



# **DROPOUT REPORT VERIFICATION**

## **PUBLIC AND NONPUBLIC SCHOOLS**

**Iowa Department of Education**



# DROPOUT REPORT VERIFICATION

- All public districts and non-public schools that submit student-level data for 7<sup>th</sup> - 12<sup>th</sup> grade.
- The DE prepares the Dropout Report from previously submitted data.
- Districts and non-public buildings are asked to certify the report for accuracy.



## WHO IS A DROPOUT FOR THIS REPORT?

Dropouts are based only on enrollments from

**Count Day of previous year through Day Before  
Count Day of current year**

Dropout calculations are based upon portions of two school years.

Only the most recent enrollment information is used to determine dropouts.



# A DROPOUT IS ...

- A 7<sup>th</sup> thru 12<sup>th</sup> student with a BEDS entry code of...
  - 1 – Enrolled
  - 2 – Open Enrolled In
  - 3 – Tuition In Parent Paid
  - 4 – Tuition In District Paid
  - 5 – Whole Grade Shared In
  - 10 – Tuition In Out of State
  - 15 – Tuition In State Paid
  - 19 – Foreign Student on Visa
  - 81 – Enrolled in a Nonpublic School

**and ...**



## A DROPOUT IS ... (CONTINUED)

- Was last reported with an exit code of '4' (dropout) **or**
- Was last reported with an exit code of '1' (transferred) and a destination code of '13' (unknown) **or**
- Completed the previous school year but was unreported as of Count Day of current year **or**
- Reached maximum age by Aug. 23<sup>rd</sup> of current year **or**
- Had an unresolved Exit Code to another school in Iowa from Count Day of previous year to Day Before Count Day of current year
  - For example: transferred to an Iowa public district or nonpublic school but state ID was not reported by the new district or school.
  - Note: The last school of attendance record is the school responsible for the dropout.



CPI, Public and Non-public Shared Time, and Foreign Exchange Students are not considered dropouts for any district.

The guidelines regarding Dropout Definitions and additional examples may be found in Addendum F on the Student Reporting in Iowa website.

[www.educateiowa.gov](http://www.educateiowa.gov)

Data & Reporting -> Data Reporting -> Student Reporting in Iowa -> ADD F – Dropout Definition

Iowa Department of Education  
Student Reporting in Iowa  
**Addendum F: Dropout Definitions**

According to the CCD definition, a dropout is an individual who

- was enrolled in school at some time during the previous funding year (on or after October 1 of previous year thru September 30 of current year)
- is not enrolled as of Count Day in current year
- has not graduated from high school or completed a state- or district-approved education program; and
- does not meet any of the following exclusionary conditions:
  - a. transfer to another public school district, private school, or state-or district-approved education program
  - b. temporary absence due to suspension or school-approved illness; or
  - c. death



Log into the DE's A&A Portal: <https://portal.ed.iowa.gov>

Select the Dropout Report under EdInfo -> Student Level Applications



The screenshot shows the Iowa Department of Education's A&A Portal. The header features the Iowa Department of Education logo and the text "IOWA Department of Education" on the left, and the slogan "Leadership, Innovation and Service" on the right. Below the header is a navigation bar with the following items: Home, EdLinks, EdInsight, EdSites, EdInfo, Pearson SIFWorks, and State ID. The EdInfo menu is expanded, showing a list of options: Adequate Yearly Progress State, Career and Technical Education, Certified Enrollment/NP, Certified Supplementary Weighting, EarlyChildhood, Fall Beds, Fall BEDS Staff, SBRC Application, Spring BEDS, Student Level Applications, Certified Enrollment (formerly PEACE), Dropout Report, Foster Care Claim, Graduation Verification, Student Reporting in Iowa, and Supplementary Weighting (Non-Fall). The "Dropout Report" option is highlighted with a dark blue background.

**IOWA**  
Department of Education

*Leadership, Innovation and Service*

Gary Kirchhoff My Profile

Iowa State Department of Education

Home EdLinks ▶ EdInsight EdSites ▶ EdInfo ▶ Pearson SIFWorks® ▶ State ID

- Adequate Yearly Progress State
- Career and Technical Education
- Certified Enrollment/NP
- Certified Supplementary Weighting
- EarlyChildhood
- Fall Beds
- Fall BEDS Staff
- SBRC Application
- Spring BEDS
- Student Level Applications ▶
  - Certified Enrollment (formerly PEACE)
  - Dropout Report**
  - Foster Care Claim
  - Graduation Verification
  - Student Reporting in Iowa
  - Supplementary Weighting (Non-Fall)

HOME - shows a summary of the dropouts your district submitted in Spring and Fall SRI data. Dropouts from the previous year who returned active on Count Day of the current year are not considered dropouts and are not included.

