

TRANSFER,

DISCHARGE,

AND GRADUATION CODE

GUIDELINES

2013-14

Quick Reference Table 2013-14

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 Five Years Old (LYFE and PreK only)
08	Discharged to a Nonpublic School in NYC or NY State, includes IEP NPS placement
10	Discharged to a Non-voluntary/Court Ordered Placement
11	Discharged to a School Out of NYC (excluding non-public school in 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 a Credential, 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
------	-------------

30	Received High School Equivalency Diploma (GED) [used by D79 only]
64	Career Development and Occupational Studies (CDOS) Commencement Credential
65	Skills and Achievement Commencement Credential

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: refer to Appendix I (page 19) for 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.

<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 must be enrolled in a new school before being removed from the sending school's register.

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.

Evidence that supports discharges is documented in the ilog feature of ATS, in the student file, counselor's log, or other system used by the school. Please refer to the Documentation and Record Keeping Guidelines (pp 16-18) for required documentation.

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.

For most discharges, the 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.

For the purposes of the October 31 Register audit, school must carefully document November discharges. The expectation is that the discharge date will immediately follow the last day the student was present.

TRANSFER, DISCHARGE, AND GRADUATION CODE GUIDELINES

Summary of Changes for 2013-14

- Based on a new NY State law, Code 04 discharge can only be used for students who are not yet 5 by December 31. Any discharge for students who turn 5 by December 31 must meet the requirements for another relevant discharge.
- The NY State law allows for parents¹ of children who turn 5 by December 31 to elect to remove their children from Kindergarten and enroll them in school the following September. Use Code 08 “K” for this discharge and maintain documentation of the parent’s request and, similar to Code 04, document that the parent received notification from the school that the parent is responsible for registering the child in school the following September.
- Code 02 is a Planning Interview Discharge specifically for 16 and 17 year old students with full-time employment. Starting this year, students who turn 17 during the school year may be discharged Code 02 to a Job Corps program **with confirmed enrollment** in a Job Corps program and following all [Planning Interview Procedures](#). These students remain “accountable” to the school’s graduation cohort ([See page 19](#)). For students attending Job Corps who have completed the school year in which they turn 17, use a Code 39 discharge.
- Code 23 Received IEP Diploma is no longer a valid credential code. To reflect new NY State requirements, there are two new credential options: Code 64, Career Development and Occupational Studies (CDOS) Commencement Credential and Code 65, Skills and Achievement Commencement Credential.
- New Diploma Endorsement codes are provided on page 13.
- The process for returning a student in a YABC for graduation to a home school that is now closed is described on page 15.

¹ The term “parent,” whenever used in this Guide, means the student’s parent(s) or guardian(s), or any person(s) in a parental or custodial relationship to the student, or the student, if he/she is an emancipated minor or has reached 18 years of age. For a student with a disability, consult the standard operating procedures established for assigning a surrogate parent, if applicable.

TRANSFER, DISCHARGE, AND GRADUATION CODE GUIDELINES

High Schools: Transfer Credits after Discharges

- NY State Office of Mental Health Facilities, and many community colleges and other settings do not award high school diplomas but do provide NY State approved educational tutoring or instruction and statewide assessments that may apply toward diploma requirements.
- For students discharged to such non-DOE settings, principals may evaluate coursework and award transfer credit as described in Commissioner’s Regulations [Part 100.5](#), for purposes of awarding a diploma to eligible students. The decision to award transfer credit is based on whether the work is consistent with NY State high school learning standards and is of comparable scope and quality to that which would have been done in the school awarding the credit.
 - If the student is being discharged to a program that does not award a high school diploma—including CUNY Prep, Job Corps, Community College, on-line high schools and some residential setting— then discharge Code 39 is the correct discharge. The student remains on the discharging school’s cohort. The discharging school may continue outreach to the student to explore the possibility of transfer credit to complete high school requirements.
 - If there is doubt if the program to which the student is being discharged awards a high school diploma, use **08X** (for parent-initiated enrollment in a new setting) or **10X** (for non-voluntary enrollment in a new setting) and consult with the receiving program or institution about instructional plans for the student. Students can be re-admitted for a diploma-granting discharge, if applicable.
 - Short term hospitalizations are not discharges; the school and program collaborate to continue coursework.
 - Discharge Code **08W** or **11W** is used **ONLY** when a student is discharged and enrolled in a new high school that awards a diploma. That the student rightfully does not belong on the discharging school’s cohort.

