DROP OUT VERIFICATION

December 2011
Iowa Department of Education
DROP OUT VERIFICATION

- Opens: December 5\textsuperscript{th}
- Closes: December 15\textsuperscript{th}

- All districts with 7-12 grade students must verify
WHO IS A DROPOUT?

Dropout calculations are based upon students who were actively enrolled at any time from:

October 1, 2010 – September 30, 2011

Dropout calculations are based upon portions of two school years.
The most recent enrollment information is used to determine dropouts.
A Dropout is . . .

- A 7 thru 12 student with a BEDS entry code...
  - 1 – Enrolled
  - 2 – Open Enrolled In
  - 3 – Tuition In Parent Paid
  - 4 – Tuition In District Paid
  - 5 – Whole Grade Shared In
  - 10 – Tuition In Out of State
  - 15 – Tuition In State Paid
  - 19 – Foreign Student on Visa

AND
A DROPOUT . . . (CONTINUED)

- was reported with an exit code of ‘4’ and was not active on Oct. 3, 2011 or

- completed the 2010-2011 school year but was unreported as of Oct. 3, 2011 or

- had an unresolved Exit Code from Oct. 1, 2010 to Sept. 30, 2011 (e.g., transferred to, open enrolled, or tuition out to another Iowa public school district but was never reported by the new district; within district transfer with no following entry; transfer to unknown; etc.) (Note: The last school of attendance / reporting on record is the district responsible for this drop) or

- reached maximum age by Sept. 15, 2011.
The guidelines regarding Dropout Definitions and additional examples may be found in the Data Dictionary at:
www.educateiowa.gov
Data and Statistics -> Data Reporting -> Project EASIER
2011 Fall Data Dictionary, Addendum E

According to the CCD definition, a dropout is an individual who
- was enrolled in school at some time during the 2011 funding year (or after October 1, 2010 thru September 30, 2011)
- is not enrolled as of Count Day 2011
- has not graduated from high school or completed a state or district-approved education program; and
does not meet any of the following exclusionary conditions:
  a. transfer to another public school district, private school, or state or district-approved education programs
  b. temporary absence due to suspension or school-approved illness or
c. death

For the purpose of this definition:
1) The school year is the 12-month period of time beginning on Count Day.
2) Dropouts from the previous summer reported for the year and grade in which they fall to enroll. For example, a
Log into the DE's secure website: [www.edinfo.state.ia.us](http://www.edinfo.state.ia.us)
Select the Dropout Report.

### Iowa Department of Education

**APPLICATION MENU**

<table>
<thead>
<tr>
<th>Login</th>
<th>Secret0</th>
<th>User</th>
<th>HS Principal</th>
<th>Anywhere Center School District</th>
<th>Change Password</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add/Remove Progress Status</td>
<td>Browser Only</td>
<td>7/13/2011</td>
<td></td>
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<tr>
<td>Annual Progress Report Public</td>
<td>Browser Only</td>
<td>5/15/2011</td>
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<tr>
<td>Dropout Report/Withdrawn student Data</td>
<td>Browser Only</td>
<td>12/15/2011</td>
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<tr>
<td>Dropout Report</td>
<td>Available</td>
<td>12/15/2011</td>
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</tbody>
</table>
Select the year 2010-2011.
From the Dropout Report home page, you may also access Addendum E from the Dropout Report.

<table>
<thead>
<tr>
<th>District Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hispanic</td>
</tr>
</tbody>
</table>

DropOut 2010-2011

The 2010-2011 Dropout Reporting Period is from Oct, 2010 to Sep 30, 2011
For more information on dropout definitions go here.

The certification deadline for 2010-2011 Dropout Reports is December 15, 2011

By clicking the "Certify" button below, I, as Superintendent or Chief Administrator, certify that the data reported on the 2010-2011 Dropout Report is, to the best of my knowledge and belief, true and accurate.

