OREGON DEPARTMENT OF EDUCATION

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DROPOUT RATE & EXIT ADJUSTMENT

POLICY AND TECHNICAL MANUAL

2022-23 SCHOOL YEAR

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This document was produced by

Oregon Department of Education

Office of Research, Analysis, and Accountability

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IMPORTANT DATES

2022-23 FIRST PERIOD CUMULATIVE ADM

September 22, 2022 (at 1:00 pm) to October 24, 2022 (at 11:59 pm) – Collection Window

October 27, 2022 to November 4, 2022 – Audit Review Window

2021-22 CUMULATIVE ADM EXIT ADJUSTMENT WINDOW

October 6, 2022 (at 1:00 pm) to December 2, 2022 (at 11:59 pm)

2021-22 NCES DROPOUT & GRADUATION RATES VALIDATION WINDOW

October 27, 2022 (at 1:00 pm) to December 9, 2022 (at 11:59 pm)

2021-22 EMBARGOED FINAL PREVIEW (AVAILABLE IN ADI)

December 29, 2022

2021-22 DROPOUT REPORT PUBLICATION DATE

January -- To Be Determined

ACHIEVEMENT DATA INSIGHT

Validation of the NCES dropout report will occur through the Achievement Data Insight (ADI) application. An overview training on this application was prerecorded and posted on the ADI page in Application Systems on the District website (https://district.ode.state.or.us/search/results/?id=440).

Data submitters and validators will need to contact their district security administrators to request access to ADI and all specific validations needed. Access to the ADI application or any validation is granted on a need-to-know basis only. You need to request access separately for ADI and each needed validation. If you see a tile that you do not have access to in the ADI, click on it to generate an email to your DSA requesting access. The cohort graduation rate (4-year and 5-year) will also be validated during this time, for a total of three concurrent graduation/dropout validations (4-Year Cohort Graduation Rate, 5-Year Cohort Graduation Rate, and NCES Dropout and Graduation Rates).

The ADI will display both aggregate data (on the summary tab) and student-level data (on the detail tab), and will be refreshed periodically throughout the validation window. Once the validation window has closed, data will still be available through the ADI, but it will no longer be refreshed, and updates will not be allowed. Click the "All" tab on the ADI's main page to view closed validations.

Note that even though districts will be able to access final dropout data after the close of the validation window, the data will be embargoed until the publication date. **Do not distribute these data to anyone outside your district prior to the publication date.**

CONTACTS

REGIONAL ESD PARTNERS

Regional ESD Partners are available to answer your questions or guide you through the process of validating and making corrections throughout the validation window.

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CHANGES IN DROP OUT CALCULATION

2021-2022

There were no changes to the drop out calculation in 2021-22.

2020-2021

Added Ever Foster Student group comprising students identified as in foster care at any time, including all prior school years. This group will not be reported publicly, since this is our first year calculating this group. We do plan public reporting of the Foster Student group this year.

Students who have the ”EI” EL Record Type Code in the Spring English Learners collection will not be included in the calculation of an English Learner or Former English Learner student group. This code is designated as a “erroneously identified” code indicating that a previous English learner identification was in error.

2019-2020

Added Foster Student group comprising students identified as in foster care during the reported past school year.

Students who have the ”SE” EL Record Type Code in the Spring English Learners collection will not be included in the calculation of an English Learner or Former English Learner student group. This code is designated as a “state of emergency” code that was adopted in response to pandemic-related school closures that prevented language development screening.

2018-2019

Added a Non-Binary gender label to the NCES Dropout Validation Detail level and a Non-Binary gender student group to the summary level.

Added a Former English Learner flag to the NCES Dropout Validation Detail level and a Former English Learner student group to the summary level. Also added a Never English Learner student group to the NCES Dropout Validation Summary level.

Began excluding the 2J (Potential English Learner) English Learner Record Type code from the English Learner calculation.

2017-2018

Minor technical changes applied.

2016-2017

Technical changes only.

2015-2016

Students reported as participating in Post Graduate Scholars programs after being awarded a high school diploma (ADM End Date Code 4G) will be counted as graduates.

Rates for new Career and Technical Education (CTE) student groups will be calculated and published.

2014-2015

Graduation events will only be included in the calculation of the NCES 1-year Graduation Rate if they occurred between September 1 of the school year and August 31 of the following year.

2013-2014

Oregon law requires school districts to offer two standard diplomas: the Oregon diploma (also called the "Regular High School Diploma" in data collections) and the modified diploma. Oregon law also allows districts to offer an honors diploma or other tiered diploma as a standard diploma. Based on the determination that a modified diploma is the recognized equivalent of a high school diploma, ODE will include the modified diploma along with other standard diplomas when calculating the NCES Graduation Rate, beginning with the 2014-15 rates. Extended Diplomas, Adult High School Diplomas, and GEDs will continue to count as non-graduates, non-dropouts, for the purposes of the NCES graduation rates. Note that it is ODE's current practice to calculate a 1-year graduation rate for the purpose of meeting federal reporting requirements, but not to publish it.

