This document contains additional information and tips that will assist in the coding of the Project EASIER data elements.

The data elements are arranged alphabetically within the categories of Demographics, Enrollment Records, Removal Records, Course Records, Student Identification and Locator System, and Miscellaneous Notes.

DEMOGRAPHICS

ACT Composite Score   *D0525*
    Definition: Highest ACT Composite Score for 9-12 students regardless of the year the test was taken.

    Note: If a student has more than one composite score, the Student information systems should extract the highest composite score. All scores for 9th – 12th grade students are included in the ACT composite score count of 20 or higher in the APR, post-secondary probable success indicator.

Activity Participation *   *D0240*
    Definition: "Activity" refers to Student Activity Program activities

    Required for: Nonpublic and CPI Dual Enrolled students in grades 9-12

    Note: Student Activity Programs are locally defined

Attending District *   *D0203*
    Definition: State assigned ID of the district where the student is counted for attendance purposes.

    Note: Attending District will be your district for all students except tuitioned out, open enrolled out, or whole grade sharing out students.

    Note: Attending district remains your district number when a student transfers out of your district.

    Note: Attending district must be maintained to associate the student's attendance information to the correct building and district from where the student was in attendance.

Birth Date *   *D0020*
    Note: If your student information system does not store dates in the mm/dd/yyyy format, the extract will convert dates into the proper format for you.

21st Century Community Learning Centers   *D0335*
    Definition: Federally funded grants to support before- and after-school learning centers in Iowa to provide academic enrichment opportunities for children in low-resource schools.

    Required for: Districts that receive this funding

    Note: Sites are located within school districts and may or may not be housed within a public school district facility.

    For more information: Joe Herrity 515-281-3290   joe.herrity@iowa.gov

Charter School   *D0775*
    Required for: Students attending schools designated as Charter Schools by the State of Iowa

    For more information: Del Hoover 515-281-8402   del.hoover@iowa.gov

Days Enrolled   *D0500*
    Required for: All students (including CPI, and those attending a community college, an alternative high school or alternative program)

Note: One day should reflect an individual student's day. For students assigned to attend only half a day, a day enrolled = 1. FTE will be used to adjust the total days for attendance reports.

Example: A day enrolled for a student who is enrolled and is assigned 5 out of 8 periods equals 1 day.

Hint: Individual student attendance is editable on EASIER.

Days Present   D0510
Required for: All students (including CPI, and those attending a community college, an alternative high school or alternative program)

Note: One day should reflect an individual student's day. For students assigned to attend only half days, a day present = 1. FTE will be use to adjust the total days for attendance reports.

Note: For a student who is assigned to and attends 5 out of 8 periods, a day present equals 1 day.

Hint: Know how your student information system calculates days present for less that full-time students. Adjustments might be necessary on the student attendance section of the Certified Annual Report.

Days Unexcused   D0515
Definition: Unexcused absences are determined by the district. Only days for which the student was unexcused for the entire day count as unexcused absences.

Note: Out-of-school suspensions are not unexcused absences.

Note: Being unexcused for a partial day does not count.

Diploma Type   D0550
Definition: Type of diploma earned by a high school graduate

Required for: All students with Graduation Status 'Y'

Note: If a Foreign Exchange student meets district graduation requirements, they receive Diploma Type 1 or 2. Foreign Exchange students and others who do not meet district graduation requirements may receive an "honorary diploma" and will be coded as Diploma Type 3 – 'Other Completer'.

Early Intervening Services   D0760
Definition: Under IDEA, AEA/LEAs are permitted to use "not more than 15%" of their Section 611   Part B allocation to "develop and implement coordinated, early intervening services, which may include interagency funding structures, for students in kindergarten through grade twelve (with a particular emphasis on students in kindergarten through grade three) who are not currently identified as needing special education or related services, but who need additional academic and behavioral support to succeed in a general education environment." 34 CFR 300.226(a).

