

## 2020-2021 Transfer, Discharge, and Graduation Guidelines

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### DISCHARGE CODES

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## INTRODUCTION

The annually updated [Transfer, Discharge and Graduation Guidelines](#) (TDG) describe transfer and discharge codes (including diploma or credential codes) and required documentation.

- **Discharges** must align with accepted *Reasons for Ending Enrollment* defined by NY State in the [Student Information Repository System](#) (SIRS). These discharge guidelines are updated according to changes in SIRS.
- These guidelines, attendance regulations, and [Chancellor’s Regulation A-240](#) require schools to document evidence that supports the reason a student has left the school.
  - This documentation must be kept for six years and be available to school officials and auditors on demand.
  - Use the [Standard Discharge Form](#) found at the end of this guide.
- **Transfers TO DOE schools or programs** are admission-driven, **not discharges**.
  - The receiving DOE school/program will admit the student and the sending school confirms the transfer in WARN.
  - **DO NOT discharge** to NYC Charter schools, Hospital Schools, D79/ACCESS programs, or Home Schooling in NYC. Wait for the receiving school to admit the student. Follow up with the school/program when there is a delay.

## DISCHARGE DATE

- Enter the next day after the student was last marked present.
  - For Clearance of Register, when a student is a no show (i.e., no positive attendance), the effective discharge date is the first day of the school year in September. For SY 21 the first day of school is 9.16.20
- Discharge dates do not need to match receipt of documentation of enrollment in a new school.
  - With sufficient evidence of a move and a new address, enter the discharge when the student stops attending. Enter the discharge as 11 (or 08 for evidence of intention of enrolling in another school) with document code X.
  - Update the document code in UPDI when you receive the confirmation of enrollment in a new school.
    - Updates can be made in UPDI for the remainder of the school year and all the subsequent school year.

## DISCHARGES AND REMOTE INSTRUCTION

Families can remain active in a school and participate in remote instruction if they are permanent residents of NYC, regardless of where they are living.

- Proof of address must be provided when enrolling a student in school. Refer to Chancellor’s Regulation A-101 for acceptable evidence of NYC residency.

In the same way as you would for all students, track attendance and engagement in coursework (grades and teacher notes) and conduct outreach to ensure student remains active, i.e., maintains regular attendance.

- It is possible that students may stop attending during remote instruction.
- Conduct outreach and an investigation to determine the student status.
- Discharges of a family already moved out of NYC must meet the established, required evidence and documentation, according to the [discharge codes](#).
  - For students eligible, a [Planning Interview](#) can be conducted [remotely](#).

## Address and contact information

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- When students who move are not discharged and remain on the active register, keep the permanent NYC address in the student biographical record.
- Options for indicating the temporary, current address include:
  - School-based program or system.
  - ILOG entry.
  - BIOU F11 Mailing Address, which is limited to PO Box only.
  - BIOU F5 (twice) and enter temporary address on Comment Line.
  - PARU adult work address, which is one line only but does export to RADL.
  - Create a new adult named “Mailing Address” (and indicate resides with = N) and use this for the current mailing address.
- Keep email and phone number current in ATS student and parent records.
- **Collect extra contact numbers (e.g., another relative, employer) and prioritize the upkeep of these records in the event that a discharge investigation is later required.**

## MOST COMMON DISCHARGE SCENARIOS

### Scenario: Family moves out of NYC to another locale within NY State OR out of NY State

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- Parent provides school with a notice that the family is moving and provides a new home address and a new school name **OR** school receives a request for records from a new school.
  - **11X:** Enter new home address, discharge code 11 and document code X.
    - **Always use document code X until you have written acknowledgement from the receiving school that the student has registered.**
    - You may not always know what type of school, have verified enrollment or new home address.
  - Once there is documentation for verified enrollment in the new school, update the document code in UPDI (update discharge screen):
    - ... a public or charter school in NY State is **11M**
    - ... a nonpublic school in NY State is **11N**
    - ... school outside NY State (public, charter, private) is **11W**
- **REMOTE INSTRUCTION:** If parent provides school with a new home address and a statement that they intend to participate in remote instruction, do not update student record with home address and do not discharge.
- Read the full description of [Discharge Code 11](#) for when to discharge.

### Scenario: Family does not move

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- Family is NOT moving, and the student will attend a non-public school
  - **08X:** Always use document code X until you have written acknowledgement from the receiving school that the student has registered.
  - Once there is documentation for verified enrollment in the new school, update document code in UPDI: **08W**.
- Read the full description of [Discharge Code 08](#) for when to discharge.
- Parent says student will go to DOE charter school, a different DOE public school or will home school in NYC.
  - **Not a discharge. Wait for transfer notice in WARN.**

### Scenario: Family moves out of US

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- Evidence the student permanently moved from the U.S.
  - **11X:** without a parent statement
  - **11Z:** with a parent statement
- **REMOTE INSTRUCTION:** If parent provides school with a new address out of the U.S. and a statement that they intend to participate in remote instruction, do not update student record with home address and do not discharge.
- Read the full description of [Discharge Code 11Z](#) for when to discharge.

### Scenario: Kindergarten discharge

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- Family opts out of Kindergarten or moves out of NYC and the student is in Kindergarten.
  - **08K: Must have a parent statement.**
  - If there is a new home address, schools should:
    - Update address in BIOU first (update non-res tuition flag = 9).
    - Then enter 08K in DISC. If you update the address in DISC you cannot enter a 08 discharge.
    - Enter "Kindergarten opt-out" in the "GOING TO SCHOOL" line on DISC screen.

