Guidance for Reporting Dropouts

Version 5.0 – October 2019

Introduction

The Nebraska Department of Education (NDE) collects and reports the dropout rates on the Nebraska Education Profile (NEP) and the dropout counts and rates to the U.S. Department of Education (USDE).

ADVISER is the official data collection system for public districts and special purpose schools. Nonpublic systems will report aggregate dropout data in the Consolidated Data Collection (CDC). The CDC is located within the Data Collections tab in the NDE Portal.

The purpose of this guidance is to help district/system staff understand the process, business rules, and requirements for the collection and reporting of data about students who meet the dropout definition.

Definitions

Who is a Dropout?

A dropout is a student in grades 7 through 12, if he or she:

1. Was enrolled in school but withdrew at some time during the school year; and
   - Was **not** enrolled on or before October 1 of the following school year; or completed the Withdrawn from Mandatory Attendance process as per 79-202. This form with appropriate approvals should be on file at the district. The students that complete this process should be recorded with an Exit Withdraw Type (Enrollment Code) 209.
2. Was enrolled on the last day of school; and
   - Was **not** re-enrolled the following school year; and
   - Was **not** enrolled on or before October 1 of the subsequent school year (i.e., was **not** reported as a dropout the year before);
3. Aged out – A student over the age of twenty-one to which the district/system is no longer required to provide a free, public education. The aged out enrollment status is used for this student. (Exit Enrollment Code 208.)

Exclusionary conditions:
- Graduated from high school or completed a district/system–approved educational program. (Exit Enrollment Code 210, 211.)
- Transferred to another public district, special purpose school, nonpublic system, exempt (home school) or district/system–approved educational program and known to be receiving education services. (Exit Enrollment Code 201.)
- Death. (Exit Enrollment Code 206.)

For the definition above, the following applies:
- The phrase "graduated from high school or completed…" means individuals who received a regular high school diploma or completed some other education program that is approved by the state or local education agency. A regular high school diploma means the standard high school diploma awarded to students in a District that is fully aligned with the State's academic content standards and district diploma requirements (Enrollment Code 210). Some other education programs may include certificates of achievement, certificates of attendance, or alternative awards. Some districts may award an Alternative Graduation Credential, see Exit Withdraw Type (Enrollment Code 211).
- The phrase "district/system-approved education program" means a program that leads to the receipt of formal recognition of completion from school authorities. It may include special education programs, interim-programs (Rule 18 schools), and alternative schools, classes or programs (Rule 17 schools) administered by an approved or accredited secondary education agency. Adult education programs or postsecondary education are **not** district/system-approved programs.
- Official documentation is required to transfer a high school student (grades 9, 10, 11, and 12) to an exempt school (home school) (92 NAC 13) or an education program that

culminates in the award of a high school diploma. If no documentation exists, the student will be a Drop Out (Exit Enrollment Code 202).

Examples of Documentation:
- A transcript and/or transcript request for the student records from a receiving public district, nonpublic system, or special purpose school; or
- A record from ADVISER indicating a student is enrolled in another public district, or special purpose school; or
- Official notification (via the Exempt Schools printout), as provided by the NDE/Exempt School Program Office (92 NAC 13), serves as documentation that the student is attending an exempt school (home school) – this can be found in the NDE Portal, within the Data Collections tab, titled Exempt Schools – School District Report; or
- If a student has emigrated to another country, the district/system staff must have written confirmation but do not need to obtain official transcripts or request for records. For example, if a parent informs a school administrator that the family is leaving the country, the school administrator may document this conversation in writing and include it in the student's file; or
- If the district/system contacts a high school to which a student has transferred and receives a verbal confirmation of a student's enrollment, the district/system can create a written record of the response from the official in the receiving school acknowledging the student's enrollment. An official in the receiving school is someone the institution has employed, contracted with, or has an official relationship with the school and he or she can access education data to perform designated job functions. The written record containing enough specific information about the student should be included in the student file. The written record should serve as an audit trail to verify the student is a transfer out. At a minimum, NDE recommends sending a letter to the receiving high school indicating when the verbal confirmation of the student's enrollment occurred, the enrollment dates of the student in the receiving district/system, and the name of the official who responded about the student's enrollment.