OREGON DROPOUT RATE CALCULATION

DEFINITION OF DROPOUT

As defined in ORS 339.505, a dropout is an individual who has the four characteristics (for the purposes of the definition, "current school year" means the year being reported on):

1. Has enrolled for the current school year, or was enrolled in a previous school year and did not attend during the current school year
2. Is not a high school graduate
3. Has not received a GED certificate
4. Has withdrawn from school

As defined in ORS 339.505, dropout does not include: a student who has transferred to another educational system or institution that leads to graduation; a student who is deceased; a student who is participating in home school, private school, or ODE-approved public or private education program, alternative education program, or hospital education program; a student who is residing in a Department of Human Services facility, a shelter care program, or in a juvenile detention facility; a student who is enrolled in a foreign exchange program; a student who is temporarily absent from school because of suspension, a family emergency, or severe health or medical problems; or a student who has received a GED certificate.

DROPOUT RATE

Oregon uses the National Center for Education Statistics (NCES) formula below to calculate dropout rates.

$$\frac{Number\ of\ Dropouts\ in\ Grades\ 9-12}{Fall\ Membership\ in\ Grades\ 9-12}$$

Due to the additional time needed to calculate accurate graduation and dropout rates, reported rates are always one year behind the current school year. Therefore, the 2021-22 dropout rate is reported during the 2022-23 school year. Oregon's 2021-22 Dropout Rate Report's public release and publication date in early 2023 is yet to be determined. Districts will have from October 27, 2022 through December 9, 2022 to validate their data. ODE also reports dropouts from grades 7 and 8 to the US Department of Education, but does not publish rates for these grades.

EVENT COUNT

Note that the method Oregon uses is an event count, meaning that students are counted as dropouts each year that they drop out. If a student dropped out in April 2021, re-enrolled in December 2021, dropped out again in

March 2022, and did not re-enroll, they would have been counted as a dropout in both the 2020-21 and 2021-22 rates. Students who drop out more than once during the same school year, however, are only counted once for that year's rate.

NCES 1-YEAR GRADUATION RATE

The NCES (National Center for Education Statistics) Graduation Rate is a legacy rate that is calculated only to meet federal reporting requirements. It is no longer the official graduation rate for Oregon. **Oregon's official graduation rate, and the graduation rate used for accountability is the** cohort graduation rate.

The NCES graduation rate uses data from a single school year and calculates the rate as follows:

$$\frac{Number\ of\ graduates\ with\ a\ standard\ diploma}{(Number\ of\ graduates\ with\ a\ standard\ diploma) + (Number\ of\ Dropouts\ in\ Grades\ 9-12)}$$

Graduates include students who graduated (ADM End Date Codes 4A or 4G) with a standard diploma (the Oregon Diploma, coded as a regular high school diploma, or the modified high school diploma) between September 1, 2021 and August 31, 2022. Dropouts include those students identified as dropouts for the 2021-2022 school year.

Because this rate is a snapshot of students who exit high school in a single year, the count of graduates does not include students who met diploma requirements but continued to be enrolled (coded as 4F). Those students will be counted in the NCES graduation rate in the year that their diploma is AWARDED, in order to minimize double-counting.

Please note that ODE's current practice is to calculate the 1-year graduation rate for the purpose of meeting federal reporting requirements and display it to districts via the Achievement Data Insight for validation, but not to publish it except upon request.

DATA SOURCES

CUMULATIVE ADM

Dropouts for the 2021-22 rate may have been reported in the 2021-22 Annual Cumulative ADM Collection or the 2020-21 Annual Cumulative ADM Collection. Other outcomes for the 2021-22 rate may have been reported in those collections, the 2022-23 First Period Cumulative ADM Collection, or provided to ODE by GED Testing Services, in the case of GED outcomes.

FALL MEMBERSHIP

The Fall Membership count is an unduplicated set of students who were enrolled on the first school day in October (October 1, 2021, for the 2021-22 school year). It is extracted from the First Period Cumulative ADM collection for that school year. The 2021-22 dropout rate uses 2021-22 Fall Membership counts as the denominator for almost all schools.

See Student Enrollment Reports for more information and to view the 2021-22 Fall Membership report. Please note that the published report available at this link is based on the district and school where the student was attending, while the NCES dropout rate calculation uses the district and school where the student was resident.

OTHER DATA SOURCES

For student demographic group identification, data from the following collections are used:

1. Prior year (2020-21) Spring Membership Extract (from the 2020-21 Annual Cumulative ADM Collection) and a similar membership extract from the current school year (2021-22) Third Period Cumulative ADM Collection.

2. The last three years of the Spring ESEA Title III: English Learner collections (formerly Title III: Limited English Proficient) between 2019-20 and 2021-22.

3. Current and prior year Special Education Child Count Collections (2020-21 and 2021-22)

4. Current and prior year Homeless Student collections (2020-21 and 2021-22)

5. Current and prior year data from the Oregon Student Migrant Information System (OMSIS)

6. All years of the CTE Student collections 2021-22 or earlier.

7. Additional data is provided by GED Testing Services regarding students who earned GEDs.

OUTCOMES IDENTIFIED AS DROPOUTS

Students in grades 7 or higher in the Cumulative ADM collection are submitted by their schools or school districts with an ADM End Date Code indicating their outcome at the end of the reported period of enrollment. Students reported with an ADM End Date Code of 4A, 4F, or 4G (indicating that the student has met the requirements for a diploma) are reported with an ADM Diploma Type Code as well.