*SRI* Dropout Verification

**HOME** DROPOUTS RETURNS TUITIONED IN TUITIONED OUT STATE DROPS ACCOUNTABLE DROPS TRANSFERS

### Dropout Verification

Go

**District Summary**

Reflects Dropout Status of students reported by your District.

**Click on Dropouts in menu bar to access student level data**

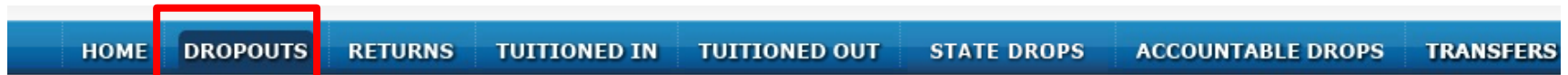
Grade	Hispanic		White		Black		Asian		Pacific Islander		Nat. American		2+ Races		Total
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
09	0	0	0	1	1	0	0	0	0	0	0	0	0	0	2
10	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
11	0	0	3	2	0	0	0	0	0	0	0	0	0	0	5
12	0	0	8	3	0	0	1	0	0	0	0	0	1	0	13
Total	1	0	11	6	1	0	1	0	0	0	0	0	1	0	21

For help contact an SRI consultant



# DROPOUTS – dropouts reported by your district

Note that not all dropouts reported by your district may be used in your district's dropout rate calculation.



## Dropout Verification

### Dropouts

Reflects Dropout Status of students reported by your District. Not all Students will be used in your District's dropout Calculations.

**Criteria Used in Selecting Oct. 1 of previous year – Sept. 30 of current year Dropouts:**

Exit Date between Oct. 1 of previous year – Sept. 30 of current year Inclusive

Grade Level 07-12

For more information on dropouts definition go [Here](#)

School	6	7	8	9	10	11	12	Total
School District (0000)				2	1	1	2	6
High School (0109)						1	7	8
School (0118)						3	4	7
Elementary School (0209)								
Total				2	1	5	13	21

Clicking a number shows the list of students in that cell.



Back

Download to Excel



Local Student Id	School	State Student Id	Student Name	Grade	Gender	IEP	Entry Date	Entry Code	Exit Date	Exit Code	Service Provider	Destination Location	Spring(S) / Fall(F)
1401090055	0109		Dakota	11	M	1	10/27/2014	4	02/12/2015	1	12348607	44460000	S
1201090043	0109		Ronald	11	M	1	08/14/2014	4	12/15/2014	1		17010000	S
504129	0109		Jacob	11	M	1	07/01/2015	1	08/21/2015	4			F
95061	0109		Kohl	11	M	0	03/25/2015	1	05/22/2015	4			S

Dakota and Ronald transferred to different districts. Because no district reported either State ID as attending on Count Day of the current year, they are considered dropouts from your district as the last district of attendance.

Many dropouts, like Jacob and Kohl, will have an Exit Code of '4' Dropout.

RETURNS - students you exited as a dropout in Spring or Fall but were actively enrolled on Count Day (not necessarily in your district). They will not be considered dropouts and were not included in the “Home” summary.

HOME

DROPOUTS

RETURNS

TUITIONED IN

TUITIONED OUT

STATE DROPS

ACCOUNTABLE DROPS

TRANSFERS

## Dropout Verification

### Returns

Includes students reported as dropouts in Spring or Fall 2018 but were actively enrolled on Count Day, 2018. (Note this includes expelled students receiving educational services).

#### Criteria Used in Selecting Fall 2018 Returns:

Active Students

Inactive Students With Exit Code in 5 (Expelled), 29(Expulsion Continuing from Previous Year) and Receiving Educational Services is 1 (Yes).

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Local Student Id	School	State Student Id	Student Name	Grade	Gender	IEP	Entry Date	Entry Code	Exit Date	Exit Code
594462	0114		Sadie	12	F	99	08/01/2017	1	12/08/2017	4
582092	0194		Adriana	12	F	99	01/17/2018	1	03/23/2018	4

TUITION IN – students who have an Entry Code of 3,4,10 or 15 and are dropouts.

*“Tuitioned In” tab does not apply to nonpublic schools.*

HOME DROPOUTS RETURNS **TUITIONED IN** TUITIONED OUT STATE DROPS ACCOUNTABLE DROPS TRANSFERS

## Dropout Verification

### Tuitioned Ins

Includes Students with Entry Code in (3, 4, 10, 15)

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Name	Attending District	Resident District	State Student Id	School	Grade	Gender	Race	IEP	Entry Date	Entry Code	Exit Code	Exit Date	Service Provider	S/F Type	Dropout School
Connor	1234	9876	[REDACTED]	0118	11	M	W	99	08/17/2017	4	4	01/12/2018		99	98760000
Ethan	1234	1234	[REDACTED]	0000	11	M	W	1	08/01/2018	4	1	08/01/2018	68408601	2	90980000



TUITION OUT - resident students who were tuition out to another district and are dropouts.