What is the Fall Membership count?

The Fall Membership count is the official count for the Nebraska district/system students for a school year. The count is taken on October 1 of each school year by grade level, gender and race/ethnicity. For Nonpublic systems, data is collected in the CDC's "Nonpublic Membership Report".

Each student is counted only once by the school district/system in which they receive the majority of their instruction. Each student must be counted in a grade level. There is no "ungraded" category. That means some students may be counted in grades typical of their chronological age or based on local policy.

Which students are reported as Dropouts?

The following chart summarizes how to determine if a student is a dropout:

#	Student Circumstance	Dropouts
1	Received a regular high school diploma or some other recognized credential, such as a certificate of attendance.	No
2	Only attended summer school in this school district/system (i.e., was **not** enrolled during the regular school year).	No
3	Is **not** attending school but it is known that they are planning to enroll late (e.g., extended family vacation, seasonal work).	No
4	Transferred, enrolled in another public district or a nonpublic system; or charter school outside Nebraska.	No
5	Transferred, enrolled in early college (baccalaureate or associate's program).	No
6	Transferred, enrolled in an exempt (home-school) school and filed the appropriate forms under 92 NAC 13.	No
7	Transferred, enrolled in an exempt (home-school) school and did **not** file the appropriate forms under 92 NAC 13.	Yes
8	Disenrolled or moved by a parent/guardian and does **not** enroll or known to be in school at another district, nonpublic system, special purpose school or exempt (home-school) school; or a charter school outside Nebraska.	Yes
9	Left school without a diploma or other certification after passing the age to which the district was required to provide a free, public education.	Yes
10	Is gone (**not** attending); status is unknown.	Yes
11	Withdrew for personal or academic reasons.	Yes
12	Enrolled in adult education (GED).	Yes
13	Is in an institution that is **not** primarily academic (military, possibly Job Corps, correctional facilities, juvenile emergency shelter etc.) and offers an approved or accredited secondary education program.	No
14	Is in an institution that is **not** primarily academic and does **not** offer an approved or accredited secondary education program.	Yes
15	Was temporarily absent because of illness that is verified as legitimate.	No
16	Was temporarily absent because of illness that is **not** verified as legitimate.	Yes

#	Student Circumstance	Dropouts
17	Is **not** attending school but enrolled in a hospital/homebound instruction, residential special education, community or technical college where the program is an off-campus offering administrated by an agency that is considered a special purpose school or an approved or accredited district/system.	No
18	Is **not** attending school but enrolled in a hospital/homebound instruction, residential special education, community or technical college where the program is classified as adult education that is **not** approved, administered or tracked by a special purpose school or an approved or accredited district/system.	Yes
19	Is **not** attending school but known to be suspended or expelled and their term of suspension or expulsion is **not** over.	No
20	Is **not** attending school but known to have been suspended or expelled and their term of suspension or expulsion is over.	Yes
21	Is **not** attending school but known to have been expelled and subsequently enrolled in another school and/or district/system.	No
22	Is **not** attending school but participates in alternative schools, classes, or programs (Rule 18), community-based programs, exempt (home-school) schools, specialized tutorial experiences, distance-learning; or an arrangement with an Educational Service Unit (ESU) or other programs approved by the local board of education.	No
23	Is **not** attending school but known to be expelled. The child, parent, or guardian chose **not** to participate in alternative schools, classes, or programs (Rule 18), community-based programs, exempt (home-school) schools, specialized tutorial experiences, distance-learning; or an arrangement with an Educational Service Unit (ESU) or other programs approved by the local board of education.	Yes
24	Emigrated to another country and the district/system or school staff received written confirmation (no official written documentation is needed).	No
25	Emigrated to another country but the district/system or school staff has **not** received written confirmation (no official written documentation is needed).	Yes
26	Is deceased.	No
27	Withdrawn from attendance pursuant to Nebraska Revised Statue 79-202. and a signed withdrawal form on file is available at the district	Yes

FAQ

1. Who should report dropouts?
All districts/systems offering grades 7 through 12 must report dropouts.

Public districts and special purpose schools:
ADVISER is used to collect and report dropout data.

