

To: Local Educational Agency Representatives
From: California Department of Education – CALPADS Team
Date: October 20, 2017
Subject: CALPADS Update FLASH #131

REVISED GUIDANCE FOR WHEN TO DISENROLL TRUANTS

California Education Code *section* 48240 requires the governing board of each school district to appoint a supervisor of attendance. Assembly Bill (AB) 2815 (Chapter 829, Statutes of 2016), which took effect on January 1, 2017, specified new and expanded responsibilities for attendance supervisors to facilitate the implementation of more effective practices to address chronic absenteeism and truancy, and to prevent dropouts. Reducing California’s chronic absenteeism rates is a priority in the Local Control and Accountability Plan (LCAP) and the changes made to *Education Code* sections 48240-48244 by AB 2815 provide a tool for meeting local goals for reducing chronic absenteeism rates. A letter dated January 20, 2017, regarding these changes was sent to County and District Superintendents and Charter School Administrators can be found here: <http://www.cde.ca.gov/nr/el/le/yr17ltr0120a.asp>.

Quality data is necessary in effectively addressing chronic absenteeism. In order to support efforts to address chronic absenteeism and to continue to improve the quality of the chronic absenteeism data collected in CALPADS, the current guidance for when LEAs should dis-enroll students is being modified and the definition for the Enrollment Exit Data field and certain student exit codes will be changed. The new guidance are reflected in the following FAQs.

When should an LEA dis-enroll a student who has been enrolled and attending school and then becomes habitually truant and appears to have dropped out?

In order to dis-enroll a student who becomes habitually truant and who does not return, an LEA must:

Step	Action
1 Identify	<p>A student is identified as truant per Education Code 48260 (a)* and is reported as truant to the attendance supervisor or to the superintendent of the school district.</p> <p><i>*48260(a) “A pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the schoolday without a valid excuse on three occasions in one school year, or any combination thereof...”</i></p>

<p>2 Notify</p>	<p>The school district notifies the parent or guardian of the truant by the most cost-effective method possible, and includes in the notification specific information related to the student's unexcused absences per EC Section 48260.5.</p>	
<p>3 No parent response</p>	<p>The student is reported as truant for a third time in one school year making the student habitually truant. An appropriate school employee makes a conscientious effort to hold at least one meeting with the parent and the student, but no meeting occurs to address the problem. The LEA is then required to refer the student to the School Attendance Review Board.</p> <p>Note: A student who is absent for nine consecutive days without a valid excuse would trigger a SARB referral.</p>	
<p>4 Outcome</p>	<p>If the student ...</p>	<p>Then...</p>
	<p>Has been referred to the SARB...</p>	<p>Dis-enroll the student in CALPADS with the date the student was referred to the SARB and use the Student Exit Category of <i>E140-Truant, No Known Enrollment</i>.</p>
	<p>Is confirmed to be enrolled in another California public school...</p>	<p>Dis-enroll the student in CALPADS with the date prior to the day the student began attendance at the other school and use the Student Exit Category <i>T160 – TransCAScholRegular</i>.</p>
	<p>Is confirmed (received appropriate documentation) to be enrolled in a private school in California or another school outside of California...</p>	<p>Dis-enroll the student in CALPADS with the date prior to the day the student began attendance at the other school and use the appropriate Student Exit Category indicating the student transferred to a private school or another school outside of California.</p>

Are LEAs responsible for students who completed the school year and expected to return the following school year, but who do not show up (“no shows”)?

Assembly Bill 2815 specifies that it is the duty of the attendance supervisor to promote a culture of attendance and to establish a system that accurately tracks pupil attendance in order to ensure that pupils with attendance problems are identified *as early as possible* to provide applicable support services and interventions. Currently, students who are expected to return to the same school the next school year, but who do not show up, may not be identified as having an attendance problem and therefore do not receive support services and intervention.

To leverage CALPADS data to identify such students, schools should identify students who were expected to return the following school year (students who were exited with an E155), but who do not show up, and confer with the LEA’s attendance supervisor about those students. After Fall 1 begins, attendance supervisors may want to use the Exit Reason Discrepancy reports to identify students who were exited with an E155 and

who did not return. LEAs should establish local processes to determine what happened to these students—whether they transferred to another LEA, moved out of state or country, or appear to have dropped out. SARB referrals should be made for students who appear to have dropped out in order to identify them at the earliest time possible for support services.