## NEW HOME ADDRESS

### A new home address is required for code 11 discharges.

- A home address is important.
  - It is evidence that a move can be substantiated;
  - It connects a family to area providers (zoned school, police department, children's services); and
  - It enables state-required data reporting (in/out of NY State).
- A new home address can be obtained when:
  - The parent provides new home address;
  - An investigation yields new home address;
  - The receiving school provides it -- but they are not required to; or
  - The receiving school gets permission from the parent to release the information.
- Make every effort to obtain new home address and document outreach.

### In DISC screen, DO NOT use a school address, residential or therapeutic setting address to update a student home address.

- To complete an 11 discharge when there is reliable evidence of enrollment in a new school but no new home address, enter new address as
  - 999 for HOUSE NO;
  - *Unknown* for STREET; and
  - City, State and GEO code, based on school address.
- You must indicate school name and school phone # in GOING TO SCHOOL and COMMENTS lines.
  - ILOG record(s) **MUST** describe why new home address could not be obtained.

### A new home address is NOT required for code 8 discharges to non-academic treatment centers, special education placements, or boarding schools.

- Discharge code 08 (and do not change home address) only when parent requests discharge to a non-academic treatment center with the understanding of re-enrollment.

## COMPULSORY SCHOOL AGE

- Above Compulsory School Age: student turned 17 before July 1, of the current school year.
  - For example, in school year 2020-21, a student who is above compulsory school age turned 17 on 06/30/2020 or earlier or was born 6/30/2003 or earlier.

## COMMON DISCHARGE MISUNDERSTANDINGS

### Scenario: The student is away and the family plans to return the student to school

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- Student misses several weeks due to:
  - Family vacations, or extended overseas commitment
  - Rehab/hospitalizations (Four Winds, Arms Acres)
  - Other therapeutic treatment programs
- **Do not discharge.** Student remains on register.
  - If student cannot participate in remote instruction, mark absent and indicate **non-attending reason** in ATS ILOG.
    - If absences continue until a 407 opens, indicate the non-attending reason with the best [407 comment code](#).
  - Continue outreach and have a plan for transitioning back to blended or remote instruction.
- Email questions to [attendance@schools.nyc.gov](mailto:attendance@schools.nyc.gov).

## Scenario: The new program doesn't lead to a HS diploma, or is not a valid reason for discharge

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- A drop-out is a student who left school prior to graduation and not documented as entering another school or program leading to a high school diploma.
- A Code 39 discharge, with all Planning Interview procedures, is appropriate for students above compulsory school age who leave school to attend:
  - On-line schools<sup>1</sup>/programs: Penn Foster, James Madison
  - Technical colleges; community college (TCI Bramson ORT).
  - Adult education or work training programs.
  - HSE/Pre-HSE/TASC programs
  - CUNY Prep
  - Job Corps (or Code 02 for students 16 or 17)
- Students of compulsory school age may not leave school to attend the above programs.
  - **Not a Discharge.** Keep student on register.
  - Mark absent and indicate non-attending reason in ATS ILOG.
  - If absences continue until a 407 opens, indicate the non-attending reason with the best 407 comment code and continue outreach.
- Option: Discuss home schooling with family.
- When families move out of NYC and students do not attend a diploma granting school in the new location, the discharge code is 11X.

## Scenario: Early college programs

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- Bard College at Simon's Rock or Johnson, Wales Early Enrollment Program and other programs allow students to matriculate without a high school diploma.
- Use discharge code 08X with verified enrollment.
- Re-admit for one day to award a high school diploma based on transfer credits, if eligible. See Credits after Discharge.

## COHORT REMOVING DISCHARGES

- For high schools, certain discharges remove a student from the graduation cohort.
  - Codes in this guide marked “★” remove a student from the graduation cohort.
  - These codes are audited annually to ensure compliance.
- Compliance includes timing. Cohort-removing discharges entered prior to the school receiving sufficient documentation are not in compliance.
  - Always use 11X/08X to discharge until final documentation confirms enrollment in a new school.
- For information about graduation cohort policy, see the Graduation Accountability FAQ.

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Definition of an on-line school are schools chartered or registered outside of New York State enrolling full-time, on-line students only. This definition does not apply to any New York State or other public or non-public school temporarily providing instruction remotely.

## TRANSFER CODES

### **00★ Transfer to another DOE school or program.**

*Student transfers from and to all elementary, middle and high schools, NYC charter schools, Home Schooling or District 75 schools.*

- Students transferring to home schooling must comply with all regulations and have documents filed with the [DOE's Home Schooling Office](#), per [NY State Commissioner's Regulation 100.10](#).

### **38/43 Transfer to D79 DOE HSE (High School Equivalency) program.**

*For transfer to a part-time (38) or full-time (43) DOE HSE program (D79 only).*

- Students are eligible when
  - The student is at least 17 years old; AND,
  - The parent<sup>2</sup> gives written permission to transfer to a DOE HSE program OR the student is an emancipated minor/head of household.
- Advise and offer services, remediation and options to students who still have time to work towards a regular high school diploma.
  - **For most 17-year-old students, working towards a high school diploma is the best option.**
  - 17-year-old students will only be permitted to attend a full-time DOE HSE program (code 43) if:
    - The student demonstrates extenuating life circumstances such as parenthood or full-time employment; **AND**
    - The parent gives written permission to transfer to a DOE HSE program **OR**
    - The student is an emancipated minor/head of household.
- If the transfer to HSE was the result of a school's conference, then prior to 38/43 transfer, the [Planning Interview process](#) must be completed.
  - Enter the result of the Planning Interview conference in the ATS PIES screen.
  - When a student seeks a 38/43 transfer by visiting a Referral Center, the Planning Interview process may not have been completed.
  - The sending school must send the student a [Know Your Rights](#) document and record the date the document was sent in the ATS PIES screen before confirming the pending transfer in ATS function WARN.