Nonpublic systems:
NDE collects aggregate data by grade level, race, and gender using the Consolidated Data Collection (CDC) Nonpublic Dropouts.

2. What grade levels should be included in reporting dropouts?
Grade levels 7, 8, 9, 10, 11, and 12.

Example: A student completes the 6th grade in 2016-2017 and does not re-enroll by October 1, 2017. This student should be recorded in Enrollment as "Not Enrolled, Eligible to Return" (Enrollment Code 205) in 2017-2018. If the student does not enroll or attend the entire 2017-2018 school year and does not re-enroll by October 1, 2018, the student's Exit Enrollment Code should be 202 in 2017-2018 and the student would be reported as a 7th grade dropout on June 30, 2018 or the last day of school. 2017-2018 is the grade level and school year the student did not complete.

3. Can students be dropouts below grade level seven?
No, students assigned to prekindergarten to grade level six are not dropouts. School districts/systems identify students who are "Not Enrolled, Eligible to Return" (Exit Enrollment Code 205) in the appropriate school year with an enrollment date indicating when the students withdrew from school. This enrollment status indicates which students left during the school year and:
- Did not transfer out of the district/system or school, or
- Is not deceased.

School districts/systems should follow up on these students based on compulsory attendance; nonattendance; school district; duties; remedial services; enforcement statute (Neb. Rev. Stat. §79-209).

4. When should dropout data be reported?
Dropout data is collected after October 1 for the previous year. The report includes the grade level the student did not complete. The school district/system needs to check the student's

enrollment status on or before October 1st of the current school year, to determine which students meet the dropout definition.

Public districts and special purpose schools:
Districts/systems will ensure ADVISER reflects an enrollment status of "Dropout" (Exit Enrollment Code 202).

Nonpublic systems:
Nonpublic systems will report the aggregate numbers, per grade level, race and gender, through the Consolidated Data Collection (CDC) collection Nonpublic Dropouts.

5. How can school districts/systems review if dropouts are reported correctly?

Public districts and special purpose schools:
District/system staff can review the following tools or reports in ADVISER Validation:

- **Dropouts** – found in Student Verification Reports within the Enrollment category. By selecting the school and View Report, the district/system or school staff can review a list of students identified as dropouts.
- **Students Not Enrolled, Eligible to Return** – found in Student Verification Reports within the Enrollment category. The district/system or school staff can review the list of students to determine if a student with the "Not Enrolled Eligible to Return" status needs to be included in the dropout report.
- **Enrollment Lookup by ID** – used to review the enrollment status of students. This tool looks across all public districts in the state to see if the student has enrolled in another public district in Nebraska.
- **Student Lookup by Demographics** – choose the appropriate Year and Enrollment Code 202 "Drop Out."
- Validation Error 495 "Not Enrolled, Eligible to Return" Not Found in Subsequent School Year.
- Validation Error 498 "Dropout" or "Maximum Age" Student Found in the Subsequent School Year
- Validation Error 520 Student Reported as 202 "Dropout" in More Than One District

Nonpublic systems:
Staff can review the CDC Nonpublic Dropout report after the dropout data has been submitted.

6. Which students are included in the dropout reporting period?

Students are dropouts if they are identified as "Not Enrolled, Eligible to Return" in the current school year and they do not re-enroll in school on or before October 1 of the following school year. The reporting period for dropouts in a particular school year is based on the enrollment

dates that occur during the school year and the enrollment dates that occur on or before October 1 in the following school year.

