

**TRANSFER,**

**DISCHARGE,**

**AND GRADUATION CODE**

**GUIDELINES**

**2012-13**

## Quick Reference Table 2012-13

### TRANSFER CODES

#### *Transfers within NYC Department of Education Schools*

| CODE | DESCRIPTION |
|------|-------------|
|------|-------------|

|    |  |
|----|--|
| 00 | Transferred to another DOE school or program                                 |
| 38 | Transferred to a part-time DOE GED program                                   |
| 43 | Transferred to a full-Time DOE GED program                                   |
| 51 | Transferred to a school or program for a limited time period, including YABC |

### DISCHARGE CODES\*

#### *Discharges Out of NYC Department of Education Schools*

| CODE | DESCRIPTION |
|------|-------------|
|------|-------------|

|    |   |
|----|---|
| 02 | Obtained Full-Time Employment Certificate (age 16-17)                             |
| 04 | Under Six Years Old   |
| 08 | Discharged to a Nonpublic School (in NYC or NY State)                             |
| 10 | Discharged to a Non-voluntary/Court Ordered Placement                             |
| 11 | Discharged to a Public School out of NYC or to a Nonpublic School out of NY State |
| 12 | Address Unknown (Authorized by an Attendance Teacher)                             |
| 15 | Deceased Student  |
| 20 | Early Admission to a Four-Year University   |
| 21 | Over 21 Years of Age  |
| 25 | Already Received a High School Diploma Outside DOE at Time of Enrollment          |
| 29 | Previously Discharged from DOE School with an IEP Diploma, GED or Dropout Code    |
| 35 | Entered Military Service  |
| 39 | Voluntary Withdrawal or Discharge after 20 Consecutive Days of Non-attendance     |

### CREDENTIAL/GRADUATION CODES

| CODE | DESCRIPTION |
|------|-------------|
|------|-------------|

|    |   |
|----|---|
| 23 | Received High School IEP Diploma (Special Education Only)         |
| 30 | Received High School Equivalency Diploma (GED) [used by D79 only] |

#### *Diploma Granting Codes*

|    |   |
|----|---|
| 26 | Received Local High School Diploma                        |
| 27 | Received High School Regents Diploma                      |
| 28 | Received High School Regents Diploma with Honors          |
| 47 | Received High School Advanced Regents Diploma             |
| 62 | Received High School Advanced Regents Diploma with Honors |

\*High schools: please refer to Appendix I (page 16) for information about how discharge codes affect graduation accountability

## Introduction

**The Transfer, Discharge and Graduation Guidelines** are updated each year to reflect current standards and to increase alignment with the New York State reporting requirements. It is always available in the latest version on the Attendance page of the Principals Portal. The Attendance page is a good source of critical information available to support schools in dealing with student transition and discharges, including legal issues related to student attendance and mandates that ensure the safety and welfare of students: <http://intranet.nycboe.net/DOEPortal/Principals/FamSvcs/Attendance/default.htm>

For every student removed from a school register there must be a valid transfer, discharge or graduation code.

**Transfers** to other DOE schools or programs are admission driven; students are enrolled in a new school before the removal from the sending school is effectuated.

All **graduation** codes follow specific NY State Education Guidelines:

<http://intranet.nycboe.net/Accountability/APR/GradRequirements.htm>.

<http://schools.nyc.gov/RulesPolicies/GraduationRequirements/default.htm>

All **discharge** codes require documentation or evidence to support the reason for leaving a DOE school. All school discharges must meet criteria established in [Chancellor's Regulation A-240](#) and this guide. Extended family vacations beyond scheduled school holidays are absences which result in missed instructional time and are not a reason for discharging students. Always refer to the Required Evidence/Documentation chart on pages 17-18 of this guide.

Sound and consistent record-keeping practices are essential to track and access evidence that supports discharges. Evidence that supports discharges, including findings of attendance investigations, is documented in the ilog feature of ATS, in the student file, counselor's log, or other system used by the school. Attendance investigations are necessary to confirm the safety and well-being of students and must be part of an address unknown discharge or an under age 6 discharge, to verify enrollment in a new school, or to confirm home address before some Planning Interview discharges.

Many discharge codes require the input of an additional "document" or "reason" code. The options are provided in this guide and by hitting F4 during data entry.

- **Document** codes describe the written evidence or records required to support the discharge.
- **Reason** codes provide more detailed information about the type of discharge. Diploma distinctions are entered under the reason codes.

High schools especially must refer to the procedures on pg 14-15 for post-discharges updates. There are the standards for updating the discharge code for students based either on a change in status for the student (e.g., earned a higher level diploma) or new information (e.g., locating a student previously discharged as address unknown).

As school leaders, principals must ensure that relevant staff, including guidance counselors and pupil accounting secretaries, are familiar with the updated guidelines and follow all procedures described. Schools have a defined process for collecting and storing records that is consistent with Chancellor's Regulations A-820.

## TRANSFER, DISCHARGE, AND GRADUATION CODE GUIDELINES

### **Summary of Changes for 2012-13**

- Code 06 (Parochial Schools) is eliminated. Code 08 is used for both private and parochial schools, or nonpublic schools.
- Code 08 (Nonpublic Schools in NY State) is limited to schools in NYC or NY State. For nonpublic schools outside of NY State, use Code 11. Code 08 is appropriate to use when the family remains living in NYC but student attends a school outside of NYC. Code 08 is used for out-of-state programs if they are approved CSE placements.
- New chart (page 6) clarifying when a code 08, 10 or 11 is correct.
- The chart describing documentation/evidence for certain discharges (see pages 17-18) is no longer titled “Recommended Evidence” and is to be considered a reference for required discharge documentation.

### **Important Reminders**

- Students who have completed the school year in which they turn 17 may be discharged to non-DOE GED programs using Code 39 as an outcome of the Planning Interview process. If such a student moves away from NYC and goes to a GED or other program that does not have a regular instructional program leading to a high school diploma, a Code 39 is a school’s best option. If completing a Planning Interview is not possible, use a Code 11 “X.” In this case, the “X” is not updateable.
- Students who have not completed the school year in which they turn 17 may not be discharged to non-DOE GED programs, including CUNY Prep. Schools provide appropriate counseling on options to earn a high school diploma and contact Referral Centers for High School Alternatives to learn about DOE high school options and GED Plus program. GED Plus is for students who have completed the school year in which they turn 17 or, in exceptional circumstances only, have turned 17 during the current school year. For more information, visit [goingforme.org](http://goingforme.org).
- Code 10 (Involuntary or Court Ordered Placement) is used when a student is placed in a new setting by another authority, not the DOE and not anyone in parental relation to the student. Documentation includes a copy of the court order or other directive placing the student.