Discharges to GED Programs

- Qualifying students may transfer to DOE-GED programs (see page 5).
- Out of NYC: Any high school student who moves away from NYC and does not attend school, or who goes to GED program or to a program that does not have instruction leading to a high school diploma, has left school without a diploma and remains accountable to the school’s graduation cohort. Complete a Planning Interview discharge, when possible, or use Discharge Code 11X.
- 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.
- 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 must provide appropriate counseling on options to earn a high school diploma and may contact Referral Centers for High School Alternatives to learn about DOE high school options. For more information, visit goingforme.org.

TRANSFER, DISCHARGE, AND GRADUATION CODE GUIDELINES

Transfer Codes		
Transfers are “admission driven.” When a student is added to the register of an admitting school, the sending school is notified, and must confirm the pending discharge, in the WARN screen in ATS.		
CODE	DESCRIPTION	USAGE
00 or 51	Transfer from one New York City DOE School or Program to another New York City DOE School or Program	<p>When a student transfers from one DOE school or program to another DOE school or program.</p> <p>This includes all elementary, middle and high schools, NYC charter schools, District 75 or D79 programs.</p> <p>Students transferring into home schooling must comply with all regulations and have documents filed with the DOE’s Home Schooling Office, per NY State Commissioner’s Regulation 100.10.</p> <p>Some DOE programs, including Young Adult Borough Centers (YABC) and D79 programs, use a Code 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 I (page 16) for special note about certain D79 transfers.</p>
38 or 43	Transfer to a Part-Time (38) or Full-Time (43) Department of Education High School Equivalency Program (GED) See Required Evidence/Documentation chart on pages 16-18 and refer to the Planning Interview Procedures Manual	<p>When students who have completed the school year in which they turn 17 are enrolled for GED study in a DOE program.</p> <p>The student must first be admitted by the program, and the sending school must then confirm the "pending discharge" notification in ATS.</p> <p>Before a transfer to a DOE GED program, students usually attend, or have been notified in writing of the opportunity to attend, a planning interview where their educational options are discussed and where they are informed of their right to return to school through age 21.</p> <p>If this has not happened, then the sending school— before confirming the discharge— must send the student a “Know your Rights” packet and record the date in PIES before confirming the transfer.</p> <p>Students are eligible for Code 38 or 43 transfers when:</p> <ul style="list-style-type: none"> • The student has fewer than 17 credits; AND, • The parent gives written permission to transfer to a DOE GED program. – OR – the student is an emancipated minor/head of household. <p>A student who is within the school year in which he/she turns 17 may be transferred to a <u>full-time</u> DOE GED program with Code 43 if:</p> <ul style="list-style-type: none"> • The student demonstrates extenuating life circumstances such as parenthood or full-time employment; AND • The student has fewer than 17 credits; AND, • The parent gives written permission to transfer to a DOE GED program. – OR – is an emancipated or minor/head of household. <p>Students 16 and under cannot enroll in DOE GED programs.</p>

