

UIAS 3.0 :: Guidance for LEAs and Regional Information Center providers

False Dropout Report

- a. *Report Intention:* To alert an LEA to the fact that a student has been reported by that LEA with an enrollment record having a *dropout* exit code, but that this student has possibly enrolled elsewhere during that same school year.
- b. *Definition of a "false dropout":* LEA 'X' has used a *dropout* exit code to report the ending of Student S_1 's enrollment at Building 'A'. For the purposes of this report, records with the following enrollment exit codes will be considered dropouts from LEA 'X':
 - 136 Reached maximum legal age and has not earned a diploma or certificate
 - 340 Left school: first-time dropout
 - 391 Long-term absence (20 consecutive unexcused days)
 - 408 Permanent expulsion (student must be over compulsory attendance age)
 - 425 Left school, no documentation of transfer
(*Note: Includes students who are not yet of compulsory school age and who have been withdrawn from school by a parent/guardian and students who are declassified by the CPSE.*)
 - 306 Transferred to other high school equivalency (GED) preparation program
 - 357 Left school: previously counted as a dropout

In addition to student S_1 's reported dropout enrollment exit record from LEA 'X', but in the same school year, Student S_1 appears to have re-enrolled in a new building within LEA 'X' (e.g., Building 'B') OR another LEA 'Y'. For the purposes of this report, the following enrollment entry codes will be considered as possible false dropouts now enrolled at any new location:

- 0011 Enrollment in building or grade
- 0022 Foreign exchange student enrollment in building or grade
- 5544 Transferred in under the NCLB Title I "School in Improvement Status" transfer option
- 5654 Enrollment in a AHSEP or HSEP program
- 7000 Transferred in under the NCLB "Persistently Dangerous School" transfer option
- 7011 Transferred in under the NCLB "Victim of Serious Violent Incident" transfer option

Any student S_1 with an exit code at LEA 'X' from the first series above also having an entry code at another location from the second series above will be considered a "false dropout" from LEA 'X', Building 'A', for the purpose of this report, according to the use cases outlined below.

False Dropout (FD) Use Cases

The application must look at both open and closed enrollment records. Open enrollment records are those having an enrollment entry code but no enrollment exit code*.

If an enrollment record (ER_n) exists in LEA 'X' having one of the set of valid dropout exit codes (listed above), then the application will look for any other enrollment records (in LEA 'X' **OR** any LEA 'Y') for that same student ID ($S_1 ID_x$).

IF the application detects any other $S_1 ID_x$ enrollment record (ER_{n++}) with

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an **entry_date** that is **LESS THAN** (prior to) the **entry_date** of enrollment record ER_n , then the application will ignore such records (for the purpose of reporting FD violations to LEA 'X', these records are assumed to have occurred prior to the enrollment in LEA 'X'). Otherwise:

Case A (same day or subsequent enrollment):

If the application detects any other enrollment record ER_{n++} for $S_1 ID_x$ **AND** the **entry_date** of enrollment record ER_{n++} is **greater than OR equal to** (on or after) the **exit_date** of enrollment record ER_n , then all such records ER_{n++} will be displayed in the FD report.

Cases B_{1,2} (including "overlapped" enrollment case):

(Recall that any record ER_{n++} with **entry_date less than** ER_n **entry_date** has already been ignored.)

If the application detects any other enrollment record ER_{n++} for $S_1 ID_x$ **AND** the **entry_date** of enrollment record ER_{n++} is **less than** the **exit_date** of enrollment record ER_n , then:

- **B₁**: IF enrollment record ER_{n++} **exit_date** is **ALSO less than** the **exit_date** of enrollment record ER_n , then ignore record ER_{n++} . (Record ER_{n++} must be assumed to have been resolved prior to the current ER_n record being reviewed; if at a later date the ER_n record **exit_date** has been revised and is now earlier than the ER_{n++} record, this will be detected in a future FD report.);
 - **B₂**: **ELSE** all such records ER_{n++} will be displayed in the FD report.
- c. *Distribution of Reports*: These reports will be distributed only to an LEA required to take some action (and to the RIC serving that LEA). Reports will not be distributed to LEAs "for information purposes only". In the examples above, LEA 'X' would get the report of student S_1 's activity, but no LEA 'Y' would get a report of this transaction.

The LEA will receive a report through the IRS-Portal (using their SEDDAS account), and the RIC serving that LEA will receive a copy of the report via their NYSED secure FTP directory.

(Note: Nonpublic LEAs currently have no SEDDAS accounts or access to the IRS-Portal. Until non-public LEAs are granted access, RICs must securely deliver UIAS reports to their Nonpublic customers.)