## TRANSFER, DISCHARGE, AND GRADUATION CODE GUIDELINES

### Transfer Codes

The following codes are recorded in the ATS system when students transfer from one DOE school/program to another school/program within the DOE. The completed admission by the admitting school will generate the appropriate transfer code.

| CODE                                 | DESCRIPTION   | USAGE  |
|--------------------------------------|---|--|
| <b>00</b><br><br>or<br><br><b>51</b> | Transferred from one New York City DOE or Program to another New York City DOE School or Program                | <p>This code is recorded in ATS by the receiving school when a student transfers from one Department of Education school or program to another. This includes all elementary, middle and high schools, NYC charter schools, District 75 or D79 programs, home schooling and D75 home or hospital instruction.</p> <p>For the transfer code to be effectuated the student must first be admitted to the receiving school, and the sending school must then confirm the "pending discharge" notification in ATS. *Students transferring into home schooling must comply with all regulations and have documents filed with the central Home Schooling Office.</p> <p>Some DOE programs, including hospital schools, will use a 51 transfer (Home School Return). This indicates that the student is expected to be re-admitted back to the home (sending) school. Please see Appendix II (page 16) for special note about certain D79 transfers.</p>   |
| <b>38</b><br><br>or<br><br><b>43</b> | Transferred to a Part-Time (38) or Full-Time (43) Department of Education High School Equivalency Program (GED) | <p>These codes are recorded in ATS for students 18 years or older who have enrolled in GED study in a DOE program. The sending school must confirm the transfer upon receipt of a "pending discharge" notification in ATS. Before confirming, the school sends the student a "Know your Rights" packet, if the student had not attended, or been notified in writing of the opportunity to attend, a planning interview where their educational options were discussed and where they were informed of their right to return to school through age 21.</p> <p>Code 38 or 43 are to be used for students who have completed the school year in which they turn 17 years of age if the following conditions are true:</p> <ul style="list-style-type: none"> <li>• The student has fewer than 17 credits; AND,</li> <li>• The parent/guardian gives written permission to transfer to a GED program. – OR – the student is an emancipated minor/head of household.</li> </ul> <p>A student who is within the school year in which he/she turns 17 may be transferred to a <u>full-time</u> GED program with Code 43 if the following conditions are true:</p> <ul style="list-style-type: none"> <li>• The student demonstrates extenuating life circumstances such as parenthood or full-time employment.</li> <li>• The student has fewer than 17 credits; AND,</li> <li>• The parent/guardian gives written permission to transfer to a GED program. – OR – is an emancipated or minor/head of household.</li> </ul> <p>Students 16 and under cannot enroll in GED.</p> |
| <b>51</b>                            | Transferred to a Young Adult Borough Center (YABC) Program  | <p>This code is recorded when a student transfers to a YABC program.</p> <ul style="list-style-type: none"> <li>• Students must be 17.5 years old and have 17 or more credits.</li> <li>• Students must already be enrolled in a NYC high school and must be in fifth year or more of high school.</li> <li>• Students must have had an individual counseling session with the guidance counselor.</li> </ul>  |

## TRANSFER, DISCHARGE, AND GRADUATION CODE GUIDELINES

### Discharge Codes

Discharge codes are used when students leave a DOE school without transferring to another DOE school /program. Schools keep all discharge confirmation documents (e.g., Form 407, proof of enrollment, intervention notes). Always refer to Required Evidence/Documentation chart on pages 17-18 of this guide.

| CODE      | DESCRIPTION   | USAGE   |
|-----------|---|---|
| <b>02</b> | <p>Obtained Full-Time Employment Certificate</p> <p><i>See required Evidence /Documentation chart on pages 17-18 and refer to the <a href="#">Planning Interview Procedures Manual</a></i></p>                      | <p>This code is only used for 16 and 17 year old students who have obtained a pledge of employment indicating that they are to be hired to a full-time position.</p> <ul style="list-style-type: none"> <li>• Students discharged under this code must have attended a planning interview where educational options were discussed and they were informed of their right to return to school through age 21.</li> <li>• Written parental consent is required.</li> </ul> <p>Upon presentation of all appropriate documentation (required for issuance of employment certificate) students are issued a Full-Time Employment Certificate and may be discharged from school. A copy of the employment certificate is filed in the student's cumulative record.</p> <p>Students who are 18 years or older who wish to withdraw from school for reason of full-time employment are discharged using Code 39.</p>  |
| <b>04</b> | <p>Under Compulsory School Age</p> <p><i>Compulsory school age begins the September of the calendar year that the student turns 6.</i></p> <p><i>See required Evidence /Documentation chart on pages 17-18.</i></p> | <p>This code is used for students who are under compulsory school age. Documentation of the parent's request for withdrawal or the findings of an investigation are required.</p> <p>Upon entering a Code 04 discharge, select one of the indicated reasons from the "Discharge Reason" menu:</p> <ul style="list-style-type: none"> <li>A Child aged out (no longer eligible for LYFE or UPK).</li> <li>B Moved outside of NYC (under compulsory school age).</li> <li>C Alternate child care being provided by a family member.</li> <li>D Alternate child care being provided by a non DOE program or center.</li> <li>E Investigation complete, parent interview completed OR parent requests the discharge.</li> <li>F Parent graduated and therefore child no longer eligible for LYFE program.</li> <li>G Parent discharged (for reasons other than graduation) and therefore child no longer eligible for LYFE program.</li> <li>H Parent no longer has custody.</li> </ul> <p>For transfers to other UPK, or discharges to nonpublic schools in NY State for children under six, please use appropriate transfer or discharge codes. There are no circumstances in which a student under six is discharged Code 11, as a student under compulsory age does not require proof of enrollment in a school outside NYC (use 04"B").</p> <p>If there are concerns regarding the status of the child, an attendance investigation is initiated and the student is not to be discharged until the completion of the investigation and a school staff member has seen the parent and child. If staff has reasonable suspicion that a child may be the victim of abuse or maltreatment by a parent, follow procedures outlined in Chancellor's Regulation A-750 Child Abuse Prevention to make a report of suspected abuse or maltreatment.</p> |

See next page. . .