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 must keep all discharge confirmation documents (e.g., proof of enrollment, outreach notes). Always refer to Required Evidence/Documentation chart on pages 16-18 of this guide.		
CODE	DESCRIPTION	USAGE
02	<p>Full-Time Employment or Confirmed Enrollment in Job Corps</p> <p>See Required Evidence/Documentation chart on pages 16-18 and refer to the Planning Interview Procedures Manual</p>	<p>When students who turn 17 during the school year have obtained a pledge of employment indicating that they are to be hired to a full-time position or who have confirmed enrollment in a Job Corps center.</p> <p>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. Written parental consent is required.</p> <p>Students who have completed the school year in which they turned 17 who wish to withdraw from school for full-time employment or to enroll in Job Corps are discharged using Code 39.</p>
04	<p>Under Compulsory School Age (LYFE and PK only)</p> <p>See Required Evidence/Documentation chart on pages 16-18.</p>	<p>For students who are not yet 5 by December 31, when parents request withdrawal or student has been absent for 20 consecutive days.</p> <p>Required “Discharge Reason” code for all PK discharges:</p> <ul style="list-style-type: none"> B Moved outside of NYC (under compulsory school age). E Parent requests the discharge or an investigation is completed. <p><i>For additional reason codes for use by LYFE program use F4 to select.</i></p> <p>For all Code 04 discharges, the parent must be informed that the parent is responsible for registering the child in school in September of the calendar year in which the child turns five.</p> <p>Students under five years old who are absent from school for 20 consecutive days without explanation may be discharged Code 04 when:</p> <ul style="list-style-type: none"> • 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; and • After all procedures are completed, a registered letter informing the parent of the discharge and the responsibility to register the child the following September must be sent to the home. <p>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> <p>When an attendance investigation does not lead to a home address, the student may be discharged Code 12, following all appropriate approvals.</p> <p>When the investigation yields a home address outside of NYC, or the parent alerts the school of an out-of-NYC move, a Code 04 discharge applies without a school staff member seeing the parent and child first. All communication and investigation notes must be maintained in the student’s file.</p>

TRANSFER, DISCHARGE, AND GRADUATION CODE GUIDELINES

CODE	DESCRIPTION	USAGE
08	<p>Out-of-DOE Non-Public School Kindergarten Parent-Elected Discharge</p> <p>See Required Evidence/Documentation chart on pages 16-18.</p>	<p>When families remain living in NYC and students attend a private or parochial school, Special Act School, or non-public institution. – OR – When families move <u>within</u> NY State and students attend a <u>non-public</u> school in NY State. (For public/charter schools in NY State, use Code11.) – OR – When parents elect to remove their children from Kindergarten and enroll them in school the following September.</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>Required "Document" code describing the form of documentation:</p> <ul style="list-style-type: none"> E Academic exchange program for short-term enrollment in semester abroad or similar enrichment program. P CSE Program recommendation accepted; confirmed enrollment in private school or setting; <i>students with IEPs only.</i> K Kindergarten Parent-Elected Withdrawal. W Written acknowledgment from new school confirming current enrollment. X No documentation of enrollment, 407 will open in 20 days. <p>407 reminders: 20 days after a discharge with Document Code "X," a Form 407 will generate. With written documentation, the discharge documentation code is updated in UPDI and the 407 is closed "93." If the 407 investigation does not end with verification, the 407 is closed with "83." The discharge documentation will remain "X."</p> <p>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."</p>
10	<p>Non-Voluntary (Discharged to a Court Ordered Placement)</p> <p>See Required Evidence/Documentation chart on pages 16-18.</p>	<p>When students are placed in a full-time or residential setting based on an institutional directive, by an agency, court or another authority and not by anyone in parental relation to the student.</p> <p>Required "Discharge Reason" code:</p> <ul style="list-style-type: none"> X Court ordered incarceration, including with the NYC Department of Corrections for certain students 19 and over (see Appendix J, page 16). 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. <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) must be sent to the approving office, which will make final determination of the reason code based on State guidelines.</p>

TRANSFER, DISCHARGE, AND GRADUATION CODE GUIDELINES

CODE	DESCRIPTION	USAGE
<p>11</p>	<p>Out-of-DOE Discharge, family moves and student attends a new school</p> <p>Out of USA</p> <p>See Required Evidence/Documentation chart on pages 16-18.</p>	<p>When families move out of NYC and students attend public or charter school in NY State –or any kind of school outside of NY State– does not apply to private schools in NY State (use Code 08).</p> <p>A new home address AND proof of enrollment in the new school are both required to use this code</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>Required "Document" code describing the form of documentation (verification):</p> <ul style="list-style-type: none"> W Written acknowledgment from new school confirming current enrollment. X No documentation of enrollment, 407 will open in 20 days. Z Move outside the USA, verification received. <p>This code is also used for students who move outside the USA or its territories. In that case, proof of enrollment in a new school is not necessary but there must be a parent statement that the family is moving.</p> <p>407 reminders: 20 days after a discharge with Document Code "X", a Form 407 will generate. With written documentation, the discharge documentation code is updated in UPDI and the 407 is closed "93." If the 407 investigation does not end with verification, the 407 is closed with "83." The discharge documentation will remain "X."</p> <p>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."</p>
<p>12</p>	<p>Address Unknown</p> <p>See Required Evidence/Documentation chart on pages 16-18.</p>	<p>When students who cannot be located after an extensive attendance investigation.</p> <p>The principal authorizes the discharge by signing the Form 407 documenting the investigation. All Code 12 discharges must be approved by the CFN Network Attendance Manager.</p>

TRANSFER, DISCHARGE, AND GRADUATION CODE GUIDELINES

Code 08, 10 or 11? Always refer to Required Evidence/Documentation chart on pages [16-18](#).