### **51 Home School Return (HSRE) Transfers to D79/ACCESS or D75 programs.**

*Student is expected to be re-admitted to the home (sending) school.*

- For Young Adult Borough Centers (YABC)
  - The transfer starts with the [Y1](#) YABC Guidance Referral Form.
  - The transfer is guided by the [Y2](#) YABC Course Requirements Form.
  - The transfer ends with the [Y3](#) YABC Separation Form to plan the transition back.
- Other D79 Programs
  - For [D79 East River Academy, Passages and ReStart Academy](#), have a plan for transitions back.
- D75 Short Term Treatment
  - For D75 hospital transfers to 75M035, 75k368, 75Q023, 75Q256, or 75X723 follow guidance for [hospital instruction](#) and plan for transitions back.

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<sup>2</sup> The term "parent," whenever used in this Guide, means the student's parent(s) or guardian(s), or any person(s) in a parental or custodial relationship to the student, or the student, if s/he is an emancipated minor or has reached 18 years of age. For a student with a disability, consult the special education standard operating procedures manual established for assigning a surrogate parent, if applicable.

## TRANSFERS TO PASSAGES, EAST RIVER ACADEMY, OR RESTART ACADEMY

With information that a student has been placed in a location serviced by a District 79 program (e.g. Rikers Island), **do not discharge the student.**

- Schools should work with District 79 program staff to confirm the status of the student.
- During the time the student is in the District 79 setting, maintain communication in order to facilitate the future transition back to school.
- Students can make progress towards earning a high school diploma during the period of enrollment in District 79 programs.
  - Credits earned during the period of program enrollment are awarded via STARS.

### **East River Academy (ERA) (79Q344)**

- For students 18 to 21 who are incarcerated on Riker’s Island.
- Students are eligible to attend ERA but must indicate they want to attend school.
- If a student within this age group is in Department of Corrections custody and not attending ERA, first contact [ERA@schools.nyc.gov](mailto:ERA@schools.nyc.gov) to see if they can engage the student and enroll them at ERA.
  - Once [ERA@schools.nyc.gov](mailto:ERA@schools.nyc.gov) confirms the student will not enroll, the student may be discharged with a Code 10X.
  - [ERA@schools.nyc.gov](mailto:ERA@schools.nyc.gov) confirmation is required documentation for a [10X discharge](#).
  - Contact [ERA@schools.nyc.gov](mailto:ERA@schools.nyc.gov) to request support verifying the status of students who may be in other incarceration settings.

### **Passages Academy (79X695)**

- For students 17 and younger in secure, limited-secure, and non-secure detention and placement facilities operated by the Administration for Children’s Services (ACS).
  - Read more about [Passages Academy](#) including a list of sites.
  - For information about students at Passages Academy contact [passagesacademy@schools.nyc.gov](mailto:passagesacademy@schools.nyc.gov).

### **ReStart Academy (79M973)**

- For students 16 to 21 receiving educational services in [substance abuse and mental health treatment programs](#) or other involuntary and/or temporary settings.
  - Contact [79M973@schools.nyc.gov](mailto:79M973@schools.nyc.gov) for information about students enrolled at ReStart Academy.

## DISCHARGE CODES

### Important notes on documentation

- **Discharges FROM DOE schools** usually require **document codes** that describe the type of discharge and/or describes the evidence that supports the discharge.
  - Document code **X** means the school has enough information to enter a discharge but does not have evidence of confirmed enrollment in a new school.
  - Use **UPDI** to correct and update discharge or document code.
    - At the time of discharge, you may not always know what type of school, have documentation of verified enrollment, or have the full, new home address.
    - Use UPDI in the current year of discharge and the following year to update to a better document code with more information.
- For positive discharges, or discharges that remove a student from a high school cohort based on enrollment in a new school, evidence that supports the reason a student has left your school must include verification of enrollment in the new school.
  - A request for records or a statement that the student “will be enrolled” are insufficient.
  - The evidence must be received at the time the document code indicating the evidence is entered in DISC.
- Discharge date is always the next day after the student was last marked present.

### Residential placements

With notification that the student is enrolled in any of the following settings, **DO NOT** enter new address, **DO NOT** discharge 08W or 11.

- First look for documentation that supports a discharge of [08P](#) (SE SIS) or [10Y](#) (court order, ACS or OMH placement).
- Email [attendance@schools.nyc.gov](mailto:attendance@schools.nyc.gov) with questions.

Biondi Educational Center	Hawthorne Country Day School	Mt. Pleasant Cottage School
Children’s Village	JCCA	Mt. Pleasant-Blythedale
Edenwald Center	Leake & Watts	New Life School
Greenburgh Eleven	Linden Hill	Westchester Exceptional Children
Greenburgh-North Castle	Little Flower	
Hawthorn-Cedar Knolls	Martin DePorres	

### 02 Job Corps OR full-time employment.

For students who are **of compulsory school age** and who have confirmed enrollment in a U.S. Department of Labor Job Corps center **OR**

For students who have obtained a pledge of employment indicating that they are to be hired to a full-time position.

- For students above compulsory school age, **use Code 39.**

#### Required Documentation

- Completed [Planning Interview Process](#) with parental consent **PLUS EITHER:**
  - Evidence of confirmed enrollment in a Job Corps program **OR**
  - Copy of the full-time working papers provided by the school.
- Send documentation to the approving office, to make final determination based on state guidelines.



## DISCHARGE CODES

### 04 LYFE and 3-K/Pre-K.

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*For students who are not five years old on December 31 of the school year.*

*Use when family moves, parents request withdrawal **OR** the student has 20 consecutive days of unexplained absences from instruction in-person or remote.*

#### Reason Code Required

- **4B** Moved outside of NYC (under compulsory school age).
- **4E** Parent requests the discharge **OR** a 20-day absence investigation is completed.
- For additional reason codes for use by LYFE program use F4 on DISC screen.