## TRANSFER, DISCHARGE, AND GRADUATION CODE GUIDELINES

### Discharge Codes

Under Compulsory  
School Age

(cont'd)

Students under six years old who are absent from school for 20 consecutive days without explanation, may be discharged Code 04 after the 20th day under the following circumstances:

- An investigation conducted by the school or an attendance teacher, including an interview with the parent and child, has confirmed the safety and well-being of the child.
- The parent is informed that the child will be discharged from school and that the parent is responsible for registering the child in school at the beginning of the school year of the calendar year in which the child turns age six.
- After all procedures are completed, a registered letter informing the parent of the discharge must be sent to the home.

When an attendance investigation does not lead to a home address, the student may be discharged Code 12, following all appropriate approvals.

There may be cases when the investigation yields a home address outside of NYC, or the parent alerts the school after an out-of-NYC move. This would be an exception and a Code 04 discharge may be effectuated without a school staff member seeing the parent and child first. All communication investigation notes must be fully documented.

Discharge date is the first day of absence following the last day the student was marked present. For Clearance of Register in the beginning of the year when a student is a “no show” (i.e., no positive attendance), effective discharge date is the first day of school.

*Code 08, 10 or 11?* Always refer to Required Evidence/Documentation chart on pages 17-18.

|   | <b>08</b>  | <b>10</b>   | <b>11</b>   | <b>Other</b>   |
|---|--|---|---|--|
| <b>Student attends a new school</b><br><i>family remains at current residence</i> | <i>Nonpublic school* in NYC/NY State initiated by parent/guardian→8W</i><br><i>CSE-recommended school* in/out of NY State→8P</i> | <i>Involuntary. Placed not by DOE and not by parent/guardian.</i> | <i>School* out of NY State when move is initiated by parent/guardian→11W (Use school address)</i> | <i>Job Corps, GED programs, CUNY Prep, or vocational college→39</i>                |
| <b>Short Term</b>   | <i>Semester enrichment program→08E</i>   |   | <i>N/A</i>  | <i>Do not discharge for family vacations or parent-initiated hospitalizations.</i> |
| <b>NYC Charter School</b>   | <i>N/A</i>   | <i>N/A</i>  | <i>N/A</i>  | <i>This is a 00 transfer</i>   |
| <b>Family moves... w/in NY State</b>  | <i>Nonpublic school* →8W</i>   | <i>N/A</i>  | <i>Public school* →11W</i>  | <i>Student does not continue schooling→39</i>                                      |
| <b>...out of NY State</b>   | <i>N/A</i>   | <i>N/A</i>  | <i>Any school* out of NY State→11W</i>  | <i>...if under NYC compulsory school age→11X</i>                                   |
| <b>...out of USA</b>  | <i>N/A</i>   | <i>N/A</i>  | <i>With parent statement confirming move→11Z</i>  | <i>No direct parent statement→11X</i>  |
| <b>On-line school</b>   | <i>N/A</i>   | <i>N/A</i>  | <i>Family moves out of NY State + local district confirmation→11W</i>                             | <i>Families may follow process to apply for home schooling.</i>                    |

\* *School means having a regular instructional program leading to a high school diploma or approved CSE settings.*

## TRANSFER, DISCHARGE, AND GRADUATION CODE GUIDELINES

### Discharge Codes

| CODE      | DESCRIPTION  | USAGE  |
|-----------|--|--|
| <b>08</b> | <p>Discharged to a New York City or New York State Nonpublic School</p> <p><i>Please follow the process for out-of-DOE discharges, page 8 and Required Evidence /Documentation chart on pages 17-18.</i></p> | <p>This code is used for students who transfer to a private or parochial school, setting or institution in New York City OR who remain living in New York City but transfer to a private school, setting or institution in New York State.</p> <p>This code cannot be used for on-line school. Families wishing to make use of on-line school follow the process to apply for home schooling.</p> <p>This code is used when the parent/guardian initiates the move based in a placement recommendation by CSE. Enrollment in the new school must be confirmed.</p>   |
| <b>10</b> | <p>Non-Voluntary (Discharged to a Court Ordered Placement)</p> <p><i>See required Evidence /Documentation chart on pages 17-18.</i></p>  | <p>This code is used for students placed in a full-time or residential non-DOE or out-of-NYC setting based on an institutional directive, that is when a student is placed in a new setting by another authority, not the DOE and not anyone in parental relation to the student.</p> <p>Upon entering a Code 10 discharge, select an indicated reason from the “Discharge Reason” menu:</p> <ul style="list-style-type: none"> <li>X Court ordered incarceration, including NYC Dept of Corrections for certain students 19 and over (see Appendix II, page 16).</li> <li>Y Court ordered placement in a facility that provides an educational program, including NYS Office of Children and Family Services (OCFS), foster care, or treatment settings.</li> </ul> <p>Do not discharge when a Code 51 transfer applies: Students in the Youth and Family Justice system will be enrolled in D79 Passages Academy. Students aged 16-18 in the Department of Corrections system will be enrolled in D79 East River Academy.</p> <p>Do not discharge for parent-initiated hospitalizations.</p> <p>All Code 10 discharges are subject to approval by District 79, District 75, Cluster designees and the Central Office of Attendance Policy and Planning, as appropriate. Copies of documentation (e.g., court order) are to be sent to the approving office, which will make final determination of the reason code based on State guidelines.</p> <p>The effective date of discharge is the date of admission.</p> <p>Note for high schools: Discharged students with reason code “X” remain accountable for high school graduation. Students with reason code “Y” become non-accountable for graduation rate.</p> |
| <b>11</b> | <p>Discharged to a school outside of New York City</p> <p><i>Please follow the process for out-of-DOE discharges, page 8 and Required Evidence /Documentation chart on pages 17-18.</i></p>                  | <p>This code is used for students who transfer to a public school in NY State or any school out of NY State. The parent/guardian must initiate the transfer to the new school.</p> <p>New home address is required.</p> <p>This code cannot be used for on-line school. Families wishing to make use of on-line school follow process to apply for home schooling.</p> <p>This code is also used for students who move outside the USA or its territories.</p>   |

## Discharge Codes

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|  |   |
|--|---|
| <b>Out-of-DOE Discharge for Codes 08, 11</b> | Discharges to schools outside the DOE require documented confirmation of the fact that the student has been enrolled in a school.<br>Upon entering this discharge code in ATS schools must select from the "Document" menu requiring the selection of a form of documentation (verification):<br>E Academic exchange program for short-term enrollment in semester abroad or similar enrichment program.<br>P Program recommendation accepted; confirmed enrollment in private school or setting (Code 08 only).<br><b>W Written acknowledgment from new school confirming current enrollment.</b><br>X No documentation of enrollment, 407 will open in 20 days.<br>Z Move outside the USA, verification received. |
|--|---|

For details about documentation, please refer to the Required Evidence/Documentation chart on pages 17-18.

