

Procedure 13

Reporting of Students who Drop Out and Re-Enroll During the School Year

Data Elements: Status End

Procedure

Minnesota's dropout count includes all students who dropped out of school and are not known to have re-enrolled during a 12-month period.

1. Students who drop out during the summer are to be included in the current year's count of dropouts. Refer to Procedure 12 for reporting these students.
2. Students originally considered summer dropouts, but enroll in school by October 1 of the immediate following school year, are not considered dropouts. The students' Status End code should be changed to 41.

Example 1

A student was considered a summer dropout, but two months later a request for a transcript was received indicating that the student had enrolled in school by October 1. This student is not a dropout. If the request for transcript is received before the first fall MARSS submission date the student should not be included on the MARSS file at all because the student is considered a summer transfer.

Status Record

Status Start Date			State Aid Category	Status End	Status End Date		
Month	Day	Year			Month	Day	Year
07	03	17	98	04, 32 or 41	07	03	17

Example 2

Students who drop out of school but enroll in another school district by October 1, of the following school year are not considered dropouts. The Status End code should be changed to reflect that these students are no longer considered dropouts.

Status Record

Status Start Date			State Aid Category		Status End	Status End Date		
Month	Day	Year				Month	Day	Year
09	05	17	00		06	10	03	17
					20			

Example 3

Students with a Status End code of 14 are also considered dropouts if they did not return to school, e.g., a request for transcript or a Notification of Change in Student Enrollment form was not received. If a more appropriate Status End code than 14 can be assigned, then do so. Otherwise, Status End code 14 will be included as a dropout code.

Status Record

Status Start Date			State Aid Category		Status End	Status End Date		
Month	Day	Year				Month	Day	Year
09	07	17	00		14	10	25	17

Example 4

A district withdraws a student who does not show up for 15 days using Status End code 14. Two months later the student re-enrolls but drops out again. The student records would appear as follows:

Status Record

Status Start Date			State Aid Category		Status End	Status End Date		
Month	Day	Year				Month	Day	Year
09	05	17	00		14	09	29	17
11	15	17	00		34	12	08	17

Example 5

Students who drop out, re-enroll, and are still enrolled at the end of the school year should not be coded as dropouts.

Status Record

Status Start Date			State Aid Category		Status End	Status End Date		
Month	Day	Year				Month	Day	Year
09	05	17	00		34	09	29	17
03	26	18	00		40	06	07	18

Students who drop out, re-enroll in the same school, and drop out again during the same school year are counted as dropouts only once. The Status End code of the students' most recent record will be used by the Minnesota Department of Education to identify their status. Therefore, it is not necessary to change the dropout Status End codes to 99 on the students' prior records.

Students who officially drop out and notify the school must be withdrawn immediately, that is, no credit for 15 additional days membership. If the students leave without informing the district and notice of enrollment elsewhere is not received, the district can claim the 15 days. However, after seven unexcused absences the students are considered truant. **Note:** As found in Appendix F, you will find a discussion of Minnesota's dropout definition, Status End codes used for reporting dropouts, and a reference table on when to classify student leavers as dropouts.