

# ENTHEOS ACADEMY

## STUDENT WITHDRAWAL and TRANSFER PROCEDURES ENTRY AND EXIT CODES

- Do not use exit codes with strikethrough – they do not apply to Entheos schools.
- Withdrawal forms are required for all students to support exit code status.
- Only data manager is allowed to enter exit codes

### EXIT CODES: (Documentation is required for all exit codes entered.)

~~AE~~ — Transferred to adult education (No longer used for Job Corp either TS or TP)

DE Death

DO Dropout –Type in a reason in the comment section of Compass.

EX Expelled

~~FE~~ — Foreign student

~~GED~~ — Exited school but earned a GED by year's end

~~HE~~ — Transferred to higher ed,

11 Early Grad – 11th grade

~~Q1~~ — Early Grad – 1st quarter senior year

~~Q2~~ — Early Grad – 2nd quarter senior year

~~Q3~~ — Early Grad – 3rd quarter senior year

TC Transfer out of country- Requires written documentation

TD Transfer within the Entheos District. Requires written documentation.

TH Home taught- Completed Home School Affidavit required

TO Transfer to school outside of state – Requires written documentation

TN ALWAYS and ONLY when the transfer was explicitly by choice because of and in accordance with NCLB provisions. Open Enrollment school choice.

TP Transfer to private school

TR Transfer to a charter school

TS Transfer to school outside our district but within the state

\*If parents don't know the name

of the new school, get written documentation of the location where they will be relocating.)

UN Unknown

\*Used when K-6 records are not sent for. (Can use TO when records are not sent for if you have written documentation from parents stating where they will be relocating.)

WD General withdraw due to illness

\*Use WD only in a situation so serious that educational services cannot be continued even with H&H.

WM Withdraw medical – Requires written medical documentation that indicates educational services cannot be continued.

~~WP~~ — Withdrawn from pre-school