No Show Guidance

How should LEAs report students who are new to their LEA (matriculated), pre-enrolled in the current year, but have never attended

If the student ...	Then...
Has been referred to the SARB...	Dis-enroll the student in CALPADS with the date the student was referred to the SARB and use the Student Exit Category of <i>E140-Truant, No Known Enrollment</i> .
Is confirmed to be enrolled in another California public school...	Dis-enroll the student in CALPADS with the date prior to the day the student began attendance at the other school and use the Student Exit Category <i>T160 – TransCAScholRegular</i> . <i>Exception –</i> When the pre-enrollment has same start date as other school and student is actually present at other school, delete the pre-enrolled record because CALPADS will not allow two enrollments with same start date.
Is confirmed (received appropriate documentation) to be enrolled in a private school in California or another school outside of California...	Dis-enroll the student in CALPADS with the date prior to the day the student began attendance at the other school and use the appropriate Student Exit Category indicating the student transferred to a private school or another school outside of California.

How should LEAs report students who were enrolled in the prior year and expected to return and when should LEAs change/update an E155 exit code?

If the student completed the prior academic year, was exited with the E155 and expected to return to the school the following year and ...	Then...
Has enrolled in another California public school...	<ul style="list-style-type: none"> • Leave the prior year exit code E155 or an LEA may update the E55 with a T160 - <i>TransCAScholRegular</i>, using an exit date as the last day of school of the prior year

<p>Has not returned to attend this academic year and found to have transferred in a status that will NOT create a new, subsequent enrollment in CALPADS to include:</p> <ul style="list-style-type: none"> • Private School (T180) • Transferred out of State (T200) • Transferred out of Country (T240) • Transferred to Adult • Transferred to College (T280) • Transferred to Health Facility (T310) • Transferred to Home School (T460) • Died (E130) 	<ul style="list-style-type: none"> • Delete current year enrollment, if created • Update the prior year exit code E155 with the appropriate exit code matching the proper description
<p>Is NOT found to be attending any other school, (<i>prior description of a NoShow</i>)</p>	<ul style="list-style-type: none"> • Leave the prior year E155 exit in place as it signifies the student completed the year • Follow the steps 1, 2, and 3 noted in the Habitually Truant table at beginning of Flash • Add an enrollment for the current academic year and exit the current year enrollment with the E140, using the SARB date as the exit date •

Do LEAs need to update or change the exit on a student that completed the prior academic year, was expected to return to the same school (thus reported with a E155) however ended up enrolling at another CA public school?

No, the E155 exit from the prior year does not need to be updated. The enrollment update needs to take place when the student has been found to be in a status that will not generate a subsequent enrollment in CALPADS (listed above)

CHANGES TO CALPADS TO SUPPORT GUIDANCE

The following definitional changes to CALPADS fields and codes will be made in 2017–18 made to support this guidance.

Name	Current Definition	New Definition
Enrollment Exit Date	The last date that a student attended a specific enrollment period. This should be the last day that the student generated average daily attendance for the school for that enrollment period. If the student never generated average daily attendance at the school (a no-	The last date that a student attended a specific enrollment period. This should be the last day that the student generated average daily attendance for the school for that enrollment period, unless the student is a habitual truant. For a habitual truant, the exit date should be the date the

	show), then the exit date is one day before or equal to the Enrollment Start Date.	student was referred to the School Attendance Review Board (SARB).
Student Exit Category N470 – No Show	The student’s enrollment was exited because the student was pre-enrolled in a school but did not show up as expected to attend the school. This exit represents a nullification of the pre-enrollment.	The student’s enrollment was exited because the student was pre-enrolled in a school but did not show up as expected to attend the school. This exit represents a nullification of the pre-enrollment. This code may only be used for a student’s first enrollment in CALPADS (e.g. kindergarten students or transfer from private school or schools outside of California.) This code should not be used for students who had been enrolled in the school in the prior year and were expected to return.

The following changes are being discussed for possible implementation in 2018–19

Name	Current Definition	New Definition
Student Exit Category E400 - OtherOrUnknown	The Student withdrew from/left school for reasons that cannot be determined or for reasons other than those described in the Student Exit Category codes. Do NOT use this code for student who were referred for truancy intervention, as outlined in E140 (NoKnownEnrollTruant).	n/a (This code will be retired because all dropouts should be referred to SARB.)
Student Exit Category E450 – PreK-6Exit	Infant or student in pre-kindergarten through grade six, or ungraded elementary, exited/withdrew from school; or the student exited school during a temporary break such as summer vacation or year-round intersession, but was expected to return to the same school after the break.	(This code will be retired)

October 20, 2017

Page **6** of **6**

For more information on child welfare and attendance, dropout prevention, SARB, and truancy, visit the Attendance Improvement page on the CDE website:

<http://www.cde.ca.gov/ls/ai/>.