



**Instructional Management Program
and Academic Communication Tool**

***QUICK GUIDE:
SIM Enrollment and Leave Codes***

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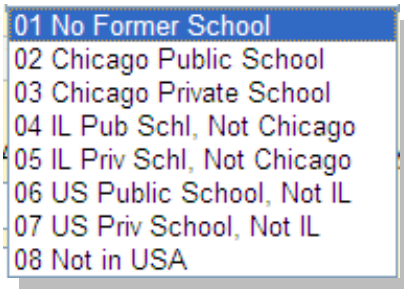


CPS Enrollment (Entry) Codes



CPS enrollment codes are used when a student is enrolling into a Chicago Public, Contract, or Charter School.

The code used indicates the student's last school of attendance. The CPS enrollment codes are highlighted in the following screen capture. See the table below for a description of each code.



Code	Description
01 No Former School	Student has never attended a school.
02 Chicago Public School	Student's last school of attendance was a Chicago Public, Contract, or Charter School.
03 Chicago Private School	Student's last school of attendance was a private school in the city of Chicago.
04 IL Pub Schl, Not Chicago	Student's last school of attendance was a public school in the state of Illinois (not a Chicago Public, Contract, or Charter School).
05 IL Priv Schl, Not Chicago	Student's last school of attendance was a private school in the state of Illinois (not including the city of Chicago).
06 US Public School, Not IL	Student's last school of attendance was a public school in the United States (not including the state of Illinois).
07 US Priv School, Not IL	Student's last school of attendance was a private school in the United States (not including the state of Illinois).
08 Not in USA	Student's last school of attendance was in another country.



CPS Leave (Exit) Codes



CPS leave codes are used when a student is being withdrawn from school membership. The screen capture below highlights each valid leave code. See pages 3-10 for a description of each code and detailed procedures that should be followed when withdrawing a student, to include properly verifying student transfers (for applicable leave codes).

Written documentation related to the withdrawal of each student must be maintained by the school in the student's file.

Note that the proper use of leave codes is important for several reasons:

1. The Principal is accountable for accurate record keeping.
2. Falsification of student records is against the law and CPS policy.
3. School-based audits will be conducted, and schools will be expected to provide evidence that verifications were completed properly.
4. The verification process (for applicable leave codes) ensures data quality and accountability for our students. We should keep track of all students and make sure that those who leave our district connect with educational institutions wherever they go.

If in doubt about which leave code to use, consult with the Department of Education and Sports Policy and Procedures, Office of Teaching and Learning at 773-553-1216.

31 Transfer within CPS
32 Trns to Chicago non-public
33 Trnsfer outside of Chicago
34 Trans to residential inst
35 Lgl cmdtd to correctnl inst
40 Home Schooled
41 Recd notification of death
52 Prog Vol Ended, PK or K
53 Completion of IEP
55 Grad from a Chi Pub HS
67 Age 21, Grad Reqs NOT Met
86 Unable to locate, L C flwd
87 17 or >, Cons to Wthd
88 < 17, Truancy Proc flwd
99 Did Not Arrive

Code 53 removed. See Code 67.

Code 88 removed. Per board policy 703.1, students may not be removed from enrollment solely because of excessive unexcused absences, i.e., truancy.



