

# Student Enrollment Records

## School Entry/Exit Types

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## Overview

A student's educational history is documented through enrollment records that are included in the Student School Association (SSA) file. Some student data collections capture information on the active enrollment record for a student on a given date. Other student data collections capture information on all enrollment records for a student within a school year. In most student data collections, the school entry and school exit date data fields are used to determine if a student should be included in a collection.

Pupil Attendance Information codes indicate the type of school attendance in a LEA. Students are indicated as part of either group A or group B. Group A students are students currently attending an educational program in a district/BOCES. Group B students are resident students attending an educational program that is not operated by the reporting district/BOCES. This guide primarily focuses on Group A enrollment records.

- **Student October Collection (OCT):** Includes students with an active enrollment (group A or B pupil attendance) on the October count date based upon school entry/exit dates.
- **Attendance Collection (ATS):** Includes all active enrollment (group A pupil attendance) records for a student within the school year based upon school entry/exit dates. Focused on attendance data fields.
- **Student End of Year Collection (SEY):** Includes all active enrollment (group A pupil attendance) records for a student within the school year based upon school entry/exit dates with a heavy focus on school entry/exit types. This collection has extensive enrollment data checks across school years, other data collections, and across LEAs.
- **Student Discipline:** Includes students who have been discipline, regardless of their pupil attendance information code.
- **Other student collections** such as READ Spring Assessments and Assessment SBDs expect active enrollment (group A pupil attendance) records based upon school entry/exit dates on the date of an assessment/assessment window or discipline incident.

For state reporting purposes, the academic school year begins on July 1st and ends the following June 30th. Each district creates its own academic calendar that falls within these dates.

There is one exception to the June 30th date for students who are graduating/completing high school. A student may be counted as graduating/completing high school if they finish necessary requirements to exit by August 31st, allowing them the summer to complete any missing requirements. For example, a student who finishes graduation requirements during summer school after their senior year may be exited as a graduate even though their exit date may be after the June 30th cutoff date for the academic year. (Graduating student with exit date August 25, 2025, would be considered a graduate of the 2024-2025 academic year even though that academic year ended June 30, 2025).

## Important Enrollment Data Fields

[See the Student School Association file layout posted on the Student Interchange website for the official description of each data field in this list.](#)

- **School Code:** A unique 4-digit code assigned by CDE to a school building. Refer to the school code list posted on the data pipeline frequently requested codes page.
- **School Entry Date:** The month, day, and year in which a student enters and begins to receive an education program in a school for the applicable school year.
  - School entry date **IS NOT** the date the student enrolled in a LEA, but rather the **date they began attending** the LEA.

- **School Entry Type:** The circumstances under which a student enters a school during a given school year.
  - Work in tandem with school exit types across schools, LEAs, and years.
- **School Exit Date:** The month, day, and year a student exited a school or grade in an LEA. Student is no longer in attendance in the school.
  - School exit date **IS NOT** the date withdrawal paperwork was received by the LEA, but rather the **last date they attended** the LEA.
    - Accurate school exit dates have implications across many data collections. See the [data collection implications section below](#) for more information.
    - LEAs are encouraged to review school exit dates when working on data collections to ensure accurate reporting. This is especially important for instances where a LEA has been tracking multiple consecutive absences while working to re-engage the student.
  - Students with a gap of 10 or more days in attendance should have an enrollment record with a school exit date, even if they return later, to indicate an instance of mobility per state board rule. See your local LEA's policy regarding attendance and truancy for information regarding LEA enrollment/disenrollment practices. [More information regarding capturing instances of mobility is provided below.](#)
  - In cases where a student leaves the school/LEA within 3 weeks of the school's published last day of school per their school calendar, or 3 weeks prior to June 30<sup>th</sup>, the student is to be reported to CDE with an exit date '00000000' and exit type '00' to indicate they completed the school year. This is a special provision for student end of year reporting per state board rule. These students would then be included in the next school year's student interchange files, either as returning or with a one-day enrollment record if they do not return. See the [Student End of Year collection manual](#) for more information.
- **School Exit Type:** The circumstances under which the student exited from membership.
  - Adequate documentation of transfer must be maintained by a LEA for school exit types indicating a student left the LEA. [See the SEY Adequate Documentation site for more information.](#)
  - Work in tandem with school entry types across schools, LEAs, and years.
- **Retention Code:** Indicates if a student is being retained at the current grade level for the next school year.
  - Only applied to a student's final enrollment record in a given year.
  - This field is forward looking meaning it indicates what **will occur** the next school year, not what did occur in the current year.
    - This is a critical data field for students who will participate in postsecondary programs or special education 18-21 transition services the next school.
- **Grade Level:** The 3-digit grade level code indicates the primary instructional level at which a student enters a school or educational institution during a given school year.
  - Students without a retention code are expected to progress from one grade level to the next from year to year. Last year's final grade level + 1 is the beginning of this year's grade level.
  - Students with a retention code in the prior year are expected to begin the current year in the same grade level as their final grade level in the prior year.
- **Primary School:** Indicates the school is the primary school of instruction for a student in your LEA.
  - Students are funded based upon their primary school record.
  - Students are accountable to their primary school for mobility/stability, graduation/completion, dropout rates, state assessment, and state accountability frameworks.
  - Students cannot have primary enrollment records with overlapping school entry/exit dates.