#### Required Documentation

- Record of move or parent request for withdrawal. **OR**
- A record of interview with parent demonstrating that the family was given an opportunity to explain the recurring absenteeism **AND**
- Evidence that the parent received a letter documenting the discharge and the responsibility to register the child in Kindergarten.
  - Please follow attendance and outreach guidance for pre-k in the [3-K for All & Pre-K for All Handbook for District Schools and Pre-K Centers](#).

#### Other Scenarios

- An investigation initiated by the school yields a home address outside of NYC, **OR** the parent alerts the school after a move out of NYC.
  - Code 04B discharge may be applied without an interview or without a school staff member seeing the parent and child when all communication and investigation notes are maintained in the student's file.
- For students who stop attending during the year without explanation, follow the outreach and investigation steps in [How to Clearance of Register and Non-attending Students](#).

### 08K Parent-elected Kindergarten discharge.

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*For students not age six by December 31 of the school year.*

*Use also when family moves out of NYC while student was enrolled in Kindergarten.*

#### Required Documentation

- Written or documented verbal request for withdrawal by parent; **AND**
- Confirmation parent received notification that the student must be enrolled in school the following September.
  - Write "Parent Opt Out" in the GOING TO SCHOOL line in DISC screen in ATS.
- If family moved, update address in BIOU (update non-res tuition = 9) prior to entering **08K** discharge.
  - Updating address in DISC for 08K will return an error message.

## DISCHARGE CODES

### 08P★ CSE/IEP recommended placement.

Use when family has **NOT** moved but student is attending a CSE/IEP recommended placement. (may be outside of NYC) **Do NOT enter new home address.**

#### Required Documentation

- Documentation that the student is enrolled in a new school, as below **AND**
- Placement is a CSE recommendation verified by SBST member OR SESIS screen shot and new school or setting.
- Must be to an approved school: [New York State Day Schools/Programs](#) or [Approved Private, Special Acts, State-Operated and State-Supported Schools](#).

### 08 Discharge to a non-public school.

Use when family has **NOT** moved but student is attending a non-public school. **Do not enter new home address.**

#### Document Code Required

- **W★** Confirmed enrollment in a non-public school.
- **X** Thought to be attending new school with no confirmation of enrollment.
  - *Do not use document code W without evidence of enrollment; discharge code 08X, update to code 08W via UPDI once confirmation of enrollment is received.*
- **X** Confirmed setting is in a setting or program that does not award a high school diploma.
  - *If the student is above compulsory school age, use the Planning Interview process.*
  - Re-admit if eligible for one day to award HS diploma, (e.g., Bard College at Simon's Rock).

#### Required Documentation for 08W

- Documentation that the student is enrolled in a new school, with date of enrollment, *received at the time the Document Code W was entered.*
  - Acceptable documentation is on school or district letterhead; an email from an official school email address; a fax with a formal cover sheet or verifiable fax number; from student registration system screen shot.
- Documentation from a new school, for example, a Request for Records that **does not have the date of enrollment** requires further evidence:
  - Acceptable supplemental documentation can be via a phone call confirmation (you do not need another paper record from the new school) BUT the call must be recorded, dated and signed by a school staff member (ILOG may be used) with the name, title and contact information of the person from the new school who provides the evidence, and a summary of the evidence provided, including date of enrollment.

#### Required Documentation for 08X

- Evidence of a new school **without** documentation verifying the student is enrolled in a new school. For example, letter or call from parent alone, or a request for records missing date of enrollment. **OR**
- Verified enrollment in a setting or program that does not award a high school diploma when a Planning Interview discharge is not possible.

#### Twenty (20) days after 08X discharge, a Form 407 will generate

- With proof of enrollment, update document code to "W" in UPDI and close the 407 with a resolution code 93 (confirmed new discharge information).
- If the investigation does not yield new evidence, close the 407 with a resolution code 83 (investigation complete, not new information). The discharge documentation will remain "X".
- If a student returns to school to reenroll with an open 407 due to 08X, update Document Code in UPDI to "W" to close the 407 with a resolution code 93.

## DISCHARGE CODES

### 10 Agency directive.

Student attends another program or school **by the directive of a court or other authority** (e.g., ACS, NYS Office of Mental Health(OMH), Department of Corrections) **and not by the parent** of the student or school. **Do NOT Update home address.**

#### Reason Code Required

- **Y★** Confirmed enrollment in a school or setting that provides an educational program.
- **X★** Court-ordered incarceration for students above compulsory school age.
- Send all documentation to [attendance@schools.nyc.gov](mailto:attendance@schools.nyc.gov) for final approval based on state guidelines.

#### Required Documentation for 10Y

- Documentation that the student has enrolled in a new setting, with date of enrollment:
  - Acceptable documentation is on school or district letterhead; an email from an official school email address; a fax with a formal cover sheet or verifiable fax number; from student registration system screen shot.
- Documentation from a new school, for example, a Request for Records that **does not have the date of enrollment** requires further evidence:
  - Acceptable supplemental documentation can be via a phone call confirmation (you do not need another paper record from the new school) BUT the call must be recorded, dated and signed by a school staff member (ILOG may be used) with the name, title and contact information of the person from the new school who provides the evidence, and a summary of the evidence provided, including date of enrollment.
- **PLUS** dated documentation of placement from sending agency (ACS, court placement, NYS OMH).
- Use the [standard discharge form](#).

#### Required Documentation for 10X

- Documented verbal or written confirmation from a D79 representative, with the statement recorded by a school staff member in ILOG, noting date of enrollment and name, title, contact information of D79 representative. See [page 7](#) for more info.

