

Appendix D – Acceptable Exit Status Documentation

Exit Status	Definition	Allowable Documentation
01, 02, 03, 04, 05, 06, 20, 21, 40, 41	Graduated or completed	• Official transcript or diploma. • Official alpha list of graduates/completers from the student management software, which includes pupil's name, UIC, date of birth and MSDS completion status; sorted by building, then by completion status, then by pupil's last name. • Exit Status 40 requires a high school transcript that includes the college credits earned and documented proof of the Additional Award(s) earned: • Associate Degree: College transcript. • 60 Transferrable College Credits: College transcript. • Professional Certification: College transcript. • MEMCA Certificate: Copy of certificate and log of hours/activities participated in. • Participation in a Registered Apprenticeship: College transcript and apprenticeship documentation showing student is participating in or completed a Department of Labor Registered Apprenticeship.
09	Moved out of state	• Request for student records from a receiving public or private high school or an educational program (that culminates in a regular high school diploma). • Written record of a response from an official in the receiving school or program acknowledging the student's enrollment. • For migrant pupils, documentation of student's out of state enrollment in the federal Migrant Student Information Exchange (MSIX). • Note: The USED has ruled that a conversation with a parent or neighbor of a student, for instance, is NOT considered official written documentation of a transfer. The one exception is that if a parent informs a school administrator that the family is leaving the country, the school administrator may document this conversation in writing and include it in the student's file.
12	Deceased	• Confirmation from student management software that student is listed as deceased in the software. • Obituary, other newspaper article. • Program from the funeral/memorial service.

Exit Status	Definition	Allowable Documentation
		• Written statement from the parent or guardian. • Death certificate.
14	Enrolled in home school	• Written parental statement. • Pupil withdrawal form signed by the parent/guardian or qualified student indicating pupil is being home schooled. • Parental record request confirming pupil is homeschooled. • Statement by attendance officer (truancy officer) verifying that compulsory attendance requirements are met. • Note: The USED has ruled that a conversation with a parent or neighbor of a student, for instance, is NOT considered official written documentation of a transfer.
15	Enrolled in nonpublic school	• Request for student records from a receiving public or private high school of an educational program (that culminates in a regular high school diploma). • Written record of a response from an official in the receiving school or program acknowledging the student's enrollment. • Note: The USED has ruled that a conversation with a parent or neighbor of a student, for instance, is NOT considered official written documentation of a transfer.