- Students may have a secondary enrollment record. These enrollment records are excluded from most student data collections.
- *This guide focuses on primary enrollment records only.*
- **Pupil Attendance Information (PAI):** A code indicating the type of school attendance in a LEA. Students are indicated as part of either group A or group B. Group A students are students currently attending an educational program in a district/BOCES. Group B students are resident students attending an educational program that is not operated by the reporting district/BOCES.
  - Group A records are used by all student collections to determine pupil enrollment counts, attendance, student end of year information, etc.
  - Group B records are used specifically in the Student October collection for funding purposes. These records are excluded from other student collections.
    - See the [CONTRACT AGREEMENT STUDENTS: IMPACT OF PUPIL ATTENDANCE INFORMATION](#) guide posted on the [Student Interchange website](#) for more information regarding Group B PAI code records.
- *This guide focuses on Group A records only.*

The other data fields on the SSA file capture enrollment specific details as needed for various student data collections except for the 'date first enrolled in US' and gifted and talented data fields. 'Date first enrolled in US' and gifted and talented data fields should be treated like student demographic information in that they match across all enrollment records for a student. Data fields such as Home Based Education, Non-School Program, Expelled Education, ILOP, and Postsecondary Program Enrollment may change throughout the year across enrollment records for a student. See the section regarding in-district movement for best practices regarding these types of enrollment status changes.

## Standard Progression

Students who remain in a LEA year after year typically follow a standard progression from one grade to the next and from one school to the next. Students complete a school year in a given grade, enter the next year in the next higher grade at either the same school or a different school in the LEA. This continues until they complete their high school education.

### School Exit Type 00 (Did not exit)

This exit type is the most common exit type used for students. It signifies a student who completed the current school year in the given grade level within a LEA. Exit type '00' should be used for every student who completes the school year in your district regardless of their anticipated enrollment status at the beginning of the next year.

Per the Colorado Code of Regulations (1-CCR-301-1), "students shall be counted as completing (finishing) the school year if they leave school within three weeks of the last day of school or have completed all coursework early, meaning they have completed the locally defined requirements for the current grade and will be promoted to the next higher grade the following school year."

The students described in each of the following scenarios would be assigned an exit code of '00':

- "Jimmy finished the school year with us, but I know for certain his family is moving to California over the summer."
  - This student will have a one-day record in the following school year to show they transferred out of the district.
- "Tom is a high school junior who will repeat 11<sup>th</sup> grade next year."
  - Tom will also have retention code '1' to indicate he will be in 11<sup>th</sup> grade again next year.

- “Kate finished middle school this year and will be starting at our high school next year.”

### Returning to the same school in the district (Entry Type 02)

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School entry type ‘02’ indicates a student who is continuously enrolled in the same school with no interruption of schooling. This student had school exit type 00 (did not exit) in the prior year at the exact same school code as they are attending in the current year. This includes students who are following a standard grade progression or are retained in the same grade level in this school.

### Transferring to another school in district (Entry Type 11)

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School entry type ‘11’ indicates a student who is transferring between schools in the same LEA. This student had school exit type 00 (did not exit) in the prior year at a different school code in the LEA as they are attending in the current year. This entry type is used for students who completed the highest grade level in another school in the LEA the previous year and are matriculating to a new school in the district in the current year (i.e., elementary to middle school or middle school to high school).

### New to the educational system (Entry Type 01)

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School entry type ‘01’ indicates a student who has no prior formal educational experience. Typically, but not always, this is a pre-kindergarten or kindergarten student. This school entry type should not be used if a student’s SASID was reported in attendance in any Colorado public LEA in a prior year.

When using this school entry type for students in first grade or above, be sure to confirm the student’s educational history. If the student has prior formal education, do not use school entry type 01 but rather use an applicable school entry type.

### Movement between LEAs (School Exit/Entry 13)

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Students who move between Colorado public LEAs will have an enrollment record with school exit type ‘13’ in the LEA they are leaving (sending LEA) and an enrollment record with school entry type ‘13’ in their new LEA (receiving LEA). School exit type 13/entry type 13 should only be used when students are transferring between Colorado public LEAs listed on the [data pipeline frequently requested codes page](#).

LEAs should ensure they are using the correct SASID for students transferring between Colorado public LEAs. If a student is found to have two different SASIDs, contact the RITS coordinator ([RITS@cde.state.co.us](mailto:RITS@cde.state.co.us)) to request the student’s SASIDs are merged.

Receiving LEAs are required to provide confirmation of enrollment and attendance to the sending LEA within two weeks of receiving a request from the sending LEA. If a student is in an out-of-home placement, receiving LEAs must provide confirmation of enrollment and attendance within five days. Sending LEAs must provide transcripts to the receiving LEA within the same time frames.

Students who transfer to other educational settings such as a non-public school, approved facility school, detention center, etc. should not have school exit type 13 as there are other school exit types that indicate these types of circumstances.