Leave Code Descriptions

Leave Code	Description
31 Transfer within CPS	Student is transferring to another Chicago Public, Contract, Charter, or Options school (that is, ANY school that has a CPS school ID in SIM).
32 Trns to Chicago non-public	Student is transferring to a non-public school located <u>in the city of Chicago</u> . (Note: This code excludes transfers to GED programs.) ❖ Code requires subsequent verification
33 Trnsfer outside of Chicago	Student is transferring to a public or private school located <u>outside the city of Chicago</u> . (Note: This code excludes transfers to GED programs.) ❖ Code requires subsequent verification
34 Trans to residential inst	Student is transferring at the request of the parent or guardian to a residential institution or a facility providing long-term care, NOT within the district (i.e., a transfer that is NOT court-ordered, IEP-justified, or Stage Agency approved). ❖ Code requires subsequent verification
35 Lgl cmtd to correctnl inst	Student is legally committed to a state or federal correctional institution.
40 Home Schooled	Student is being home schooled.
41 Recd notification of death	The school receives notification of the student's death.
52 Prog Vol Ended, PK or K	The parent or guardian is voluntarily withdrawing the student from an optional Early Childhood program. (Note: This code is restricted to Early Childhood programs only.)
55 Grad from a Chi Pub HS	Student is graduating from a Chicago Public, Contract or Charter School. (Note: Schools can no longer enter a code 55. Reference the <i>Overview of the Automated Grad Process</i> document, for details: http://impact.cps.k12.il.us/downloads/OverviewAutomatedGraduationProcess.pdf .)
67 Age 21, Grad Reqs NOT Met	Dropout Code – Student has reached 21 years old and has not met graduation requirements, applicable to both general education students and students receiving special education and related services. For a student receiving special education and related services, he/she must be withdrawn no later than the day before the 22 nd birthday.
86 Unable to locate, LC flwd	Dropout Code – The school is unable to locate the student, and has followed the <i>Lost Child</i> process.
87 17 or >, Cons to Wthd	Dropout Code – Student is 17 years or older and the <i>Consent to Withdraw</i> form has been completed by the parent/guardian/ emancipated student.
99 Did Not Arrive	Dropout Code – Student did not arrive the first day of school. (Note: This code is applicable until the 20 th day only.)



Procedures for Removing Students from School Membership

31 Transfer within CPS	Student is transferring to another Chicago Public, Contract, Charter, or Options school (that is, ANY school that has a CPS school ID in SIM).
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1. The parent/guardian or emancipated student must request a transfer from the sending school in writing – including the signature of the party authorized to make this request and the name of the receiving school. This written request must be in the possession of the sending school.

Or

In the case of a sending school initiated transfer (e.g., “Finding False Representation of Address”),

- a. The sending school must retain a copy of the written notification sent to the parent of the school’s intent to transfer the student. This notification which includes the reason for transfer must be in the possession of the sending school.
 - b. The parent must be allowed an opportunity to respond to the sending school. Any written response must be in the possession of the sending school.
 - c. The written documentation as described above is maintained in the sending school records.
2. The sending school then makes the determination that the student should indeed be transferred to the receiving school.
 3. A code 31 is entered for the student with the current date (today’s date). In the comment field, add the receiving school name and student reason for leaving.
 4. Verification of Enrollment: If the transferred student does not subsequently re-enroll in a CPS school, that student may be counted as a dropout. Reference, the CPS Dashboard, DQI metric entitled *Potential Dropout*, for more information.

Best Practice

*If the student is going to a CPS-affiliated Options school, SAFE school, or charter school, they should **not** be coded as an out-of-district transfer (code 32 or 33), as these are CPS schools. Code 31, which is automatically verified by IMPACT SIM upon the student’s enrollment in the Receiving School, is the correct leave code.*



32 Trns to Chicago non-public	Student is transferring to a non-public school located <u>in the city of Chicago</u> . ❖ Code requires subsequent verification
33 Trnsfer outside of Chicago	Student is transferring to a public or private school located <u>outside the city of Chicago</u> . ❖ Code requires subsequent verification

1. The parent/guardian or emancipated student must request a transfer from the sending school in writing – including the signature of the party authorized to make this request and the name and location of the receiving school. This written request must be in the possession of the sending school.

Or

The sending school receives a written request for records from the receiving school indicating enrollment at the receiving school or the sending school receives written notification from the receiving school that the student has enrolled at the receiving school.

2. The sending school then makes the determination that the student should indeed be transferred out.
3. A code 32 or 33 (as appropriate) is entered for the student with the current date (today's date). In the comment field, add the receiving school name and student reason for leaving.
4. The written documentation as described above is maintained in the sending school records.
5. **Verification of Enrollment:** When the sending school receives a written request for records from the receiving school, or when the sending school receives written notification from the receiving school that the student has enrolled at the receiving school, the sending school should then complete the student's information on the SIM *Verification of Transfers* screen. Reference, the CPS Dashboard, DQI metric entitled *Unverified Out of District Transfers*, for more information.

Note: see pages 9 and 10 for additional instructions on properly verifying a student's transfer.

Best Practices

Transfer leave codes to another school (31, 32, 33) should only be used when the student is transferring to another school.

GED, Lincoln's Challenge, and similar programs are not schools. These students are not transferring and should be withdrawn with the proper code (e.g., 87, 67).