Secondary documentation (i.e., telephone call from the new school) is not accepted as verification.

When in doubt of actual enrollment in a new school (for example, when only a request for transcripts is obtained), use Document Code "X" and continue outreach to the new school to obtain documents as described on pages 17-18. The document code can be updated in UPDI upon receipt of acceptable documentation anytime in the year of the discharge or the following school year.

**Notes for high schools:** US Dept. of Labor Job Corps programs are considered vocational or training programs and are consistent with a Code 39 discharge.

Students who move out of NYC before completing the school year in which they turn 17 and who attend Job Corps or vocational programs, ACCES-VR (VESID), or non-DOE GED programs are to be discharged 11 "X."

Students with discharge code 08/11 "X" on June 30 will remaining on the cohort for computing high school graduation rate.

Discharge date is the first day of absence following the last day the student was marked present. For Clearance of Register in the beginning of the year when a student is a "no show" (i.e., no positive attendance), effective discharge date is the first day of school.

All discharge documentation must be filed at the school and remain on file for six years beyond the student's expected graduation date.

### 407 reminders

For moves inside the USA: 20 days after a discharge with document code "X", a Form 407 will generate. With written documentation verifying enrollment in the new school, the discharge documentation code is updated in UPDI and the 407 is closed "93." If the 407 investigation does not end with verification of enrollment in a new school, the 407 is closed with "83." The discharge documentation will remain "X".

For moves outside the USA or its possessions: A discharge for a move outside the USA without a direct parent statement is entered with an "X." A 407 will open in 20 days to prompt another investigation. If a parent statement is collected, the document code is updated in UPDI (to "Z"). The 407 may then be closed with "93." If a parent statement is not received, use "83." The discharge documentation will remain "X".

If a student returns to school to reenroll after a Code 11 "X" 407 has opened, update document code to "W" in order to close the 407 "93."

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## TRANSFER, DISCHARGE, AND GRADUATION CODE GUIDELINES

### Discharge Codes

| CODE      | DESCRIPTION   | USAGE   |
|-----------|---|---|
| <b>12</b> | <p>Address Unknown</p> <p><i>See required Evidence /Documentation chart on pages 17-18.</i></p>                           | <p>This code is used for students who cannot be located after an extensive attendance investigation. The principal must review the steps taken to locate the student and authorize the discharge by signing Form 407 documenting the investigation.</p> <p>Discharge date is the first day of absence following the last day the student was marked present. For Clearance of Register in the beginning of the year when a student is a “no show” (i.e., no positive attendance), effective discharge date is the first day of school in September.</p> <p>For a student officially reported as missing or as a runaway, a Code 12 discharge may be implemented if the parent has reported the child as missing to the police and the case number is entered on the Form 407.</p> <p>All Code 12 discharges must be approved by the CFN Network Attendance Manager before they are effectuated.</p> <p>A follow up Form 407 is automatically generated through the ATS system 30 days after a Code 12 discharge to prompt a re-investigation of the discharge to confirm the status of the student.</p> |
| <b>15</b> | <p>Student Deceased</p>   | <p>This code is used when a student has died. A death certificate, copy of an obituary, or other types of proof must be on file.</p>  |
| <b>20</b> | <p>Early Admission to a Four-Year University</p> <p><i>See required Evidence /Documentation chart on pages 17-18.</i></p> | <p>This code is used for students admitted to a four-year university without earning a high school diploma. It is not applicable for students admitted to a GED program, of any kind, including CUNY Prep. It is not applicable for students admitted provisionally to a college program or to a dual enrollment program where students earn both a high school diploma and college credit.</p> <p>All Code 20 discharges must be approved by the CFN Network Attendance Manager before they are effectuated.</p>   |
| <b>21</b> | <p>Over 21 Years Old</p>  | <p>This code is used for students who complete the school year in which they turn 21. In the discharge “Reason” field, schools enter additional information about the student:</p> <ul style="list-style-type: none"> <li>I Enrolled in DOE Adult and Continuing Ed</li> <li>J Enrolled in non-DOE Adult Ed</li> <li>K Unknown/None</li> </ul> <p>Students who are discharged prior to the end of the school year in which they turn 21 are discharged with an appropriate “Over 17” code (i.e., Code 39) and a planning interview must be held or scheduled.</p>   |
| <b>25</b> | <p>Already Received a High School Diploma Outside NYCDOE at Time of Enrollment</p>  | <p>This code is used when it is discovered that a student, at the time they were enrolled, already had a high school diploma from a non-NYCDOE school (including schools outside the United States.).</p> <p>This code cannot be used to update a discharge. It is only to discharge a student after initial enrollment and within six months of the enrollment. All Code 25 discharges must be approved by the CFN Network Attendance Manager before they are effectuated.</p>   |

