



**Instructional Management Program
and Academic Communication Tool**

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

**09/30/2017
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Introduction

The purpose of this quick guide is to provide clarification on when to use CPS Enrollment and Leave (Withdraw) Codes, and how to properly verify student transfers.

Proper use of CPS Enrollment and Leave Codes is critical to accurate record keeping. Close coordination between attendance and registration/enrollment activity is important to ensure a clear narrative of a student's history.

If ever in doubt about which enrollment or leave code to use, consult with the Department of Education Policy and Procedure at 773-553-1216.

Important Legal Facts

1. IMPACT SIM is the official and legal "system of record" for CPS.
2. Enrolling in school is mandatory under state law for children between the ages of **6 and 17**.
3. Attending school is mandatory under state law for grades **K-12**.
4. Student attendance records are considered **legal documents** and must be treated as such.
5. The **falsification** of student records is against the law and CPS policy.
6. If a person knowingly enters information into IMPACT SIM that misrepresents a student's information, that can result in dismissal.

Enrollment/Leave Code Use and Responsibility

When using CPS Enrollment and Leave Codes, it is important to keep in mind:

1. School-based **audits will be conducted**, and schools will be expected to provide evidence that verifications were completed properly.
2. A student record is a permanent record and, therefore, it can never be destroyed or become inaccessible. **Schools must maintain the log/record of release of student records in an accessible format and location.**
3. The **verification process ensures data quality** and **accountability** for our students. You should keep track of all students and make sure that those who leave our district connect with educational institutions wherever they go. See page 13 of this document for details on properly verifying an out-of-district transfer.

Reminder: Neighborhood schools cannot deny enrollment or force a withdrawal based on low attendance behavioral history, STLS (homeless) status, or sending institution (i.e., Nancy B Jefferson Correctional Facility).

Similarly, schools with selective enrollment may not force a withdrawal of a student for any of these reasons.



CPS Enrollment (Entry) Codes



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

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

01 No Former School
 02 Chicago Public School
 03 Chicago Private School
 04 IL Pub Schl, Not Chicago
 05 IL Priv Schl, Not Chicago
 06 US Public School, Not IL
 07 US Priv School, Not IL
 08 Not in USA

Code	Description
01 No Former School	Student has never been enrolled in a school.
02 Chicago Public School	Student’s last school of enrollment was a CPS Traditional, Contract, Option or Charter school (affiliated with CPS).
03 Chicago Private School	Student’s last school of enrollment was a private/parochial school or a charter school (<u>not</u> affiliated with CPS) in the <u>city of Chicago</u> . Note: Homeschooling is considered a private school.
04 IL Pub Schl, Not Chicago	Student’s last school of enrollment was a public school in the <u>state of Illinois</u> (not a CPS Traditional, Contract, Option or Charter school).
05 IL Priv Schl, Not Chicago	Student’s last school of enrollment was a private school in the <u>state of Illinois</u> (not including the city of Chicago).
06 US Public School, Not IL	Student’s last school of enrollment 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 enrollment was a private school in the United States (not including the state of Illinois).
08 Not in USA	Student’s last school of enrollment 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 the following pages for a description of each code and detailed procedures for withdrawing students, to include properly verifying student transfers (for applicable leave codes).

31 Transfer within CPS
32 Trns to Chicago non-public
33 Trnsfer outside of Chicago
34 POLICY APPROVAL RQD-Res In
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
85 Verified Wthd, Age 16 Only
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 85 added. Effective 2017-18SY

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



QUICK GUIDE to CPS Enrollment and Leave Codes

Leave Code Descriptions

IMPORTANT: See pages 7 – 12 (Procedures for Withdrawing Students) for additional details about the use of each code.