Required for: Districts that have been determined to be disproportionate and all other districts that provide services with these funds

Note: AEAs will notify districts of any teachers who received staff development using IDEA Part B funds. Students of those identified teachers are to be coded as receiving Early Intervening Services during the school year in which the training occurred.

Note: AEAs will notify districts of any students who received direct services using IDEA Part B funds.

Note: Early Intervening Services are only for regular education students. It is possible that, after receiving the services, a student is staffed into special education. In that case, both Early Intervening Services and IEP indicators will be marked 'Yes'.

Note: Early Intervening Services is a yearly indicator. A student marked as receiving early intervening services remains marked for that year only. A student is only marked a second year if additional services

were rendered or if the student has a teacher during the next year who also received staff development funded through IDEA Part B funds during the new academic year.

For more information: Steve Crew at 515 281-6285 or steve.crew@iowa.gov

ELL Exit Date   *D0465*
  Definition: The date a student is no longer considered an ELL student and stops receiving ELL services.

  Required for: All K-12 students with ELL Status of '4' (Exited)

  Note: A student transferring out of your district should <u>not</u> be exited from ELL simply because the student is leaving the district.

ELL Instructional Program   *D0470*
  Definition: Instructional program of current ELL students

  Required for: All K-12 students with ELL Status of '1' (In an English Language Instructional Program)

ELL Placement Date *   *D0460*
  Definition: The date a student most recently was placed into an ELL program in your district.

  Required for: All K-12 students with ELL Status of '1' (In an English Language Instructional Program) , '2' (Identified as ELL but not in a Program), or '3' (Transitioned).

  Note: State funding for ELL K-12 students is based on the number of years in a program/receiving services in a district. If a student transfers and is placed/receives services in his/her new district, the ELL Placement Date reflects the ELL placement in the new district.

  Hint: For students with an ELL Status of '2' (Identified as ELL but not in a Program), the ELL Placement Date is the date that they were tested.

ELL Placement Instrument   *D0440*
  Definition: The Instrument used to determine initial proficiency level for ELL program/services placement

  Required for: All K-12 students with ELL Status of '1' (In an English Language Instructional Program), '2' (Identified as ELL but not in a Program), or '5' (Tested and not identified as ELL)

  Note: An ELL student is not required to be retested when transferring between districts. The receiving district may enter the previously used placement instrument and proficiency level.

  Hint: If an assessment is given, ELL Placement Proficiency and ELL Status are required.

ELL Placement Proficiency   *D0450*
  Definition: Initial level of English proficiency as determined by the ELL Placement Instrument.

  Required for: All K-12 students assessed with an ELL Placement Instrument

  Note: This indicator remains constant for a student in your district from year to year.

ELL Status *   *D0420*
  Required for: All K-12 students

  Note: Students with ELL Status '3' (Transitioned) are in the process of moving from Status 1 or 2 toward Status 4. They have not yet exited their ELL program/services.

Entry Date into District   *D0210*
  Definition: The beginning of the student's most recent continuous enrollment in the district. If a student leaves the district and returns, change the date to reflect the return date.

Required for: All students

Note: The date does not change for a student who continues from year to year in the same district regardless of the schools in which the student has been or is enrolled.

Hint: If your district changes Student Information Systems, use the Entry Date from the previous SIS. Do not create a new default date. For assistance, contact an EASIER consultant.

First Enrollment Date in US School   *D0490*
Required for: PK-12 students with Immigrant Status 'Y' and students with ELL status of '1', '2', or '3' whose first enrollment date in US schools on or after 8/1/2006. Recommended for all ELL students.

Foster Care *   *D0230*
Use the following to determine the Resident District and Entry Code for Foster Care students:

Did the student physically reside in your district last year?	Have parental rights been severed?	Does the student currently have an IEP?		The student's Resident District is…	The student's Entry Code is…
N	N	N		Yours	1
N	Y	N		Yours	1
N	N	Y		Resident District of parents	4
N	Y	Y		9098 (State)	15
Y	N	N		Yours	1
Y	Y	N		Yours	1
Y	N	Y		Yours	1
Y	Y	Y		Yours	1

Note: All Foster Care students' test scores are assigned to the State of Iowa for NCLB reporting.