WHICH CODES ARE DROPOUTS?

For ODE's 2021-22 NCES Dropout Rate, students in grade seven or higher are considered dropouts if their last event before September 1, 2022, was coded as one of the following end date codes shown below, and they did not re-enroll between September 1 and October 1, 2022.

1. 3F end date code – Completed Prior School Year and Did not Re-enroll as Expected – enrolled through the last school day of the 2020-21 school year (2020-21 Annual Cumulative ADM).

2. 3A, 3B, 3C, 3D, 3E, 4B, or 5E end date code in the 2021-22 school year (2021-22 Annual Cumulative ADM).

ADM END DATE CODES

See Cumulative ADM End date code guidance for a complete list and examples (https://district.ode.state.or.us/wma/training/docs/cumadmenddatecodes.pdf).

Code	Name	Description
3A	Withdrew for Personal or Academic Reasons	Students withdrew for personal or academic reasons
3B	Exceeded Age Requirements	Students exceeded age requirements, including any religious or cultural age limits recognized by state law or policy
3C	Removed For Reasons Other Than Health	Students were removed from the education system for reasons other than health, and they are not expected to return
3D	Enrolled in Adult Education	Students enrolled in adult education, or some type of education program that does not lead to a diploma or other credential recognized by the state
3E	Not Enrolled – Status Unknown	Students are not enrolled and their status is unknown (including students dropped from the rolls for excessive truancy)
3F	Completed Prior School Year and Did not re-enroll as expected	Students who did not re-enroll by October 1 as expected after completing the prior school year. Enrollment Code 3F is only allowed after October 1st

Code	Name	Description
4B	Completed Diploma-Track Program and Did Not Meet Requirements for HS Diploma	Students completed an approved program of study for high school completion, but did not meet all state or district requirements for a diploma
5E	Withdrawn and Under Compulsory Attendance Age	Students are under the age for compulsory school attendance and withdrawn from school (usually for reasons of immaturity), but are eligible to return

WHAT INSTITUTION IS ACCOUNTABLE FOR A DROPOUT?

Students are counted as dropouts from the last grade and school in which they were actually enrolled (as submitted in the resident school data field in the Cumulative ADM collection). For example, if a student enrolls as a 10th grader from October 2021 to January 2022 with Orange School District, then transfers to Lemon School District and is enrolled there from January 2022 to March 2022, is demoted to 9th grade in January 2022, and then drops out, they will be reported as a 9th grade dropout from Lemon School District.

EXAMPLES

For more help see documenting transfers out on page 31.

A student who:	Dropout?	Reporting Guidelines
Graduated or received some other recognized credential, such as a certificate of attendance or GED.	No	Use ADM End Date Code 4A, 4C, 4D, 4E, 4F, or 4G as appropriate for the credential earned and the student's intent to return. Enter an ADM Diploma Type Code if the ADM End Date Code is 4A, 4F, or 4G. If the credential was earned and reported in a previous school year, use ADM End Date Code 6B on the current year record. If the credential was earned in Oregon but not reported in a previous school year, please add it as an ADM Program Type 14 record.
Completed a diploma-track program, but did not meet all graduation requirements, including essential skills, and left without being awarded any credential or certificate.	Yes	Use ADM End Date Code 4B. Note: Essential Skills requirement has been suspended as of 2019-20.

A student who:	Dropout?	Reporting Guidelines
Only attended summer school in this school district.	No	Students enrolled in summer school should not be reported in Cumulative ADM.
Left school without a diploma or other certification after passing the age up to which the district was required to provide a free, public education.	Yes	Use ADM End Date Code 3B.
Died or became **permanently** incapacitated.	No	Use ADM End Date Code 6A.
Is **NOT** in school but known to be suspended or expelled and their term of suspension or expulsion is **NOT** yet over.	No	Use ADM End Date Code 5A.
Is **NOT** in school but known to be expelled with **NO** option to return	Yes	Use ADM End Date Code 3C.
Is gone; status is unknown.	Yes	Use ADM End Date Code 3E.
Informs the school that they are dropping out due to personal reasons.	Yes	Use ADM End Date Code 3A. Note: Using this code will require you to enter a Withdrawal Factor code.
Was attending a few classes in order to **supplement private or homeschooled instruction** (shared time). Has stopped attending classes as a result of completing the private or homeschooled instruction that comprised a majority of the student's instructional time.	No	Use ADM End Date Code 2B if the student is a registered homeschool student or transferred back to their private school. Do not report the student as a graduate unless your district has awarded them a credential. Do not report credentials awarded by private schools or by parents.
Moved to another district in this or some other state, **not known to be enrolled in school**.	Yes	Use ADM End Date Code 3E unless the district has evidence of the student's enrollment in school in another state.