For example, the dropout report for the 2017-2018 school year would require a district/system to review the students who were identified as "Not Enrolled, Eligible to Return" in the 2017-2018 school year but did not enroll on or before October 1, 2018.

Public district/system staff should also review the student roster for students who completed the school year but were not enrolled on or before October 1 of the following school year. These students are identified as "Not Enrolled, Eligible to Return" and referred to as Summer Dropouts (no show).

7. What is a Summer Dropout (no show)?

Summer Dropouts are students who were enrolled on the last day of school in the previous school year but did not show up or enroll on or before October 1 for the current school year.

The district/system staff can resolve Summer Dropouts on or before October 1 of the following school year for the students who are:
- Found to be enrolled in current district.
- Returning and re-enrolling in school.
- Found to be enrolled in another public district or school, nonpublic system, special purpose school, or exempt (home-school) school.
- Determined to be deceased.
- Receiving a recognized credential or regular high school diploma.

Public districts and special purpose schools:
Students are coded as "Not Enrolled, Eligible to Return" for the current school year. These students become dropouts when they do not re-enroll in school during the school year and do not re-enroll on or before October 1 of the following school year.

> **Example:** A student completes the 10th grade in 2017-2018 and does not re-enroll by October 1, 2018. This student should be recorded in ADVISER as "Not Enrolled, Eligible to Return" (Exit Withdrawal Type Enrollment Code 205). Then the student does not enroll or attend the entire 2018-2019 school year; and does not re-enroll by October 1, 2019. This student's Exit Enrollment Code is updated to a "Dropout" (Code 202) and reported as an 11th grade dropout in fall of 2019 for the 2018-2019 school year.

Nonpublic systems:
Students are identified as not enrolled for the current school year and become dropouts when they do not re-enroll in school during the school year and do not re-enroll on or before October 1 of the following school year.

8. Can a student be reported as a dropout in more than one year?

Yes, a student can be reported as a dropout in more than one year if a student meets the definition of a dropout each year. The student is reported as a dropout for every year they are enrolled but withdraw before the last day of school and do not return by October 1 of the following school year until they pass the age to which the district is required to provide a free, public education (92 NAC 19).

Example: A student who is enrolled on the last day of school in grade level 10 in the 2017-2018 school year but:
- Does not enroll on or before October 1, 2018; and
- Enrolls after October 1, 2018 and withdraws before the last day of school in the 2018-2019 school year; and
- Does not enroll on or before October 1, 2019; and
- Enrolls after October 1, 2019 but withdraws before the last day of school in the 2019-2020 school year; and
- Does not enroll on or before October 1, 2020.

The student is a dropout in 2018-2019 and a dropout in 2019-2020.

9. Can a student be counted as a dropout more than once in a school year?

No, a student must only be counted as a dropout in one school for a school year. Each student who drops out of school during the reporting period must be reported by one school in one district/system.

10. What grade level should be reported for a student who has dropped out?

The district/system staff reports the student's grade level that the student was assigned when he or she withdrew from school and before completing his/her secondary education. It remains a district decision to promote or retain a student.

Example: A student who:
1. Was enrolled on the last day of the school in grade level 10 in the 2017-2018 school year, but:
   - Does not enroll on or October 1, 2018; and
   - Does not enroll in the 2018-2019 school year; and
   - Does not enroll on or before October 1, 2019.

   The student is counted as a grade level 11 dropout for the 2018-2019 school year.
2. Withdraws before the last day of the school in grade level 10 in the 2018-2019 school year, but:
   - Does not enroll on or before October 1, 2019.

   The student is counted as a grade level 10 dropout for the 2018-2019 school year.

11. How are students in special education who turn twenty-one during the school year reported?

The district is required to serve an eligible student during the school year in which they turn twenty-one. For example, a district is required by Rule 51 (92 NAC 51) to serve an eligible student who turns twenty-one on Sept 15, 2018 until the end of the 2018-2019 school year.