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

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

Common Discharge Errors

Penn Foster Agora Cyber Charter School any on-line school	NY State does not register online schools. For students above compulsory school age, use Code 39 Planning Interview discharge. Other families may follow the process for home schooling.
CUNY Prep, Non-DOE GED, FECS, other adult education	For students above compulsory school age, use Code 39 Planning Interview Discharge. Provide appropriate counseling on options to earn a high school diploma; contact Referral Centers for options.
TCI, BramsonORT, other technical or community colleges	Discharge students using code 39. In the event that the student reaches out to the high school after completing coursework at the technical or community college, the high school may evaluate this coursework for transfer credit and update the discharge to a diploma-granting code if the student has fulfilled all course and exam requirements.
Arms Acres, Four Winds	Short-term hospitalizations are not discharges.
Blythdale, Children’s Village, Greenburgh Eleven, Greenburgh- Graham, Hawthorne Cedar Knolls, Geller House, Mount Pleasant, Linden Hills (among others)	Special Act Schools . Students may be enrolled based on the recommendations of their CSE (in this case, use discharge 08P) or placed by family court, local social services districts or the Office of Children and Family Services (in this case, use discharge 10Y).

Unsure about a discharge? Ask attendance@schools.nyc.gov

TRANSFER, DISCHARGE, AND GRADUATION CODE GUIDELINES

CODE	DESCRIPTION	USAGE
15	Student Deceased	<p>When a student has died.</p> <p>A death certificate, copy of an obituary, or other proof must be on file.</p>
20	<p>Early Admission to a Four-Year University</p> <p>See Required Evidence/Documentation chart on pages 16-18.</p>	<p>When students matriculate into a four-year university without earning a high school diploma.</p> <p>This code 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 a high school diploma and college credit.</p> <p>All Code 20 discharges must be approved by the CFN Network Attendance Manager.</p>
21	Over 21 Years Old	<p>When students complete the school year in which they turn 21.</p> <p>Required “Discharge Reason” code:</p> <ul style="list-style-type: none"> I Enrolled in DOE Adult and Continuing Ed J Enrolled in non-DOE Adult Ed K Unknown/None
25	Already Received a High School Diploma Outside NYCDOE at Time of Enrollment	<p>When students, at the time they were enrolled, already had a high school diploma from a non-DOE school (including schools outside the United States).</p> <p>This code cannot be used to update a discharge. It may only be used 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>
29	Previously Discharged from a NYC School with a Non-Diploma Credential, GED, or Dropout Code	<p>When students previously discharged re-enroll in the same school (or in a non-diploma-granting program) but leave again before completing diploma requirements.</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>Discharged students who need only Regents Exam(s) to complete diploma requirements do not need to be re-enrolled to take the exam.</p>
35	<p>Entered Military Service</p> <p>See Required Evidence/Documentation chart on pages 16-18 and refer to the Planning Interview Procedures Manual</p>	<p>When students are admitted into any division of military service.</p> <p>The effective date of discharge is the date of active enlistment into military service. 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>