Home school is a separate code (40). It is not an out-of-district transfer.



34 Trans to residential inst	<p>Student is transferring at the request of the parent or guardian to a residential institution or a facility providing long-term care, NOT within the district (i.e., a transfer that is NOT court-ordered, IEP-justified, or State Agency approved).</p> <p>❖ Code requires subsequent verification</p>
35 Lgl cmdt to correctnl inst	<p>Student is legally committed to a State or Federal Correctional Institution.</p>

1. The sending school receives written notification from the receiving institution that the student now resides at the receiving institution.
2. The sending school then makes the determination that the student should indeed be transferred out.
3. A code 34 or code 35 (as appropriate) is entered for the student with the current date (today's date). In the comment field, add the receiving institution name
4. The written documentation as described above is maintained in the sending school records.
5. Verification of Enrollment for Code 34 only: When the sending school receives a written request for records from the residential institution, or when the sending school receives written notification from the residential institution that the student has been admitted, the sending school should then complete the student's information on the SIM *Verification of Out-of-District Transfers* screen. Reference, the CPS Dashboard, DQI metric entitled *Unverified Out of District Transfers*, for more information.

Note: see pages 9 and 10 for additional information on properly verifying a student's transfer.

40 Home Schooled	Student is being home schooled.
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1. The parent/guardian must complete the *CPS Statement of Assurance* and provide a letter which describes the manner in which the parent will be instructing the child at home.
2. The sending school then makes the determination that the student should indeed be withdrawn.
3. A code 40 is entered for the student with the current date (today's date).
4. The written documentation as described above is maintained in the sending school records.

41 Recd notification of death	The school receives notification of the student's death
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1. The school receives official notification of the student's death.
2. A code 41 is entered for the student with the current date (today's date).
3. The official notification is maintained in the school records.



52 Prog Vol Ended, PK or K	The parent or guardian is voluntarily withdrawing the student from an optional Early Childhood program. (Note: this code is restricted to Early Childhood programs only).
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Student was enrolled in an optional program and the parent or guardian is voluntarily withdrawing. This is a restricted code for students in Early Childhood programs only.

55 Grad from a Chi Pub HS	Student is graduating from a Chicago Public, Contract or Charter School.
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With the implementation of the Graduation Process Automation, schools can no longer enter a code 55. Reference the *Overview of the Automated Grad Process* document, located on the IMPACT website, for details: <http://impact.cps.k12.il.us/downloads/OverviewAutomatedGraduationProcess.pdf>

67 Age 21, Grad Reqs NOT Met	Dropout Code – Student has reached 21 years old and has <u>not</u> met graduation requirements, applicable to both general education students and students receiving special education and related services.
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Any high school student who has not met graduation requirements and is now age 21, to include a student receiving special education and related services. For a student receiving special education and related services, he/she must be withdrawn no later than the day before the 22nd birthday.

Note: This code replaces the now retired *Code 53 – Completion of IEP*.

Best Practice

Code 67 should be used when a student without an IEP has reached their 21st birthday or when a student with an IEP has reached the day before their 22nd birthday but has not met graduation requirements.

86 Unable to locate, LC flwd	Dropout Code – The school is unable to locate student and school has followed the <i>Lost Child</i> process.
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1. Once the *Lost child* process has been completed, the school then makes the determination that the student should indeed be withdrawn.
2. A code 86 is entered for the student with the current date (today's date).
3. The *Lost Child/Unable to Locate Report* is maintained in school records.



87 17 or >, Cons to Wthd	Dropout Code – Student is 17 years or older and the <i>Consent to Withdraw</i> form has been completed.
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1. Parent/guardian/emancipated student fills out and signs the *Consent to Withdraw* form. **Note:** Student must be at least 17 years old.
2. The school then makes the determination that the student should indeed be withdrawn.
3. A code 87 is entered for the student with the current date (today's date).
4. The *Consent to Withdraw* form is maintained in school records.

Best Practice

Students under the age of 17 cannot “dropout” by law. This means they cannot be withdrawn with a code 87 - Consent to Withdraw.