During the SEY collection, students with school exit type 13 who do not have a record at another Colorado LEA with school entry type 13 and an entry date after the sending district’s school exit date will trigger collection errors that must be reconciled. The SEY collection lead may ask a sending district to provide a copy of the adequate documentation (confirmation of enrollment and attendance) that supports the use of

school exit type 13. [See the SEY adequate documentation site for sample confirmation of enrollment and attendance forms.](#)

Exit Type	Exit Description	Entry Type	Entry Description
13	Transfer to a public school in a different Colorado LEA	13	Transfer from a public school in a different Colorado LEA *Includes students transferring from a detention center operated by another Colorado LEA.

## AYG Cohort Implications

Grade 9-12 students with school exit type 13, transfer to another public school in a different Colorado LEA, are removed from the sending district's AYG Cohort. They are then added to the AYG cohort for the receiving Colorado LEA.

## Movement in/out of a Colorado LEA

### One Day Records

A one-day record is used when reconciling student enrollment records. This most commonly occurs when a student completes the prior year with school exit type '00' (did not exit) and then transfers out of the district before the start of the current year. Sometimes these students are referred to as summer transfers because the student transferred out of the district over the summer between school years. LEAs are encouraged to have a set practice regarding the entry/exit date used for summer transfers for the benefit of staff who support student enrollment. Best practice is to use 07/01 as the entry and exit date for summer transfers as this is the earliest possible date in an academic year.

### Example One-Day Record Scenario:

A 4<sup>th</sup> grade student completed the 2022-2023 school year at Star Elementary with school exit type 00 (did not exit). Over the summer, the student moved out of state.

This student needs a one-day record in 2023-2024 to show the student transferred out of the district. The one-day record shows the student entering and exiting the district on the exact same date. (Use two consecutive dates if your student information system will not allow entry/exit on the same date). This record also shows the expected grade level for the student in 2023-2024 should they have returned instead of transferring.

Final Enrollment Record (2022-2023)	One-Day Record (2023-2024)
School Code: 1234 (Star Elementary) Grade Level: 040 Exit Date: 00000000 Exit Type: 00 (did not exit)	Entry Date: 07012023 Entry Type: 02 School Code: 1234 (Star Elementary) Grade Level: 050 Exit Date: 07012023 Exit Type: 14

### School Closed or Changed Grade Range

When a school closes or the grade range has changed, special handling may be required when reconciling students who completed the prior year in this school.



Students who transfer to another district school in the current year are not impacted because school entry type 11 (transfer in the same LEA) is used for their record.

When a student transfers out of the LEA over the summer from a school that has closed a special school entry type is needed. School entry type 03 (continuous in a school that has closed or whose grade range has changed) is used in place of school entry type 02 (continuous in the same school) for the one-day record to transfer the student out of the district. School entry type 03 allows data pipeline to recognize a school code or grade range that was valid in the prior year but is not valid in the current year.

Entry Type	Entry Description
03	Continuous in a school that has either closed or whose grade range has been changed

## Common Movement

The following entry and exit types reflect common circumstances where a student is transferring into or out of a LEA. [See the Student School Association file layout posted on the Student Interchange website for the full description of each entry/exit type listed.](#)

**Important Note:** Adequate documentation of transfer is necessary for school exit types showing a student transferred out of a LEA. The required documentation varies by school exit type. [See the SEY adequate documentation site for details regarding specific documentation for each school exit type.](#) Students in grades PK-6 without adequate documentation of transfer should use school exit type 06, transfer to an unknown educational setting. Students in grades 7-12 without adequate documentation of transfer should have school exit type 40, dropped out.

Entry Type	Entry Description	Exit Type	Exit Description
05	Transfer from a school located in a different country	05	Transfer to a school located in a different country
06	PK-6 student entering from an unknown educational setting/status	06	PK-6 student exiting to an unknown educational setting/status
14	Transfer from a school located in a different state or US Territory	14	Transfer to a school located in a different state or US Territory
15	Transfer from a non-public school (private school)	15	Transfer to a non-public school (private school)
16	Transfer from home-based education (homeschooling)	16	Transfer to home-based education (homeschooling)
40	Re-entry after dropping out from the same LEA in a prior year	40	Dropped out

## Other Movement

The following entry and exit types reflect common circumstances where a student is transferring into or out of a LEA. [See the Student School Association file layout posted on the Student Interchange website for the full description of each entry/exit type listed.](#)

**Important Note:** Adequate documentation of transfer is necessary for school exit types showing a student transferred out of a LEA. The required documentation varies by school exit type. [See the SEY adequate documentation site for details regarding specific documentation for each school exit type.](#) Students in grades PK-6 without adequate documentation of transfer should use school exit type 06, transfer to an unknown educational setting. Students in grades 7-12 without adequate documentation of transfer should have school exit type 40, dropped out.



