Appendix A–Cohort Graduation Exit Code Guidance

Exit Code	Description	Cohort Action	Examples of Acceptable Supporting Documentation
0	Has not left this school	Included in school's cohort	School enrollment in PowerSchool is captured in an official data collection. No additional supporting documentation is necessary.
1	Transferred to another school in the same local education agency (LEA)	Removed from school's cohort	Receiving school enrollment must be entered in PowerSchool and captured in an official data collection. No additional supporting documentation is necessary.
2	Transferred to another LEA or charter school	Removed from school's cohort	Receiving school enrollment must be entered in PowerSchool and captured in an official data collection. No additional supporting documentation is necessary.
3	Relocated outside the state of North Carolina, out of the country, or to a Department of Defense (DOD) School	Removed from school's cohort **only if** adequate documentation is provided	Provide one of the following supporting documents: • Official Request for Student Record is required from receiving out-of-state public or private school. • Written acknowledgement on official letterhead, email or enrollment letter from an administrator at the out-of-state or DOD receiving school confirming enrollment. • Transfer record form or screen shot from receiving out-of-state school with signature. • If a student has moved out of the country, obtain a written confirmation from the parent or a school administrator's documented conversation with the parent at the time of withdrawal. • Written document from the U.S. Immigration and Customs Enforcement Agency that the student is detained or was deported.
4	Dropped out	Included in school's cohort	Schools may use this code to track students in the auditing process. Code does not remove a student from the cohort and does not apply to any other metrics, like the dropout rate.
5	Temporarily withdrawn due to suspension or school approved illness (does not exempt the student)	Included in school's cohort	Schools may use this code to track students in the auditing process. Code does not remove a student from the cohort. Written acknowledgement on official letterhead from an administrator at the school confirming suspension or school approved illness.
6	Student is deceased	Removed from school's cohort **only if** adequate documentation is provided	Supporting documentation includes an obituary, death certificate, newspaper article or funeral program.
7	Other situation that does not exempt the student from the cohort	Included in school's cohort	Schools may use this code to track students in the auditing process. Code does not remove a student from the cohort.

Note: Unacceptable supporting documentation includes but is not limited to; yearbook pictures, a commencement program, Facebook page postings, PowerSchool screen shots, in-house communication/form such as email from the sending school's counselor, or text message conversations.

Appendix A–Cohort Graduation Exit Code Guidance

Exit Code	Description	Cohort Action	Examples of Acceptable Supporting Documentation
8	Visiting student (Should not have been in the cohort)	Removed from school's cohort **only if** adequate documentation is provided	Provide one of the following supporting documents: • Written acknowledgement on official letterhead from an administrator at the school confirming the student is a non-content (not included in ADM) visiting student with supporting documentation from PowerSchool. • For foreign exchange students, a copy of the official exchange program paperwork reflecting the year of participation on exchange agency letterhead.
9	Graduated (Listed on the official list of graduates)	Included in school's cohort	Graduation status (diploma) is entered in Graduation Data Verification (GDV) in PowerSchool and captured in an official data collection. No additional supporting documentation is necessary.
A	Transferred to a private school or facility **within the state** (Includes NC School of Math and Science and NC School of the Arts) or legitimate private online/correspondence school	Removed from school's cohort **only if** adequate documentation is provided	Provide one of the following supporting documents: • Official Request for Student Records is required from receiving private school – The private school must be listed on the Non-public School Directory for the year the student transferred. • Copy of Notice of Intent to Operate a Private School Form submitted to NC Department of Administration (NCDOA). This form can be found for reference at https://ncadmin.nc.gov/citizens/private-school/notice-intent-operate-private-school. • Official Request for Student Records is received from NC School of Math and Science or NC School of the Arts. • Written acknowledgement on official letterhead from private online/correspondence school not physically located in North Carolina. Must be accredited by one of the following agencies: 1. New England Association of Schools and Colleges (NEASC) 2. Middle States Association of Colleges and Schools (MSA) 3. North Central Association of Colleges and Schools (NCA) 4. Southern Association of Colleges and Schools (SACS) 5. Western Association of Schools and Colleges (WASC) 6. Northwest Association of Accredited Schools (NAAS)

Note: Unacceptable supporting documentation includes but is not limited to; yearbook pictures, a commencement program, Facebook page postings, PowerSchool screen shots, in-house communication/form such as email from the sending school's counselor, or text message conversations.

Appendix A–Cohort Graduation Exit Code Guidance

Exit Code	Description	Cohort Action	Examples of Acceptable Supporting Documentation
B	Transferred to home school **within the state**	Removed from school's cohort **only if** adequate documentation is provided	Provide one of the following documents: • The Official Non-Public School Registration Record signed by the parent or guardian. • Letter signed by parent indicating the school name, county and official home school code given by NCDOA of school attended by the student.
C	Transferred to a community college **within the state**	Included in school's cohort	Schools may use this code to track students in the auditing process. Code does not remove a student from the cohort.
D	Certificate recipient	Included in school's cohort	Graduation status (certificate) is entered in Graduation Data Verification (GDV) in PowerSchool. No additional supporting documentation is necessary. Code does not remove student from cohort.
E	Documented transfer within district not indicated by DPI enrollment data.	Removed from school's cohort **only if** adequate documentation is provided	Provide one of the following supporting documents: • Official Request for Student Record is required from receiving public school/facility • Written acknowledgement on official letterhead, email or enrollment letter from an administrator at the receiving school/facility confirming enrollment • Transfer record form or screen shot from receiving school/facility with signature
F	Documented to be in a juvenile detention facility or prison (Includes Youth Development Centers or adult prisons under the NC Division of Adult Corrections and Juvenile Justice, federal prison or another state's adult prison.)	Removed from school's cohort **only if** adequate documentation is provided	Provide one of the following supporting documents: • Official Request for Student Record is required from receiving public or private school/facility • Written acknowledgement on official letterhead, email or enrollment letter from an administrator at the receiving school/facility confirming enrollment • Transfer record form or screen shot from an official site receiving school/facility with signature • Written copy of the court order or judgment decision should be kept on file with the district

Note: Unacceptable supporting documentation includes but is not limited to; yearbook pictures, a commencement program, Facebook page postings, PowerSchool screen shots, in-house communication/form such as email from the sending school's counselor, or text message conversations.

Appendix A–Cohort Graduation Exit Code Guidance

Exit Code	Description	Cohort Action	Examples of Acceptable Supporting Documentation
G	Documented transfer within state not indicated by DPI enrollment data (includes Department of Health and Human Services Schools (DHHS))	Removed from school's cohort **only if** adequate documentation is provided	Provide one of the following supporting documents: • Official Request for Student Record is required from receiving public school/facility • Written acknowledgement on official letterhead, email or enrollment letter from an administrator at the receiving school/facility confirming enrollment

Note: Unacceptable supporting documentation includes but is not limited to; yearbook pictures, a commencement program, Facebook page postings, PowerSchool screen shots, in-house communication/form such as email from the sending school's counselor, or text message conversations.