

## EMIS Change 24-82

This change updates the reporting guidance for student withdrawals. This includes a new element to report updated status information discovered later in the school year.

**Update (June 21, 2023).** This change document has been updated since the original posting. First, the Required Collections table from Section 2.4 that indicates when the new element is reported is now included below. Second, there is currently a paragraph in Section 2.4 that explains how to withdraw and re-enroll a student who has been expelled. This paragraph is being deleted, as can now be seen below. Both of these updates are **highlighted** below.

## 2.1.1 STUDENT ENROLLMENT OVERVIEW

### GENERAL GUIDELINES

#### Timelines for Action

There are a number of reasons that students may be withdrawn from school. ***It is a district's responsibility to make that determination. The withdrawal reason reported for every student must be supported by appropriate documentation.*** Sometimes an EMIS reporting deadline requires a district that is still in the process of investigating an absent student to report that student. In this situation, the district should report the student's status based on what it knows to be true at that time. There may be times when a withdrawal reason reported in the Beginning of Year Student (S) Collection is later in that same school year found to be incorrect. ~~In these instances, the district must report the correct withdrawal reason during the later student collections.~~ If the incorrect reason is reported due to a data entry error, then the district should correct their reporting. If the withdrawal reason is incorrect due to a change in situation, then the timing will determine the district's reporting. Take, for example, a student reported as moved, not known to be continuing who is later found to have enrolled in a school outside of Ohio. If it is found that the student moved out of state prior to the documented withdrawal date reported, then the district should update the Withdrawal Reason and Effective End Date for that student based on the new information. If it is found that the student moved out of state after the documented withdrawal date reported, then the district should not update the withdrawal information. In this situation, the district should report the Updated Exit Status to reflect the student's move out of state. The last withdrawal reason reported will stand. Previously withdrawn students are not to be re-enrolled at the start of a new school year for the single purpose of updating a withdrawal reason.

### EXAMPLES

**Question 13.** *District A reported a student with a withdrawal code of ~~48—Expelled~~74—Moved, Not Known to be Continuing. ~~During the expulsion period~~ Later in the year, the student moved out of state. District A received a note from the parents and a records request from an out of state school. Can District A now change this student's withdrawal code to 40—Transferred to Another School District Outside of Ohio?*

~~No, in this situation the withdrawal code should not be changed. That the student moved out of state does not change the way in which he exited District A.~~ It depends on the timing of the student's move out of state. If the student moved out of state prior to the reported withdrawal date, then the district should update the withdrawal information reported. If the student moved out of state after the reported withdrawal date, then the district should not update the reported withdrawal information. In this case, the district should

[report the Updated Exit Status to reflect the student’s move out of state. See ODE Policy under Discipline/Alternative Schools \(General Education\).](#)

## SECTION 2.4: STUDENT STANDING (FS) RECORD

### Required Collections

The Student Standing (FS) Record and the relevant elements are to be reported as follows.

Record Field Number	Data Element	S Traditional			S CS/STEM		S Cross Ref
		Initial	Mid	Final	Initial	Final	
FS380	Updated Exit Status	✓	✓	✓	✓	✓	✓

### Definitions of Terms Related to Attendance

**Expelled Students.** “Students who are expelled and not receiving instructional services are to be withdrawn from the district during the term of the expulsion” (OAC §3301-18-01(J)). When a student is expelled, the student is withdrawn from the school district on the date of expulsion and re-enrolled when the expulsion period ends and the student returns to the district. When the expulsion period ends, the Admission Date and Admission Reason Element are to be updated.

### Updated Exit Status

Record Field Number	FS380
Definition	The updated reason for the student’s exit from the district.

### Valid Options

\*\* No update

[See FS100 Withdrawal Reason for additional Valid Option values](#)

**Reporting Instructions.** This element is for reporting an update to the Withdrawal Reason reported for a student. If it is found that a student’s situation has changed since being reported as withdrawn from a district, then this element may be reported with something other than option \*\*. The reporting will depend on the timing of the student’s actions. Note that the documentation requirements for reporting something other than “\*\*” for this element are the same as the documentation requirements for reporting a Withdrawal Reason.

For example, if a district reports a student with Withdrawal Reason option 74–Moved (Not know to be continuing) and then learns that the student enrolled in another district *prior to* the withdrawal date reported, then the Withdrawal Reason would be updated to option 41–Transferred to Another Ohio School District and the Effective End Date would be updated to reflect the new documentation. In this case, Updated Exit Status option \*\* would be reported.

If, however, the district learns that the enrollment in the other district occurred *after* the withdrawal date reported, then the Withdrawal Reason and Effective End Date would *not* be updated. In this case, Updated Exit Status option 41 would be reported to reflect the new documentation.

In the case of data entry errors that result in an incorrect Withdrawal Reason being reported, correct the misreported data without creating a new FS Record.

☀ **Withdrawal Reason Element**

Record Field Number	FS100
Definition	The <u>documented</u> reason for the <u>student's <del>most recent</del></u> withdrawal from the school district <u>that is associated with the Effective End Date reported.</u>

## 2.4 STUDENT STANDING (FS) RECORD FILE LAYOUT

Number	Position	Name	PIC/Size
<a href="#">FS380</a>	<a href="#">167-168</a>	<a href="#">Updated Exit Status</a>	<a href="#">PIC X(2)</a>

## SECTION 2.17: STUDENT WITHDRAWAL OVERRIDE (FC) RECORD

### *General Guidelines*

A Student Withdrawal Override (FC) Record should be reported for

- SSIDs appearing on the Missing Student Report and where an override is warranted,
- SSIDs where the district failed to report a withdrawal that occurred in a prior school year,
- SSIDs whose withdrawal was reported with an incorrect date or reason in a prior school year, and
- SSIDs for whom the EMIS reporting entity has received new information since the withdrawal was reported through either the Withdrawal Reason or Updated Exit Status which indicates that the Withdrawal Reason or Updated Exit Status should be updated in order for the student to properly count within the longitudinal graduation rate.

**Documentation of updates.** EMIS reporting entities must retain appropriate documentation to justify any updates made to withdrawal or exit status information using this record type. As with withdrawals reported during the school year when the withdrawal occurred, any updates to withdrawal information in a later fiscal year are subject to audit as part of the longitudinal graduation rate calculation, any funding calculations, and any other process that relies on withdrawal data.

EMIS Change 24-82: Updates withdrawal reporting guidance  
Public Comment open from May 5 through June 3

☀ **Withdrawal Reason Element**

Record Field Number	FC070
Definition	The <u>documented</u> reason for the <del>most</del> <u>student's</u> <del>recent</del> withdrawal from the school district.