

[dmin essential](#), [admin](#), [student records](#), [enrollments](#)

Dis-enroll a student from SpSIS

- Step 1. Search for a student in the system and click on Enr

The screenshot shows the SpSIS search interface. At the top, there are navigation tabs: Admin, Reports, Schools, Teachers, Portal, and Help. Below these is a search bar with the text 'Ludlow' entered. The search results table has columns: #, St #, Lcl ID, Grd, Name, City, Trk, Education Program, Primary Class Offering, E-mail, Started, Finished, Teacher, and Student Tabs. The first row is highlighted in green, indicating the current enrollment record. The 'Student Tabs' for this record are: Reg, Enr (highlighted with a red box and a blue arrow), Tchr, Trscpt, and Test. Below the table, there is a 'Jump To' section with links: Ludlow, Tristian, Reg, Enr, Tchr, Trscpt, and Clear.

Once in enrollment page, you will see all enrollment records for the student. These may be for attendance programs, tutoring programs, etc. A student may have more than one type of enrollment.

This student has three enrollment records. The topmost record showing in green indicates a current enrollment record. The next record is showing in grey indicating enrollment is not current. In this case they grey entry is the previous school year's record.

- Step 2. Click on the EDIT button on the right of the green (current) enrollment record

The screenshot shows the SpSIS Student Enrollment page. At the top, there are navigation tabs: Search, List, Registration, Enrollment, IS Staff Assoc, Discipline, Classes, Med, Special Programs/Account, TDMS, Sports/Clubs, Tests, Transcripts, Cume, Profile, and Dashboard. Below these is a 'Student Enrollment' section with fields for: Add student picture, Student Name (Tristian Ludlow), Grade (10), Local ID (78929), Student Statewide ID (Not Assigned), Race (American Indian or Alaska Native), Address (13 Sierra St, Portola, CA 96122), Age (16), Gender (M), Date of Birth (02/15/2000), Hispanic or Latino? (No), Enroll Start (11/09/2015), Parent(s) (Sam Ludlow, Josephine Ludlow), and Staff (Higgins, Marianna). Below this is a 'Concurrent Enrollment/Program History' table with columns: Exp, Dates, Exit, Track, Att, Grade, Program, Grad Reqs, A-G, and Edit. The first row is highlighted in green, indicating the current enrollment record. The 'Edit' button in the 'Edit' column is highlighted with a red box. Below the table, there is a note: 'No special program or service for this enrollment record'. At the bottom, there are footnotes: 'Rows shown in red should have an Exit code given, but none has been specified.' and 'Rows in grey indicate a non-attendance program.'

- Step 3. Enter a finish date check the close records box select a state exit code, and save the record. NOTE: Optional fields include the following- Survey: why left, promotion/retention action, and comments.

Edit Existing Enrollment Record (Last modified by LeAnn Reeves on 11/09/2015 4:03pm)

[Save Record](#)

Start: 11/09/2015

Finish: ☐ Close Record

Enrollment Status: Primary enrollment

Schools: Classroom Based - 9-12

Track: A

Program: + Independent Study
Programs with a "+" in front enable attendance.

Graduation Requirement: High School: General Education 2017 - 2018

Gradelevel: 10

School Transfer Code: --

State Exit Code: -- Select --
[View All](#)
You must select a State Exit Code if a Finish date is given.

of times retained: 0

School Completion Status: --
[View All](#)

A - G ☐ Student graduating having met A - G requirements.

Optional/Survey Question

Survey: why Left: -- No Reason Given --

Promotion/Retention Action: -- Unspecified -- (optional)

Drop Comments:

Comments:

NOTE: If the student is exiting an informational program and not leaving the school you do not need to close all records.

California State Exit Codes

Code Number	Description
E125	Prior Completion Special Ed - Student exited a special education transition program and was previously reported as receiving a special education certificate of completion, passing the California High School Proficiency Examination (CHSPE), or passing the General Educational Development (GED) test.
E130	Died - Student died while enrolled in school or student completed the school year, was expected to return, and died during the summer break.
E140	<p>No Known Enrollment, Truant - Student withdrew from/left school, and the local educational agency is certifying that after taking the following truancy intervention steps, there is no evidence the student is in an academic program toward a diploma or its equivalent:</p> <p>1) When a pupil between the ages of 6 and 18 (inclusive) accumulates three absences of more than 30 minutes each without a valid excuse in one school year, the school district shall notify the pupil's parent or guardian by the notice required in Education Code Section 48260.5.</p> <p>2) After continued absences without a valid excuse following the notice, an appropriate district officer or employee shall make a conscientious effort to hold at least one conference with the parent or guardian and pupil as required in Education Code Section 48262.</p> <p>3) If it appears upon investigation that any parent, guardian, or other person having control or charge of the child is violating any of the provisions of California's compulsory education law, then the case should be referred to a school attendance review board (SARB) pursuant to Education Code Section 48291.</p>