Free Lunch   *D0270*
Definition: Eligibility of a student to receive school meals free of charge.

Note: Students are eligible for free lunch through identification processes such as Direct Certification, application, homeless status, foster care status, migrant status, etc.

Note: All students in Provision 2 or 3 schools are eligible for free lunch.

FTE (Full-Time Equivalency) *   *D0495*
Definition: Periods of expected attendance in a year / maximum periods possible in a year for a full-time student.

Required for: All K-12 students who attend your building less than full-time. Does not apply to PK4 students

Note: Students in an every-other-day or half-day Kindergarten program have an FTE of 0.50.

Note: In the spring, this element will be used to calculate student attendance.

Hint: Most Student Information Systems default this value to 0.00, this does not need to be changed for full-time students

Gender   *D0050*

Gifted and Talented   *D0310*
Note: All schools are to identify gifted and talented students. Identified students do not need to be in a specifically designated program.

Grade Level *   *D0030*

   Definition: Grade level of the student during the current school year

   Required for: All PK-12 students

   Note: All PK students in school sponsored programs are to be submitted for Project EASIER

   Note: Districts may allow a transfer-in student who is less than 5 to attend Kindergarten, however, the student will not be counted in certified enrollment. With few exceptions students under the age of 5 as of September 15 of the given school year will be identified as PK.

   Note: 5th year seniors are to be considered grade 12. 5th year seniors with an IEP do not negatively impact a district's graduation rate.

   Note: PK 5-year-olds are counted in certified enrollment.

Graduation Status   *D0530*

   Note: A student may graduate from only one school. The building issuing the diploma must be the building of primary enrollment.

   Note: Use Exit Code '14' (End or Change Enrollment) in the non-graduating school at the end of the year.

   Note: You can only graduate students attending your district. If a tutioned-out student fulfills the district's requirements and earns your district's diploma, then the student should be re-enrolled and counted as a graduate prior to graduation.

   Note: A student who does not graduate and stops attending is to be considered a dropout with Exit Code 4.

Homeless Student Served   *D0800*

   Definition: Refers to Homeless Students Served with McKinney-Vento grant dollars

   Required for: McKinney-Vento subgrantee recipient districts

Homeless Type   *D0340*

   Note: Students in foster care or residential placement are not considered homeless.

   Note: Students living with relatives are not considered homeless unless the reason for doubling up qualifies under the definition provided in Addendum J of the Fall Data Elements.

IEP (Individual Education Plan) *   *D0290*

   Definition: Includes all students with an IEP (special education, speech, physical therapy, etc.)

Immigrant   *D0330*

   Definition: Individual 1) aged 3 through 21; 2) not born in any state or Puerto Rico; and 3) has not attended one or more schools in the US for more than 3 full academic years (not necessarily continuous)

   Note: A child adopted at age 3-21 who meets the criteria is an immigrant. A child adopted prior to age 3 and who has had enough time to adjust to the cultural, language, and educational differences would not be an immigrant.

   Note: Children born to US citizens outside of the "states" and foreign exchange students are not immigrants.

   Note: Date entered US schools is a required data element for students identified as immigrants.

Note: If a student leaves the country for an extended period, the time out of the country is not included in the 3 full academic years. Instead, the 3-full-academic-years count resumes from the time the student left the country but does not restart.

Kindergarten Literacy Assessment *D0735*
Note: Required for all kindergarten students enrolled as of October 1st.

Note: For 5 year-olds assigned to grade 00, use (8) Transitional Kindergarten; Not Assessed to code the Kindergarten Literacy Assessment indicator.

KLA Score 1 *D0745*
Note: Required if Kindergarten Literacy Assessment is BRI, PAT, Observation Survey, Yopp-Singer, or DIBELS. See Data Dictionary for subtest and score range information.