## TRANSFER, DISCHARGE, AND GRADUATION CODE GUIDELINES

### Discharge Codes

| CODE | DESCRIPTION   | USAGE  |
|------|---|--|
| 29   | Previously Discharged from a NYC School with an IEP Diploma, GED, or Dropout Code   | <p>This code is used for students who have previously been discharged and who have re-enrolled in the same school (or returned to enroll in a non-diploma-granting program) for more coursework but leave again before completing diploma requirements. This code is not for students discharged as drop outs who return to enroll in a new, diploma-granting school (use Code 39).</p> <p>Documentation that the student has been notified of the right to return to school is required. For additional details, please refer to the Planning Interview Procedures guidelines for previously discharged students.</p> <p>Note: Discharged students who need only Regents Exam(s) to complete diploma requirements do not need to be re-enrolled to take the exam. See page 15.</p>  |
| 35   | <p>Entered Military Service</p> <p><i>See required Evidence /Documentation chart on pages 17-18 and refer to the <a href="#">Planning Interview Procedures Manual</a></i></p>   | <p>This code is used for students who are admitted into any division of military service. The effective date of discharge is the date of active enlistment into military service.</p> <p>Students must be 17 years of age.</p> <p>All students discharged under this code must have attended, or been notified in writing of the opportunity to attend, a planning interview where their educational options were discussed and they were informed of their right to return to school through age 21.</p>  |
| 39   | <p>Voluntary Withdrawal or Discharge after 20 Consecutive Days of Non-Attendance</p> <p>for students who have completed the school year in which they turn 17</p> <p><i>See required Evidence /Documentation chart on pages 17-18 and refer to the <a href="#">Planning Interview Procedures Manual</a></i></p> | <p>This code is used for students who are over the mandatory school age (must have completed the school year in which they turned 17 years of age) and who wish to withdraw from school.</p> <p>Students discharged under this category must have either:</p> <ul style="list-style-type: none"> <li>• Attended a planning interview where their educational options were discussed and they were informed of their right to return to school through age 21 or,</li> <li>• Have been notified in writing of the opportunity to attend a planning interview where their educational options were discussed and they were informed of their right to return to school through age 21.</li> </ul> <p>This code may also used for students who are over the mandatory school age and are absent for 20 consecutive school days. In this case, the school is required to have made outreach attempts to return the student to school and must have mailed two separate letters inviting the student and parent to attend a planning interview. A Planning Interview Form must still be completed and the box marked "Parent and/or Student Did Not Appear for Planning Interview" checked off. The Planning Interview Form and supporting documentation are sent to the CFN for approval.</p> <p><b>Note:</b> US Dept. of Labor Job Corps programs are considered vocational or training programs and are consistent with a Code 39 discharge.</p> |

See next page. . .

TRANSFER, DISCHARGE, AND GRADUATION CODE GUIDELINES

**Discharge Codes**

|  |   |
|--|---|
| Voluntary<br>Withdrawal<br>or<br>Discharge after<br>20 Consecutive<br>Days of Non-<br>Attendance<br><br>(cont'd) | Upon entering this discharge code in ATS, schools must indicate from a "Discharge Reason" menu one of the following discharge reasons:<br><br>A Student is no longer interested in attending school.<br><br>B Student has completed all required credits to graduate, but is missing one or more Regents exams.<br><br>D Student has been absent for 20 consecutive days and has not responded to invitations to attend a planning interview.<br><br>L Student has enrolled in a business, trade, vocational or other training program.<br><br>M Student has enrolled in a full-time non-DOE GED Program.<br><br>N Student has enrolled in a part-time non-DOE GED Program.<br><br>O Student is voluntarily withdrawing due to pregnancy. |
|--|---|

Discharge date is the first day of absence following the last day the student was marked present. For Clearance of Register in the beginning of the year when a student is a "no show" (i.e., no positive attendance), effective discharge date is the first day of school in September.

Code 39 should only be used for the first time a student withdraws at a school. With re-enrollment in the same school and withdraw again before earning a high school diploma, Code 29 is used.

**Credential/Graduation Codes**

**CREDENTIAL CODES**

| CODE      | DESCRIPTION                                   | USAGE  |
|-----------|---|--|
| <b>23</b> | Received High School IEP Diploma <sup>1</sup> | <p><i>For students with disabilities only.</i> This code is used 1) when students with disabilities who have achieved the educational goals specified in their current IEPs have been awarded IEP diplomas at the end of the school year in which they turned 21 or 2) upon application of the student or the student's parent at any time after the student has attended school, or received a substantially equivalent education elsewhere, for at least twelve years excluding Kindergarten, and has achieved the educational goals of the current IEP. This is a non-Regents endorsed diploma.</p> <p>Students who have not received a local high school diploma have the right to attend or re-enroll at a full-time high school until the end of the school year in which they turn 21. Students and families are to be advised accordingly.</p> |

<sup>1</sup>Effective July 1, 2013, the IEP diploma option will no longer be available. See [www.p12.nysed.gov/specialed/publications/iepdiploa.htm](http://www.p12.nysed.gov/specialed/publications/iepdiploa.htm). Information on alternatives to the IEP diploma is forthcoming from NYSED. See <http://schools.nyc.gov/NR/rdonlyres/531C5296-BC35-43E0-BD29-2D7E29BAB2C7/0/AcpolicySWD.pdf>.

## Credential/Graduation Codes

### CREENTIAL CODES

| CODE | DESCRIPTION                                    | USAGE  |
|------|--|--|
| 30   | Received High School Equivalency Diploma (GED) | <p>This code is used when a student is to be discharged from the DOE after being granted a High School Equivalency Diploma (GED) following completion of a D79 DOE GED preparation program.</p> <p>Only certain D79 programs may enter a Code 30 discharge.</p> <p>Any school that wishes to update the status of a previously discharged student who has been granted a GED, use the PDSC screen to record the Code 30.</p> |

### DIPLOMA GRANTING CODES

**Please refer to Current Graduation Requirements:**

<http://intranet.nycboe.net/Accountability/APR/GradRequirements.htm>.

| CODE | DESCRIPTION                        | USAGE   |
|------|------------------------------------|---|
| 26   | Received Local High School Diploma | <p>This code is used for students who have met the requirements according to NY State Commissioner's Regulations for a Local diploma.</p> <p>Requirements vary according to the year in which a student enters grade 9. This diploma is available to students who first entered grade 9 in 2007 or earlier and for students with disabilities who meet the eligibility requirements, via the safety net provision.</p> <p>This is a non-Regents endorsed diploma. Upon entering this graduation code in ATS, schools may indicate from a "Discharge Reason" menu one of the following Diploma distinctions:</p> <ul style="list-style-type: none"> <li>• Local Diploma received via safety net provision<sup>1</sup></li> <li>• Local Diploma with approved Arts endorsement (10-credit Arts sequence)</li> <li>• Local Diploma with approved Arts endorsement (10-credit Arts sequence) received via safety net provision<sup>1</sup></li> <li>• Local Diploma with Career and Technical Education (CTE) endorsement</li> <li>• Local Diploma with Career and Technical Education (CTE) endorsement received via safety net provision<sup>1</sup></li> <li>• Local Diploma received via Regents exam appeal<sup>2</sup></li> </ul> <p>If a selection from the "Discharge Reason" menu is not made, the designation will remain as "Local Diploma."</p> |

<sup>1</sup>The safety net provision is for students with disabilities who meet specific eligibility requirements. For information on student eligibility and documentation requirements please visit: <http://www.p12.nysed.gov/part100/pages/1005.html> and <http://www.emsc.nysed.gov/specialed/publications/extRCTsafetynet.htm>.

