

PROPER WITHDRAWAL CODING FOR SENIORS

WHAT ELSE IS NEW FOR 2007-2008?

- A new report will be available in the School Reports Menu.
- The new report will assist school guidance staff in identifying those senior records that must be manually corrected after the May sweep of withdrawal codes into senior records.

WHAT YOU NEED TO DO?

- Meet with the guidance staff to incorporate usage of the new report into the current process.
- Confirm that staff have the instructions and handout entitled "Withdrawal Codes for Seniors/Graduates." In April 2008, the District Guidance Department will coach the guidance directors and registrars regarding this required manual correction for the Class of 2008.
- Verify that all 2006-2007 12th grade record corrections to withdrawal codes have been completed.
- Manually correct the following records every year: all 12th grade students who do not graduate including those who left school without a diploma, those who are returning for a 5th year of high school, those who are entering an adult education program, and all seniors who received a certificate of completion (both the W08 and W8A).

WHAT WILL HAPPEN IF YOU DON'T?

- Student records will be incorrect.
- Students who have not graduated with a standard diploma will have a student/transcript that indicates receipt of a standard diploma.
- The District Guidance and Records Retention Departments will continue to have great difficulty in confirming many former students' graduation status to colleges and employers.
- The district and school cohort graduation rates will be inaccurate.

WHO NEEDS TO KNOW?

- High school principals and assistant principals who oversee the guidance department.
- High school guidance directors, counselors, registrars, and data processing clerks.

HOW WILL YOU COMMUNICATE FOLLOW-UP?

- By August 31st, the guidance director will certify to the District Guidance Dept. that all 2006-2007 senior withdrawal codes are correct.

CONTACT

Student Support Services/District Guidance Department
Sharon Friedlander, Coordinator, (754) 321- 2585
Cecelia Lewers, Registrar Liaison, (754) 321 -2586