Entry Type	Entry Description	Exit Type	Exit Description
None	No matching entry code	01	Reached maximum age for services
None	No matching entry code	02	Death
18	Transfer from a Career and Technical (vocational) Education Program not administered by a Colorado LEA	18	Transfer to a Career and Technical (vocational) Education program not administered by a Colorado LEA. *e.g., Job Corps or Institute of Higher Education
19	Transfer from an Approved Facility School or State Operated Program	19	Transfer to an Approved Facility School or State Operated Program. <a href="#">*See the Facility School list on the Data Pipeline frequently requested codes page.</a>
21	Transfer from a facility operated by the Department of Corrections or Division of Youth Corrections	21	Transfer to a facility operated by the Colorado Department of Corrections or Division of Youth Corrections. *Student is incarcerated in a correctional facility.
26	Transfer from a Detention Center (Out of LEA)	26	Transfer to a Detention Center (Out of LEA) <a href="#">*See the detention center list on the Data Pipeline frequently requested codes page.</a>

## Detention Centers

The entry/exit codes utilized when a student transfers to a detention center from a Colorado public school are dependent upon the LEA operating the detention center. [See the detention center list on the Data Pipeline frequently requested codes page to determine which LEA operates a given detention center.](#)

### *Detention Center operated by a different Colorado LEA.*

Location	Entry Type	Entry Description	Exit Type	Exit Description
<b>Detention Center</b>	13	Transfer from a public school or detention center in a different Colorado LEA	13	Transfer to a public school or detention center in a different Colorado LEA
<b>School</b>	26	Transfer from a detention center in a different Colorado LEA	26	Transfer to a Detention Center in a different Colorado LEA

### *Detention Center operated by the same Colorado LEA.*

Location	Entry Type	Entry Description	Exit Type	Exit Description
<b>Detention Center</b>	11	Transfer from a public school in the same Colorado LEA	11	Transfer to a public school in the same Colorado LEA
<b>School</b>	12	Transfer from a detention center in the same Colorado LEA	12	Transfer to a Detention Center in the same Colorado LEA

## Summer Dropouts

Summer dropouts are students who dropout after the end of the prior school year and before the beginning of the current school year per the district's academic calendar. These students were coded with school exit type 00 (did not exit) in the prior SEY collection. A one-day record is required in the current school year to show the student dropped out. In most cases, the student is attributed to their last school of attendance and is considered a summer **school** dropout. If the student was supposed to matriculate between buildings before dropping out, then the student can be attributed to the district only as a summer **district** dropout. For example, a student who completed 8<sup>th</sup> grade in the prior year with school exit type 00 who should be

matriculating to 9<sup>th</sup> grade in a different school within the district would be considered a summer **district** dropout instead of a summer **school** dropout if 8<sup>th</sup> grade is the highest possible grade level offered in their school from the prior year.

### Summer School Dropout

Applies to 7<sup>th</sup>-12<sup>th</sup> grade students who are not matriculating between buildings. This student impacts the dropout rate for their last school of attendance, which is the school indicated by the school code on the record.

School Code	School Entry Date	School Entry Type	Grade Level	School Exit Date	School Exit Type
Last school attended (matches final record in prior year)	07012023	02	Prior year + 1	07012023	40

### Summer District Dropout

Applies to 7<sup>th</sup>-11<sup>th</sup> grade students who are matriculating between buildings, typically students entering 9<sup>th</sup> grade. This student impacts the dropout rate for the district but does not penalize the anticipated school of attendance. When reviewing COGNOS/CEDAR reports, this student is listed under the school 'Summer Dropouts' only. This coding pattern is the only acceptable use of school code '0000' on the SSA file as this school code is specifically designed for this purpose. This coding pattern is also the only acceptable use of school entry date 00000000 and school entry type 00.

Pupil Attendance Information	School Code	School Entry Date	School Entry Type	Grade Level	School Exit Date	School Exit Type
03	0000	00000000	00	Prior year + 1	00000000	40

## Movement within a LEA

Student enrollment records may indicate a student exits and returns to the same LEA or moves across schools in the same LEA. This can occur within a school year or across school years.

### Same Year

Students may have multiple enrollment records within the same school, or same LEA throughout the school year. This occurs when students transfer between schools in the same LEA, experience a grade reassignment, experience an enrollment status change, or temporarily leave the district and return without attending another educational environment during their time away from the district. Students with an enrollment record that initiates movement within a school year, indicated by the school exit type, must always be followed by an enrollment record with a school entry type that reconciles the movement in the same year.

Exit Type	Exit Description	Entry Type	Entry Description
10	Grade reassignment within the same LEA	10	Grade reassignment within the same LEA
11	Transfer to a public school in the same LEA	11	Transfer from a public school in the same LEA
25	Extended absence (10+ days to 6 weeks)	25	Return after an extended absence (10+ days to 6 weeks).
45	Student discontinued schooling but returned in the same school year (6 weeks or more).	45	Re-entry after discontinuing schooling earlier in the same school year (6 weeks or more).

Exit Type	Exit Description	Entry Type	Entry Description
55	Expelled without educational services and returned before the end of the school year.	55	Re-entry after being expelled without educational services earlier in the same school year.
56	Expelled with educational services.	56	Re-entry after being expelled with educational services in the same school year.

### Capturing Instances of Mobility

State board rule 1-CCR-301-1 states, “Districts and the institute shall indicate an instance of mobility for a student after ten consecutive days of excused or unexcused absence.” The following school exit/entry types are used to capture these instances of mobility when a student does not attend another educational setting during the time they are gone from the LEA. This is done by end dating their attendance record on the student’s last day of attendance with school exit type 25 or 45 as applicable to indicate an extended absence. When the student returns, a new record of attendance is created with a school entry type 25 or 45 to indicate return after an extended absence upon the student’s return.