TRANSFER, DISCHARGE, AND GRADUATION CODE GUIDELINES

CODE	DESCRIPTION	USAGE
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>See Required Evidence/Documentation chart on pages 16-18.</p> <p>Always refer to the Planning Interview Procedures Manual</p> <p>Updated with additional requirements for 2013-14.</p>	<p>For students over mandatory school age (must have completed the school year in which they turned 17), when students voluntarily withdraw or students have been absent for 20 consecutive days.</p> <p>Students discharged under this category must have either:</p> <ul style="list-style-type: none"> • 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 • 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. <p>Students may be discharged after 20 consecutive days of absence without explanation when:</p> <ul style="list-style-type: none"> • The school made documented outreach attempts to return the student to school; • The school mailed at least two separate letters inviting the student and parent to attend a planning interview and notifying them of the pending discharge, including the completed Planning Interview Form; AND • The Planning Interview Form and supporting documentation are sent to the CFN for approval. <p>Required "Discharge Reason" code:</p> <ul style="list-style-type: none"> A Student is no longer interested in attending school. B Student has completed all required credits to graduate, but is missing one or more Regents exams. D Student has been absent for 20 consecutive days and has not responded to invitations to attend a planning interview. L Student has enrolled in a business, trade, vocational or other training program. M Student has enrolled in a full-time non-DOE GED Program. N Student has enrolled in a part-time non-DOE GED Program. O Student is voluntarily withdrawing due to pregnancy. <p>Follow the current Planning Interview Procedures Manual.</p> <p>See Note to HS on page 3: When students complete coursework at another educational or cultural institution after a discharge, principals may evaluate the coursework and award transfer credit as described in Commissioner's Regulations Part 100.5. After a Code 39 discharge, schools may update the discharge in PDSC to a Code 30 (for a GED) or diploma-granting code, as applicable.</p>

TRANSFER, DISCHARGE, AND GRADUATION CODE GUIDELINES

CREDENTIAL CODES		
CODE	DESCRIPTION	USAGE
30	Received High School Equivalency Diploma (GED)	<p>When students are discharged from 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>
64	<p>Career Development and Occupational Studies (CDOS) Commencement Credential</p> <p><i>For students with IEPs who participate in standard assessments only.</i></p>	<p>For eligible students with disabilities who meet criteria described here: http://intranet.nycboe.net/NR/rdonlyres/77EE2B03-2673-412E-B2C5-70732D1F3D52/0/AcpolicyCDOScredential.pdf</p> <p>The credential is not equivalent to a New York State high school diploma.</p> <p>The credential may be awarded any time after the student has attended school for at least 12 years, excluding kindergarten, or received a substantially equivalent education elsewhere; or at the end of the school year in which a student attains the age of 21.</p> <p>This credential may also be awarded as an endorsement to a high school diploma; see page 12 for a list of endorsement codes.</p> <p>For students less than 21 years old, the credential must be provided with a written assurance that the student continues to be eligible to attend school until the student has earned a regular high school diploma or until the end of the school year in which the student turns age 21, whichever occurs first.</p>
65	<p>Skills and Achievement Commencement Credential</p> <p><i>For students with IEPs who participate in New York State Alternate Assessment (NYSAA) only.</i></p>	<p>For eligible students with disabilities who meet criteria described here: http://intranet.nycboe.net/NR/rdonlyres/E66C5592-0C57-41D5-ABA6-DD7BBD8556B/0/AcpolicyIEPphaseout.pdf</p> <p>The credential is not equivalent to a New York State high school diploma.</p> <p>The credential may be awarded any time after the student has attended school for at least 12 years, excluding kindergarten, or received a substantially equivalent education elsewhere; or at the end of the school year in which a student attains the age of 21.</p> <p>For students less than 21 years old, the credential must be provided with a written assurance that the student continues to be eligible to attend school until the student has earned a regular high school diploma or until the end of the school year in which the student turns age 21, whichever occurs first.</p>

TRANSFER, DISCHARGE, AND GRADUATION CODE GUIDELINES

DIPLOMA GRANTING CODES

Please refer to current graduation requirements for complete information about the use of these discharge codes: <http://tinyurl.com/nyc-policy-guide>. Enter diploma codes in GRDT during the periods that GRDT is open. Use DISC only when GRDT is closed.