Example 1: A special education student turns twenty-one during the school year and is enrolled on the last day of school but does not finish the IEP. The student is aged out and not eligible for a free, public education the following school year.

> **Public districts and special purpose schools**:
> The district/system would use the exit reason of "Reached Maximum Age" in the ADVISER Special Education record, and the "Maximum Age" Exit Enrollment Code 208 in Enrollment.

> **Nonpublic systems:**
> The student is a dropout and the data is submitted, in aggregate, through the CDC Nonpublic Dropout collection.

Example 2: A special education student turns twenty-one during the school year and withdraws from school before the last day of school. This student is a dropout and not eligible for a free, public education the following school year.

> **Public districts and special purpose schools**:
> The student's Enrollment code is a "Dropout" (Exit Enrollment Code 202) and Exit Reason in the ADVISER Special Education record of "Dropped Out" in the school year he or she withdrawals. The student is at the age of majority and chooses to withdraw from school.

> **Nonpublic systems:**
> The student is a dropout and the data is submitted, in aggregate, through the CDC Nonpublic Dropout collection.

12. How are students in general enrollment, who turn twenty-one during the school year, reported?

The districts/systems are required to serve the student until he or she turns twenty-one. However, the districts/systems may choose to serve the student who is twenty-one until the end of the school year (92 NAC 19).

Example: A student turns twenty-one during the school year and withdraws from school before the last day of school. This student is a dropout and not eligible for a free, public education the following school year.

Public districts and special purpose schools:
The student's Enrollment status is "Maximum Age" (Exit Enrollment Code 208).

Nonpublic systems:
The student is a dropout and the data is submitted in aggregate through the CDC when the Nonpublic Dropout collection is open.

13.How are students who transfer to an adult education program reported?

Students enrolled in adult education programs must be removed from enrollment of a high school and reported as a dropout before he or she can enroll in an adult education program (92 NAC 81).

Example 1: The student leaves school in February 2018 to get a GED. The school identifies the student as "Not Enrolled, Eligible to Return" (Exit Enrollment Code 205). The student does return by October 1, 2018. The school district/system reports the student as re-enrolled.

Public districts and special purpose schools:
The student's Enrollment status is "Re-entry" (Enrollment Code 103).

Nonpublic systems:
The student is not a dropout.

Example 2: The student leaves school in February 2018 to get a GED, the school identifies the student as "Not Enrolled, Eligible to Return" (Exit Enrollment Code 205). The student does **not** return by October 1, 2018. The school staff reports the student as a dropout.

Public districts and special purpose schools:
The student's Enrollment status is "Dropout" (Exit Enrollment Code 202).

Nonpublic systems:
The student is a dropout and the data submitted in aggregate through the CDC when the Nonpublic Dropout collection is open.

The exception is when the districts/system awards a diploma of high school equivalency based on the student's successful completion of the General Education Development (GED) tests and the districts/systems policy. The districts/systems may exchange the student's GED with a diploma of high school equivalency. A student cannot retain both; a GED is not the same as a regular high school diploma.

For example, a student withdrew from school during the school year but completed the previous school year. This student obtains a completion credential, such as a GED on or before October 1 of the following school year. The districts/systems decides to award the student with

a diploma of high school equivalency in exchange for the GED (Exit Enrollment Code 211 "Completer with Diploma Alternative Graduation Credentials").

Example 3: The student received a GED and the school <u>does</u> give the student a diploma of high school equivalency.

> **Public districts and special purpose schools**:
> The student's Enrollment status is "Completer with Diploma Alternative Graduation Credentials" (Exit Enrollment Code 211).
>
> **Nonpublic systems:**
> The student is not a dropout.

Example 4: The student received a GED and the school does **not** give the student a diploma of high school equivalency.