KLA Score 2 *D0746*
Note: Required if Kindergarten Literacy Assessment is PAT or DIBELS. See Data Dictionary for subtest and score range information.

KLA Score 3 *D0747*
Note: Required if Kindergarten Literacy Assessment is PAT. See Data Dictionary for subtest and score range information.

Local Student ID *D0010*
Definition: Unique ID number assigned to a child by the Attending District or created by the student information system.

Required for: All students

Note: Some student information systems create a unique local ID as well as allowing a district or school to create their own local IDs.

Hint: Used by all software systems to facilitate the importing of a State Student ID file

Migrant *D0320*
Note: A student loses migrant status if a student has been continuously enrolled within the same district beyond 3 years.

Postgraduation Location *D0560*
Required for: Student with Graduation Status 'Y' and Diploma Type '1' and '2'

Note: Not required for Foreign Exchange students with Diploma Type '3'

Postgraduation Plan *D0570*
Required for: Student with Graduation Status 'Y' and Diploma Type '1' and '2'

Note: Not required for Foreign Exchange student with Diploma Type '3'

Preschool Attendance *D0780*
Required for: Kindergarten students

Note: No specific amount of preschool time or quality is included.

Note: No change in the preschool attendance indicator would be needed for a student in his/her 2nd year of kindergarten.

Preschool Standards * *D0785*
Required for: PK4 non-IEP students

Hint: The entry code for all PK students is '1' (Enrolled) regardless of Resident District.

Primary Language   *D0410*
    Required for: all students with Immigrant Indicator of 'Y' and/or ELL Status of '1', '2', or '3'. Recommended for all students.

Race/Ethnicity   *D0040*
    Note: To be locally determined if parent indicates multiple race/ethnicity codes.

    Note: Changes to allow multi-racial reporting expected to occur for the 2008-2009 or 2009-2010 school year.

Reason No State Assessment   *D0750*
    Definition: State Assessment refers to ITBS, ITED, and alternative assessments

    Required for: Students in Grades 3-8 and 11

    Note: This element does <u>not</u> refer to the Kindergarten Literacy Assessment

    Note: Federal reports use the information for students with an IEP.

Reduced Lunch   *D0280*

Resident County *   *D0215*
    Definition: State assigned code of the county in which the student resides

    Note: If a student resides in a county outside of your school district boundaries, use the control county (the county in which the district certifies its budget).
You may want to consult with the person who has overseen your certified enrollment in the past if you have further questions on this element.

Resident District *   *D0200*
    Definition: District code of the student's parents', custodial parent's, or guardian's residence.

    Note: Tuitioned-In, Open-Enrolled In, and Whole Grade Sharing-In students require a Resident District different from the Attending District.

School Number   *K0030*
    Definition: The four-digit identification number assigned to each school building by the Iowa Department of Education.

    Note: The district level building number of '0000' can be used for students who are Tuitioned-Out, Open Enrolled-Out, or Whole Grade Sharing Out.

Section 504   *D0300*

State Student ID   *K0020*

Student First Name   *D0060*

Student Last Name   *D0080*

Title I Math   *D0252*
    Definition: Targeted assistance program

    Note: Should not be used to identify students participating in Title 1 Schoolwide program.

Title I Reading   *D0250*
    Definition: Targeted assistance program

    Note: Should not be used to identify students participating in Title 1 Schoolwide program.

Title I School Choice *D0770*
 Definition: Students who are attending Title I schools in their first year or more of school improvement (i.e., have not made adequate yearly progress for two or more years), in corrective action, or in restructuring status are eligible to receive these services.

 Required for: All eligible districts

 For more information: Paul Cahill 515 281-3944 paul.cahill@iowa.gov

Title I Supplemental Services *D0305*
 Definition: Students from low-income families who are attending Title I schools in their second year of school improvement (i.e., have not made adequate yearly progress for three or more years), in corrective action, or in restructuring status are eligible to receive these services.