CODE	DESCRIPTION
When students have met the requirements in NY State Commissioner’s Regulations for a...	
26	Local diploma This diploma is available to students who first entered grade 9 in 2007 or earlier and for all students with disabilities who meet the eligibility requirements, via the safety net provision. For information on student eligibility and documentation requirements for the safety net, please visit http://intranet.nycboe.net/Accountability/APR/GradRequirements.htm .
27	High School Regents Diploma Student has earned 44 credits in required subject areas and passed five required Regents exams.
28	High School Regents Diploma with Honors Student has earned 44 credits in required subject areas, passed five required Regents exams, and earned an average score of 90 or higher on these Regents exams.
47	High School Advanced Regents Diploma Student has earned 44 credits in required subject areas and passed required Regents exams as specified in New York State Commissioner’s Regulations.
62	High School Advanced Regents Diploma with Honors Student has earned 44 credits in required subject areas, passed required Regents exams as specified in New York State Commissioner’s Regulations, and earned an average score of 90 or higher on these Regents exams.

DIPLOMA ENDORSEMENT CODES

Upon entering a graduation code in the GRDT (or DISC) screen in ATS, schools may indicate from a “diploma type” for students who have earned endorsements. See a list of endorsement codes below. Please refer to current graduation requirements for complete information about the use of these endorsement codes: <http://tinyurl.com/nyc-policy-guide>.

CODE	ENDORSEMENT	ELIGIBLE DIPLOMA CODES
01	Arts	26, 27, 28, 47, 62
02	CTE	
03	CTE and arts	
05	Math	47 and 62 only
06	Science	
07	Math and science	
08	Arts and science	
09	Arts and math	
10	Arts, science, and math	
11	CTE and science	
12	CTE and math	
13	CTE, science, and math	
14	CTE, arts, and science	
15	CTE, arts, and math	
16	CTE, arts, math, and science	
20	CDOS credential (as endorsement to a diploma)	26, 27, 28, 47, 62

TRANSFER, DISCHARGE, AND GRADUATION CODE GUIDELINES

Updates to Discharge Information

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

- Restrictions to updates of discharge information are based on state reporting rules. Schools are advised to complete and confirm all data entry for each school year –discharges and other information – prior to the ATS rollover, or earlier, as indicated in verification guides and other policy documents.
- For August updates to June graduates/completers, follow deadlines published in ATS News, Principals’ Weekly or verification guides published on the [Academic Policy Resources](#) intranet page.

In general, if the original or requested discharge requires approval (10, 12, 02, 35, 39) the change must be made through **RQSA-DCH**. When submitting a request in **RQSA**, a comment is necessary to describe the need for the update. Scan documents that support the change (results of an investigation or enrollment in a new school) and email to attendance@schools.nyc.gov, referencing the OSIS number.

ORIGINAL CODE	DESCRIPTION	Current School Year	After Current School Year
08	Out-of-DOE discharge	Use UPDI during current school year to correct errors or adjust the discharge code based on better information.	Use UPDI in the second year ONLY 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.)
11			
12	Address unknown	Code 12 may also be cancelled if not yet approved in UPRD by using the F10 key in DISC. Use RQSA to request a change to an approved Code 12 to a code <u>other</u> than 08 or 11. Updating to a credential/diploma code requires re-enrollment and a new discharge.	Use RQSA 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)	Any updates to the reason code or a request to change the discharge entirely based on new information are requested through RQSA .	Use PDSC to notate the receipt of a GED for Code 10 discharges.
20	Early university	These codes may be canceled if not yet approved in UPRD by using the F10 key in DISC.	Use RQSA 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	Code 10 may also be updated to notate the receipt of a GED using PDSC .	

TRANSFER, DISCHARGE, AND GRADUATION CODE GUIDELINES

ORIGINAL CODE	DESCRIPTION	Current School Year	After Current School Year
04	Under 5	Use RQSA to request any change.	

ORIGINAL CODE	DESCRIPTION	Current School Year	After Current School Year
02	17 with full-time employment	Code may not be updated in UPDI . School authorized the student withdrawal from school and released the student. A Code 39 discharge reason code may be updated or corrected.	Use PDSC 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. For August grads, PDSC accepts a 9/1 date until mid-September.
35 39	Completed school year turned 17	Codes 02/35/39 may be cancelled if they are not yet approved in UPRD by using the F10 key in DISC .	
21	Over 21	Use PDSC 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.	
29	Previously discharged as a drop-out		