<sup>2</sup>The Regents exam appeal provision is for students who meet very specific eligibility requirements. For information on student eligibility and documentation requirements: <http://www.emsc.nysed.gov/part100/pages/1005.html#regpasscore> and <http://www.emsc.nysed.gov/sar/appeal05-06.pdf>.

## TRANSFER, DISCHARGE, AND GRADUATION CODE GUIDELINES

### Credential/Graduation Codes

| CODE | DESCRIPTION   | USAGE  |
|------|---|--|
| 27   | Received High School Regents Diploma                      | <p>This code is used when a student has been granted a Regents diploma according to NY State Commissioner's Regulations. Upon entering this graduation code in ATS, schools may select from a "Discharge Reason" menu one of the following Diploma distinctions:</p> <ul style="list-style-type: none"><li>• Regents Diploma with approved Arts endorsement (10-credit Arts sequence)</li><li>• Regents Diploma with Career and Technical Education (CTE) endorsement</li><li>• Regents Diploma received via Regents exam appeal<sup>2</sup></li></ul> <p>If a selection from the "Discharge Reason" menu is not made the designation will remain as "Regents Endorsed Diploma."</p>                               |
| 28   | Received High School Regents Diploma with Honors          | <p>This code is used when a student has been granted a Regents diploma and achieved an average of 90% on the required Regents exams. Upon entering this graduation code in ATS schools may select from a "Discharge Reason" menu one of the following Diploma distinctions:</p> <ul style="list-style-type: none"><li>• Regents Diploma with Honors with approved Arts endorsement (10-credit Arts sequence)</li><li>• Regents Diploma with Honors with Career and Technical Education (CTE) endorsement</li></ul> <p>If a selection from the "Discharge Reason" menu is not made, the designation will remain as "High School Regents Diploma with Honors."</p>   |
| 47   | Received High School Advanced Regents Diploma             | <p>This code is used when a student has been granted an advanced Regents Diploma according to NY State Commissioner's Regulations. Upon entering this graduation code in ATS schools may select from a "Discharge Reason" menu one of the following Diploma distinctions:</p> <ul style="list-style-type: none"><li>• Advanced Regents Diploma with approved Arts endorsement (10-credit Arts sequence)</li><li>• Advanced Regents Diploma with Career and Technical Education (CTE) endorsement</li></ul> <p>If a selection from the "Discharge Reason" menu is not made the designation will remain as "Advanced High School Regents Diploma."</p>   |
| 62   | Received High School Advanced Regents Diploma with Honors | <p>This code is used when a student has been granted an Advanced Regents Diploma and has achieved an average of 90% on the required Regents exams. Upon entering this graduation code in ATS schools may select from a "Discharge Reason" menu one of the following Diploma distinctions:</p> <ul style="list-style-type: none"><li>• Advanced Regents Diploma with Honors with approved Arts sequence endorsement (10-credit Arts sequence)</li><li>• Advanced Regents Diploma with Honors with Career and Technical Education (CTE) endorsement.</li></ul> <p>If a selection from the "Discharge Reason" menu is not made the designation will remain as "Advanced High School Regents Diploma with Honors."</p> |

<sup>2</sup>The Regents exam appeal provision is for students who meet very specific eligibility requirements. For information on student eligibility and documentation requirements: <http://www.emsc.nysed.gov/part100/pages/1005.html#regpasscore> and <http://www.emsc.nysed.gov/sar/appeal05-06.pdf>.

## TRANSFER, DISCHARGE, AND GRADUATION CODE GUIDELINES

### Post Discharge Updates

After a student is discharged, a school may wish to 1) correct an error in the original discharge code, 2) cancel the discharge, 3) update the discharge code or date based on new information, or 4) enter a new discharge for high school students based on passing Regents Exam or other graduation requirement.

Some corrections and updates based on new information are entered in **UPDI**. New discharges and corrections of previous graduation codes for high school students are entered in **PDSC**. All other changes are requested through **RQSA**. For changes to codes or for cancellations, use option DCH and for dates, use option DDT. *Only requests for changes submitted through RQSA will be reviewed.*

When submitting a request in **RQSA** for a discharge cancellation or change, a comment is necessary to describe the need for the update. Please also scan any supporting documentation and email to [attendance@schools.nyc.gov](mailto:attendance@schools.nyc.gov), referencing the OSIS number.

| ORIGINAL CODE | DESCRIPTION          | Current School Year  | After Current School Year  |
|---------------|----------------------|--|--|
| 08<br>11      | Out-of-DOE discharge | Use <b>UPDI</b> during current school year to correct errors or adjust the discharge code based on better information. .   | Use <b>UPDI</b> in the second year <b>ONLY</b> to update the <u>document code</u> for the existing discharge code (08, or 11). (Students who move at the end of the school year may not be able to send confirmation of enrollment in a new school until the start of the next school year.) |
| 12            | Address unknown      | Code 12 may also be cancelled if not yet approved in UPRD by using the F10 key in DISC.<br><br>Use <b>RQSA</b> to request the update of a code 08 or 11 <u>to</u> a code 12 (if the investigation of a “x” discharge results in discovering that the real address of the family is unknown).<br><br>Use <b>RQSA</b> to request a change <u>from</u> an approved code 12 to any discharge other than 08 or 11.<br><br>Updating to a credential/diploma code requires re-enrollment and a new discharge. |  |
|               |                      |  | Use <b>RQSA</b> in the second year to request a change from a code 08,11 or 12 to any other discharge code. No updates are allowed after the second school year.   |

| ORIGINAL CODE | DESCRIPTION                             | Current School Year  | After Current School Year   |
|---------------|---|--|---|
| 10            | Non-voluntary (court-ordered placement) | Code 10 requires a reason code and network approval. Codes 20 and 25 require network approval. Any updates to the reason code or a request to change the discharge entirely based on new information are requested through <b>RQSA</b> . | Use <b>PDSC</b> to notate the receipt of a GED for code 10 discharges.  |
| 20            | Early university                        |  | Use <b>RQSA</b> in the second year to request a change from an approved code 10, 20 or 25 to any other discharge code. No updates are allowed after the second school year. |
| 25            | Previous HS diploma                     | These codes may be canceled if not yet approved in UPRD by using the F10 key in DISC.<br><br>Code 10 may also be updated to notate the receipt of a GED using <b>PDSC</b> .  |   |

| ORIGINAL CODE | DESCRIPTION | Current School Year | After Current School Year              |
|---------------|-------------|---------------------|--|
| 04            | Under 6     |                     | Use <b>RQSA</b> to request any change. |