#### Other Scenarios

- **Four Winds and other private hospitals are not discharges, Students remain on register and outreach continues.** Only D75 may extend Code 10 discharges to certain parentally-placed hospitalizations when the school or program supervises instructional plans and the D75 enrollment office ensures reenrollment.
- **Remote instruction can continue whenever possible**

#### Typical Code 10 Placements

- NY State Residential Treatment Facility (including outpatient)
  - New York City Children's Center (Bronx or Queens Children's Psychiatric Center)South Beach.
- OCFS Residential Centers
  - Finger Lakes; Highland; Taberg; Red Hook; Ella McQueen; Brentwood Secure; Goshen Secure.
- Special Act Districts, as the result of ACS or court action
  - Greenburgh Eleven (aka Children's Village); Greenburgh-Graham, Greenburgh-North Castle; Hawthorne-Cedar Knolls (aka Linden Hill, Geller House); Little Flower; Mt. Pleasant-Blythedale (aka Blythedale Children's Hospital); Mt. Pleasant Cottage School (aka Edenwald Center).
- **For Special Act District placements as a result of an CSE/IEP recommendation, use [08P](#).**

## DISCHARGE CODES

### 11 School out of NYC.

*Family has moved. New address is required. Do NOT use a school or institution address.*

During remote learning confirm that the family does not wish to continue remote learning prior to discharge.

- If the family maintains a NYC residence, they may opt to continue remote learning.

#### Document Code Required

- **M★** Confirmed enrollment in a public or charter school in NY State.
- **N★** Confirmed enrollment in a non-public school in NY State.
- **W★** Confirmed enrollment in a public or non-public school out of NY State.
  - *Do not use document code M/N/W without evidence of enrollment; discharge code 11X and update to code 11 M/N/W via UPDI once confirmation of enrollment is received.*
- **X** New address **AND** thought to be attending a school but no confirmation of enrollment.
- **X** New address **AND** confirmed enrollment is an on-line school, or parents are home schooling, or setting is a program that does NOT lead to a high school diploma, or student does not plan to complete high school after a move.

#### Required Documentation for 11M, 11N and 11W

- Documentation that the student has enrolled in a new setting, with date of enrollment:
  - Acceptable documentation is on school or district letterhead; an email from an official school email address; a fax with a formal cover sheet or verifiable fax number; from student registration system screen shot.
- Documentation from a new school, for example, a Request for Records that **does not have the date of enrollment** requires further evidence:
  - Acceptable supplemental documentation can be via a phone call confirmation (you do not need another paper record from the new school) BUT the call must be recorded, dated and signed by a school staff member (ILOG may be used) with the name, title and contact information of the person from the new school who provides the evidence, and a summary of the evidence provided, including date of enrollment.

#### Required Documentation for 11X

- Evidence of a new school **without** documentation verifying the student is enrolled in a new school. For example, letter or call from parent alone, or a request for records missing date of enrollment. **OR**
- Evidence of a move with verified enrollment in an on-line school, home schooling, early entry to a postsecondary institution, or setting that does not lead to a traditional high school diploma **OR** statement that the student does not plan to continue high school after the move.

#### Update Address at time of Discharge

- Make every effort to obtain new home address and document outreach. **DO NOT use school address for code 11 discharges.**
- See [New Home Address](#) section for what to do when you are unable to obtain a new home address.

#### Twenty (20) days after 11X discharge, a Form 407 will generate

- With proof of enrollment, update document code to “W” in UPDI and close the 407 with a resolution code 93 (confirmed new discharge information).
- If the investigation does not yield new evidence, close the 407 with a resolution code 83 (investigation complete, not new information). The discharge documentation will remain “X”.
- If a student returns to school to reenroll with an open 407 due to 08X, update Document Code in UPDI to “W” to close the 407 with a resolution code 93.

## DISCHARGE CODES

### 11Z★ Permanent move out of US.

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*For students who have permanently moved out of the US.*

During remote learning confirm that the family does not wish to continue remote learning prior to discharge.

- If the family maintains a NYC residence, they may opt to continue remote learning.

#### Document Code Required

- **Z Confirmed** student moved from the US or its territories, **not extended vacation**.

#### Required Documentation

- Direct, written statement from a parent or guardian that the student has emigrated to another country, with city and country of relocation.
- For deportation, a statement that the student has been deported, with a city and country. Evidence of detention alone is not enough for the discharge.
- A written record of a verbal statement by the parent or guardian that the student has emigrated to another country, with city and country of relocation.
  - There is space on the [standard discharge form](#) for the parent statement, or the written record of the verbal statement. Alternately, memorialize the record of the verbal statement in ILOG.
- Airline tickets are considered supporting documentation but does not replace a parent statement.
- For parent requests for discharge based on temporary move for job reassignment or other scenario where the family expects to return, reference [Chancellor's Regulation A-101](#) regarding questions about rights to return.

### 12 Address unknown.

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*Student cannot be located after an extensive attendance investigation.*

- A student in foster care with an open warrant for running away **may not be discharged**.
  - Schools are advised to maintain communication with foster care agency case manager until case is resolved.
  - The student may be best served by maintaining the student's active status on the schools register to ease transition back to school.

#### Required Documentation

- See all recommended investigation steps: [How to Clearance of Register and Non-Attending Students](#).
- Refer to an attendance teacher after school-based investigation has concluded.
- The attendance teacher will submit documentation to the approving office, to make final determination based on state guidelines.

### 15★ Deceased student.

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*Student has died while enrolled in school.*

#### Required Documentation

- A letter from a parent or an obituary is sufficient documentation. Official written documentation, such as a death certificate, is not necessary.
- **Enter source of information in the comment line in DISC.**
- For discharge date, follow the standard of the next school day after the student was last marked present.

