

Subject: Student Accounting

School Approval Standard:  
RSA 189:28

*This is the seventeenth in a series of Technical Advisories issued by the Department to clarify the new School Approval Standards*

## I. Actual Text

RSA 189:28 Statistical Reports

(II) The information needed to determine compliance with performance or accountability measures of the school district, city, or public academy under RSA 193-E:3 or federal law, shall be submitted to the department of education in a timely manner as determined by the department of education.

### NOTE: THIS ADVISORY WAS UPDATED IN APRIL 2010

This technical advisory will help clarify 1) the process used to track the entry and exit of students who attend alternative high school programs and 2) identify the process to track truant students.

## II. State Department Guidance:

The DOE understands that the State and School Districts are interested in finding alternative ways to help ensure students receive an education. To that end, students may be retained on the rolls of an approved high school under the following conditions (all must apply):

1. the approved public school must actively track the attendance and monitor the progress of the student who leaves regular daytime classes for an alternative program.

Alternative programs include:

- a. adult high school program – the adult high school program can be in the same or another school district. These programs are monitored by the DOE.
  - b. Extended Learning Opportunities per Ed 306.27(b)(4) and approved alternative education programs
  - c. GED programs, IF the program is part of the High School’s plan to issue a High School diploma to the student (Note: Federal policy requires that students who take the GED exam are not enrolled in school; therefore, the student can be withdrawn when taking the exam and re-enrolled following the exam).
2. and; the approved public high school that is monitoring the student’s progress must anticipate that the student will receive a diploma meeting at least state minimum standards as defined in Ed 306.6.27 or earn their GED. Students pursuing their GED, but not in a GED Options Program, should be withdrawn the day before they are scheduled to take the test, and reenrolled when notification has been received that they have passed their test and earned their GED.

Issued by:

*Virginia M. Barry*

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issue dated:

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3. and; since the public high school anticipates receiving state aid, the approved public high school may consider paying appropriate fees associated with the alternative program.

Additionally, students who are residing in a temporary shelter, temporary drug rehabilitation placement, home tutoring, and other similar programs may be maintained on your school rolls if they are under the instruction of a teacher of the district (e.g. tutoring).

If the above parameters are not met, and the student is 18 years old or older, then the approved school must indicate the student has dropped out of school. Please note that if, at a later date, the approved school determines the student is eligible to receive a diploma, then the student may be entered back into the student accounting system, given a diploma and a promoted code indicating high school completion. This will remove the drop-out status of this student.

*Note: If a student's alternative program meets less than a full school week (e.g. 2 nights per week), the equity aid should still be full, given that the school will still have to 'follow-the-child'.*

*Note Regarding i4see Student Accounting: For a student attending a program that meets less than the minimum number of days/hours required by the state minimum standards, then, the "full-day percentage" field in i4see should represent the appropriate percentage and the number of 1/2 days in attendance and absence should equal the actual membership. For example, if a student is attending a night program three nights a week for three hours each of the nights, then he/she would be reported with: 30% full-time percentage and if the student attended the entire year he/she should have 30% of the 360 half-days (i.e. 120 half-days). Additionally, the school will submit this record as an enrollment status = 8 (indicating the student is attending an alternative school).*

*Reporting percentages this way, will enable us to collect accurate data, and since the enrollment status = 8, we can still report full ADM for these students.*

## ❖ Confirming a Student's Whereabouts

Schools should develop their own policies to guide the process to identify a student's whereabouts. However, the following is guidance that can be incorporated into a school's policy.

For students who are no longer attending a school, the following steps should be used to identify why they are no longer attending.

- Confirmation from a receiving school is ideal
- Notification from parent or legal guardian is sufficient

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- Information received by the school truant officer, resource officer, police, or from a friend, relative, or neighbor can proxy for the legal guardian notice.

The notification must be in writing. If the notification is from a friend, relative or neighbor, and it can not be obtained in writing, then, a memo should be included in the students folder identifying the details behind the notification (e.g. who made the notification, when it was said, what was said).

The student should then be withdrawn per the appropriate withdrawal code. For example, if it is confirmed that the student has transferred to a private school, then a W3 should be used (W3 – A student transferred to an in-state non-public school).

*If it is confirmed that a child has stopped attending school because he/she has moved and is living with a legal guardian in another district in New Hampshire, then the child can be withdrawn as a W4 and is the responsibility of the new district. The new district will then have to enroll the student or withdraw him appropriately – e.g. as a drop-out if the child is 18 and does not enter the new district's school. However, if the child stops attending your school and remains in your town for a period of time before moving, then he/she must be considered a drop-out of your town.*

If a student's whereabouts can not be identified, when can a school consider a student a drop-out?

- If the student is less than 18 years of age, then the student can not drop out of school. A truant officer, or school designee, should be sent out to try to locate the student.

If the student (under age 18) still can not be located, after the school district has done their due diligence to locate the child, then the child should be withdrawn as a W9.