LEAs should refer to their local policies surrounding attendance and truancy to determine the procedures used locally when a student is absent 10 or more days. LEAs determine things such as communication with families, truancy procedures, and re-enrollment procedures.

The use of multiple attendance records to indicate an instance of mobility has impacts on both the Student End of Year and Attendance collections. The SEY collection is used to derive mobility rates and is directly connected to the state board rule about indicating an instance of mobility when students are absent 10 or more consecutive days. The Attendance collection is impacted because the attendance fields: ‘Total Days Excused’, ‘Total Days Unexcused’, ‘Total Possible Days Attended’ and ‘Total Days Possible’ for an individual student is based upon a student’s school entry/exit dates. That means the time frame between a student’s enrollment records showing the instance of mobility is not considered part of the attendance data capturing for the student. This ultimately impacts the student’s attendance rate and chronic absenteeism rate.

Exit Type	Exit Description	Entry Type	Entry Description
25	Extended absence (10+ days to 6 weeks)	25	Return after an extended absence (10+ days to 6 weeks).
45	Student discontinued schooling but returned in the same school year (6 weeks or more).	45	Re-entry after discontinuing schooling earlier in the same school year (6 weeks or more).

### Enrollment Status Change for Other SSA Fields

The SSA file includes data fields pertinent to a student’s enrollment. Sometimes this information remains constant for a student for the entire school year and other times this status may change mid-year. Best practice is to capture the status change by ending one enrollment record and creating a new enrollment record.

*Common SSA fields where a mid-year status change occurs:*

- Home Based Education
- Non-School Program
- Postsecondary Program Enrollment
- Innovative Learning Opportunities Pilot (ILOP)
- Expelled Education

### Sample Coding Pattern capturing status change:

Non-School program is used as the example for a field with a status change. The same type of coding could occur for any of the enrollment dependent data fields on the SSA file.

Record	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Non-School Program	Pupil Attendance Info
#1: point ____ status changes	5678	08152023	02	10152023	11	00	01-08
#2: new ____ status	5678	10162023	11	00000000	00	01, 02, 03, or 04	01-08

### Applicable LEAs only

LEAs that operated facility schools or detention centers may use school entry/exit types 12 or 20 as applicable to their LEA. The entry/exit partnership is less straightforward because the detention center or facility school use entry/exit types 11 to show movement in and out of the school where the traditional district school use entry/exit 12 or entry/exit 20.

Exit Type	Exit Description	Entry Type	Entry Description
12	Transfer to a detention center within LEA. *Used by the sending school in the LEA.	11	Transfer from a public school in the same LEA. *Used by the LEA's detention center.
20	Transfer to a facility administered by the LEA. *Used by the sending school in the LEA.	11	Transfer from a public school in the same LEA. *Used by the LEA's facility school.
11	Transfer to a public school in the same LEA. *Used by the LEA's detention center.	12	Transfer from a detention center within the LEA. *Used by the receiving school in the LEA.
11	Transfer to a public school in the same LEA. *Used by the LEA's facility.	20	Transfer from a facility administered by the LEA. *Used by the receiving school in the LEA.

### Across Years

A student's exit and re-entry to a LEA can span across years in some circumstances. When this happens, a student's school entry type in the current year must align with their school exit type in the prior year.

Exit Type	Exit Description (Prior year final exit status)	Entry Type	Entry Description (Current year earliest entry status)
00	Student did not exit	00	No/Not Applicable (grades 7-12) *Only used for summer district dropouts
00	Student did not exit	02	Continuous in the same school
00	Student did not exit	03	Continuous in a school that has either closed or whose grade range has changed.
00	Student did not exit	11	Transfer to a public school in the same LEA.
06	PK-6 student exiting to an unknown educational setting/status	06	PK-6 student exiting to an unknown educational setting/status
30	(Serious) Illness/injury *Do not use this code for students who are receiving educational services through a home-bound program or who returned before the end of the school year.	30	Re-entry to the same LEA after prolonged illness/injury
40	Dropped out	40	Re-entry after dropping out from the same LEA
50	Expulsion: Expelled without services and did not return before the end of the school year.	50	Re-entry after expulsion without educational services from the same LEA in a prior year

Exit Type	Exit Description (Prior year final exit status)	Entry Type	Entry Description (Current year earliest entry status)
70	HSED Transfer: Exits to participate in a HSED preparation program not administered by the LEA.	70	Re-entry after transferring to an external HSED program in a prior year.
90	Graduated with a regular diploma	90	Re-entry after being reported as a graduate in a prior year.
92	Other Completer	92	Re-entry after receiving a non-diploma certificate of completion.
93	HSED Recipient: LEA program.	93	Re-entry after receiving a HSED
94	HSED Recipient: out of LEA program.	93	Re-entry after receiving a HSED
23	Previous graduate who did not complete a Postsecondary Program (i.e., ASCENT, PTECH, TREP)	90	Re-entry after being reported as a graduate in a prior year.
27	Previously counted as a graduate and will participate in SPED 18-21 transition services next year.	90	Re-entry after being reported as a graduate in a prior year.

