

2016–17 Cohort Graduation Withdrawal Code Guidance

Withdrawal Code	Description	Cohort Action	Examples of Adequate Supporting Documentation
0	Has not left this school	Included in cohort (school, LEA, State)	School enrollment in PowerSchool and captured in an official data collection
1	Transferred to another school in the same system	Included in cohort (LEA, State)	Receiving school enrollment must be entered in PowerSchool and captured in an official data collection.
2	Transferred to another system	Included in cohort (State)	Receiving school enrollment must be entered in PowerSchool and captured in an official data collection.
3	Relocated outside the State of North Carolina or Out of Country*	Excluded from cohort only if adequate documentation is provided	Provide one of the following documents: <ul style="list-style-type: none"> • Official Request for Student Record from receiving out-of-state public or private school • Written acknowledgement on official letterhead, e-mail, or enrollment letter from an administrator at the out-of-state receiving school confirming enrollment • Transfer record form or screen shot from receiving out-of-state school with signature • If a student has moved out of the country, written confirmation from the parent or a school administrator’s documented conversation with the parent • Written document from the Immigration & Naturalization Services that the student was deported (if applicable)
4	Dropped out	Included in cohort (school, LEA, State); counted as dropout	Not applicable
5	Temporarily withdrawn because of suspension or school-approved illness (does not exempt the student)	Included in cohort (school, LEA, State)	Written acknowledgement on official letterhead from an administrator at the school confirming suspension or school approved illness
6	Death	Excluded from cohort only if adequate documentation is provided	An obituary, death certificate, newspaper article, or funeral program
7	Other situation that does not exempt the student from the cohort	Included in cohort (school, LEA, State)	Not applicable
8	Visiting student (should not have been in the cohort)	Excluded from cohort only if adequate documentation is provided	Provide one of the following documents: <ul style="list-style-type: none"> • Written acknowledgement on official letterhead from an administrator at the school confirming status of visiting student • For foreign exchange students, a copy of the official exchange program paperwork reflecting the year of participation on exchange agency letterhead

2016–17 Cohort Graduation Withdrawal Code Guidance

9	Graduated (is listed on the official list of graduates)	Included in cohort (school, LEA, State)	Not applicable: Graduation status (diploma or certificate) is entered in Graduation Data Verification Report (GDVR) in PowerSchool and captured in an official data collection.
A	Transferred to a private school or facility within the state (includes NC School of Math and Science and NC School of the Arts) or legitimate private online/correspondence school	Excluded from cohort only if adequate documentation is provided	Provide one of the following documents: <ul style="list-style-type: none"> • Official Request for Student Records from receiving private school • Notice of Intent to Operate a Private School Form located at https://ncdoa.s3.amazonaws.com/s3fs-public/ConventionalSchoolForm.pdf • Written acknowledgement on official letterhead from private online/correspondence school not physically located in North Carolina Must be accredited by one of the following agencies: <ol style="list-style-type: none"> 1. New England Association of Schools and Colleges (NEASC) 2. Middle States Association of Colleges and Schools (MSA) 3. North Central Association of Colleges and Schools (NCA) 4. Southern Association of Colleges and Schools (SACS) 5. Western Association of Schools and Colleges (WASC) 6. Northwest Association of Accredited Schools (NAAS)
B	Transferred to homeschool within the state	Excluded from cohort only if adequate documentation is provided	Provide one of the following documents: <ul style="list-style-type: none"> • Notice of Intent to Operate a Home School located at http://www.doa.nc.gov/dnpe/HOpenSchool.aspx . • E-mail or letter signed by parent or the <u>Official Intent to Home School form</u> signed by the parent or guardian (including homeschool code)
C	Transferred to a community college within the state	Included in cohort (school, LEA, State)	Dropout code entered in PowerSchool unless student officially leaves the high school to attend an approved Community College Adult High School Program (CCAHS) pursuant to State Board of Education (SBE) Policies GCS-Q-000 and GCS-C-039
D	Certificate recipient	Included in cohort (school, LEA, State)	Graduation status (certificate) entered in Graduation Data Verification Report (GDV) in PowerSchool
E	Documented transfer within district not indicated by DPI enrollment data	Excluded from cohort only if adequate documentation is provided	Provide one of the following documents: <ul style="list-style-type: none"> • Official Request for Student Record from receiving public or private school/facility • Written acknowledgement on official letterhead, e-mail or enrollment letter from an administrator at the receiving school/facility confirming enrollment • Transfer record form or screen shot from receiving school/facility with signature

2016–17 Cohort Graduation Withdrawal Code Guidance

G	Documented transfer within state not indicated by DPI enrollment data (includes facilities such as the Youth Development and Detention Centers under the Department of Juvenile Justice & Delinquency Prevention or Division of Prisons facility)	Excluded from cohort only if adequate documentation is provided	Provide one of the following documents: <ul style="list-style-type: none"> • Official Request for Student Record from receiving public or private school/facility • Written acknowledgement on official letterhead, e-mail or enrollment letter from an administrator at the receiving school/facility confirming enrollment • Transfer record form or screen shot from receiving school/facility with signature • Written copy of the court order or judgment decision on file with the district
?	Has left the school but the reason has not yet been determined	Included in cohort (school, LEA, State)	If no exemption code is provided for the question mark, it will default to counting against the school, LEA, and State rate.

Note: Unacceptable documentation includes but is not limited to yearbook pictures, commencement programs, Facebook page postings, PowerSchool screen shots or in-house communications/forms such as e-mail from, sending school’s counselor.