Code Number	Description
E150	<p>Mid-Year Enrollment Update - The student is not exiting the school but the one or more of the following pieces of information about the student is being updated:</p> <ul style="list-style-type: none"> • Grade level, greater than 14 days before the end of the school year; or • Student School Transfer Code; or • District of Geographic Residence, or • Enrollment Status Code <p>If the student exited and left the school use the appropriate exit code, for example:</p> <ul style="list-style-type: none"> • T160-Transfer to another CA school; or • E155 [YearEndGradeLevelExit] if a grade level exit took place during the last 14 days of the academic year because of summer break or year-end intersession. • E230 [Completer Exit] and School Completion Status=480 [Promoted/ Matriculated] and not E155 if the student completed the grade that is being exited and that grade-level is the last grade offered at the school.
E155	<p>Year End Grade Level Exit - The student exited a grade level (excluding high school completion) during the last 14 days of the current academic year because of summer break or year-end intersession. This exit code is to be used for students thought to be returning to the school. If the student is completing the school year, but known to be transferring to another school or some other type of exit, use the appropriate exit code (for example T160 Transfer to another California school).</p> <p>The grade level exit at the end of the year indicates only that the student exited the grade level at the end of the year. The student's enrollment for the next academic year may be a grade-level promotion, grade retention, or grade demotion.</p> <p>Note: If the student completed the last grade offered at the school, use Student Exit Category=E230 [Completer Exit] and School Completion Status=480 [Promoted/ Matriculated] instead of this code. <i>Note- only valid between May 15- August 15</i></p>
E230	<p>Completer Exit - Student left school after completing their academic program at this school, whether or not the completion resulted in high school graduation. This includes students who fail CAHSEE, who graduate with CAHSEE waivers, or who reach the maximum age for high school but don't have enough credits to graduate.</p>
E300	<p>Expel No Known Enroll - Student left school after completing their academic program at this school, whether or not the completion resulted in high school graduation. This includes students who fail CAHSEE, who graduate with CAHSEE waivers, or who reach the maximum age for high school but don't have enough credits to graduate.</p>
E400	<p>Other or Unknown - The student withdrew from/left school for reasons that cannot be determined or for reasons other than those described in the Student Exit Category codes. Do NOT use this code for students who were referred for truancy intervention, as outlined in E140 (NoKnownEnrollTruant).</p>
E410	<p>Medical Reasons - Student withdrew from/left school due to medical reasons.</p>
E450	<p>PreK-6 Exit - Infant or student in pre-kindergarten through grade six, or ungraded elementary, exited/withdrew from school or the student exited school during a temporary break such as summer vacation or year-round intersession, but was expected to return to the same school after the break.</p>
E490	<p>Summer or Intersession Exit - The student exited school during a temporary break such as summer vacation or year-round intersession, but was expected to return to the same school after the break</p>

Code Number	Description
N420	No Show Same School - Student completed an academic year at a school and did not return to the same school the following year when the student was expected to return and no other exit code is appropriate.
N470	No Show Other - Student was pre-enrolled but never attended the school and does not fit the criteria of exit code N-420.
T160	Transferred CA School Regular - The student withdrew from/left school and transferred (not referred by a school or district) to another California public school (within or outside the district). Transfers that are a result of referrals made by a school or district are to be coded as T165 or T167 as appropriate. The district has acceptable documentation of this transfer.
T165	<p>Transfer CA School Discipline - The student was withdrawn from one school due to disciplinary reasons, and transferred to another California public school (within or outside the district). The district has acceptable documentation of this transfer. Reasons for disciplinary transfers include, but are not limited to: behavioral issues, truancy, suspension, court action, and expulsions (where the student is known to be enrolled in another institution).</p> <p>Do NOT use this code if:</p> <ul style="list-style-type: none"> - an expelled student is NOT known to be enrolled in another institution (use E300 [ExpelledNoKnownEnroll]) - a truant student has not been attending and has been referred for truancy intervention (use E140 [NoKnownEnrollTruant]) - a student is transferred due to school/district referrals approved by the parent/guardian for non-disciplinary reasons (T167 [TransSchlDistReferral]) - a student is transferred voluntarily, without a referral and for non-disciplinary reasons. (T160 [TransCASchlRegular])
T167	<p>Transfer School District Referral - The student was referred by school and/or school district to withdraw from/leave school for non-disciplinary reasons and transfer to an alternative education school or to a non-alternative education school independent study program. This code is used for students who are referred by a school and/or school district to enroll in an alternative education school or independent study program in another school in the same district or in a different district.</p> <p>This code should not be used for the following types of transfers:</p> <ul style="list-style-type: none"> • Transfers that are the direct result of disciplinary actions (T165 should be used instead) • Interdistrict transfers (i.e., formal agreement pursuant to Education Code Section 46600, NCLB public school choice-program improvement, NCLB public school choice-persistently dangerous, district of choice transfers pursuant to Education Code Section 48313) • For students who are referred to an alternative education school or independent study program by a juvenile court judge or other correctional or judicial officer or who are expelled pursuant to Education Code Section 48915 (a), (b), or ©.
T180	Transfer Private - Student withdrew from/left school and the district has received acceptable documentation of enrollment in a private school in California.
T200	Transfer US - Student withdrew from/left school and the district has received acceptable documentation of enrollment in another public or private U.S. school outside California.
T240	Transfer Out US - Student withdrew from/left school to move to another country.
T260	Transfer In Adult - Student withdrew from/left school to enroll in an adult education program and there is evidence that the student is in attendance and is working toward the completion of a GED certificate, California High School Exit Exam preparation courses, or high school diploma through an adult education program.