 Required for: All eligible districts

 For more information: Paul Cahill 515 281-3944 paul.cahill@iowa.gov

Date of Entry or Withdrawal *E0110*

Enrollment Event Type *E0100*

Enrollment Record Sequence *E0130*

Entry Code * *D0180*
    Hint: 15: Tuitioned-in State Paid is used for students:
1. in foster care, who have an IEP, and parental rights have been severed.   The student was not a resident of your district prior to entering foster care, and has an IEP, or
2. tuitioned-in from other states

    Hint: 20: Non-enrolled is used for students who are Tuitioned-Out, Open-Enrolled Out, or Whole Grade Sharing-Out

    Hint: Served Full Time by a Community College (24, 25, 26, or 30) is used for:
1. 5th year students whose IEP allows the student to attend a community college program (e.g. Connections or STRIVE) to fulfill IEP requirements prior to graduating from high school or
2. students attending an alternative school program located at a community college. The student is expected to receive a district diploma.

These students were previously coded with an Exit Code. For certified enrollment, an Entry Code must be used because the community college does not report enrollments through EASIER. The district may choose to assign the students to the district-level school number (0000) rather than to the high school number.

    Note: Students attending a private program at district expense (e.g., Harlan Therapeutic School, Four Oaks, Hillcrest) are considered to be enrolled in your school district and should have the appropriate entry code as it applies to the district with whom the agreement exists with the private program.

Exit Code * *D0190*
    Hint: 13: No Show is used when <u>all</u> of the following apply:
1. The student has been entered in the student information system.
2. The student intended to enroll or re-enroll in the current year.
3. The student did not attend in the current year.
4. The student never attended last year or was exited at the end of last year (transfer, dropout, open-enrolled out, etc.).

    Note: 7-12 students who were active at the end of last year, who did not enroll for the current year, and for whom no reason is known are considered to be Exit Code 4: Dropout.

    Hint: 14: End or Change Enrollment is used:
1. For a student with a part-time enrollment who ends or changes his/her enrollment
2. For keeping historical records of students who change their enrollment.

    Example: Code 14 can end a regular Entry if it is followed by an Entry Code 2 Open-enrolled in. 14: End or Change Enrollment is <u>not</u> used to exit all students at the end of the year

School Number *K0030*

State Student ID *K0020*

Date of Removal   *E0050*

Length of Removal   *E0040*
>   *Note*: The length of removal is the number of school days the student is removed from the school to the nearest tenth of a day. The suspension may be in consecutive days or a part of a day over a number of days (e.g., 1st period for 2 weeks).
>
>   *Example*: In-school suspension is held on Mondays, Wednesdays, and Fridays. A student is assigned to 3 days of in-school. The event is one event. Therefore, the length of removal is 3 days.
>
>   *Hint*: If an expulsion extends over multiple school years, enter the removal data in each year. The length of the removal is specific to the school year. For the second year, use the same entry code from last year that preceded the original Exit Code of '5' (Expelled) followed by an Exit Code of '5' (Expelled).

Reason for Removal   *E0020*
>   *Note*: Tobacco is not considered a drug for this indicator and should be indicated as 'N' (Other).
>
>   *Note*: Harassment falls under Violent Behavior.
>
>   *Note*: Removals occurring because of "look alikes" should be coded as 'N' (Other)
>
>   *Note*: Disruptive behavior includes use of inappropriate language or insubordination.

Received Services During Expulsion *   *E0080*
>   *Note*: This indicator is specific to expulsions only. Students assigned to in-school may receive educational services, but they are not identified as receiving services with this data element since the student was not expelled.

Removal Type   *E0010*
>   *Note*: If the removal type is 'F' (Expulsion following a Suspension for the same incident), both the Suspension and the Expulsion must be entered.
>
>   *Note*: For each expulsion event, either use an E (expulsion) or the combination of S (out-of-school suspension) and F (expulsion following a suspension for the same incident) to identify a single removal event.