Leave Code	Description
31 Transfer within CPS	Student is transferring to another CPS Traditional, Contract, Option, or Charter school <u>within the District</u> .
32 Trns to Chicago non-public	Student is transferring to a school located <u>in the city of Chicago</u> that is not a CPS Traditional, Contract, Option, or Charter school.
33 Trnsfer outside of Chicago	Student is transferring to a public or private school located <u>outside the city of Chicago</u> .
34 POLICY APPROVAL REQD-Res In * USE OF THIS CODE REQUIRES POLICY APPROVAL *	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).
35 Lgl cmtd to correctnl inst	Student is legally committed to a state or federal correctional institution OR to a county facility <u>outside of the District</u> . (Note: Consuela B York HS and Nancy B Jefferson HS are CPS schools, and transfers to them are code 31.)
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 <u>optional Early Childhood program only</u> .
55 Grad from a Chi Pub HS	Student is graduating from a CPS Traditional, Contract, Charter, Option, or Charter school
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.
85 Verified Wthd, Age 16 Only * NEW FOR THE 2017-18SY *	Dropout Code – Student is 16 years old and Parent/Guardian provides an acceptance letter from a state-recognized GED or job skills program.
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. The Parent/Guardian has filed a Missing Person's Report because the child's whereabouts are unknown.
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 or Emancipated student. (Note: This code includes a GED or job skills program.)
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 Withdrawing Students

It is important to understand the following terminology:

- **The Sending School** – the school where the student is currently enrolled. This school withdraws the student.
- **The Receiving School** – the school to which the student is transferring. This school enrolls the student.

31 Transfer within CPS	<p>Student is transferring to another CPS Traditional, Contract, Option, or Charter school <u>within the District</u>.</p> <p>Notes:</p> <ul style="list-style-type: none"> ❖ <i>Student cannot be enrolled in a CPS Receiving School on the same day as the withdrawal from the CPS Sending School.</i> ❖ <i>A student participating in the SOAR program is not to be withdrawn, and must remain enrolled in the school.</i>
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1. The Parent/Guardian or Emancipated student must request a transfer from the Sending School in writing. The written request must be signed by the Parent/Guardian or emancipated student and include 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. This written documentation is maintained in the Sending School records.
2. The Sending School makes the determination that the student should indeed be transferred to the Receiving School.
 3. The student is withdrawn with code 31 and an end date, based on the last date of attendance submission (to include suspensions, absences, etc.). It is optional to add comments, such as the Receiving School name.
 4. **Verification of Enrollment:** If the student does not subsequently re-enroll in a CPS school, that student may be counted as a dropout at the end of the school year. Reference, the CPS Dashboard DQI metric entitled [Potential Drop-out](#), for more information.

Note: For Year End Processing, **do not use code 31** to withdraw a student who plans to attend another CPS school for the next school year. Follow the Student Projections Process as detailed in the [Student Projections Quick Guide](#). Students withdrawn with code 31 at the end of June may be counted as a dropout. Reference, the CPS Dashboard DQI metric entitled [Potential Drop-out](#), for more information.



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<p>32 Trns to Chicago non-public</p>	<p>Student is transferring to a school located <u>in the city of Chicago</u> that is not a CPS Traditional, Contract, Option, or Charter school.</p> <p>Notes:</p> <ul style="list-style-type: none"> ❖ Student is transferring to a parochial school or a charter school in the city of Chicago that is <u>NOT</u> affiliated with CPS. ❖ This code is <u>not used</u> for transfers to GED programs. See codes 85 and 87.
<p>33 Transfer outside of Chicago</p>	<p>Student is transferring to a public or private school located <u>outside the city of Chicago</u>.</p> <p>Note:</p> <ul style="list-style-type: none"> ❖ This code is <u>not used</u> for transfers to GED programs. See codes 85 and 87.

1. The Parent/Guardian or emancipated student must request a transfer from the Sending School in writing. The written request must be signed by the Parent/Guardian or Emancipated student and include the name 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 that the student is already enrolled at the Receiving School.

2. The Sending School makes the determination that the student should indeed be transferred out.
3. The student is withdrawn with code 32 or 33 and an end date, based on the last date of attendance submission (to include suspensions, absences, etc.). It is optional to add comments, such as the Receiving School name.
4. The written documentation as described above is maintained in the Sending School records.
5. **Verification of the Transfer:**

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 is already enrolled at the Receiving School, then the Sending School should complete the student's information on the *Verification of Out-of-District Transfers* screen. Reference, the CPS Dashboard DQI metric entitled [Unverified Out of District Transfers](#), for more information.

