



# THE NEW YORK CITY DEPARTMENT OF EDUCATION

DENNIS M. WALCOTT, *Chancellor*

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Charter Schools Office

52 Chambers Street, Room 413, New York, NY 10007

Phone: 212-374-5419 Fax: 212-374-5581

## Discharge Procedures for Charter Schools

Charter schools are legally considered to be their own local education agency, or LEA with regards to student discharge. This means that it is the sole responsibility of each charter school to ensure that the requirements, due diligence, investigations and follow-up regarding discharges are conducted at the school level. At any time, the Authorizer and/or DOE Charter Schools Office reserves the right to request, review and audit on-site documentation related to any discharge, transfer or graduation record. Such documentation can include information gathered from other schools, parent/guardian interviews, a review of pertinent records, or authorization from the other school districts.

Charter schools must also maintain accurate student enrollment status that reflects such documentation in ATS (Automate the Schools). This includes timely changes to [transfer](#), [discharge and graduation](#) coding. Any data entry pertaining to a student's [enrollment status](#) in a charter school should be maintained and updated on a regular basis in ATS. A summary of ATS discharge codes and procedures is below. Please refer to the 2011-2012 Transfer, Discharge and Graduation Code Guidelines for more detailed information.

### Graduating Students

The charter school should enter one of the following codes into the ATS system immediately upon graduation: **26, 27, 28, 47 and 62**. These codes require that you have information on the specific diploma granted to the student.

### Transfer Students

#### - **Within the NYCDOE**

Students, who transfer from a charter school to another school/program within the NYCDOE, must be enrolled into the receiving school's ATS system. Once the student's information is in the receiving school's system, the sending school will see the transferred student in the ATS system as a pending discharge. The sending school must confirm that the student is indeed at the location of the receiving school.

### Discharge Students

#### - **Outside of the NYCDOE**

The school will, upon receipt and verification of pertinent and necessary documentation, enter the appropriate status code into the BIO screen of the student in question. When transferring outside of the DOE system, the sending charter school should attempt to get as much information as possible and use one of the ATS discharge codes (**02, 04, 06, 08, 10, 11, 12, 20, 21, 25, 29, 35 and 39**). It is recommended that an exit interview be conducted to ascertain the information needed for accurately updating the enrollment status of the student.

In the case of the following codes: **02, 35 and 39** - Planning interviews should take place to ensure that the proper guidance and information are provided to the student and parents prior to exiting the school. This will ensure an accurate assessment of the student's progress towards graduation; determine the reason for the student's absence or desire to leave school; and explore the actions the school can take to facilitate the student's continued progress.

- **Regional Discharges (Codes 10, 12, 20, 25 and 39)**  
Codes 10, 12, 20, 25 and 39 discharges [require Charter Schools Office approval](#).

**Code 10 (Discharged to a Court Ordered Placement)** is used when a student is placed in a full-time or residential non-DOE or out-of-NYC setting based on an institutional directive. In order for the discharge to be granted, copies of the documentation (e.g. court order) must be sent to the Charter Schools Office, which will make the final determination of the reason code based on State guidelines.

**Code 12 (Address Unknown)** 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. The discharge date is the first day of absence following the last day the student was marked present. The Form 407 is generated automatically in ATS to elevate the status of a school's investigation for an absent student. In a one-page format, pertinent student biographical information is provided, with any previous 407s, the student's attendance history, and space to record the results of the investigation.

The due diligence process should include the following:

- Attempts to contact the student and guardian via telephone
- Sending a registered letter to the last known address of the student
- Performing a home visit to the last known address of the student

The school should document this due diligence, keep all information on file at the school and make available to the Authorizer and/or DOE Charter Schools Office personnel upon request. Once the investigation has been performed and documented, the school may enter the code 12 into ATS and request final approval from the Charter Schools Office by submitting the **Checklist For Address Unknown (CODE 12) Discharges Form, the signed Form 407 generated in ATS, and any additional documentation. Final approval will not be granted until the Charter Schools Office receives and approves the signed Form 407 and the signed Checklist For Address Unknown (CODE 12) Discharges Form. Once approved, the Charter Schools Office will notify the charter school that the discharge has been granted.**

**Code 20 (Early Admission to a Four-Year University)** 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. 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. In order for the discharge to be granted, the charter school must provide the Charter Schools Office with a letter confirming the student's full matriculation into a 4-year degree-granting program.

**Code 25 (Already Received a High School Diploma Outside NYCDOE at Time of Enrollment)** 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.). 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. In order for the discharge to be granted, the charter school must provide the Charter Schools Office with documentation showing that the student has obtained a high school diploma.

**Code 39 (Voluntary Withdrawal or Discharge After 20 Consecutive Days of Non-attendance)** 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.

Students discharged under this category must have either:

- 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.

This code may also be 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 a letter inviting the student and parent to attend a planning interview. Schools should develop their own planning interview process for students with discharges that fall under code 39. Schools want to make sure that the students and their parents/guardians are aware of their educational rights. For discharge that fall under code 39, schools must submit the Planning Interview Cover Sheet to the Charter Schools Office and supporting documentation for the discharge to be granted.

### **Documenting on ATS – ILOG screen**

ILOG is a new function now available in ATS that allows school staff and attendance teachers to enter into ATS all outreach efforts that have been provided to students. The purpose of this new function is to provide greater coordination of interventions provided to students by allowing for a universal recording process among school staff who have interfaced with the student and or parent. The new ILOG screen will enable student interventions such as telephone calls, mailings, home visits and counseling to be entered and documented in ATS.

For further questions and inquires on specific cases and situations, please contact Charter Schools Office cohort operations liaison.

They are:

Cohort I = Keisha Womack [Kwomack3@schools.nyc.gov](mailto:Kwomack3@schools.nyc.gov)

Cohort II = Scott Torres [Storres21@schools.nyc.gov](mailto:Storres21@schools.nyc.gov)

Cohort III = Laurie Price [Lprice5@schools.nyc.gov](mailto:Lprice5@schools.nyc.gov)

To find which cohort your school belongs, see pages 4-7 of this pdf:

<http://schools.nyc.gov/NR/rdonlyres/75F1D3F7-ED64-400E-876C-C433EF50A17D/109627/NewCSOStructure.pdf> .