## DISCHARGE CODES

### 21 Student is over 21 years of age.

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*For students who turned 21 before July 1 of the current school year.*

#### Reason Code Required

- **I** Enrolled in DOE adult and continuing education
- **J** Enrolled in non-DOE adult education
- **K** Unknown/none
- Actively attending students completing coursework or attending a DOE HSE program are not required to be discharged when they turn 21 nor at the end of the school year that they turn 21.
  - Students who turn 21 during the school year can be discharged code 39 during that school year.
  - Although they must be advised of their right to remain in school, they do not have the right to return to school after the discharge. See [Planning Interview Procedures](#).

### 25★ Previous high school diploma.

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*For students who, at the time of enrollment, had a high school diploma from outside the U.S.*

#### Required Documentation

- High school diploma presented within two terms of enrollment.
- Send documentation to the approving office, to make final determination based on state guidelines.

### 29 Previous discharge.

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*For students readmitted to the same school (or D79 program) after a credential, diploma or a Planning Interview Discharge.*

Students who were previously discharged, re-enroll and leave again before completing credential or diploma requirements.

- This code cannot be used to update a discharge. It may only be used to discharge a student who re-enrolls in the same school (or D79 non-diploma-granting program) after a previous drop out or graduation discharge.

#### Required Documentation

- Evidence that students were informed of their educational rights.
- [Suggested notification letter](#) to inform students of their rights.

### 39 Voluntary withdrawal or 20 consecutive days of non-attendance.

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*For students [over compulsory school age](#) (completed the school year in which s/he turned 17).*

#### Reason Code is required

- **A** Student is no longer interested in attending school with necessary student/parent signature(s) obtained on the Planning Interview Form.)
- **B** Student is missing one or more Regents exams + student/parent signature(s).
- **D** Student has had unexplained absences for 20 consecutive days and has not responded to invitations to attend a Planning Interview Conference, or otherwise no student/parent signature(s).
  - The school made documented outreach attempts to return the student to school **AND**
  - Student address has been verified **AND**
  - The school mailed at least three separate letters inviting the student and parent to attend a Conference, and notifying them of the pending discharge with a completed Planning Interview Form, [Know Your Rights](#) document and most current STARS Student's Transcript.

## 39 Voluntary withdrawal or 20 consecutive days of non-attendance. (continued)

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- **L** Student has enrolled in a business, trade, vocational or other training program or military. (e.g., Job Corps, Online Schools, pre-college programs, military enlistment) + student/parent signature(s).
- **M/N** Student has enrolled in a full-time/part-time **non-DOE** HSE program + student/parent signature(s).
- **O** Student is voluntarily withdrawing due to pregnancy/parenting + student/parent signature(s).

### Required Documentation

- Completed [Planning Interview](#) process.
- Send documentation to the approving office, to make final determination based on state guidelines.

### Credits after Discharge

- Schools are able to update a Code 39 discharge in PDSC to a Code 30 (for a HSE) or diploma-granting code, as applicable.

## CREDENTIAL CODES

All students discharged without earning a diploma must receive written assurance of their right to continue attending school until the end of the school year in which they turn age 21, or until they have earned a high school diploma (whichever occurs first).

## 30 TASC Test Assessing Secondary Completion

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*For D79 only. D79 enter in DISC following completion of a District 79 DOE HSE preparation program and passing TASC (Test Assessing Secondary Completion).*

- All other schools enter in PDSC to update a previous discharge (e.g., code 39 to 30), with documentation of HSE Diploma (passing TASC).

## 64 Career Development and Occupational Studies (CDOS) Commencement Credential

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*For all students who participate in standard assessments.*

- Eligible students who meet criteria described in the [CDOS policy guidance](#). The credential is not equivalent to a New York State high school diploma.
- The CDOS may also be awarded as an endorsement to a high school diploma, as a +1 option, and as part of a superintendent's determination of graduation, however, in these cases the 64-discharge code does not apply.

## 65 Skills and Achievement Commencement Credential

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*For students with IEPs who participate in New York State Alternate Assessment (NYSAA) only.*

- Eligible students who meet criteria described in [Skills and Achievement policy guidance](#). The credential is not equivalent to a New York State high school diploma.
- The credential may be awarded any time after the student has attended school for at least 12 years, excluding kindergarten, or who received a substantially equivalent education elsewhere; or at the end of the school year in which a student turns 21.

## DIPLOMA CODES

**Graduation codes** (or credential/diploma codes) follow specific NYSED and NYCDOE policies outlined in the [High School Academic Policy Guide](#).

- Enter graduation discharges in GRDT for January, June and August graduates. Outside these time frames, use DISC.
  - Enter distinction/endorsements using the reason code in DISC.
  - Update distinctions/endorsements using UPDI.
- In certifying a student for graduation, the principal attests that the student has completed all State and City requirements and should receive the designated high school diploma.
  - Every high school must have clearly defined procedures for certification.
  - Schools may use a credit or exam override code, if appropriate, once approved by the principal.
  - See the [Certification Guide](#) and [override code review form](#) for additional information.

Please refer to current graduation requirements for complete information about the use of these discharge and endorsement codes in the [High School Academic Policy Guide](#).

### **26 Local Diploma**

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- Student has earned 44 credits in required subject areas, is Safety Net eligible, and meets the assessment requirements via any of the Safety Net flexibilities.
- Also available to all high school students who successfully appeal two Regents exam scores of 60-64 to graduate, or for newly arrived ELLs who successfully appeal an ELA Regents exam score of 55-59.

### **27 High School Regents Diploma**

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- Student has earned 44 credits in required subject areas and passed five required assessments. This is also available to high school students who successfully appeal one Regents exam score of 60-64 to graduate.

### **28 High School Regents Diploma with Honors**

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- Student has earned 44 credits in required subject areas, passed five required assessments, and earned an average score of 90 or higher on required Regents exams.

### **47 High School Advanced Regents Diploma**

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- Student has earned 44 credits in required subject areas and passed required assessments as specified in the High School Academic Policy Guide.