TRANSFER, DISCHARGE, AND GRADUATION CODE GUIDELINES

**Post Discharge Updates**

| ORIGINAL CODE  | DESCRIPTION | Current School Year  | After Current School Year  |
|----------------|-------------|--|--|
| 02<br>35<br>39 | Over 17     | Code may not be updated in <b>UPDI</b> . School authorized the student withdrawal from school and released the student. Code 39 discharge reason code may be updated or corrected.   | Use <b>PDSC</b> to modify the discharge of a high school non-completer to a graduation code based on passing a Regent's Exam or summer course work or other previously unmet requirements OR to notate the receipt of a GED. |
| 21             | Over 21     | Codes 02/35/39 and 25 may be cancelled if they are not yet approved in UPRD by using the F10 key in DISC.<br><br>Use <b>PDSC</b> to modify the discharge of a high school non-completer to a graduation code based on passing a Regent's Exam, summer work or other previously unmet requirements OR to notate the receipt of a GED.<br><br>If there is a data entry error, schools may submit a request to change the discharge through <b>RQSA</b> . | <b>PDSC</b> accepts a 9/1 date for all graduation codes until September 15. After that, any valid school day will be accepted.   |

| ORIGINAL CODE                    | DESCRIPTION                   | Current School Year  | After Current School Year   |
|----------------------------------|-------------------------------|--|---|
| 23<br>26<br>27<br>28<br>47<br>62 | Credential or graduation code | Use <b>UPDI</b> in the current school year to correct data entry error for the discharge code or reason code (diploma distinction code).<br><br>Also use <b>UPDI</b> to update the discharge of a previous graduate based on passing a Regent's Exam or other previously unmet requirements. | Use <b>PDSC</b> to modify the discharge of a graduate from a previous school year based on passing a Regent's Exam, summer work or other previously unmet requirements.<br><br><b>PDSC</b> accepts a 9/1 date for all graduation codes until September 15, then any valid school day is accepted.<br><br><b>PDSC</b> is also used to correct June graduation discharges entered in error. For corrections to June graduate codes entered in error, use only the date 7/1.<br><br>Please enter the distinction code, if relevant, in <b>PDSC</b> . |

|  |      |  |  |
|--|------|--|--|
|  | YABC | YABC returns students to the sending school only when graduation requirements are met. Sending school certifies transcript and discharges the student with the appropriate graduation code (or uses GRDT). If sending school is closed, YABC returns student to transfer maintenance school, which certifies transcript and discharges the student with the appropriate graduation code. ATS will then automatically enter the graduation discharge from the sending school. |  |
|--|------|--|--|

For updates to discharges not described here, please submit a request through **RQSA**.

## Appendices

### I. Discharges and Graduation Cohorts

The following rules apply to both the NYCDOE Progress Report and the NYS Report Card.

Students who drop-out (leave high school without earning a diploma), graduate, or stay enrolled in a school are all “accountable,” meaning they remain on a school’s cohort and become part of the calculation of that school’s graduation rate. The following students are “accountable”:

- Students who transfer to a non-diploma granting school or program (including 38 and 43 transfers to DOE GED programs and to YABC).
- Students discharged Code 10“X”, to an institution that does not provide educational services and does not have an eligible NY State BEDS code.
- Students who transfer to a diploma granting DOE school, or public or private school in or out of New York City AFTER June 30 of the fourth year of high school.
- Students who are discharged Code 12, address unknown.
- Students who are discharged to another school through discharge Codes 08 or 11 without confirmation of enrollment (out-of-DOE discharge with a document code of “X”).

A student who transfers to a diploma-granting DOE school before June 30 of the fourth year of high school is accountable to the receiving school, and is removed from the cohort of the sending school. A student who returns to re-enroll in a DOE school after a discharge and before June 30 of the fourth year of high school becomes accountable to the new school.

A student with a confirmed discharge (document code other than “X”) to a public or private school in or out of New York City BEFORE June 30 of the fourth year of high school is removed from accountability. This includes Code 10“Y” discharges to an institution that provides educational services and has an eligible NY State BEDS code and Code 20 (early admission to a 4-year university). A student discharged Code 15 (deceased) becomes non-accountable. A student discharged Code 25 becomes non-accountable.

### II. D79 transfers to Passages and East River Academy

Students in the Administration for Children’s Services (ACS) Department of Youth and Family Justice’s system will be enrolled in the D79 program Passages Academy. Students aged 16-18 in the Department of Corrections (DOC) system will be enrolled in the D79 program East River Academy. The Code 51 transfer for these students is effectuated upon completion of the ACS/DOC intake process, usually within 1 or 2 days. The student will be counted as “absent” for these days at the home school. If there is a delay in the intake process, when D79 does enroll the student, it will be retroactive to three days after admittance to ACS/DOC.

Actively registered students aged 19 and over will be given the option during the DOC intake to attend a DOE program. If the student elects not to attend, the student will not enroll at East River Academy. If you believe your student is in DOC custody but is not enrolled in the D79 program at East River Academy, please take the following steps:

1. Confirm the student is in DOC custody. DOC provides a Lookup Service on its website - <http://a073-ils-web.nyc.gov/inmatelookup/pages/common/find.jsf>
2. If the student is on Rikers Island, but has not enrolled in the D79 program, contact East River Academy at [ERA@schools.nyc.gov](mailto:ERA@schools.nyc.gov) with name and OSIS number of the student.
3. Staff at ERA will attempt to recruit and enroll the student.
4. If the student persists in refusing to enroll, staff at ERA will notify the home school.
5. The home school can then discharge the student with code 10 “X.” D79 will work with schools to provide the necessary documentation.

A 407 will be issued in 30 days. Procedures to check the status of such students and to close the 407 will be provided to CFN Attendance Managers.