A student who:	Dropout?	Reporting Guidelines
Moved out of the United States OR Moved to another state, **known to be enrolled in school.**	No	Use ADM End Date Code 2C. If the student moved to another state, the district must have documentation that the student has enrolled in another diploma-granting program in their new resident state. If the student left the country, the district must confirm that in writing, but does not need evidence of enrollment in school.
Transferred, enrolled in another Oregon public school.	No	If the district has documentation that the student has transferred to another Oregon school district, use ADM End Date Code 2A.
Transferred, enrolled in a private school or homeschooling.	No	If the district has documentation either that the student has transferred to a private school or has registered for homeschooling, use ADM End Date Code 2B.
Transferred to a Job Corps program that **does not offer a high school diploma.**	Yes	Use ADM End Date Code 3D.
Transferred to a Job Corps program that **offers a high school diploma.**	No	Use ADM End Date Code 2B if you have written documentation in hand.
Transferred, enrolled in early college (baccalaureate or associate's program).	No	Use ADM End Date Code 5D.
Is **NOT** in school but known to be suffering long-term illness and **NOT** receiving education services (residential drug treatment, severe physical or mental illness).	No	Use ADM End Date Code 5B.
Is in a nontraditional education setting, such as hospital/homebound instruction, residential special education facility, correctional institution, community or technical college where the program is classified as adult education that is **not** approved, administered,	Yes	Use ADM End Date Code 3D. Note: this code is for students who are *not* receiving K-12 instruction. Students enrolled in LTCTs, JDEPs, or Hospital Education programs should be coded 2D.

A student who:	Dropout?	Reporting Guidelines
or tracked by a regular school district.		

STUDENT GROUP DETERMINATION FOR THE DROPOUT RATE

GENDER

Gender from the outcome record, which in most cases, will be from the 2021-22 Annual Cumulative ADM data collection.

RACE/ETHNICITY

Ethnicity from the outcome record, which in most cases, will be from the 2021-22 Annual Cumulative ADM data collection.

ECONOMICALLY DISADVANTAGED

Student was reported as Economically Disadvantaged in the 2020-21 or 2021-22 Spring Membership extracts which comes from the Third Period Cumulative ADM collection.

ENGLISH LEARNERS

Student was reported in the spring ESEA Title III: English Learner collection as an active English Learner (codes **other than** 2J, 3H, 5F, 5M, SE or EI) anytime between the current year and two years prior (2019-20, 2020-21, 2021-22).

FORMER ENGLISH LEARNER

Student was reported in the ESEA Title III: English Learner collection anytime between the 2006-07 collection and the 2021-22 collection and exited before the 2019-20 school year.

NEVER ENGLISH LEARNERS

Student was not reported in the ESEA Title III: English Learner collection for 2019-20 to 2021-22.

STUDENTS WITH DISABILITIES

Student was reported in the Special Education Child Census or June Exit in the current or prior year (2020-21, 2021-22).

TALENTED AND GIFTED

Student was reported as TAG in the 2020-21 or 2021-22 Spring Membership extracts which come from the Third Period Cumulative ADM collection.

MIGRANT STUDENTS

Student was listed as migrant in OMSIS during the current or prior school year (2020-21, 2021-22).

HOMELESS STUDENTS

Student was reported in the ESEA McKinney-Vento: Homeless student collection during the current or prior school year (2019-20, 2020-21).

CTE PARTICIPANTS

Student was reported in the CTE collections in any year from 2008-09 to 2021-22 as having earned at least 0.5 credits in any technical skill course as part of an Oregon state-approved career and technical education program

CTE CONCENTRATORS

Note: In 2020-21 the credit requirement for CTE concentrator was raised to 2.0 credits. Students who earned concentrator status prior to 2020-21 will retain their concentrator status in these calculations.

Students are included in this group if they were reported in the CTE collections in any year from 2008-09 to 2019-20 as having earned at least 1.0 credits in any technical skill course as part of an Oregon state-approved career and technical education program, with at least 0.5 of these credits designated as a required course (as designated by the school) OR student was reported in the 2020-21 or 2021-22 CTE collections as earning at least 2.0 credits in a single CTE Program of Study, with at least one of those credits earned through a course or courses identified as intermediate or advanced."

GUIDANCE FOR ASSIGNING ADM END DATE CODES

The ADM End Date Codes are grouped into categories:

Category 1 – Indicates students who are expected to continue to be enrolled in the district.

Category 2 – Indicates evidence has been received the student transferred out of the district, exited to home school/private school, or has left the country.

Category 3 – Indicates students who have not received a diploma or certificate and are no longer receiving K-12 educational services (e.g., drop-outs, exceeded age requirements, permanent expulsion).

Category 4 – Indicates students who have completed an approved program or meet certain criteria (includes diplomas, GED's, and certificates).

Category 5 – Indicates students who are no longer enrolled in the district for various reasons but are expected to return.

Category 6 – Indicates students who are deceased or have returned after receiving a completion credential, and exited again.

For additional guidance on using these codes, including examples of students that fall into each category, see the Cumulative ADM Manual section on "Cumulative ADM End Date Codes."

CUMULATIVE ADM EXIT ADJUSTMENT WINDOW

The Exit Adjustment Window is an opportunity in the fall for districts to correct or update completion data submitted in the 2021-22 Annual Cumulative ADM collection. This year, it will run from October 6, 2022 to December 2, 2022.