ORIGINAL CODE	DESCRIPTION	Current School Year	After Current School Year
26 27	Credential or graduation code	Enter graduation or credential codes in GRDT and correct in GRDT until the screen closes.	Use PDSC to modify the discharge of a graduate based on passing a Regent's Exam, summer work or other previously unmet requirements. PDSC accepts a 9/1 date for all graduation codes until mid-September.
28 47 62		After January graduation/credential discharges, or to correct any mid-year graduation/credential discharges or diploma distinction codes inputted in error, use UPDI .	
23		The date does not change.	For updates to discharges not described here, please submit a request through RQSA .
64		To update a mid-year graduation/credential discharge based on June Regents, use PDSC .	
65			

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 a central DBN (02M972), and the Office of Academic Policy and Systems certifies the transcript, discharges the student with the appropriate graduation code, and arranges for a diploma to be prepared for the student by a diploma-granting school.

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

Appendices

I. D79 transfers to Passages, East River Academy (Rikers) or ReStart

If you suspect or have been provided information that a student is in a location serviced by a District 79 program, you may not discharge the student. Work with D79 program staff to confirm the status of the student and take appropriate follow up action, where necessary. During the time the student is in the D79 setting, schools are advised to maintain communication with the D79 program in order to facilitate the transition back to school. Note that students can make progress towards earning a high school diploma during the period of enrollment in District 79 programs and credits earned during the period of program enrollment are awarded via STARS. For more information see [Assisting Students who Are Involved with Court-Ordered Settings](#).

D79 programs and locations include, but are not limited to, the following::

- **East River Academy (ERA)** (79Q344) for students between the ages of 16 and 18 in a facility on Rikers Island. Contact: ERA@schools.nyc.gov.
 - Students between 19 and 21 in a facility on Rikers Island are eligible to attend East River Academy. If a student is in DOC custody and not attending ERA, the student may be discharged with a Code 10X. Get confirmation of the student’s status from ERA. ERA will provide the necessary documentation for a 10X discharge.
 - A list of facilities associated with ERA can be found here: http://www.nyc.gov/html/doc/html/facilities/locate_facility.shtml
- **Passages Academy** (79X695) for students ages 17 and younger in secure and non-secure detention and placement facilities operated by Division of Youth and Family Justice of Administration for Children’s Services (ACS). Contact Connie Chiu (cchiu2@schools.nyc.gov) for information about students at Passages Academy.
- **ReStart Academy** (79M973) for students between the ages of 16 and 21 receiving educational services in over 20 different substance abuse and mental health treatment programs or other involuntary and/or temporary settings. A list of ReStart sites is found [here](#). Contact Josh Horsford (JHorsford2@schools.nyc.gov) for information about students enrolled at ReStart Academy.

II. Documentation and Record Keeping Guidelines

All discharges require evidence to support the reason for leaving a DOE school. Evidence is documented in the ilog feature of ATS, in the student file, counselor’s log, or other system used by the school. Consult Chancellor’s Regulation A-820 for guidance on safe record-keeping. Planning Interview discharges follow the Planning Interview Procedures Manual.

Discharge	REQUIRED EVIDENCE / DOCUMENTATION
38/43 transfer DOE GED	Completed Planning Interview OR record of counseling session reviewing student’s academic and behavior history OR record of sending a “Know Your Rights” student packet. For students with IEPs, a “Student Exit Summary” is also required.
02	<ul style="list-style-type: none"> • Completed Planning Interview <i>Follow</i> Planning Interview Procedures Manual AND <ul style="list-style-type: none"> • Confirmed Enrollment in a Job Corps center OR Full-Time Working Papers. For students with IEPs, a “Student Exit Summary” is also required.