TRANSFER, DISCHARGE, AND GRADUATION CODE GUIDELINES

**III. Documentation and Record Keeping Guidelines**

All discharges require documentation or evidence to support the reason for leaving a DOE school. Evidence, including findings of attendance investigations (407), are documented in the ilog feature of ATS, in the student file, counselor’s log, or other system used by the school. The school may consult Chancellor’s Regulation A-820 for guidance on safe record-keeping. For Planning Interview discharges please follow the Planning Interview process manual. The chart below summarizes documentation or evidence required for certain discharges.

| Discharge  | REQUIRED EVIDENCE / DOCUMENTATION  |
|--|--|
| <b>38/43</b> DOE GED   | Completed Planning Interview OR record of counseling session OR record of sending a “Know Your Rights” student packet.   |
| <b>02/35/39</b>  | Completed Planning Interview <i>Follow <a href="#">Planning Interview Procedures Manual</a></i>  |
| <b>04</b> Under Compulsory Age   | Record of parent request for withdrawal OR record of interview with parent and child. Copy/receipt of registered letter informing parent of discharge.   |
| <b>08 “P”</b><br><br>Only discharges to approved CSE schools or settings, day or residential.  | For discharges resulting from Committee on Special Education (CSE) placements, collect forms as described in the <a href="#">Standard Operating Procedures Manual</a> (SOPM). If necessary, consult the School Based Support Team. <ul style="list-style-type: none"> <li>• <i>Final Notice of Recommendation: Initial</i> (SOPM p 196) with parent signature OR <i>Final Notice of Recommendation: Annual Review or Reevaluation</i> (SOPM, p 198) with parent signature OR P-2 Letter (SOPM p 217) signed by the nonpublic school, parent <i>and</i> approved by DOE.</li> </ul> AND <ul style="list-style-type: none"> <li>• Dated communication from a school official on school’s letterhead with statement indicating that the student is currently enrolled.</li> </ul> <b>Do not update student home address in ATS.</b>   |
| <b>08 or 11</b><br><b>“E” or “W”</b><br><br>Out-of-DOE<br><br>Only discharges to schools with a regular instructional programs leading to a high school diploma. | <ul style="list-style-type: none"> <li>• Dated letter from a school official on school’s letterhead with statement indicating that the student is currently enrolled, or provides date of enrollment that precedes date on letter. OR</li> <li>• Email from a school official using the school’s official email address that contains the same information as above. OR</li> <li>• A facsimile (fax) with a formal cover sheet from the receiving school that in substance contains the same information as above. OR</li> <li>• A screen shot or a print out from the school/district’s Student Information System that indicates that the student is currently enrolled attached to an email using the school’s official email address or a fax with a formal cover sheet.</li> </ul> District confirmation (as above) is required for on-line schooling outside of NY State, or home schooling in/out of NY State.<br>Communication from a school official that does not provide an enrollment date or that indicates the student “will be enrolled” is not acceptable.<br>For “E” (spending a semester away at school or academic program), the same verification of enrollment, as if at a new school, is required.<br>This code <b>cannot</b> be used for schools without a regular instructional program leading to a high school diploma (e.g., GED, CUNY Prep, or Job Corps). |
| <b>11 “Z”</b><br><br>Out-of-USA  | Statement from a parent or guardian that the family is moving, indicating city and country of new location. Parent statement may be written or verbal with the statement witnessed, dated and recorded by a school staff member.   |

## TRANSFER, DISCHARGE, AND GRADUATION CODE GUIDELINES

Summary of acceptable documentation or evidence required for certain discharges, continued.

| Discharge   | REQUIRED EVIDENCE / DOCUMENTATION   |
|---|---|
| <b>08/11 "X"</b><br><br>New residence is confirmed BUT evidence of actual enrollment in a school cannot be obtained despite outreach. | Evidence that student is known to have moved out of NYC. For example: <ul style="list-style-type: none"> <li>Letter from parent/guardian with new address or relocation plans. OR Ilog or written record of visit to school by parent or family member providing new address/school. OR Documented interview with landlord, employer, neighbor or other providing new address/school.</li> </ul> Evidence of outreach to obtain enrollment information in a new school. For example: <ul style="list-style-type: none"> <li>Return receipt letters sent to new address requesting further information about move and school enrollment. OR Documented interview with ACS/HRA staff person. OR Ilog or written record of phone conversations with student or family from new location.</li> </ul>  |
| <b>10</b><br><br>Non-voluntary  | <ul style="list-style-type: none"> <li>Court documents for incarcerations. OR D79 has access to reports provided by <b>ACS Department of Youth and Family Justice</b> and <b>Department of Corrections</b> to document incarceration or detainment. OR</li> <li>Admission documentation for hospital or Residential Treatment Facility. <b>AND</b></li> <li>Copy of a court order or official statement from ACS or the Office of Mental Health (OMH).</li> </ul> Cluster approvers may decide not to approve discharges for hospitalizations or stays of four weeks or less. It is in the best interest of the student to remain on the active register to facilitate smooth transition back to school. Retroactive discharges may apply if stay is extended. Two representatives per cluster authorized to approve Code 10 discharges. This code <b>cannot</b> be used for Job Corps. |
| <b>12</b><br><br>Address Unknown  | CFNs may provide a checklist with recommended attachments to document the investigation.  |
| <b>20</b><br><br>Early Admission to 4-Yr University   | Letter confirming full matriculation into a 4-year degree-granting program. Not acceptable: CUNY Prep, GED/Associates Degree combined programs, vocational schools.   |

### IV Obsolete Discharge Codes and Current Alternative

| Code  | Description                             | Use instead                        |
|-------|---|------------------------------------|
| 06    | Parochial School                        | Code 08                            |
| 17    | Home Instruction                        | 00 or 51                           |
| 19/49 | Completion of HS requirements. . .      | 51 by YABC and ATS system entry    |
| 22    | Local certificate                       | This certificate no longer exists. |
| 34    | Enrolled in Business, trade, vocational | 39 reason "L"                      |
| 36    | Non DOE full time GED                   | 39 reason "M"                      |
| 37    | Non DOE part time GED                   | 39 reason "N"                      |
| 41    | Voluntary withdrawal due to pregnancy   | 39 reason "O"                      |
| 46    | Regents Diploma w/ CTE                  | 27 and select "CTE" from the menu  |
| 48    | Transfer to a YABC                      | 51 is used for transfers to YABCs  |
| 33/70 | Evening HS                              | 00                                 |
| 60    | Local w/CTE                             | 26 and select "CTE" from the menu  |
| 61    | Advanced Regents w/CTE                  | 47 and select "CTE" from the menu  |