See page 13 of this document for details on properly verifying an out-of-district transfer.



QUICK GUIDE to CPS Enrollment and Leave Codes

<p>34 POLICY APPROVAL REQD-Res In</p> <p>* USE OF THIS CODE REQUIRES POLICY APPROVAL *</p>	<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>Notes:</p> <ul style="list-style-type: none"> ❖ <i>This code should never be applied without consultation by the Department of Education Policy and Procedure at 773-553-1216.</i> ❖ <i>This code is reserved for unique cases, and is not for standard use.</i> ❖ <i>Hartgrove or Riveredge Placement does not equal a transfer. The School's Case Manager should be consulted.</i>
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1. The Sending School receives written notification from the receiving institution that the student now resides at the receiving institution.
2. The Sending School contacts CPS's Department of Education Policy and Procedure at 773-553-1216 for approval to use code 34.
3. If approved, the student is withdrawn with code 34 and an end date, based on the last date of attendance submission (to include suspensions, absences, etc.). It is optional to add comments.
4. The written notification as described above is maintained in the Sending School records.
5. **Verification of the Transfer:**

When the Sending School receives a written notification from the receiving institution that the student now resides at the Receiving School, then the Sending School should complete the student's information on the *Verification of Out-of-District Transfers* screen. Reference, the CPS Dashboard DQI metric entitled [Unverified Out of District Transfers](#), for more information.

See page 13 of this document for details on properly verifying a transfer.

<p>35 Lgl cmdt to correctnl inst</p>	<p>Student is legally committed to a state or federal correctional institution <u>OR</u> to a county facility <u>outside the District</u>.</p> <p>Note:</p> <ul style="list-style-type: none"> ❖ <i>Consuela B York HS and Nancy B Jefferson HS are CPS schools, and transfers to them are code 31.</i>
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1. The Sending School receives written notification from the receiving institution that the student now resides at the receiving institution.
2. The Sending School makes the determination that the student should indeed be transferred out.
3. The student is withdrawn with code 35 and an end date, based on the current date.
4. The written documentation as described above is maintained in the Sending School records.



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40 Home Schooled	Student is being home schooled.
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1. The Parent/Guardian is encouraged to 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 student is withdrawn with code 40 and an end date, based on the current date.
3. The written documentation as described above, if submitted, must be sent to the Department of Education Policy and Procedure and a copy maintained in the Sending School records.

41 Recd notification of death	<p>The school receives notification of the student’s death</p> <p>Note:</p> <p>❖ <i>A copy of the obituary or a death certificate can serve as official notification.</i></p>
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1. The school receives official notification of the student’s death.
2. The student is withdrawn with code 41 and an end date, based on the date of notification.
3. The official notification is maintained in the school records.

52 Prog Vol Ended, PK or K	<p>The Parent or Guardian is voluntarily withdrawing the student from an <u>optional Early Childhood program only</u>.</p> <p>Note:</p> <p>❖ <i>Compulsory enrollment begins at age 6. Once a child is enrolled in Kindergarten, the child cannot be withdrawn with a code 52.</i></p>
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1. Student is enrolled in an optional program, and the Parent or Guardian is voluntarily withdrawing.
2. This is a restricted code for students in optional Early Childhood programs only.

55 Grad from a Chi Pub HS	Student is graduating from a CPS Traditional, Contract, Option or Charter high school.
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1. With the implementation of Graduation Process Automation, schools can no longer enter a code 55.
2. Reference the [Overview of the Automated Grad Process](#) document for details.



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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.
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1. 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.
2. For a student receiving special education and related services, he/she must be withdrawn no later than the day before the 22nd birthday.
3. This code replaces the now retired *Code 53 – Completion of IEP*.