TRANSFER, DISCHARGE, AND GRADUATION CODE GUIDELINES

Discharge	REQUIRED EVIDENCE / DOCUMENTATION
35/39	Completed Planning Interview <i>Follow Planning Interview Procedures Manual</i> For students with IEPs, a “Student Exit Summary” is also required.
04 Under Compulsory Age (PreK or LYFE)	Record of parent request for withdrawal. If the discharge follows 20 consecutive days of absences, documentation must include a record of interview with parent and child and a copy/receipt of registered letter informing parent of discharge.
08 “P” For students with IEPs Only discharges to approved CSE schools or settings, day or residential. New York State Education Department (NYSED) Approved Private Day Schools	For discharges resulting from Committee on Special Education (CSE) placements, collect forms as described in the Nickerson (P-1R/P-2) Policy & Procedures . If necessary, consult the School Based Support Team. <ul style="list-style-type: none"> • P-2 Letter (Standard Operating Procedures Manual SOPM p 217) signed by the nonpublic school, parent <i>and</i> approved by DOE. AND <ul style="list-style-type: none"> • Dated communication from a school official on school’s letterhead with statement indicating that the student is currently enrolled. Both documents are scanned into SESIS. Do not update student home address in ATS.
08 or 11 “E” or “W” Out-of-DOE Only discharges to schools with a regular instructional programs leading to a high school diploma.	These codes cannot be used for schools without a regular instructional program leading to a high school diploma (e.g., not to be used for GED programs, CUNY Prep, or Job Corps). <ul style="list-style-type: none"> • Dated letter from a school official on school’s letterhead with statement indicating that the student is currently enrolled or “in attendance” or provides date of enrollment that precedes date on letter. OR • Email from a school official using the school’s official email address that contains the same information as above. OR • A facsimile (fax) with a formal cover sheet from the receiving school that in substance contains the same information as above; a fax without a cover sheet if the school or district identifying information is imprinted on the fax. OR • 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. District confirmation (as above) is required for on-line schooling outside of NY State, or home schooling in/out of NY State. For “E” (spending a semester away at school or academic program), the same verification of enrollment, as if at a new school, is required.

TRANSFER, DISCHARGE, AND GRADUATION CODE GUIDELINES

Discharge	REQUIRED EVIDENCE / DOCUMENTATION
08 “K”	Parent statement, signed and dated, stating that the parent will enroll the child in first grade the following September.
11 “Z” 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.
08/11 “X” New residence is confirmed BUT evidence of actual enrollment in a school cannot be obtained despite outreach.	<p>Evidence that student is known to have moved out of NYC. For example:</p> <ul style="list-style-type: none"> • Letter from parent 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. <p>Plus, evidence of outreach to obtain enrollment information in a new school. For example:</p> <ul style="list-style-type: none"> • 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.
10 Non-voluntary	<ul style="list-style-type: none"> • Court documents for incarcerations. OR D79 has access to reports provided by ACS Department of Youth and Family Justice and Department of Corrections to document incarceration or detainment OR • Admission documentation for hospital or Residential Treatment Facility, along with a copy of a court order or official statement from ACS or the Office of Mental Health (OMH). <p>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.</p> <p>Two representatives per cluster authorized to approve Code 10 discharges.</p> <p>This code cannot be used for Job Corps.</p>
12 Address Unknown	<p>CFNs may provide a checklist with recommended attachments to document the investigation.</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>
20 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.

TRANSFER, DISCHARGE, AND GRADUATION CODE GUIDELINES

III. Discharges and Graduation Cohorts

The following rules apply to both the NYCDOE Progress Report and the NYS Report Card. For complete information about graduation cohort policy, see the [Graduation Cohort Policy FAQ](#).

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

- Transfer to a non-diploma granting school or program;
- Codes 08”X” or 11”X” discharges without confirmation of enrollment;
- Code 10”X” discharges to an institution that does not provide educational services;
- Code 12 discharges (address unknown);
- Planning Interview Discharges (02/35/39);
- Transfers 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. (For New York State’s five-year graduation rate only, students who transfer to an accountable DOE high school before June 30th of their fifth year will become accountable to the receiving school.)

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 receiving school.

The following discharges remove a student from a school’s cohort:

- Confirmed code 08 or 11 discharges to a public or private school in or out of New York City BEFORE June 30 of the fourth year of high school;
- Code 10”Y” discharges to an institution that provides educational services and has an eligible NY State BEDS code;
- Code 15 discharges (deceased student);
- Code 20 discharges (early admission to a 4-year university);
- Code 25 discharges (proof of receipt of a high school diploma outside the DOE).

IV. Obsolete Discharge Codes and Current Alternative Codes

Code	Description	Use instead
06	Parochial School	Code 08
17	Home Instruction (Home-bound D75)	00 or 51
19/49	Completion of HS requirements. . .	51 by YABC and ATS system entry
22	Local certificate	This certificate no longer exists.
23	IEP Diploma	64 or 65
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