99 Did Not Arrive	Dropout Code - Student did not arrive the first day of school (note: code only applicable until the 20 th day).
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1. Code 99 is only applicable the first 20 days at the start of each school year. Schools must make a final determination of student status for all code 99 students by the 20th day.
2. If, at the end of the school year, a student is still withdrawn with a code 99, the student will be counted as a drop-out.
3. Reference the CPS Dashboard, DQI metric entitled “*Invalid Leave Code*” for more information.
4. After the 20th day, code 99 should not be used to withdraw a student from school.



Properly Verifying Student Transfers

Leave Codes 32, 33, and 34 require subsequent verification. Verification is completed on the school’s *Verification of Out-of-District Transfers* page in IMPACT SIM, examples of which are illustrated in the following screen capture:

Transfer date	Status code	Student ID	Student name	School from	*Receiving school	Date records requested	Records sent	Notes	*Date records sent	Last modified by	*Last changed by (old)
6/20/2015	33				Okeefe ES, 123 W Avenue, San Antonio, TX 78201	6/27/2015	Health Information	also sent transcript	6/27/2015		
6/20/2015	33				Okeefe ES, 123 W Avenue, San Antonio, TX 78201	6/27/2015	Health Information	also sent transcript	6/27/2015		
6/20/2015	33				Victoria ES, 445 East Avenue, Victoria, PA 33312	7/1/2015	Transcript		7/1/2015		

**Fields to be completed by the School.
All other fields are read-only.**

Note the following:

1. Verification is a 2-step process. First, student records must be sent to the Receiving school per that school’s request. Only at that point, can the school complete the second step, which is to complete all of the verification fields in SIM on the *Verification of Out-of-District Transfers* screen. If the record exchange has not occurred, do not complete the fields in this screen.

❖ **Scenario:**

Megan’s family moved to Maywood and filled out the proper paperwork to withdraw. Megan was withdrawn with a “33- Transfer outside of Chicago” leave code. Upon enrollment at Proviso East High School, the Proviso East staff contact your school for transcript records, which are then sent to the school. You can now fill out all of the required fields in the *Verification of Out-of-District Transfers* screen. The transfer is now properly verified. If all these steps are not completed, then the transfer stays unverified.

2. A parent telling you where they are going is not sufficient for verifying a transfer, nor is it sufficient to send records with the parents.

❖ **Scenario:**

Tony’s family says they are transferring to Highland Park High School and completes the proper paperwork to withdraw. You provide the family with a copy of Tony’s transcript and health records upon leaving. However, you cannot complete the “Records sent” or “Date records sent” fields unless you connect with Highland Park High School directly and confirm his enrollment.



3. Be as specific as possible with regard to the “Receiving school” field. Include the school’s name, city, and state. If this isn’t known at the time the student transfers out, the school should enter whatever information it has into that field. However, if the transfer is being verified, the school should at that point have additional information about where the student has enrolled, and should update the “Receiving school” field at that time.

❖ **Scenario:**

Ramon’s family is moving to Indianapolis, but does not know where he will be attending school. You enter “Indianapolis, IN” in the “Receiving school” field, but you are not yet able to complete the rest of the verification. A month later, Jefferson High School in Indianapolis, IN contacts you for Ramon’s records and you send them to the school. You can now update the “Receiving school” field with the name of the school. You can also complete the “Records sent” and “Date records sent” fields.

4. If the student intended to transfer, and you later learn that the student did not enroll in another school, you do not need to make any changes to the student record. This will be recorded as an unverified transfer, which will count as a dropout. The school is correct in leaving the transfer leave code in place, as this is consistent with the information the school had at the time the student withdrew.

❖ **Scenario:**

Danielle’s family says they are moving to Homewood and enrolling Danielle in Homewood-Flossmoor High School. Danielle is withdrawn with a “33 - Transfer outside of Chicago” and you enter “Homewood-Flossmoor High School, Homewood, IL” in the “Receiving school” field. However, Homewood-Flossmoor High School never contacts you, and you learn from Danielle’s friends that she is not enrolled in school. You do not need to make any changes to the leave code or the *Verification of Out-of-District Transfers* screen. Danielle will remain an unverified out-of-district transfer.

5. Keep any records used to assist in the verification in case of an audit.
6. For questions about policies and procedures, contact the Department of Education and Sports Policy and Procedures, Office of Teaching and Learning at 773-553-1216. For technical questions or issues, contact the IT Service Desk at 773-553-3925, option 2 for IMPACT.