During the exit adjustment window, districts may not submit new records to the 2021-22 Annual Cumulative ADM collection. Districts may edit only the following fields on existing records:

- ADM End Date
- ADM End Date Code & ADM Diploma Type Code
- ADM Withdrawal Factor Code
- Reading Assessment of Essential Skill Code & Date
- Math Assessment of Essential Skill Code & Date
- Writing Assessment of Essential Skill Code & Date
- Speaking Assessment of Essential Skill Code & Date

Edits may be made either by finding and editing a record in record maintenance, or by uploading a file.

Uploaded records that match an existing 2021-22 Annual Cumulative ADM record on all of the key fields (SSID, Attending School, ADM Enrollment Date, and ADM Program Type code) will update the fields listed above on the record they match. Any changes to fields not listed above will be discarded. Uploaded records that do not match an existing record on all four key fields will be rejected. Be sure to request and check a new production download after you make changes, to ensure your changes were included the way you intended, and to carefully review the NCES Dropout and Graduation Rate and Cohort Graduation rate validations after their next refresh.

Please note that while Essential Skills data may be edited during this time, Essential Skills were suspended as graduation requirements beginning in 2019-20.

Record edits must conform to the ADM collection submission guidelines. See the Cumulative ADM Manual, available on the ADM resources page for more information and general submission help.

If you need to make edits to other fields, or to add or delete records, contact your Regional ESD Partners or the Cumulative ADM Data Owner (see page 8).

EXIT ADJUSTMENT CHECKLIST

- ☐ Check students whose Calculated ADM End Date Code is 3E or 3F, but whose ADM End Date Code is 1A, 1B, 1C, or 1D, to make sure you did not forget to report them in First Period Cumulative ADM 2022-23. Do this first, because First Period Cumulative ADM will close a few weeks after Exit Adjustment opens. If the students were expected to return, but did not, update their ADM end date code to reflect that they did not return.
- ☐ Make sure any students you code with a 3F end date code in the 2021-22 Annual Cumulative ADM collection really did finish the school year. If they did not, change the code to reflect that they left before the school year ended (e.g. 3E).
- ☐ Make sure all diplomas (including summer diplomas) and other credentials are reported.
- ☐ Make sure all the students who transferred out or were deceased are reported as such.
- ☐ Check all records where the Calculated ADM End Date Code differs from the reported end date code. If you agree that the calculated end date code is the correct end date code for the student, or determine that another end date code should be used instead because you have the required written documentation, edit the student's record to reflect that.
- ☐ Double check all students reported with a dropout code to make sure that no other outcome was documented for them.

CALCULATED ADM END DATE CODES

During Exit Adjustment, certain 2021-22 Annual Cumulative ADM records are updated to reflect a Calculated ADM End Date code in a field at the end of the file (column BX in a production download in Excel). **This field is provided by ODE to help districts correct their data, and is not used in any of our accountability reports.** If the calculated ADM End Date code's suggestion is accurate, and the ADM End Date code originally submitted is inaccurate**, you must correct the ADM End Date code.** Each student will have at most one record with a calculated end date code. **Only update ADM End Date codes when you have the required written documentation in hand.**

Please note that calculated ADM End Date Codes are provided in order to help you correct your ADM data during the Exit Adjustment window and to provide additional information about the records ODE has for a student. When you see a calculated end date code that differs from the end date you have reported, you should review your records for the student and adjust the ADM record as necessary. Do not simply copy calculated end date codes into the end date code field without reviewing the student's circumstances.

WHICH RECORDS GET A CALCULATED ADM END DATE CODE?

Records must:

1. Be grade 7 or higher
2. Have ADM Program Type Code 1, 4-12,14, or 16
3. Have an ADM Enrollment date during the 2021-22 school year (7/1/21 or later)
4. Be the record with the latest ADM End Date for the SSID (excluding records submitted by JDEP institutions). If more than one record meeting the criteria above with the same ADM End Date exists, the record with the latest ADM Enrollment Date is chosen.

HOW ARE THESE CODES CALCULATED?

The ADM End Date and ADM End Date Code of the record from the 2021-22 Annual Cumulative ADM collection are compared to the ADM End Date Code of the earliest record for the same SSID in 2022-23 First Period Cumulative ADM, if any. Calculated End Date codes refresh nightly throughout the Exit Adjustment and Graduation & Dropout validation windows. Many situations can result in identical calculated ADM End Date Codes. See the table on page 25 for usual scenarios.

WHAT SHOULD YOU DO IF THE CALCULATED END DATE CODE DOESN'T MATCH WHAT YOU HAVE REPORTED?

If the calculated end date code indicates that the student returned (1A, 1B, 1C, 1D), you should confirm that the First Period enrollment record (including the school, district, program type, and tuition type on that record) is correct. **Do not change the Annual ADM End Date Code unless it is incorrect.** If the student dropped out or transferred, but later re-enrolled, the earlier dropout or transfer code is still accurate.

