

Procedure 12

Reporting of Summer Dropouts, Graduates and Leavers

Data Elements:	Last Location of Attendance	Status Start Date
	Status End code	State Aid Category
	Status End Date	Student Grade Level

Procedure

Summer dropouts are students who

1. Were enrolled in the district at the end of the previous school year, Status End code 40; and
2. Were not enrolled by the final file submission of the current year and are not known to be enrolled in school elsewhere; and
3. Have not graduated from high school or completed a state-or district-approved educational program; and
4. Are not deceased.

Summer graduates are students who

1. Were enrolled in the district at the end of the previous school year, Status End code 40; and
2. Completed graduation requirements during a summer school program that is not reported on Minnesota Automated Reporting Student System (MARSS), e.g., traditional summer school. This would exclude students enrolled in the summer term of a State-Approved Alternative Program (SAAP) like an Area Learning Center (ALC).

Summer leavers are students who

1. Were enrolled in the district at the end of the previous school year, Status End code 40; and
2. Experienced one of the following prior to the start of the following school year:
 - a. Transferred to a Minnesota nonpublic or home school, or
 - b. Transferred to a school in another state or country, or
 - c. Were committed to a correctional facility where education is provided but not reported on MARSS and are not enrolled in a Minnesota public school by the last submission for the reporting cycle, or
 - d. Deceased.

Summer dropouts, summer graduates and summer leavers are to be reported on the subsequent school year's Fall and Year-End MARSS files. Enrollment records with State Aid Category (SAC) 98 will not generate Average Daily Membership (ADM) or be counted as enrolled. All essential data elements should be reported except for Percent Enrolled, Attendance Days, Membership Days and Special Education Service Hours.

In order to distinguish summer dropouts and leavers from regular students and summer graduates, code the following essential data elements as follows:

- Status Start Date June 30 or September 5*
- State Aid Category 98
- Student Grade Level Grade students would have been in during the current school year
- Last Location of Attendance 00
- Status End Appropriate code to reflect the reason why students dropped out**
- Status End Date July 1 or September 5*
- Transportation Category 00 Walker***

*These are suggested dates. However, use any date that occurs either between school years or the first day of school.

**Status End code for summer dropouts – appropriate code to reflect the reason why students dropped out.

- Status End code for summer graduates:
 - 08 Public School Graduate
- Status End code for summer transfers:
 - 03 – Non-public/homeschool or
 - 05 – Moved out of state or country or
 - 13 – Committed to a correctional facility
 - 11 – Deceased

***If the student has an earlier enrollment record in the same school year, report the Transportation Category from that record.

Refer to Procedure 7 for reporting summer graduates.



Delete the summer (SAC 98) record for students who have been reported as summer dropouts or summer leavers and who subsequently re-enroll in a Minnesota public school prior to the final submission for a particular cycle. If the student enrolls in a school by the final fall file submission, delete the SAC 98 record from the fall file. If the re-enrollment does not occur until after the fall files are final, delete the SAC 98 record from the End-of-Year (EOY) file.

Additional Uses

This same procedure can be used to report students who drop out or leave Minnesota public education during the time period between completion of the Extended School Year (ESY) and the start of the following school year or between completion of the summer term of a state approved learning year program, like an ALC, and the start of the following term. However, there can be no date overlap between the SAC 98 record and the ESY or summer term record.

This procedure can also be used to report students who complete graduate requirements mid-year but are not currently enrolled in school. For example, a student who at the end of the prior school year completed all but

one required credit for graduation, would be reported with Status End code 40. If the student passes the required credit, without enrolling in school during the following school year, the student can be reported with SAC 98, Status End code 08 and Status Start Date and Status End Date of the day the credit was completed.

Edits

SAC 98 dropout record must have Status Start and End Dates within the first 10 days after Labor Day.

SAC 98 graduate records, as defined above, may have Status Start and End Dates at any time during the school year.

Last Location of Attendance error occurs when a summer graduate, dropout or leaver record, and a later enrollment record, exists during the same school year in the same district or charter school. Error #73 means a student has been assigned Last Location of Attendance of 0-7 or 11-14 (original entry in this district/charter school this year) but the student also has an earlier SAC 98 record in the district or charter school. Delete or exclude the SAC 98 record from MARSS files. (This is warning 114 in the fall.)