85 Verified Wthd, Age 16 Only * NEW FOR THE 2017-18 SY *	Dropout Code – Student is 16 years old and Parent/Guardian provides an acceptance letter from a state-recognized GED or job skills program. Note: ❖ <i>This includes Lincoln’s Challenge, Job Corp programs, and/or GED programs that admit 16 year olds.</i>
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1. The Parent/Guardian provides an acceptance letter from a state-recognized GED or job skills program. The student must be 16 years old only.
2. The school makes the determination that the student should indeed be withdrawn.
3. The student is withdrawn with code 85 and an end date, based on the current date.
4. The acceptance letter is maintained in school records.

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. The Parent/Guardian has filed a Missing Person’s Report because the child’s whereabouts are unknown.
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1. Once the *Lost child* process has been completed, the school makes the determination that the student should indeed be withdrawn.
2. The student is withdrawn with code 86. The end date can be either one of the following dates:
 - a. If a Missing Person’s Report is filed, the end date should be the date indicated on the Missing Person’s Report; **OR**
 - b. If the Lost Child Process is followed and completed, the end date can be the date the investigation began.
3. The *Lost Child/Unable to Locate Report* is maintained in school records.



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87 17 or >, Cons to Wthd	<p>Dropout Code – Student is 17 years or older and the <i>Consent to Withdraw</i> form has been completed by the Parent/Guardian or Emancipated student.</p> <p>Notes:</p> <ul style="list-style-type: none"> ❖ <i>For example, the student is completing their recovery credit in a CPS Evening/Night School only; or the student is completing their education via a GED program or a job-skills program (i.e., Lincoln’s Challenge, Job Corp).</i>
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1. Parent/Guardian/Emancipated student fills out and signs the *Consent to Withdraw* form. The student must be 17 years or older.
2. The school makes the determination that the student should indeed be withdrawn.
3. The student is withdrawn with code 87 and an end date, based on the current date.
4. The *Consent to Withdraw* form is maintained in the school records.

99 Did Not Arrive	<p>Dropout Code – Student did not arrive the first day of school.</p> <p>Note:</p> <ul style="list-style-type: none"> ❖ <i>This code is applicable until the 20th day only.</i>
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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. Reference the CPS Dashboard DQI metric entitled [Invalid Leave Code](#) for more information.
3. After the 20th day, code 99 should not be used to withdraw a student from school.
4. Reference the [Did Not Arrive \(DNA\) Process Overview document](#) for more information about the DNA Process.

Updating an Incorrect Leave Code in SIM

Reminder: If, during the current school year, a school withdraws a student with the incorrect leave code, the school should update this incorrect code. Do **not** add a second leave code. If a second leave code is mistakenly added, contact the IT Service Desk at 773-553-3925 to submit a request to have the second leave code deleted from the student’s record.



Properly Verifying Student Transfers

Verification of Out-of-District Transfers Screen in SIM

Leave Codes 32, 33, and 34 require subsequent verification. Verification is completed on the school's *Verification of Out-of-District Transfers* screen in SIM.

Effective for the 2017-18 School Year, the following enhancements have been added:

1. "Attestation" language to remind users that they must have supporting documentation on file for students whose transfer is verified, as follows:

By verifying a student's out-of-district transfer record, you are confirming that you are entering accurate information about the student's transfer to another school and that necessary supporting documentation exists, such as a written request for records from the receiving school indicating enrollment or written notification from the receiving school that the student has enrolled at the receiving school. In instances where the student has moved out of the country, the school must have written confirmation that a student has emigrated to another country. Note that falsification of student records is against the law and CPS Policy. Documentation must be maintained per Board Policy 706.1 Student Records Retention and are subject to internal audit.

2. A link to "greatschools.org" to assist schools with looking up a Receiving School's name and address. Phone numbers are also available to contact the Receiving School, if needed.
3. An update to the "Receiving School" column heading to include "Address". The column heading has been changed to "Receiving School Name & Address"

Home > Verification of Out-of-District Transfers 2017 - 2018 SY Active

A.N. Pritzker School

1 Confirmation of Accurate Transfer Inform

By verifying a student's out-of-district transfer record, you are confirming that you are entering accurate information about the student's transfer to another school and that necessary supporting documentation exists, such as a written request for records from the receiving school indicating enrollment or written notification from the receiving school that the student has enrolled at the receiving school. In instances where the student has moved out of the country, the school must have written confirmation that a student has emigrated to another country. Note that falsification of student records is against the law and CPS Policy. Documentation must be maintained per Board Policy 706.1 Student Records Retention and are subject to internal audit.