If the calculated end date code indicates a transfer (2A, 2B, 2C, 2D, 2?), you should check your records to confirm that you have documentation of the transfer. If you do, you may report it by changing the Annual ADM End Date code or adding a program type 14 record with the date of the transfer event. **If you do not have documentation, do not report a transfer.** Districts should always submit the correct end date code based on the documentation they have. If an error is found in the reporting that does not affect the district's outcome, it may still affect the State's outcome and should be corrected. For example, if a student is reported with a 2A ADM end date code (transferred to another Oregon district) but the student actually left the country, this change will not affect the district's total graduation rate, but it will affect the State's total graduation rate. Districts should make appropriate efforts to correct these errors.

If the calculated end date code indicates a midyear dropout (3A, 3B, 3C, 3D, 3E) or end-of-year dropout (4B, 3F), you should check your First Period ADM submission and make sure that the student has been reported if they re-enrolled. If the student has not re-enrolled, check to see if you have documentation of a transfer or credential, and report it if you do. **If the student has not re-enrolled, and you do not have documentation of another event, you must change the Annual ADM record to report the student as a dropout.** Note that students who were previously suspended or expelled, but are now eligible to return to school and have not, should be reported as dropouts.

If the calculated end date code indicates a credential (4A, 4F, 4G), review the Post Graduate Scholars guidance to ensure that you have claimed the student correctly. Check your First Period ADM submission to ensure that the student appears with the correct program type, if they re-enrolled and were eligible for continued state school funding.

If the calculated end date code indicates an award of a GED (4E) and you have documentation of this, then you may report this as a program type 14 record. If you do not have documentation, do not edit this information.

If the calculated end date code indicates the student is not receiving services due to a long-term medical condition (5B), you should confirm the student's status. Do not use 6A to report temporary disability, or to report disabilities that do not preclude a student from receiving instruction.

EXAMPLE SCENARIOS LEADING TO CALCULATED ADM END DATE CODES

Calc. End Date Code(s)	Indicates the Following Scenarios
1A	The student was reported in First Period ADM in the same district and school as reported in this record.
1B, 1D	The student was reported in First Period ADM in the same district as reported in this record, ***BUT*** in a different school or at the district level.
1B, 1D	The student was reported as re-enrolling after earning a diploma, ***BUT*** it has been more than four years since the student was first enrolled in high school ***AND*** the program type code in First Period is not 16 (Post Graduate Scholars).
2A	The student was reported in First Period ADM in a different school district than reported in this record. Generally, the resident district reported in this record is the accountable district.
2B, 2C	The student was coded as 2B or 2C in Annual ADM ***AND*** was not enrolled in First Period ADM.
2B, 2C	The student was coded as 2B, 2C, or 5E in Annual ADM, ***AND*** coded as 2B or 2C in First Period ADM.
2D	The student was reported in First Period ADM as attending a Juvenile Detention Education Program (JDEP).
2?	The student was reported in First Period ADM, in a different school district than the Annual record this code is attached to, and the first period attending district was neither JDEP nor an accountable district **If you see this code, you must determine which type of transfer code is most appropriate for this student (2A or 2D) and adjust the Annual ADM record according to the guidance below (page 28). Written documentation is required.**
3A, 3D	The student was coded as 3A or 3D in Annual ADM ***AND*** was not enrolled in First Period ADM.
3B	The student was coded as 3B in Annual ADM ***AND*** was not enrolled in First Period ADM.
3B	The student was coded as 3B in Annual ADM ***AND*** was enrolled in First Period ADM ***BUT*** was over 18 with a tuition type of "Paid."
3C	The student was coded as 3C in Annual ADM ***AND*** was not enrolled in First Period ADM.
3C	The student was reported in Annual ADM with an ADM End Date code of 5A ***AND*** was not enrolled in First Period ADM.
3E	The student was last reported in Annual ADM with an ADM End Date on or before May 15, 2022 ***AND*** has not been reported anywhere since then.

Calc. End Date Code(s)	Indicates the Following Scenarios
3E	The student was reported in Annual ADM with an ADM End Date code of 3B, ***BUT*** was under the age of 18 on September 1, 2022
3F	The student was last reported in Annual ADM with an ADM End Date after May 15, 2022 and an ADM end date code indicating continuing enrollment or a dropout, ***AND*** has not been reported anywhere since then.
3F	The student was last reported in Annual ADM as 5E, ***BUT*** was age 7 or older on September 1, 2022
4A	Last Annual ADM record used this ADM End Date Code.
4A	The last Annual ADM record used 4F or 4G, with ADM Diploma Type Code 1, ***BUT*** the student has not re-enrolled in First Period of the current school year.
4A	The last Annual ADM record used 4F or 4G, with ADM Diploma Type Code 1, ***BUT*** the student re-enrolled in First Period in a different attending district.
4C, 4D, 4E, 6B	Last Annual ADM record used this ADM End Date Code.
4F	Last Annual ADM record used this ADM End Date Code, ***AND*** the student has re-enrolled in First Period.
4F	Annual ADM record used 4A or 4G, with ADM Diploma Type Code 1 ***AND*** The student has re-enrolled in First Period using an ADM Program Type Code other than 16 (Post Graduate Scholars) ***AND*** it has been fewer than four years since the student entered high school.
4G	The student has re-enrolled in the same attending district in First Period using ADM Program Type Code 16 (Post Graduate Scholars).
5A	The last Annual ADM record used this ADM End Date Code, ***AND*** the student has re-enrolled in First Period.
5B	The student was last reported in Annual ADM as 6A (Died or Permanently Incapacitated), ***BUT*** was reported as re-enrolled in first period ADM also as 6A.
5B	The student was last reported in Annual ADM as 5B.
5C	Last Annual ADM record used this ADM End Date Code ***AND EITHER*** No First Period ADM record exists for this student; ***OR*** The earliest existing First Period ADM record also uses this ADM End Date Code.
5D, 5E, 6A	Last Annual ADM record used this ADM End Date Code ***AND*** no First Period ADM record exists for this student.