### **62 High School Advanced Regents Diploma with Honors**

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- Student has earned 44 credits in required subject areas, passed required assessments as specified in the High School Academic Policy Guide, and earned an average score of 90 or higher on required Regents exams.



## DIPLOMA ENDORSEMENT CODES

Upon entering a graduation code in the GRDT (or DISC) screen in ATS, schools may indicate a “diploma type” for students who have earned endorsements.

CODE	ENDORSEMENT	ELIGIBLE DIPLOMA CODES
01	Arts	26,27,28,42,62
02	CTE	
03	CTE and arts	
05	Math	47 and 62 only
06	Science	
07	Math and science	
08	Arts and science	
09	Arts and math	
10	Arts, science, and math	
11	CTE and science	
12	CTE and math	
13	CTE, science and math	
14	CTE, arts, and science	
15	CTE, arts, and math	
16	CTE, arts, math and science	
20	CDOS credential as an endorsement to a diploma	26,27,28,47,62
21	Service Seal	26,27,28,47,62,30,64,65
22	NYS Seal of Biliteracy	27,28,47,62

## HIGH SCHOOL CREDITS AFTER DISCHARGE

- Students who leave high school to attend a program that does **not** award a high school diploma that is recognized in NY State are considered drop-outs.
  - These students remain on the school’s [cohort](#).
  - The discharging school may continue outreach and explore the possibility of transfer credit to complete high school requirements.
- For discharged students who complete course work in programs— **Bard College at Simon’s Rock, Johnson and Wales, Job Corps, community college, online high schools (e.g. Penn Foster)**— principals may evaluate coursework and award transfer credit as described in Commissioner’s Regulations [Part 100.5](#).
  - The decision to award transfer credit is based on whether the work is consistent with NY State high school learning standards and is of comparable scope and quality to that which would have been done in the school awarding the credit.
  - Students are re-admitted for a diploma-granting discharge, if applicable.
- Some mandated (non-voluntary) settings provide NY State approved educational tutoring or instruction and offer statewide assessments but do not award high school diplomas.
  - In these cases, even though the student is removed from the cohort, schools may be asked to verify and award a high school diploma based on work the student completed at the setting.
- YABC students will be returned to the sending school for graduation or possible re-engagement.
- See also YABC guidance document: [Supporting Students at Young Adult Borough Centers](#) and Students Returning from Non-Diploma Granting Settings in the [High School Academic Policy Guide](#).

## UPDATES AFTER DISCHARGES

**UPDI** – Overrides existing discharge, keeping the same discharge date. Use this function when there is better information about the discharge (i.e. to update document codes or to correct a clerical error).

**PDSC** – Creates a new admit/discharge record. Use this function when there is subsequent change in student status (e.g., to update a 39B to a graduation code).

**RQSA-DCH** – Submit requests for any updates to discharges not permitted via UPDI or PDSC.

- When submitting a request in RQSA, a comment is necessary to describe the need for the update.
- Enter in RQSA and also send documents that support the change (e.g. results of an investigation or enrollment in a new school) to [attendance@schools.nyc.gov](mailto:attendance@schools.nyc.gov) and use the student ID as the subject line.

Discharge Update Scenario	From	To	How to Update
Student was discharged 08X (or 11X) because we knew the family changed schools or moved but had no proof of enrollment in new school. Now we have proof of enrollment.	<b>08X or 11X</b>	<b>08W or 11W</b>	<b>UPDI</b> to change the document code. This option is available during the current year of discharge and the following year. <ul style="list-style-type: none"> <li>• No updates are allowed using UPDI after the second year.</li> </ul>
Student was discharged 12 (address unknown) but now we have a new address and proof of enrollment in a new school.	<b>12</b>	<b>11W</b>	<b>UPDI</b> is allowed during the current or subsequent year of discharge to correct a Code 12 to 08 or 11 only. If Code 12 not yet approved, cancel using F10 in <b>DISC</b> .
Student was discharged 12 (address unknown) but we now know the student was placed in a residential school by ACS.	<b>12</b>	<b>10Y</b>	<b>RQSA</b> to request the change of an approved 12 or 8 or 11 to a code 10 Y. <ul style="list-style-type: none"> <li>• Submit documentation to <a href="mailto:attendance@schools.nyc.gov">attendance@schools.nyc.gov</a>.</li> </ul>
Student was placed in a residential treatment center by an agency and the school incorrectly discharged 8W/11M/N/W.	<b>08 or 11</b>	<b>10Y</b>	<ul style="list-style-type: none"> <li>• <b>Important:</b> if an 11 discharge was entered using a school or treatment setting address, Include in email submission a request to revert BIOS record to student's prior home address.</li> </ul>
Student was incorrectly discharged as cohort-removing. The student is at a Job Corps or an online school and we want to correct the record.	<b>08W or 11W</b>	<b>39 or 02</b>	Whenever possible, return the student to the register and complete a PIF discharge. Otherwise <b>UPDI</b> to update the document code to X. <ul style="list-style-type: none"> <li>• If necessary, request to revert BIOS record to student's prior home address.</li> </ul>
The school discharged a student Code 39D and now the family is moving back to Colombia.	<b>39D</b>	<b>11Z</b>	<b>Code may not be updated.</b> School initiated and finalized the process that authorized the student withdrawal.
Student was discharged Code 39A (student and parent participated in the PIF Conference) but then the school received a request for records. We confirmed enrollment in a new diploma-granting high school.	<b>39A</b>	<b>11W</b>	<b>RQSA</b> to request the change and submit supporting evidence to <a href="mailto:attendance@schools.nyc.gov">attendance@schools.nyc.gov</a> . <ul style="list-style-type: none"> <li>• Request will be considered based on evidence of outreach and timing of new enrollment.</li> </ul>
Student was discharged Code 08W or 11W but earned a TASC (GED/HSE).	<b>8W/ 11W</b>	<b>30</b>	<b>Code may not be updated. 08/11W removed the student from the cohort.</b>
Student was discharged Code 11X but earned a TASC (GED/HSE).	<b>11X</b>	<b>30</b>	<b>PDSC</b> to update discharge to 30.
Student was discharged 39 but earned a TASC (GED/HSE). We have the TASC results.	<b>39A</b>	<b>30</b>	<b>PDSC</b> to update discharge to 30.
A non-attending student was discharged code 21. Now we know the student has passed the TASC (GED).	<b>21</b>	<b>30</b>	<b>PDSC</b> to update discharge to 30.