- Students under age 18, must remain on the rolls, unless every step has been taken by the school to locate the student and he/she can not be found. To locate a student, contact with a legal guardian should be attempted via registered mail. Additionally, a truant officer should be sent out to try to locate the student.

If the student over age 18, still can not be located after the school district has done their due diligence to locate the student, then the student must be recorded with a drop-out withdrawal code.

- For students 18 and over, the student should be considered a drop-out after two weeks of truancy.

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### III. Appendix I –Student Accounting Codes

As part of a school’s Student Information Systems (SIS), there are several fields that are used to track student enrollment. These fields are submitted to the Department as part of the i4see submission cycle. Each time a student enters or exits a school a new record is submitted for that student (note: entry/exit can occur without the student moving schools – e.g. if the student changes town of residence, but remains in the same school).

Key Fields submitted as part of the i4see submission:

- Enrollment Status – use of proper coding to describe the status of active students.  
*Valid enrollment status codes*

### ENROLLMENT STATUS CODE LIST

1 - The student lives in the district and is enrolled in this district.
2 - The student is the financial responsibility of another district (or his/her parents pay tuition) and is enrolled in this district (this may include out of state students, parent paid, and other tuitioned students).
3. No Longer Used
4 - The student is a home school education student participating in funded activities in this school. <b>You do not need to submit records at this time for home schooled students.</b>
5 - The non special education student resides in a NH district, but is placed in an out-of-state school (both public or non-public).
6 - The non special education student resides in a NH district, but is placed in a NH non-public school.
7 - The student did not withdraw or complete/graduate from our school at the end of last year, but the student is no longer attending our school (used for Fall Submission only).
8 – The student is attending an alternative school day such as an adult high school or other program outside the facility of the approved public school and the student is being monitored by the school.
9 - The special education student is enrolled in a private special education school.
10 - This code is used only by the DOE. This status will be used to identify a student who is dually enrolled in two programs (e.g. Kindergarten in the morning and 1st grade in the afternoon.) This code will only be used for the second enrollment; the primary enrollment will be indicated with the appropriate status above.

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Additionally, the entry and exit codes allow us to track the movement of students.

- Entry Code (and Entry Date) – the date and reason the student is entering the school (e.g. moved from another state). Note: a student can enter and exit without leaving the school, for example, if the student moves from town to town within a cooperative but does not change schools.
- Exit Code (and Exit Date) – the date and reason the student is exiting the school (e.g. leaving to attend a private NH school). Note: a student can enter and exit without leaving the school, for example, if the student moves towns within a cooperative but does not change schools.

## ENTRY/ WITHDRAWAL CODE LIST

### ORIGINAL ENTRIES

- E1 Student who is entering school for the first time this school year, including students enrolled at the beginning of the school year and students entering a New Hampshire school for the first time in a given year
- E2 Student who began the school year in another state, but this is the first NH school attended this school year

### RE-ENTRIES *(Note: These students have already been recorded as original entries in some other school in New Hampshire)*

- R1 Student received from another room in the same school when home room registers are kept (can be used for students returning to the physical school after exiting to attend adult high school or a similar program when student progress will be monitored by the school and attendance in the alternative program is tracked)
- R2 Student received from another public school in the same school district
- R3 Student received from a **NH non-public** school
- R4 Student received from a **NH public** school outside the school district (including public academies, JMA, and charter schools)
- R5 Student received from an approved home school program
- R6 Student re-entering the same school district after withdrawal under a code of W6-W9

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- R7 Student re-entering the same school district in the same school year after withdrawal under a code of W20-29
- R8 Student re-entering from another state who was previously registered in NH this school year
- R12 Student remained in the same school but the town of fiscal responsibility changed

## WITHDRAWAL

- W1 Student promoted or transferred to another room in the same school during this school year when home room registers are kept (can be used for students leaving to attend adult high school or similar program when student progress will be monitored by the school and attendance in the alternative program will be tracked)
- W2 Student promoted or transferred to another public school in the same school district
- W3 Student transferred to a **NH non-public** school
- W4 Student promoted or transferred to another **NH public** school outside the school district (including public academies, JMA, and charter schools)
- W5 Student transferred to an approved home school program
- W6 Student transferred to another public institution such as prison, juvenile institution, or mental institution; for example, Tobey School, YDC, and Philbrook Center
- W8 Student expelled
- W9 Student left school for a reason not covered under withdrawal codes W1-W8, but who is not considered a drop-out. Do not use this code if the student's whereabouts cannot be determined. This is not a drop-out code
- W10 Student deceased
- W11 Student graduated midyear or completed graduation requirements during the summer
- W12 Student's town of fiscal responsibility changed but the student remained in the same school
- W14 Student transferred outside the state (including foreign exchange students returning to home countries)
- W20-29 Drop-out codes available to districts for tracking students in grades 7-12 who left school before completing requirements for graduation and who are not expected to return to school

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