- d. *Report Design*: The report shall select all school age students who meet the definition above (pre-school students should not be included). The following information will be included in the report:
- Name and BEDS code of LEA receiving the report
 - School year for which the report is being run
 - Date of latest data refresh prior to report run
 - Date of report run
 - Name of building (where enrolled in LEA 'X' at time of dropout exit code)
 - Student Last Name, First Name
 - Student NYSSIS ID

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- Student Local ID
- Student Grade Level
- LEA 'X' enrollment record details: Entry date, Exit date, Exit code, Exit reason
- Subsequent New Location Name, New BEDS Code, New Entry date

e. *Report Format:* The sort order for this report should be: LEA Name, Building Name¹, Grade level, Student Name (Last then First), then local ID. The report format will be comparable to the following sample (In sample report header, variables appear in square brackets. No brackets appear in actual report.):

FALSE DROPOUT REPORT

LEA [Name]

BEDS CODE: [nnnnnnnnnnnn]

[2009-10] SCHOOL YEAR

DATA REFRESH DATE [mm/dd/yyyy]

Date of Report Execution [mm/dd/yyyy]

Building of Enrollment [Name]¹

Last Name	First Name	NYSSIS ID	Local ID	Grade Level	Entry Date	Exit Date	Exit Code	Exit Reason	New Location	New BEDS Code	New Entry Date
Smith	John	1005100692	000004891	KF	07/15/2010	07/19/2010	425	Left etc.	[Name]	0101...	08/18/2010
Abbot	Jane	1005100148	000004123	09	07/01/2010	09/27/2010	391	Long-term...	[Name]	0101...	09/10/2010
Babbit	Jake	1005084523	000003788	09	07/01/2010	11/29/2010	425	Left etc.	[Name]	0101...	11/29/2010

The following text is included in the report (as the first page of any PDF report; and as a separate "cover" sheet/tab at the front of any XLS report):

"The attached report includes a list of students reported by you (as of the last Level 2 repository refresh cycle prior to the date this report was run) as "dropouts". Students are counted as dropouts if their last enrollment record for the school year had an ending date of June 30 or earlier and one of the following Reason for Ending Enrollment Codes:

- 136 Reached maximum legal age and has not earned a diploma or certificate
- 340 Left school: first-time dropout
- 391 Long-term absence (20 consecutive unexcused days)
- 408 Permanent expulsion (student must be over compulsory attendance age)
- 425 Left school, no documentation of transfer
(Note: Includes students who are not yet of compulsory school age and who have been withdrawn from school by a parent/guardian and students who are
- declassified by the CPSE.)
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The data in the Level 2 repository indicates that the students contained in this report may not be dropouts and may have enrolled in the LEA noted in the report. It is your responsibility to engage in due diligence and take appropriate steps to determine if the identified students are or were, in fact, enrolled in the new LEA as noted.

If the result of your investigation produces written documentation (consistent with State requirements and district policy) confirming this, you are authorized to modify the original dropout exit code in your student management system to an exit code that accurately describes

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the actual reason for ending the enrollment.

To look up core information (BEDS codes, location names, etc.) for locations providing educational services:

SEDREF ([http://portal.nysed.gov/pls/pref/SED.sed_inst_qry_vw\\$.startup](http://portal.nysed.gov/pls/pref/SED.sed_inst_qry_vw$.startup)) is available to the public on the NYSED Business Portal (<http://portal.nysed.gov/>)

Notes on the main SEDREF query page:

~ When querying the "Name (Popular or Legal)" field, place a percent sign ('%') before AND after the query text (examples: %syracuse%, %syracuse acad%, etc.)

~ Please note that BEDS Code is listed as "SED Code".

~ See "Public Help" (top of page) for additional usage and tips.

- f. *Known issues and future enhancements:* The following are known issues or planned enhancements, with estimated dates for resolution or implementation (when known), and any applicable guidance on how to best use these reports (for example, using available workarounds) while issues remain unresolved:

¹ Known issue. Current reports are sorted in *BEDS code* order rather than alphabetically by building *name*. Sort by name will be corrected in a future version.

* (Technical note: Once enrollment records with empty exit code fields have passed edit checks and have been staged in the Level 1 Container, they are passed to the Level 2 Statewide data warehouse where the exit code field is populated with a "flag" of 'EOY' indicating an End of Year rollover. While 'EOY' is not "valid" in student management systems or Level 1 datamarts (i.e., it is not listed amongst valid exit codes in the SIRS Manual), it is a "valid code" in the sense that it is used in Level 2 and in the UIAS application to detect a student who has not exited, but whose enrollment in the recorded location is current, or, at the close of a school-year, is expected to continue in that location in the subsequent school year.)