be a data issue keeping it from syncing up to State Edition. This may require an IC support ticket to be opened by KDE to correct.

Any student showing up on the ENR Seniors with CO1 report 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 an alternate diploma or has not aged 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
- Any other identified current year senior expected to return in the next school year (if you are unsure of the code required please contact Samantha Engstrom at KDE for assistance)

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

Manual Entry G Codes

This process must be completed prior to Enrollment End Batch.

Graduation Tab

Manual entry of graduation codes requires that you only fill out the **Diploma Date** and the **Diploma Type** on a student's Graduation Tab. However, the Diploma Period must also be entered for KEES reporting. Click Save

The screenshot displays the 'General Graduation Information' section of the 'Graduation Detail: Infinite Campus (301)' form. The fields are as follows:

Diploma Date:	06/01/2016
Diploma Type:	3: General Diploma
Diploma Period:	2: Spring Graduate
Date First Entered the 9th Grade:	08/08/2012
NGA Cohort End Year:	2016
NCLB Cohort End Year:	2016
Post Grad Location:	
Transition Status:	

Enrollments Tab

For the Enrollments Tab, a student needs to have an End Date and an End Status. Click Save

General Enrollment Information			
Calendar Polk High School 2016 A	Schedule (read only) 1	*Grade 12	Class Rank Exclude <input type="checkbox"/>
*Start Date 08/12/2015	No Show <input type="checkbox"/>	End Date 06/02/2016	*Service Type P: Primary
*Start Status E01: First enrollment of the year		End Action	End Status G01: Graduated in less than four (4) years
		Dropout Reasons	

Enrollment End Batch

Path: System Administration > Student > Enrollment End Batch

This process is used to assign most of your G02 end statuses (graduated in 4 years).

After completing the specialty G codes manually, enter the required information as shown below for the enrollment end batch process.

Select Calendars	Select Fields to fill
<ul style="list-style-type: none"> 5-16 Adair County High School 4-15 Adair County District Of CE 14-15 Adair County Element CH 14-15 Adair County High Sc CM 14-15 Adair County Middle CP 14-15 Adair County Primary YD 14-15 Adair Youth Developm 3-14 Adair County District Of CE 13-14 Adair County Element CH 13-14 Adair County High Sc CM 13-14 Adair County Middle PC 13-14 Adair County Primary YD 13-14 Adair Youth Developm 2-13 Adair County District Of CE 12-13 Adair County Element <p>TRL-click and SHIFT-click for multiple</p>	<p>End Date: 06/02/2015</p> <p>End Status: G02: Graduated in four (4) years</p> <p>End Action: P: Promote</p> <hr/> <p>Graduation</p> <p>Diploma Date: 06/02/2015</p> <p>Diploma Type: 3: General Diploma</p> <p>Diploma Period: [Dropdown]</p> <p>Post Grad Location: [Dropdown]</p> <p>Transition Status: [Dropdown]</p> <p>RUN</p>
<p>Select Grades</p> <p> <input type="checkbox"/> 00 <input type="checkbox"/> 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input type="checkbox"/> 14 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 95 <input type="checkbox"/> 96 </p>	

*The diploma date should be the last student instructional day.

State Published Ad Hocs

Note: Select the current school year at the top of the screen in the Infinite Campus toolbar before you begin.

1. ENR G Codes
2. ENR CO1 with Diploma Dates
3. ENR Student Enrollments Missing End Dates
4. ENR Seniors with CO1
5. ENR Grade 14 with CO1 End Status

1. ENR G Codes

Description: Shows a list of the graduates for the selected year.

Action Step: Questions to ask when looking at your data:

- Are the expected numbers there for your students?
- Are all students end dated?
- Do all students have diploma dates?

2. ENR CO1 with Diploma Dates

Description: Lists students that have a CO1 code and a diploma date.

Action Step: No student should have a CO1 and a diploma date. Students pulled with this ad hoc need to be reviewed.

3. ENR Student Enrollments Missing End Dates

Description: Lists any student who have a missing end date.

Action Step: All students should be end dated. Any student that comes up on this pull needs to have an end date entered.

4. ENR Seniors with CO1s

Description: Lists any grade 12 students that have been given an end status of CO1.

Action Step: Review for the following scenarios: 1) the CO1 code is a mistake 2) this student has been retained without being indicated as such or 3) this 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

Description: Lists any grade 14 students marked as CO1. The ad hoc can be changed to also pull grade 14 students who get their G code in that year.

Action Step: The review instructions are indicated in the long description of the ad hoc.

Error Checks

- Change the ad hoc filter between IS NULL and IS NOT NULL when checking CO1 students. This will catch students marked incorrectly with diploma dates
- Change the ad hoc filter between IS NOT NULL and IS NULL when checking G code students. This will catch students with missing end dates.

Custom Reports

There are two custom reports available to assist districts in reviewing their G codes and enrollment end statuses.

▼ KY State Reporting

► Edit Reports

Growth Factor Submission

▼ KDE Reports

Benchmark Report

Calendar Summary

CIITS Job Category

CIITS Job Category Exception

CIITS Roles

Enrollment End Status Validation Report

EOC Assessment

EOC Early Warning Report

G-code Validation High School Aggregate

Enrollment End Status Report

The purpose of this report is to assist school/district staff in the annual verification of high school student enrollment end status. This report will include all students in grade levels selected. The report can be used to confirm all student enrollments have an end status. The report can also be used to accompany the G-code Validation High School Aggregate report to filter and troubleshoot discrepancies. This report will run for ALL grades 09-14, or you may select a specific grade from the selection menu below. The report will generate in Excel format.

G-Code Validation High School - Aggregate Report

The purpose of this report is to assist school/district staff in the annual verification of students graduating from High School. This report will give aggregate counts for each of the high schools in the district selected of students that have a G01, G02, G03 and G04 end status along with the type of diploma received. This report will run for ALL grades 09-14, or you may select a specific grade from the selection menu below. The report will generate in Excel format and will have Aggregate Totals at the bottom.

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

Summer Graduates

These students will need to be marked as CO1s and retentions before the district batch ends the enrollment status of its graduates.

- Students have until July 31st to finish their course work to be counted as a graduate of the previous school year.
- A summer graduate's diploma date reverts back to the spring graduation date (last student instructional day). In order to be listed as a graduate, the student's diploma date must fall within the school year. Although July 1st is the start of a new school year students have until July 31st to complete their work despite technically overlapping with another school year. Once their course work is finished, their diploma date should match that of a spring graduate.

Technical Assistance with Graduation codes

To inquire about a particular student, please send the SSID or student name to Rodney Bennett at rodney.bennett@education.ky.gov. She can confirm when a student was pulled as a graduate.