School Number   *K0030*

Serious Bodily Injury   *E0070*

State Student ID   *K0020*

Unsafe School Choice Offense   *E0072*
>   *Note*: The following rules or links are provided to help determine whether the offense is an Unsafe School Choice Offense:
>
>   Forcible Felony: rule 281-11.2
>   **281-11.2(PL107-110) Definitions.** For purposes of this chapter, the following definitions apply:
>   *"Department"* means the Iowa department of education.
>   *"Forcible felony"* means any crime defined in Iowa Code section 702.11 . This includes felonious child endangerment, assault, murder, sexual abuse, kidnapping, robbery, arson in the first degree, or burglary in the first degree. Forcible felonies are not willful injury in violation of Iowa Code section 708.4 , subsection 2; sexual abuse in the third degree committed between spouses; sexual abuse in violation of Iowa Code section 709.4 , subsection 2, paragraph *"c,"* subparagraph (4); or sexual exploitation by a counselor or therapist in violation of Iowa Code section 709.15 .
>   *"School"* means an attendance center within a school district.
>   *"School district"* means a public school district in Iowa.

"School year" means from July 1 until June 30 of the following year.
http://nxtsearch.legis.state.ia.us/NXT/gateway.dll/IAC/1/8333/8434/8436?f=templates$fn=document-frameset.htm$q=[field%20folio-destination-name:'rule_281_11_2']$x=Advanced#0-0-0-17867

Assault: Iowa Code 708   Hint: Google Search on Iowa Code 708 or the link:
http://nxtsearch.legis.state.ia.us/NXT/gateway.dll/2007%20Iowa%20Code/2007code/1/26150/26151/26339?f=templates$fn=document-frameset.htm$q=[field%20folio-destination-name:'ch_708']$x=Advanced#0-0-0-0

Sexual Abuse: Iowa Code 709   Hint: Google Search on Iowa Code 709 or the link:
http://nxtsearch.legis.state.ia.us/NXT/gateway.dll/2007%20Iowa%20Code/2007code/1/26150/26151/26367?f=templates$fn=document-frameset.htm$q=[field%20folio-destination-name:'ch_709']$x=Advanced#0-0-0-0

Extortion: Iowa Code section 711.4
711.4 Extortion.
   A person commits extortion if the person does any of the following with the purpose of obtaining for oneself or another anything of value, tangible or intangible, including labor or services:
   1. Threatens to inflict physical injury on some person, or to commit any public offense.
   2. Threatens to accuse another of a public offense.
   3. Threatens to expose any person to hatred, contempt, or ridicule.
   4. Threatens to harm the credit or business or professional reputation of any person.
   5. Threatens to take or withhold action as a public officer or employee, or to cause some public official or employee to take or withhold action.
   6. Threatens to testify or provide information or to withhold testimony or information with respect to another's legal claim or defense.
   7. Threatens to wrongfully injure the property of another.
   It is a defense to a charge of extortion that the person making a threat other than a threat to commit a public offense, reasonably believed that the person had a right to make such threats in order to recover property, or to receive compensation for property or services, or to recover a debt to which the person has a good faith claim.
   Extortion is a class "D" felony.
   [C51, §2590; R60, §4213; C73, §3871; C97, §4767; S13, §4767; C24, 27, 31, 35, 39, § **13164;** C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, §720.1; C79, 81, §711.4]
http://nxtsearch.legis.state.ia.us/NXT/gateway.dll/2007%20Iowa%20Code/2007code/1/26150/26151/26419/26423?f=templates$fn=document-frameset.htm$q=[field%20folio-destination-name:'sec_711_4']$x=Advanced#0-0-0-0

   For more information: Carol Greta 515-281-8661   carol.greta@iowa.gov

Weapon Type   *E0060*

COURSE RECORDS

Accreditation Program Area   *C0040*

Course Origination *   *C0120*
   Note: Formerly named Course Type or Course Type by Funding Source.