Code Number	Description
T270	Transfer Drop Adult - Student withdrew from/left school to enroll in an adult education program in order to obtain a GED certificate or high school diploma, but subsequently dropped out of the adult education program. Note: This code is to be used by the last secondary (non-adult education) school attended
T310	Transfer Health Facility - Student withdrew from/left school and entered a health care facility.
T370	Transfer Institution High School Diploma - Student withdrew from/left school and entered an institution that is not primarily academic (military, job corps, justice system, etc.) and is in a secondary program leading toward a high school diploma.
T380	Transfer Institution No High School Diploma - Student withdrew from/left school and entered an institution that is not primarily academic (military, job corps, justice system, etc.) and is not in a secondary program leading toward a high school diploma
T460	Transfer Home School - Student withdrew from/left school for a home school setting not affiliated with a private school or independent study program at a public school.

List of California State Completion Status Codes

Code	Description
100	Graduated, standard HS diploma - The student left school after meeting all state and local high school graduation requirements and received a standard high school diploma.
104	Completed all local and state graduation requirements, failed CAHSEE - Student who was required to take the California High school Exit Exam (CAHSEE) left school after meeting all other state and local high school graduation requirements, but without passing the California High School Exit Exam (CAHSEE). The student did not receive a standard high school diploma and there is no evidence that the student is in an academic program leading toward a high school diploma or its equivalent
106	Grad, CAHSEE mods & waiver - The student met all state and local graduation requirements, passing the California High School Exit Exam with a modified passing score and obtained a waiver under Education Code 60851©(1)). Education Code 60851© (1) waives the requirement to successfully pass the exit examination as a condition of receiving a diploma of graduation or a condition of graduation from high school special education students.
108	Grad, CAHSEE exempt - The student left school after meeting all state and local high school graduation requirements by obtaining an exemption from passing the California High School Exit Exam per Education Code 60852.3(a). Education Code 60852.3(a) states: "Notwithstanding any other provision of law, commencing with the 2009-10 school year, an eligible pupil with a disability is not required to pass the high school exit examination established pursuant to Section 60850 as a condition of receiving a diploma of graduation or as a condition of graduation from high school."
120	Special Education certificate of completion - A student with exceptional needs (having an individualized education program [IEP]) left school after receiving a certificate or document of educational achievement or completion meeting the requirements of Education Code Section 56390.
250	Adult Ed High School Diploma - The student left school and the district has acceptable documentation of the student having received a high school diploma through an adult basic education program.
320	Completed GED (and no standard HS diploma) - Student left school and the district has acceptable document of the student having received a General Educational Development (GED) certificate
330	Passed CHSPE (and no standard HS diploma) - Student left after passing the California High School Proficiency Exam (CHSPE), and the district has acceptable documentation.

Code	Description
360	Completed grade 12 without completing graduation requirements, not grad - Student completed grade 12 or exceeded the maximum age for high school attendance but did not meet the state and/or local high school graduation requirements, and there is no evidence that the student is in an academic program leading toward a high school diploma or its equivalent. This does not include students who did not graduate because of failure to pass the California High School Exit Exam.
480	Promoted (matriculated) - The student transferred to another educational service institution after completing the highest grade level at a particular school in California prior to high school completion.

— Last Updated by [Max Williams](#) on 2016/03/29 22:02

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