EXIT ADJUSTMENT AND DROPOUT REPORTING FAQS

WHAT IS THE CUTOFF DATE FOR DOCUMENTING TRANSFERS OUT?

The following outcomes can be submitted in the 2021-22 Exit Adjustment Window, if they occurred within 30 days of a student's withdrawal from your district and you have the appropriate documentation (page 31), OR (for students last enrolled with you at the end of the 2021-22 school year), if it is documented by October 15, 2022 that the student:

A. Left the US (ADMEndDtCd 2C)

B. Transferred to another state and enrolled in a public or private school/program culminating in a regular high school diploma (ADMEndDtCd 2C)

C. Transferred to private school or program culminating in a regular high school diploma (ADMEndDtCd 2B)

D. Transferred to home school (in Oregon the student must be a registered home schooled student with the ESD) (ADMEndDtCd 2B)

Please note this cutoff date does not apply to transfer events if the student had additional public school enrollment on or after July 1, 2022 but prior to the transfer occurring. **To report those outcomes, or outcomes occurring more than 30 days after a student's last enrollment in your district, use** ADM Program Type Code 14.

For guidance on documenting these outcomes, see the Documenting Transfers Out section, page 31. In cases where a transfer out event occurred more than thirty days after a student's last enrollment, please use a program type 14 record in order to accurately report the date of the event separate from the date of the last enrollment. This enables our programming to pick up the event correctly. Refer to the Cumulative ADM Manual for additional guidance.

ARE SUMMER DIPLOMAS CONSIDERED PART OF THE FOLLOWING SCHOOL YEAR OR THE PRIOR SCHOOL YEAR?

Diplomas awarded between September 1, 2021 and August 31, 2022 count as part of the rates for the 2021-22 school year. Diplomas awarded outside the regular school year, or to students who were not enrolled at the time the diploma was awarded, should be submitted using ADM Program Type 14 records in First Period or Annual Cumulative ADM. The date the credential was earned will determine which collection the record will be entered in. Contact your Regional ESD partners if you need to add records to Annual Cumulative ADM 2021-22. Refer to the Cumulative ADM Manual for guidance on using ADM Program Type Code 14.

IF A STUDENT WITHDREW IN 2019-20 AND DID NOT RETURN, BUT RECEIVED A GED DURING SUMMER 2021, CAN THE GED STILL BE REPORTED IN CUMULATIVE ADM?

Yes. GEDs and other credentials awarded after a student is no longer enrolled should be submitted using ADM Program Type Code 14 records. Refer to the Cumulative ADM Manual for guidance on using ADM Program Type 14. **You must have documentation that the GED was awarded in order to report it in ADM, but it does not have to have been awarded by your district.**

IF THE CALCULATED END DATE CODE IS 3E ("NOT ENROLLED - STATUS UNKNOWN") OR 3F ("NON-RETURNING STUDENT") AND THE ADM END DATE CODE ON THE RECORD IS ANOTHER CODE, DO I NEED TO UPDATE THE ADM END DATE CODE IN THE EXIT ADJUSTMENT?

Yes. A Calculated End Date Code of 3E or 3F indicates the student is not in 2022-23 First Period Cumulative ADM (statewide) and their status is unknown. Some of these students may have transferred out, earned a GED, or earned a summer diploma. A student may also have been accidentally omitted from 2022-23 First Period Cumulative ADM.

If you have documentation that the student transferred to another Oregon public school district, you may leave the ADM End Date code as 2A. You should check to ensure that the new district is using the same SSID that you used to report this student. Transfers between districts can sometimes result in the creation of duplicate SSIDs that need to be merged. Contact your Regional ESD Partner if you have questions about this.

If the student really is a dropout, it's important to make sure that their ADM End Date Code accurately reflects this. The Calculated End Date Code is provided in order to assist districts with validation, but it is not used in reporting.

DO I NEED TO UPDATE ESSENTIAL SKILLS FIELDS DURING EXIT ADJUSTMENT?

Due to the COVID-19 pandemic, Essential Skills were suspended as of 2019-20. Updating these fields is optional. If you have these data be sure to accurately report the way the essential skill was met. See the Essential Skills guidance for more information on Essential Skills.

IF ONE OF OUR GRADUATES DID NOT MEET THEIR ESSENTIAL SKILLS, BUT WE HAVE ALREADY AWARDED THEIR DIPLOMA, MAY WE REPORT THAT STUDENT AS A GRADUATE?

Yes. Due to the COVID-19 pandemic, Essential Skills were suspended as of 2019-20 and are not required for graduation at this time.