*“Tuitioned Out” tab does not apply to nonpublic schools.*

HOME DROPOUTS RETURNS TUITIONED IN **TUITIONED OUT** STATE DROPS ACCOUNTABLE DROPS TRANSFERS

## Dropout Verification

### Tuitioned Outs

Dropouts reported by another district as Tuition In from your district

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Name	Attending District	Resident District	State Student Id	School	Grade	Gender	Race	IEP	Entry Date	Entry Code	Exit Code	Exit Date	Service Provider	S/F Type	Dropout District	Dropout School
Jonathan	8888	1111		0000	11	M	W	1	08/29/2017	4	1	01/12/2018	41318601	7	11110000	11110109



STATE DROPS – students whose last educational setting was a residential treatment facility, youth shelter, detention center or Job Corps with enrollment in Dension or Ottumwa.

HOME DROPOUTS RETURNS TUITIONED IN TUITIONED OUT **STATE DROPS** ACCOUNTABLE DROPS TRANSFERS

## Dropout Verification

Includes students whose most recent enrollment was tied to Residential Treatment Facility, Youth Shelter or Detention Center.

Download to Excel

Name	Attending District	Resident District	State Student Id	School	Grade	Gender	Race	IEP	Entry Date	Entry Code	Exit Code	Exit Date	Service Provider	S/F Type	Dropout School
Dyion	1234	1234		0000	09	M	B	99	08/01/2017	1	1	12/07/2017	12349999	3	90980000



ACCOUNTABLE DROPS – Students reported by you or another district who will be used in your district’s dropout rate calculation.

## Dropout Verification

### Accountable Dropouts

Students reported by you or another District who will be used in your District's Dropout Calculation

[Download to Excel](#)

Name	Attending District	Resident District	State Student Id	School	Grade	Gender	Race	IEP	Entry Date	Entry Code	Exit Code	Exit Date	Service Provider	S/F Type	Spring(S) / Fall(F)	Dropout School
Sara	2222	2222		0109	12	F	W	99	08/01/2018	1	4	08/01/2018		99	F	22220109
Dakota	2222	2222		0109	12	F	W	1	08/14/2017	1	4	10/13/2017		99	S	22220109

If you have a question about a dropout who attended another district, contact that district for clarification.

If you have a question about a dropout who attended your district, contact an SRI consultant.

**Only SRI consultants can make changes to the data.**



Transfers to Home School and Out of State are listed but are not considered to be dropouts. The DE has no current way to verify these transfers.

- Your district is required to have written documentation of the new enrollment of these students.
- If the indicated transfer did not occur, the student would be a dropout and should be reported accordingly.

HOME DROPOUTS TUITIONED IN TUITIONED OUT ACCOUNTABLE DROPS **TRANSFERS**

## Dropout Verification

### Home School

When transferring to '10' Home-school, Form A or written documentation from the parent or guardian is required. These students are not considered dropouts.

Download to Excel

Destination Code = 10

Local Student Id	School	State Student Id	Student Name	Grade	Gender	IEP	Entry Date	Entry Code	Exit Date	Exit Code
19776	0209		EVE	08	F	0	08/21/2014	1	11/14/2014	1
19718	0109		EDNA	09	F	99	08/26/2015	1	08/26/2015	1

### Out Of State

When transferring to '8' Out-of-state, written documentation from the out-of-state school is required.

Download to Excel

Destination Code = 8

Local Student Id	School	State Student Id	Student Name	Grade	Gender	IEP	Entry Date	Entry Code	Exit Date	Exit Code
19790	0109		BAILEY	09	F	99	08/26/2015	1	08/26/2015	1





# Certification Deadline is Near!

- HOME
- DROPOUTS
- RETURNS
- TUITIONED IN
- TUITIONED OUT
- ACCOUNTABLE DROPS
- TRANSFERS

## Dropout Verification

By clicking the “Certify” button below, I, as Superintendent or Chief Administrator, certify that the data reported on the Dropout Report is, to the best of my knowledge and belief, true and accurate.



Required to Certify by December xx, 20xx

District Summary

Click on Dropouts in menu bar to access student level data

ALL Buildings

Grade	Hispanic		White		Black		Asian		Pacific Islander		Nat. American		2+ Races		Total
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
09	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
10	1	0	5	0	0	0	0	0	0	0	0	0	0	0	6
11	0	0	10	1	0	0	0	0	0	0	0	0	0	0	11
12	0	0	4	1	0	0	0	0	0	0	0	0	0	0	5
Total	1	0	20	2	0	0	0	0	0	0	0	0	0	0	23



# DROPOUT VERIFICATION ASSISTANCE

- Contact an SRI consultant to ask questions or make changes.
- SRI contact information is found at the bottom of each screen in the Dropout Report
- You are unable to make changes on your own.
- Thank you!