> **Public districts and special purpose schools**:
> The student's Enrollment status is "Dropout" (Exit Enrollment Code 202).
>
> **Nonpublic systems:**
> The student is a dropout and the data submitted in aggregate through the CDC when the Nonpublic Dropout collection is open.

14. Are students who are enrolled in a foreign student exchange program reported as dropouts?

No, students enrolled in a foreign student exchange program are not dropouts.

Nebraska students going to another country:
The student's enrollment status is a transfer out when the student begins his or her enrollment in a foreign student exchange program. When the student returns, the district/system can re-enroll the student.

> **Public districts and special purpose schools:**
> The student's Enrollment status is a "Transfer Out" (Exit Enrollment Code 201) when the student begins his or her enrollment in a foreign student exchange program and a "Transfer In" (Enrollment Code 102) when he or she returns.
>
> **Nonpublic systems:**
> The student is not a dropout.

Foreign exchange students enrolled in Nebraska districts/systems:
The student's enrollment status is a transfer in when the student begins his or her enrollment in the school. When the student returns to his or her county after the foreign student exchange program is completed, the student's enrollment status is a transfer out.

> **Public districts and special purpose schools:**
> The student's Enrollment status is "Transfer In" (Enrollment Code 102) when the student begins his or her enrollment in the school and a "Transfer Out" (Exit Enrollment Code 201) when returning to his or her country after the foreign student exchange program is completed.
>
> **Nonpublic systems:**
> The student is not a dropout.

15. Are students placed in special purpose schools reported as dropouts?

No, a student is a transfer out even if the program is preparing the student to take the GED examination.

> **Public districts and special purpose schools:**
> The student's Enrollment status is "Transfer Out" (Exit Enrollment Code 201).
>
> **Nonpublic systems:**
> The student is not a dropout.

16. Are students served in alternative schools, classes, or programs (Rule 17), ESUs, or special education reported as dropouts?

No, a student is not a dropout if the student is served in alternative schools, classes, or programs (Rule 17), ESU, special education. The student remains enrolled in the elementary/secondary education system.

> **Public districts and special purpose schools:**
> The student is not a dropout.
>
> **Nonpublic systems:**
> The student is not a dropout.

17. Are students placed in interim programs such as county detention homes, institutions, and juvenile emergency shelters (Rule 18) reported as dropouts?

No, students who are placed in county detention homes, institutions or juvenile emergency shelters stay enrolled in the districts/systems.

Public districts and special purpose schools:
The student is not a dropout.

Nonpublic systems:
The student is not a dropout.

18.Are students who complete the school year for grade level 12 but did not complete all graduation requirements reported as dropouts*?*

Yes, students are dropouts if they have completed the school year for grade level 12 but fail to meet some graduation requirements and withdraw from school without a diploma or other credential.

Public districts and special purpose schools:
The student's Enrollment status is "Dropout" (Exit Enrollment Code 202).

Nonpublic systems:
The student is a dropout and the data is submitted in aggregate through the CDC when the Nonpublic Dropout collection is open.

19.How are students who emigrated from the United States reported?

Students who leave the United States are not considered to be dropouts if the districts/systems receive written notice the student has emigrated. If the districts/systems do **not** receive written documentation the student has emigrated then they must be considered a dropout. Please refer to the Definitions section of this guidance document for Example Documentation.

Public districts and special purpose schools:
If the districts/systems does receive written documentation:
The student's Enrollment status is "Transfer Out" (Exit Enrollment Code 201).
If the districts/systems does not receive written documentation:
The student's Enrollment status is "Dropout" (Exit Enrollment Code 202).

Nonpublic systems:
If the system does receive written documentation:
The student is not a dropout.
If the system does not receive written documentation:
The student is a dropout and the data is submitted in aggregate through the CDC when the Nonpublic Dropout collection is open

Reporting

1. How is the "NCES dropout rate" calculated?

NDE's definition for a dropout is comparable to that used by the National Cooperative Education Statistics project sponsored by the National Center for Education Statistics (NCES). NDE uses the NCES dropout rate. The NCES dropout rate calculation is the total number of students in grades 7 through 12 reported as dropouts divided by the total number students in grades 7 through 12 in Fall Membership for a particular school year. Fall Membership is the number of students enrolled on October 1 of the school year.