## One Day Record: Other Scenarios

### Grade Reassignment

One-day records may also be used to correct grade level inconsistencies. Grade level inconsistencies occur when a student's retention code is incorrectly reported in the prior year, applying a retention code when one should not be used or not applying a retention code when one is required. A student's earliest record in the school year must reflect the expected grade level for the student. A one-day record prior to the first day of school may be used to initiate a grade reassignment to correct the grade level inconsistency.

School Entry Date	School Entry Type	Grade Level	School Exit Date	School Exit Type
07012023	02	070	07012023	10
08152023	10	080	00000000	00

### AYG Cohort Update

Occasionally, a one-day record may be used at the end of the school year to reconcile a student in the AYG cohort who has an updated final exit status from a LEA. These one-day records are best dated 6/30 for the entry/exit date as it is the latest possible date in an academic year. Below is a sample coding pattern used for a student whose final exit status from a LEA needs to be updated.

School Entry Date	School Entry Type	Grade Level	School Exit Date	School Exit Type
06302024	19	120	06302024	90

## Expulsion

A student who leaves school involuntarily due to an incident where Local Board Policy determines expulsion is the appropriate course of action. Educational services may be offered to a student during the term of expulsion by the Local Education Agency pursuant to 22-33-203(2) C.R.S.

Coding for an expelled student's enrollment history should reflect if the student is receiving educational services during their term of expulsion or if the student is not receiving educational services. It is also impacted by the term of expulsion without services as students who do not return before the end of the school year have a separate coding pattern from those who do return before the end of the school year.

The coding patterns below take into account these different scenarios and show how a student’s enrollment history is impacted across multiple school years in most circumstances for the purposes of the Student End of Year collection. [See the Student Discipline collection site for information about reporting expulsion incidents as part of the Student Discipline collection.](#)

### Scenario 1: Expelled without services through the end of the school year

Students who are expelled through the end of the school year without services have a final school exit type indicating expulsion. When they re-enter the district in a subsequent school year their school entry type indicates they have returned from expulsion.

School Year	Relevant Data Field
Year student is expelled without services	Final School Exit Type for the given school year: 50
Year student returns to school after being expelled without services in a prior year	Earliest school entry type for the given school year: 50

### Scenario 2: Expelled without services and returns before the end of the school year

Students expelled without services who return before the end of the reporting school year will have at least two enrollment records within the school year to reflect the portion of the year that they were expelled.

Record	District Code	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type
#1: point of expulsion	1234	5678	08152023	02	09252023	55
#2: return from expulsion	1234	5678	05012024	55	00000000	00

### Scenario 3: Expelled with educational services

Students receiving educational services during their term of expulsion will have these services indicated on their enrollment record through the ‘expelled student’ data field on the Student School Association (SSA) file. The types of services provided by a district may vary, which impact coding in the ‘non-school program’ data field on the SSA file.

The ‘non-school program’ data field should reflect an applicable code for the type of educational services the student is receiving during their term of expulsion. 01, 02, and 04 are common non-school programs for students receiving expelled education services. [See the field definitions on the SSA file layout posted on the Student Interchange site for more information.](#)

[See the Audit Resource Guide posted on CDE’s Pupil Count website for any related documentation and funding considerations for expelled students receiving educational services.](#)

#### *Term of expulsion ends within the school year*

Record	District Code	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Expelled Student	Non-School Program
#1: point of expulsion	1234	5678	08152023	02	09252023	56	0	00
#2: expelled services	1234	*5678	09262023	56	04012024	11	1	01, 02, 04
#3: return from expulsion	1234	5678	04022024	11	00000000	00	0	00

\*Or applicable school code within your district

*Term of expulsion ends in the subsequent school year*

Record (year)	District Code	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Expelled Student	Non-School Program
#1 (current): point of expulsion	1234	5678	08152023	02	09252023	56	0	00
#2 (current): expelled services	1234	*5678	09262023	56	00000000	00	1	01, 02, 04
#1 (subsequent): continued expelled services	1234	*5678	08102024	02	09252024	11	1	01, 02, 04
#2 (subsequent): return from expulsion	1234	5678	09262024	11	00000000	00	0	00

\*Or applicable school code within your district

## Final Records in a School Year

Some school exit types are designed to be the final exit type for a student in a given school year. [The section above describing movement in an LEA across years lists these types of school exit types.](#) Below are the most common final school exit type scenarios.

### Graduating/Completing Education

9th-12th grade students who have completed their education during the current school year should have a final school exit type that indicates if they are a graduate or completed high school in another manner.

Students with an anticipated year of graduation of 2020-2021 and beyond must have reported graduation guidelines measures if they are exiting as a graduate with a regular high school diploma (Exit Types 90, 95, & 96). See the graduation guidelines file layout posted on the Student Interchange website for reporting data elements.