Verification of Transfers

2 To look up the Receiving School (Rcvng Sch) Official Name and Address, click this link to greatschools.org

Transfer Info

Selected: 0 Edit

Transfer date	Status code	Student ID	Student name	School from	*Rcvng Schl Name & Address	Date records requested	Records sent	Notes	*Date records sent	Last modified by	*Last changed by (old)
9/8/2017	33						N/A				

Note: Updating the Transfer date and/or Status code fields

The *Transfer date* and *Status code* fields in this table populate after the student is withdrawn on the *Enrollments* screen. If the values are then updated/changed on the *Enrollments* screen, they do not update in this table. The school will need to contact the IT Service Desk at 773-553-3925 and submit a request to have this Verification table updated.



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Two Step Process for an Out-of-District Transfer Verification

Verification is a 2-step process: First, student records must be sent to the Receiving School based upon written notification from that Receiving School. Second, schools can then complete the following four required fields on the *Verification of Out-of-District Transfers* screen (as illustrated here):

1. Receiving School Name & Address
2. Date Records Requested
3. Records Sent
4. Date Records Sent

<input type="checkbox"/>	Transfer date	Status code	Student ID	Student name	School from	*Rcvng Schl Name & Address	Date records requested	Records sent	Notes	*Date records sent	Last modified by
<input type="checkbox"/>	9/8/2017	33				Elmwood ES, 2319 North 76th Ave, Elmwood Park, IL 60707	9/12/2017	Transcript	also sent Health Info	9/13/2017	
<input type="checkbox"/>	9/8/2017										

These 5 fields are read only.

Use the "Notes" field to enter additional information as needed

Notes:

- ❖ A Parent telling you where they are going is not sufficient for verifying a transfer. If the Receiving School has not submitted a written request for records, do not complete the fields on the *Verification* screen.
- ❖ 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. 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.
- ❖ Keep any records used to assist in the verification in case of an audit.
- ❖ For questions about policies and procedures, contact the Department of Education Policy and Procedure at 773-553-1216.
- ❖ For technical questions or issues, contact the IT Service Desk at 773-553-3925.



Frequently Asked Questions for an Out-of-District Transfer

1. What documents should be given to the Parent/Guardian when transferring the student out-of-district?

Answer: *After the student is withdrawn in SIM, the school should provide the “Good Standing” form (known in SIM as the CPS ISBE Transfer Report) to the Parent/Guardian or Emancipated student. Schools may also provide health information. However, schools should wait until the Receiving School requests grades before providing official transcript information.*

Exception: *if the student is transferring to a school out of the country, it is important that the Parent/Guardian’s written request to be withdrawn states that they are moving to another country. After the student is withdrawn, schools should provide official transcript information to the Parent/Guardian.*

2. Can the transfer be immediately verified based on the documents provided to the Parent/Guardian when the student is withdrawn from the school?

Answer: *No, the transfer should not be immediately verified. Schools should wait until the Receiving School submits a written request for information.*

Exception: *if the student is transferring to a school out of the country, it is important that the Parent/Guardian’s written request to be withdrawn states that they are moving to another country. After the student is withdrawn, schools can use the official transcript information provided to the Parent/Guardian to immediately verify the transfer.*

3. What should a school do if the Receiving School never calls back for records?

Answer: *If the Receiving School never calls back for records, schools need to investigate the true status of the student, and, if appropriate, pursue the Lost Child/Unable to Locate process. Per ISBE (State) requirements, transfers out of district must be verified. Until the Sending school receives written confirmation that the student is enrolled in another educational institution, the transfer remains unverified in SIM.*

Exception: *if the student is transferring to a school out of the country, it is important that the Parent/Guardian’s written request to be withdrawn states that they are moving to another country. After the student is withdrawn, schools can use the official transcript provided to the Parent/Guardian to immediately verify the transfer.*