WHY IS THE CALCENDDTCD BLANK FOR ALL RECORDS FOR MY STUDENT?

If the student has a later Annual Cumulative ADM enrollment record with another district, only that later record would have a CalcEndDtCd value. The CalcEndDtCd is only populated on a student's last (non-JDEP) enrollment record in the state in Annual ADM.

IF THE CALCENDDTCD IS 1A, 1B, 1D, OR 2A, SHOULD I CHANGE THE END DATE CODE (ADMENDDTCD) IN THE EXIT ADJUSTMENT TO THAT?

This is not required. In the case of 2A, do not change the End Date Code to 2A unless you have documentation showing that the student transferred out of your district prior to the end of the school year. In the case of 1A, 1B, or 1D, ODE's dropout report programming will automatically exclude a student from counting as a dropout if a re-enrollment record exists, so it is not necessary to update the Annual ADM record, although you may if you wish, if the student's existing ADM End Date Code is inaccurate.

WHEN IS A STUDENT CONSIDERED ENROLLED FOR THE PURPOSES OF DROPOUT REPORTING?

If a student has attended classes for more than half of a school day, the student is considered to be enrolled, and that school is responsible for making the dropout report (see OAR 581-023-0006(11)(a)). Students who fill out enrollment forms at a school but never attend there, and whose records have not been requested by that school, are not the responsibility of that school to report as an early leaver. In cases of instructional hour reporting, a student must be present for one hour to be considered enrolled (see the Instructional Hours Data Element section of the Cumulative ADM Manual for more information).

HOW ARE STUDENTS WHO COMPLETED 12TH GRADE, BUT DID NOT COMPLETE ALL GRADUATION REQUIREMENTS, REPORTED?

Students who fail to meet some graduation requirements and who leave school without a diploma or other credential are dropouts, even if they have completed the 12th grade. They should be coded as 4B.

HOW ARE STUDENTS WHO TRANSFER TO ADULT EDUCATION REPORTED?

Students who enroll in adult education programs are counted as dropouts unless the elementary/secondary school system remains responsible for the student.

Transferring to an alternative education setting, if it is part of the elementary/secondary education system, is not considered dropping out. For example, students enrolled in elementary/secondary education in prisons, hospitals, or other nontraditional locations are not dropouts if the program is part of the elementary/secondary system. This means that a student who enrolls in a school-operated program for high-risk students **is not a dropout**, even if the program is preparing the student to take the GED examination.

A student who leaves the public elementary/secondary school and enrolls in adult education **is a dropout**. The exception is when the public school system monitors the student's enrollment and reports the student as a dropout if the student drops out of the adult program. An example is a cooperative arrangement between a public school district and a local technical institute that provides GED preparation for students referred directly by the district. The district counts as dropouts the referred students who do not complete the GED study program.

Students who drop out during 2021-22 but who have obtained a completion credential, such as a GED-based diploma or certificate of completion, by August 31, 2022, are **NOT** reported as dropouts for 2021-22.

HOW ARE STUDENTS WHO DROP OUT IN MORE THAN ONE YEAR REPORTED?

Students who drop out in more than one year are reported as dropouts for every year in which they drop out. Each of a student's enrollment records must be reported with an accurate ADM end date code.

HOW ARE STUDENTS WHO HAVE EMIGRATED FROM THE UNITED STATES REPORTED?

Students who leave the U.S. (including foreign exchange students returning to their home country) are not considered to be dropouts even if the school district cannot document the student's subsequent enrollment in school. These students should be reported using ADM End Date Code 2C. See documentation requirement on page 46 of the Cumulative ADM Manual.

Students who have left the U.S. temporarily for the purposes of participating in foreign exchange programs should be reported using ADM End Date Code 5C. These students are generally expected to return to Oregon.

DOCUMENTING TRANSFERS OUT

To confirm a student transferred out, the school or district must have official written documentation stating that the student enrolled in another school or educational program that culminates in the award of a regular high school diploma [§200.19(b)(1)(ii)(B)(1)].

EXAMPLES OF OFFICIAL WRITTEN DOCUMENTATION

Official documentation of a transfer must be in writing rather than a telephone conversation or other verbal communication with a parent, relative, or neighbor. Examples include:

1. Evidence of a transfer that is recorded in a state's data system (typically for a student who moves to another public school within the State). This does not include students being reported in Oregon's SSID collection.

2. Request for records from the receiving (public or private) high school in Oregon or other state.

3. A letter from an official in the receiving high school acknowledging the student's enrollment.

4. An approved application for home schooling (in Oregon the student must be registered with the ESD).

5. With respect to students withdrawing from Oregon public schools to home school in another state, official written documentation may include, for example, a letter of withdrawal or other written confirmation from the parent or guardian.

WRITTEN CONFIRMATION FOR STUDENTS WHO EMIGRATE OR PASS AWAY

A school or LEA must confirm in writing that a student has emigrated to another country or passed away, but need not obtain official documentation.

Written confirmation that a student has emigrated to another country might include a school administrator's memo to the student's file based on a phone conversation with a parent, stating that the student is leaving the country.

Written confirmation that a student has passed away might include an obituary or a letter from a parent.