## UPDATES AFTER DISCHARGES

### UPDATE A DISCHARGE TO A DIPLOMA CODE

Ensure transcripts and other evidence support the change.

- To add new course and exam outcomes to STARS Admin, go back to student's last active term and update the transcript there. See [STARS Wiki](#) for more information.

There are timing restrictions to when updates to grad codes can be reported as a graduate for the school.

Discharge Update Scenario	From	To	How to Update
Student was discharged Code 39B needing only a Regents Exam to graduate. Now the student took and passed the exam.	39B	grad code	<b><i>PDSC is used when there is a change in the student's status, for updates based on something else the student did.</i></b> <ul style="list-style-type: none"> <li><u>USE PDSC</u>. In June, use 7/1; In August use 9/1</li> </ul>
Student was discharged in January as a grad but since earned a higher-level diploma.	26	27	<ul style="list-style-type: none"> <li><u>USE PDSC</u> with any school day in the current year or 9/1 date based on summer work.</li> </ul>
Student was discharged as a drop out in the spring but came to summer school and finished graduation requirements.	39A	grad code	<ul style="list-style-type: none"> <li><u>USE PDSC</u> with 9/1 for date.</li> </ul>
Student was discharged with a credential in June and during summer met diploma requirements.	64	27	<ul style="list-style-type: none"> <li><u>USE PDSC</u> with 9/1 for date.</li> </ul>
Student was discharged with incorrect graduation code in June. We just noticed the error in September.	27	26	<b><i>PDSC is also used for errors in graduation code, for any time after the current school year.</i></b> <ul style="list-style-type: none"> <li><u>USE PDSC</u> with 7/1 for date.</li> </ul>
Student was discharged 11X to New Jersey (no proof of enrollment). We now know he completed a math class at a community college. He needed one math class to graduate.	08X or 11X	grad code	<b><i>Student presents transfer credit consistent with NY State high school learning standards and of comparable scope and quality to that which would have been done in your school.</i></b> <ul style="list-style-type: none"> <li><u>Readmit for one day</u> and update transcripts with transfer credits for graduation code discharge.</li> </ul>
Student was incorrectly discharged as cohort-removing and now is requesting a diploma based on work completed.	08W or 11W	grad code	<ul style="list-style-type: none"> <li><u>Readmit for one day</u> and update transcripts with transfer credits for graduation code discharge.</li> </ul>
Student was placed in a residential treatment center by an agency and has met graduation requirements.	10Y	grad code	<ul style="list-style-type: none"> <li><u>Readmit for one day</u> and update transcripts with transfer credits for graduation code discharge.</li> </ul>
Student was discharged with incorrect graduation code in January.	27	26	<b>To Correct error in current school year:</b> <ul style="list-style-type: none"> <li><u>USE UPDI</u>.</li> <li>Codes can also be corrected in <b>GRDT</b> until screen closes.</li> </ul>
We forgot to enter a graduate in GRDT in June.	--	27	<b>DISC</b> to enter the graduation code with a discharge date of 7/2.
August updates to June graduates.	27	47	<b>PDSC</b> indicates a change in status. Use 9/1 for date.
Correction to a discharge code done in PDSC was made in error.			<b>RQSA</b> to request the change and submit explanation. Codes updated in PDSC cannot be updated in PDSC again.

# STANDARD DISCHARGE FORM

DATE:

Student last:		first:		Gr		ID	
Expected Last Day:		Reason for discharge		Off Class:		DOB:	Age:
Adult 1:		Adult 2:		Guidance Counselor			
<b>Home address</b>	<input type="checkbox"/> <b>No change</b>	<input type="checkbox"/> <b>Collect new (REQUIRED for Code 11 discharge)</b>	<b>New School/Program</b> (not required out of USA/territories OR PK or K parent-elected discharge) <input type="checkbox"/> public/charter <input type="checkbox"/> non-public				
Street/Apt				<b>School Name</b>			
City, St, Zip				<b>Address</b>			
Country							
phone				<b>phone</b>			
alt. phones				<b>fax</b>			
email				<b>email</b>			
Alternate address, additional contact persons or other information about move				Enrollment Date			
				Contact person or other notes from new school			
<input type="checkbox"/>	<b>If Request for Records does not include date of enrollment then receiving school email/fax attached OR attest to a verbal confirmation, below, Must include name, title and contact of person from the new school who provides the evidence including date of enrollment.</b>						
<input type="checkbox"/>	<b>Parent statement (parent writes and signs below; or attach; or attest to, below) for out of USA/Territories, PK discharges, or K parent-elected discharge.</b>						
<i>statement</i>							
Parent Name				Parent Signature			Date
School Staff Name/ Title				School Staff Signature			Date
<i>Additional notes on discharge documentation</i>							
Effective Date of Discharge		Discharge Code:		Document or Reason Code:		Entered in ATS by:	Date:
<i>For Codes 12 or 08X or 11X, who is responsible for continued outreach and investigation?</i>							
School Staff Person Completing this Form:				Signature:			Date:

Find downloadable versions of the form on [InfoHub](#).