2. How are dropout rates and counts reported?

For public districts/systems, the dropout rate or counts are displayed on the Nebraska Education Profile (NEP) and reported to the National Center for Education Statistics (NCES). The ADVISER student data is aggregated up to the district/system level.

For Nonpublic systems, the CDC data is aggregated up to the system level and maintained in the NDE data warehouse but not reported to NCES or in NEP.

3. How are dropouts included in the graduation rates?

Please Refer to document Guidance for Graduation Cohort.

References

Dropouts; long-term suspension, expulsion, or excessive absenteeism; contact with law enforcement officials; report to Commissioner of Education; required; copy to learning community coordinating council. (Neb. Rev. Stat. §79-527).

Title I, Part D of the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the No Child Left Behind Act of 2001 (20 USC 6421 et seq.) Subpart 3.

Compulsory attendance*; nonattendance; school district; duties; remedial services; enforcement statute* (Neb. Rev. Stat. §79-209).

Nebraska Department of Education. April 24, 2019. *Who Reports What.* Version 3.1.

Regulations and Procedures for the Accreditation of Schools (92 NAC 10).

Regulations and Procedures for Exempting Schools for Which Parents Elect to not Meet the Legal Requirements for School Approval and Accreditation for Other than Religious Reasons (92 NAC 13).

Regulations and Procedures for the Legal Operation of Approved Nonpublic Schools (92 NAC 14).

Regulations Governing the Approval of Alternative Schools, Class or Programs for Expelled Students (92 NAC 17).

Interim-Program Schools in County Detention Homes, Institutions, and Juvenile Emergency Shelters (92 NAC 18)*.*

Regulations regarding school enrollment (92 NAC 19).

Regulations and standards for special education programs (92 NAC 51).

Rules and Regulations for the high school equivalency program (92 NAC 81).

U.S. Department of Education. November 2019. *Education Data Exchange network N032-dropouts file specifications.*   School Year 2018-2019. Washington: Department of Education.

U.S. Department of Education. January 2017. *High School Graduation Rate.* Non-regulatory Guidance. Washington: Department of Education.

U.S. Department of Education. October 2008. *A Uniform, Comparable Graduation Rate. How the final regulations for Title I hold schools, districts, and states accountable for improving graduation rates*. Washington: Department of Education.

APPENDIX A – Change Summary

Version 5.0
October 21, 2019
1. Changed Membership Day from the last Friday in September to October 1.
2. Changed NSSRS to ADVISER.
   a. Removed references to Templates.
3. Formatting changes.
4. Added Reference: ADVISER Data Elements v 3.4

Version 4.0
April 28, 2017
1. Changed school year dates to more current dates.
2. Changed the school enrollment codes from 203 and 204 to 210, 211 and 212.

Version 3.0
January 13, 2014
1. Definitions
   • Additional guidance referencing attendance to report a Student as Dropout who was enrolled in school but withdrew at some time during the school year.
   • Moved guidance referencing Aged out Students Over the age of twenty-one from Exclusionary conditions to report as a Dropout.
2. Which students are reported as dropouts
   • Updated #9 of table to Yes as reporting Dropout.
   • Added #27 to table.
3. FAQ
   • Added Example to What grade levels should be included in reporting dropouts
   • Added additional System Lookups tool, "Student Lookup by Demographics" for school districts/systems to review if dropouts are reported correctly.
   • Updated FAQ to define students in foreign student exchange program as not dropouts.
4. Reporting
   • Added document reference *"Guidance_for_Graduation_Cohort_4_0_0"* for C-3 to how dropouts are included in the graduation rates.
5. Updated School Year throughout the Document.

Version 2.0
January 17, 2012
Subsequent updates