



Sample Remove from Cohort Explanations

Student was a homeschool student who attended classes at the public school part-time

In the explanation, please indicate which classes the student took each year he/she was enrolled part-time in your school. If the student enrolled full-time, even just for one semester, he/she is not eligible to be removed from the cohort.

Correct	Student attended freshman, sophomore and junior year for band. Student attended senior year for band and physics.
Incorrect	Student attended full-time for senior experience but didn't want to graduate with our diploma.
Incorrect	Student was a homeschool student.
Incorrect	Student attended public school and left to attend homeschool.

Student was a non-accredited private school student who attended classes at the public school part-time

In the explanation, please indicate which classes the student took each year he/she was enrolled part-time in your school. If the student enrolled full-time, even just for one semester, he/she is not eligible to be removed from the cohort.

Correct	Student attended freshman, sophomore and junior year for band. Student attended senior year for band and physics.
Incorrect	Student attended full-time for senior experience but didn't want to graduate with our diploma.
Incorrect	Student was a non-accredited private school student.
Incorrect	Student attended public school and left to attend non-accredited private school.

Student died after he/she was exited from the school

In the explanation, please indicate the date that the student died and describe the documentation that you have.

Correct	Student died January 3, 2014. We have a copy of the obituary.
Correct	Student died January 3, 2014. We have a note (or verbal confirmation) from a family member.
Incorrect	We heard that the student died.
Incorrect	The student died sometime in January 2014.

Student transferred to a school in another state after he/she was exited from the school

In the explanation, please indicate what school, in what city and state, the student transferred to and describe the documentation that you have and the date it was received.

To confirm that a student transferred out of state, a school must have “official written documentation” that a student has transferred to another school or educational program that culminates in the award of a regular high school diploma (not a GED). Examples of official written documentation include, but are not limited to: a request for student records from a receiving public or private high school or an educational program; a written record of a response from an official in the receiving school or program acknowledging the student’s enrollment; or a copy of the student’s transcript from the receiving school or program. A conversation with a parent or neighbor of a student, for instance, would not be considered official written documentation of a transfer out of state.

Correct	Student transferred to Mickey Mouse High School in Orlando, FL. We received a records request on 8-12-13.
Correct	Student transferred to Mickey Mouse High School in Orlando, FL. We received a confirmation letter from the new school on 8-12-13.
Incorrect	Student moved out of state with parents. Mom said they were moving to Orlando, FL.
Incorrect	Student transferred to school in Orlando, FL.

Student moved out of the country after he/she was exited from the school

In the explanation, please indicate what country the student moved to and describe the documentation that you have and the date it was received.

To confirm that a student has moved to another country, a school must have written confirmation, but need not obtain official written documentation. For example, 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. The federal regulations do not require written documentation to be “official” for a student who moves to another country because it may be difficult, if not impossible, to obtain transcripts or other official documentation from another country confirming that the student is enrolled in school.

Correct	Student moved to Mexico. We received a records request on 8-12-13.
Correct	Student moved to China. His mother indicated they were moving to China when she exited him from school and we documented it on his exit form.
Incorrect	Student moved with parents. Not sure where, but we think to Canada.
Incorrect	Student disappeared overnight. Landlord said she thought they went back to their home country, but she didn’t know which one it was.

Student was a foreign exchange student

In the explanation, please indicate what country the student moved to and describe the documentation that you have and the date it was received.

Most foreign-exchange students return to their home country after their program has concluded. The same documentation required for students who move out of the country would apply to foreign-exchange students. Another acceptable form of documentation would be a letter confirming the student's enrollment in a foreign-exchange program.

Correct	Student returned to El Salvador on 10-1-12. We have a copy of his foreign-exchange program application.
Correct	Student returned to Liberia. Received a records request on 8-7-13.
Incorrect	Student turned 18 and moved out of state, but didn't enroll in another educational program.
Incorrect	Student stopped attending school. We assume she returned to France.

Student is an adult whose cohort has already graduated

In the explanation, please indicate the date of birth of the student. Only students born in 2002 or before will be **considered** for removal. Students must be 18 years of age or older **AND** beyond 5th year senior status.

Correct	Student was born 9-18-1982.
Incorrect	Student was born 2-5-1996.
Incorrect	Student turned 18 and transferred to a learning center.
Incorrect	Student's cohort graduated but the student remained in school for a fifth-year.

Other very unique situations in which the student was included in the cohort and as a result of subsequent actions should be removed from the cohort

In the explanation, please describe what "other situation" applies to the student. Please note that students will not be removed due to:

- Illness or injury
- Suspension or expulsion
- Running away from home
- Transferring to a non-state accredited private school or homeschool (including non-state accredited online schools)
- Removal from the home by the State (DCF, JJA)
- Remaining in school for a fifth-year (even students with disabilities)
- Transferring to a learning center at which your district sponsors students
- Transferring to another district (even if you received a records request) UNLESS we can show that the student actually enrolled and attended at the new district

Students with Special Needs that are staying for transitional services

IEP Guidance

In some situations, a student may need to stay with a school beyond their projected graduation year. In these situations, it is important to understand how to report these students to ensure accurate data is submitted and funding remains in place for the student. If the student completes graduation requirements after their cohort year AND will continue to stay in the school for transitional services: Use code "22" to identify them as completing requirements, then EXIT them with a code "8" when they leave the school. **Please note: Even if the student has an IEP, they are expected to graduate with their cohort group.** See the information below for further guidance.

- **IF** the student has **completed all** the same graduation requirements as their peers and will be **leaving** the district: Exit the student using Code "8" in the KIDS system
- **IF** the student has **completed all** the same graduation requirements as their peers and will be **staying** with the district to receive transitional services: Exit the student using Code "22" in the KIDS system
 - Once the student reaches maximum age for services, you will then exit them with a code "8" (NOT code "13")
 - So long as code "22" is used, funding and accountability will not change. This code does not remove the student from your school. It only marks them in such a way to not count against your stats when calculating graduation/dropout numbers.
- **IF** the student **DOES NOT complete** graduation requirements and will be **leaving** the district: Use the same codes as general education students
 - Having an IEP does not remove a student from the cohort. They have the same expectations for graduation as general education students.
- **IF** the student **DOES NOT complete** graduation requirements and will be **staying** with the district to continue education OR receive transitional services: **Do NOT submit an EXIT "22"** for the student. **Don't submit any EXIT** record as they will be staying to continue their education.
 - **IF** the student **completes** the graduation requirements by the time they exit, they can exit with a code "8".
 - **IF** the student **DOES NOT complete** graduation requirements by the time they exit, they will have a code "13" for maxing out age for services.

For more information, contact:

Dr. David Fernkopf
Assistant Director
Career, Standards and Assessment Services
(785) 296-8447
dfernkopf@ksde.org

Dr. Robyn Kelso
Education Program Consultant
785-296-3444
rkelso@ksde.org



Kansas State Department of Education
900 S.W. Jackson Street, Suite 102
Topeka, Kansas 66612-1212

(785) 296-3201

www.ksde.org

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