

USING ENROLLMENT STATUS 7 TO REPORT SUMMER TRANSFERS, COMPLETERS, AND OTHER STUDENTS WHO DO NOT RETURN IN THE FALL

How should I report a student who is in my school at the end of this school year, if I know he/she will not be returning to school in the fall?

IN THE EOY FOR THIS YEAR: Indicate in the EOY that the student was promoted or not promoted at the end of the school year and roll the student into the next year's roster (for all students who finished the year at your school, even if you know they will not be returning).

IN THE BOY FOR THE FOLLOWING FALL:

1) For students who transferred before the opening of school:

Students transferring within the NH Public School system: Handle these students as you have in the past. Their SASID will appear in another NH public school's BOY, so they will NOT be reported on the BOY anomaly report "EOY Students Not Found in a BOY".

Students transferring out of state or to nonpublic schools: these students MUST be accounted for with a record in your BOY file. Assign the student an enrollment status of 7 and insert the appropriate withdrawal code for that student. Please use an entry date of the first day of school. Use an exit date of the first or second day of school. Please do not leave the entry date blank. These students will most likely NOT appear in the BOY from another NH public school and, therefore, WILL be reported on the BOY anomaly report "EOY Students Not Found in a BOY" if the enrollment status 7 record is not uploaded.

2) For students who completed their high school requirements over the summer:

Assign the student an enrollment status of 7 and insert promoted indicator of 3. Please complete the data elements regarding diploma type and post graduate plans. Please use a withdrawal code of W11 with an exit date of the first day of school, signifying that this happened over the summer.

What students are reported in the BOY anomaly report "EOY Students Not Found in a BOY"?

I4see runs a comparison report of last year's EOY to this year's BOY and produces a report of all students who do not appear in the BOY that were reported as finishing the prior school year without completing high school or transferring during the summer. Notification will be sent to the last public school attended by that student so that they can account for the student. The school will either have to submit a BOY record withdrawing the student (as an enrollment status 7 in their BOY) or follow-up with the new public school and ask that school to add the BOY record.

NEW: Students who transfer to Home Schooling over the summer MUST be reported with enrollment status 7, and a withdrawal code of W5.

How do I report a student that I cannot locate, after I have exhausted all attempts to reach family or determine the status of the student?

This student will have to be reported as a dropout if over 16. For students under the age of 18, please use the code W9 for those whose status cannot be explained. All W9's in grades 9-12 will be reported as dropouts if they do not return by the cohort reporting cycle.

DO NOT USE ENROLLMENT STATUS 7 IN THE EOY ENROLLMENT RECORDS!