   Note: For Iowa Learning Online courses, use 6

   Note: For Iowa Online AP Academy courses, use 7

   Note: For courses for which codes 1 through 7 do not apply, use 8 (other).

Institution Providing Course   *C0050*
   Hint: Use your district for Iowa Learning Online and Iowa Online AP Academy courses.

Local Course Number   *C0020*

Local Course Title   *C0010*

NCES Course Code   *C0030*

School Number   *K0030*

State Student ID   *K0020*

STUDENT IDENTIFICATION AND LOCATOR SYSTEM

Attending District *D0203*

Birth Date *D0020*

Current School Year *D0575*

Note: Use the second half of the academic school year. For example, during 2007-2008, use 2008.

Gender *D0050*

Grade Level *D0030*

Local Student ID *D0010*

Race/Ethnicity *D0040*

Resident District *D0200*

School Number *K0030*
Note: Identified in the State ID application as School Code.

Social Security Number *D0160*

State Student ID *K0020*

Student First Name *D0060*

Student Last Name *D0080*

Student Middle Name *D0070*

Student Suffix *D0090*

4-Year-Old Preschoolers under State funding:
- Must be identified with an enrollment code of Enrolled (1)
- Enter correct district of resident code.
- If your district has an agreement with a private preschool program, the district will maintain student records in the local student information system for EASIER reporting purposes.
- The attending district code for the students attending a private preschool will be the code of the district receiving the State QPPS funds.

Dropout
- A 7-12 student is considered a dropout if he / she fails to return to school and transcripts have not been requested.
- A student who fails to return in the fall is considered a summer dropout. The student must be exited as a dropout on the first day of school but must remain in the student information system during the entire year. The student should be included in all EASIER submissions during the year in which the student failed to return to school.

Foreign Exchange Student
- May be issued a regular diploma if the student meets district graduation requirements.
- Can be identified as an Other Completer if issued an honorary diploma.
- Post graduate intention and post graduate location is not required for foreign exchange students with Diploma Type 3.
- Are not considered immigrants
- Do not count on certified enrollment.
- Are counted in BEDS enrollment.

Junior Senior Rule
- 11th and 12th grade students who were enrolled in your district last year may continue their enrollment in your district until they graduate.
- If the student is non-IEP, use an entry code of 1 and set the resident district to be your district.
- If the student has an IEP, use an entry code of tuition in and set the resident district as the student's new resident district.
- Does not apply if the student moved out of state.
- If the student was open enrolled-in the district prior to completing tenth or eleventh grade, the student continues as open enrolled. The Junior-Senior Rule does not apply.

PSEO total amount paid to postsecondary institutions on Spring BEDS
- Enter the total amount paid to postsecondary institutions for postsecondary enrollment options (PSEO) courses (cost of tuition, textbooks, materials, and fees). This amount cannot exceed the number of all PSEO courses for all students multiplied by $250.
- Include the amount billed directly to the student / family by the district as a result of unsuccessful completion of a course.

Title I Schoolwide
- There is no need to code Title I Schoolwide in your student information system. Students in a schoolwide program should not be marked Yes for Title I Targeted Reading or Math.

Which Students Must be Submitted?
- All students who have at least one day of enrollment in the instructional year must be submitted. This includes students who were in attendance and then exited as tuitioned-out or open enrolled-out.
- Any student who was active in last year's spring submission and did not graduate. Those students should have already been rolled over to this year's database. Give them the appropriate exit code in this year's data base using a date prior to the start of school or according to your student information system specifications.
- You must submit records for resident students who are tuitioned-out to a different state. They will have an Exit Code of '3' (Tuitioned-Out District Paid) and the attending district number of the state they are attending.

- You must submit records of resident students attending an AEA pooled school or a private institution. They should have the appropriate entry code as it applies to the district with whom the agreement exists.
- Generally, you <u>may</u> submit all of your non-attending resident students.
- You do not need to include students who have a '13' No Show exit code. See "Exit Code" for the correct use of the No Show exit code.