Entry Type	Entry Description	Final Status (Rates)
90	Graduated with a regular diploma	Graduate
95	Received a regular diploma in the current year after being reported (by the reporting LEA) as an HSED recipient in a prior year	Graduate
96	Graduated and completed a Postsecondary Program (i.e., ASCENT, PTECH, TREP)	Graduate
92	Other Completer	Completer
93	HSED Recipient: LEA run program	HSED Recipient
94	HSED Recipient: out of LEA program	HSED Recipient

### Prior Graduates

In some circumstances, a student who graduated or completed high school in a prior year will return to continue their education. When this occurs, students must have an entry type that indicates they were previously counted as a graduate with an appropriate exit type. Students who were previously counted as graduates cannot be counted as a graduate again, so special exit types have been created to support their circumstances.

Students returning to participate in a postsecondary program (ASCENT/PTECH/TREP) or Special Education 18-21 transition services who have been counted as a graduate in a prior year are the most common type of student who needs these special entry/exit codes. As a reminder, these students were counted as graduates



with a retention code (2-postsecondary or 3-SPED transition) but were not yet issued their high school diploma because they were going to return. Their high school diploma is issued at the point they complete their postsecondary program or Special Education transition services.

Entry Type	Entry Description
22	A student who exited the LEA after previously being coded as a graduate in a prior year. *Do not use this code if student participated in SPED 18-21 transition services or a postsecondary program.
23	Previous graduate who did not complete a Postsecondary Program (i.e., ASCENT, PTECH, TREP)
24	Previous graduate who completed a Postsecondary Program (i.e., ASCENT, PTECH, TREP)
27	Previously counted as a graduate and will participate in SPED 18-21 transition services next year.
28	Previously counted as a graduate and completed SPED 18-21 transition services.

## Prior Other Completer/HSED Recipient

Students who were counted as an ‘other completer’ or ‘HSED recipient’ in a prior year may finish their requirements to receive a high school diploma and be counted as a graduate instead or be coded with an identical exit type as the prior year showing their status has not changed. These students will have either school entry type 92 or 93 depending on their prior year circumstances.

## Retention Code

Retention codes are used to indicate if a student will repeat the same grade the next year as they are completing in the current year. They are a forward-looking data field indicating what will happen instead of what has happened. Retention codes can only be applied to the final enrollment record for a student in a school year and must be partnered with specific school exit types and/or conditions.

Code	Retention Description	Conditions/Related School Exit Type
0	No/Not Applicable	Cannot be used for 12 <sup>th</sup> grade students with school exit type 00.
1	Yes, student will repeat this grade	Partners with school exit type 00. Must be in grade K-12. Cannot be used for students with school entry type 90.
2	Yes, 12 <sup>th</sup> grader returning for Postsecondary Program (i.e., ASCENT, PTECH, TREP)	Student must be in grade 120. Partners with school exit type 00 or 23. Students with school exit 23 and retention 2 should also have a postsecondary program code indicating PTECH year 5 or TREP year 5. Students must have an AYG that indicates they are eligible to participate in ASCENT, PTECH, or TREP in the next school year.
3	Yes, 12 <sup>th</sup> grade student returning for Special Education 18-21 Transition Services	Student must be in grade 120. Partners with school exit type 00 or 27. Students with school exit type 27 are required to have retention 3. Student must be indicated as a special education student through the IEP interchange. Students in their 4 <sup>th</sup> year of SPED Transition may not have a retention code.

## AYG (Graduation) Cohort

The Anticipated Year of Graduation (AYG) cohort is the group of students with the same assigned AYG within a school/district that make up the graduation base count (denominator) in graduation and completion rates posted on the [graduation statistics site](#). School Exit Types 90-96 indicate students who are counted in the

numerator of either graduation or completion rates as well as the denominator since these are students who have graduated or completed their high school education.

Students who are considered ‘verified transfers out’ of a district are removed from the graduation cohort upon exit from the school/district. In some instances, a student will exit a school/district but remain in the graduation cohort based upon the circumstances around their transfer. The list below reflects the school exit types that indicate students who remain in a graduation cohort. A student’s inclusion in the AYG cohort is based upon their final school exit type in a school/district.

## Verified Transfers Out

When the following school exit types and adjustment justification codes are used as the final exit status for a student from an LEA, the student is removed from the AYG cohort as these students are considered verified transfers out of the cohort. Adequate documentation of transfer is required for each of these school exit types as verification the student transferred out of the LEA.

Exit Type	Exit Description
02	Death
05	Transfer to a school in a different country
13	Transfer to a public school in a different Colorado LEA
14	Transfer to a school in a different state or US Territory
15	Transfer to a non-public school
16	Transfer to home-based education (home schooling)

## Remains in the Cohort

When the following school exit types are used as the final school exit status for a student from an LEA, the student remains in the AYG cohort as these students are considered accountable to the LEA for graduation rate purposes. LEAs are encouraged to follow up annually with students who have left the LEA in a manner where they remain in the AYG cohort to determine if their final educational status has changed, requiring the LEA to update their SEY records to count the student as a graduate or completer.