To see information the Department of Education will use to further determine the accountable causes for the dropout trend below, see the Dropout Trends Web at the top of this page.
All students reported by you as dropouts or reported as last attending in your district and identified as dropouts because no other district identified the students as enrolled in Iowa will be displayed in this section. Fall 2011 returnees reported as attending in any district in Iowa are highlighted. The dropouts reported in the District Summary are the non-highlighted students.
Fall 2011 Returns, the highlighted students from the 10/1/2010-9/30/2011 Dropouts section, are displayed as Fall 2011 Returns. The returnees are students who were exited as dropouts or transferred to unknown as the final enrollment record for the student in Spring 2011 but who were reported in Fall 2011 as enrolled, exited as interim placed, exited as expelled and receiving services, or exited as illness and receiving services as of October 3, 2011. Fall 2011 Returns have been removed as dropouts from the District Summary list and will not be included as a dropout for any district.
DROPOUT DISTRICT

The dropout data that you are asked to certify is only the data that your district submitted in Spring 2011 and Fall 2011. The calculations for the dropout rates (to be calculated at a later date) will move some students to different districts. This is referred to as the “DropOut District”.
Dropout District

The dropout data that you are asked to certify is only the data that your district submitted in Spring 2011 and Fall 2011. The calculations for the dropout rates (to be made later) will move some students to different districts.

1. Dropouts with an entry code of 15, those residing in a residential facility, or Job Corps students will be considered state-level dropouts and will not be included in dropout rate calculations for the attending district.
2. Dropouts transferred out to another district and residing in a residential facility will be considered state-level dropouts and will not be included in dropout rate calculations for your district.
3. Dropouts transferred in from another district will be used in the dropout rate calculation of their resident districts.
4. Dropouts transferred out in another district will be used in the dropout rate calculation of your district.

<table>
<thead>
<tr>
<th>State Dropouts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident Transferred Out Dropouts</td>
</tr>
<tr>
<td>Non-Resident Transferred in Dropouts</td>
</tr>
<tr>
<td>Resident Transferred Out Dropouts</td>
</tr>
</tbody>
</table>

No Records Found
**State Dropouts**

1. Dropouts with an entry code of 15 or students whose attending district reported a residential facility in the service provider field (including Job Corps) are considered state-level dropouts.

2. Dropouts reported by another district as tuitioned in and residing in a residential facility are considered state-level dropouts.

<table>
<thead>
<tr>
<th>Name</th>
<th>Attending District</th>
<th>Resident District</th>
<th>School</th>
<th>Grade</th>
<th>Gender</th>
<th>State Student ID</th>
<th>Entry Code</th>
<th>Entry Date</th>
<th>Exit Code</th>
<th>Exit Date</th>
<th>Residential Facility</th>
<th>Dropout District</th>
<th>Spring (S) Fall (F)</th>
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</thead>
<tbody>
<tr>
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<td>09980000</td>
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<td>F</td>
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<tr>
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<td>6049</td>
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<td>0000</td>
<td>12</td>
<td>M</td>
<td>100000000</td>
<td>15</td>
<td>09/22/2011</td>
<td>4</td>
<td>09/22/2011</td>
<td>09980000</td>
<td>09980000</td>
<td>F</td>
</tr>
</tbody>
</table>

State-level dropouts are included in the district summary. These students are included in the 10/1/2010 – 9/30/2011 Dropouts list. While they are included in the verification, they WILL NOT be included in your district’s and building’s dropout rates that will be calculated later. You are only agreeing that these students have been correctly identified as dropouts. The first list identifies students that were reported as attending in your district. The second list identifies students that were reported as attending in another district but were residents from your district. The non-attending state-level dropouts are NOT included in the 10/1/2010 – 9/30/2011 Dropouts list since the attending/EASIER reporting district was another district.
The third list contains dropouts reported by your district who were tuitioned in students from another district. The tuitioned in dropouts are included in the 10/1/2010 – 9/30/2011 Dropouts list as these were your attending students. However, the tuitioned in dropouts will NOT be included in your district’s dropout rate calculation. Tuitioned in dropouts will be returned to the resident or accountable district for inclusion in that district’s dropout rate. The fourth list, Resident Tuitioned Out Dropouts, contain your district’s resident students who were tuitioned out to another district and who have been identified as dropouts. These students will be returned to your district for inclusion in your district and building’s dropout rate. Dropout rates are not calculated at this time. If you have questions about your tuitioned out dropouts, you should contact the attending district for clarification prior to contacting the state.
FOR DROPOUT VERIFICATION ASSISTANCE

Contact one of the following consultants to ask questions or make changes. You cannot make changes on your own.

Margaret.Hanson@iowa.gov  515-281-3214
Rachel.Kruse@iowa.gov  515-281-4153
Gary.Kirchhoff@iowa.gov  515-281-6278
Any available consultant  515-242-5976

Reminder: Certification Deadline is December 15, 2011.

Thank you!