Exit Type	Exit Description
00	Student did not exit
01	Reached maximum age for services
12	Transfer to a detention center within district
18	Transfer to a Career and Technical (Vocational) Education program not administered by a Colorado school district or BOCES
19	Transfer to a Licensed Eligible Approved Facility School or State Operated Program
21	Transfer to a facility operated by the Colorado Department of Corrections or Division of Youth Corrections
26	Transfer to a detention center out of district
30	Illness/Injury
40	Dropped out
50	Expulsion - student not receiving services and does not return before the end of the year
70	HSED Transfer
90	Graduated with Regular Diploma <i>Note: Student is counted as a graduate for graduation rates</i>
92	Other Completer <i>Note: Student is counted as completer for completion rates</i>
93	HSED Recipient: LEA run program <i>Note: Student is counted as an HSED recipient for completion rates</i>

Exit Type	Exit Description
94	HSED Recipient: out of LEA program <i>Note: Student is counted as an HSED recipient for completion rates</i>
95	Received regular diploma in current year after being reported as an HSED Recipient in a prior year <i>Note: Student is counted as a graduate for graduation rates</i>
96	Graduated and completed a Postsecondary Program <i>Note: Student is counted as a graduate for graduation rates</i>

## Data Collection Implications

This section highlights the use of enrollment data, with special consideration to the use of accurate school entry and exit dates, across many student data collections. The [important enrollment data fields](#) indicated in this guide are key factors in ensuring accurate data reporting for student data collections. All data collections maintain collection specific websites with detailed information regarding the purpose of the collection, data included, statistics generated by the collection, etc.

### Student October

Students in attendance on count day are included in the data collection regardless of funding status (part-time, full-time, non-funded).

Students in attendance on count date would have a student interchange file record with an entry date before count day and an exit date after count day (or zero-filled) with the attending school code

LEAs should report students at the school code they attended on count day, not a future school code based on an anticipated transfer. This ensures the publicly and federally reported pupil membership data provides the true count and location of students based on their October count day membership.

For students transferring within the Student October count window in the same LEA, please reference the within-district transfer information in the Audit Resource Guide on the [Pupil Count website](#). The [Student October website](#) includes a template and guidance for completing transfer exceptions to ensure students are reported correctly. See the student October collection manual for more information.

### Assessment

Initial vendor files for Spring assessments are based on the reported enrollment information in Student October.

Accurate enrollment data helps LEAs who participate in the Student Biographical Data (SBD) collections as they validate the 'Continuous in District' and 'Continuous in School' data fields when participating in the SBD collections. These data fields are connected to the state accountability frameworks. See the [Accountability Resources website](#) to review the *2024 Accountability Use of Data from Data Pipeline & Assessment Collections...* resource for more information about how accountability frameworks utilize this information.

### READ Spring Assessments

Expects students reported in this collection to have a matching enrollment record in the student interchange files. All enrolled K-3 students are expected to have a record in this collection. School entry and exit dates indicate if the student was in attendance in the Spring to participate in READ Spring Assessments.

## Attendance

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Accurate school entry and exit dates are necessary for the attendance fields to be calculated correctly. If a student's exit date does not reflect their last date of attendance in the school, their days absent (excused or unexcused) may be inflated which increases the possibility they are reported as chronically absent inaccurately.

Instances of mobility that are used for the student end of year collection are captured in the attendance collection as well and are beneficial because they reflect the time periods when the student was not considered enrolled in the school, therefore not accumulating possible days of attendance and absences.

Refer to the resources on the [Attendance Policy website](#) regarding Colorado Attendance Laws and Board rules. LEAs should establish a system to monitor individual student attendance and have a plan for addressing truancy. But the plan for addressing truancy does not mean that LEAs report inaccurate entry/exit dates for in student data collections.

## Student End of Year

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The SEY Collection Manual posted on the [Student End of Year website](#) includes detailed information regarding this collection and its use for graduation, dropout, and mobility rates.

This collection includes an enrollment record for each school a student attends within a school year.

Per state board rule, 1-CCR-301-1, LEAs are required to report all instances of mobility, defined as a gap of 10+ consecutive days or more in attendance.

Multiple student enrollment records are required to reflect multiple schools and/or different enrollment dates for students that transfer in/out of the same or different school(s).

LEAs should not include students who have enrolled but never attended a school within the LEA. By incorrectly including these students in the file, it could cause the LEA to then report the student as a dropout if the student doesn't attend any Colorado school after only enrolling at the LEA.

LEAs *should* include one-day records to show students who finished the prior year at the LEA but then do not return the following school year due to a move or other circumstance. These students would have been reported with an exit type 00, and zero-filled date in the prior year. One-day records have the same entry and exit date, typically a date well before the LEA's school calendar begins, such as 07/01, and an exit type reflective of their transfer circumstances. If no documentation of transfer is available for a 7<sup>th</sup>-12<sup>th</sup> grade student then they are coded with exit type 40, dropped out.

### Confirmation of Enrollment and Attendance:

#### ***Sending LEA***

Requests documentation from the receiving LEA. The sending LEA reflects the last date the student attended as the school exit date on their student records. This date should be before the first date of attendance shown on the confirmation of enrollment and attendance provided by the receiving district.

#### ***Receiving LEA***

Provides confirmation of enrollment of attendance to the sending LEA. Once confirmation of enrollment and attendance is provided, the receiving LEA includes a student record within their student interchange files with appropriate attendance information for the student, regardless of the attendance length. The receiving LEA is now considered the district of accountability for the student.