



Student Exits and Eligibility for Removal from Cohort

Kansas students in grades 9-12 are put into graduation cohorts based on the earliest record in grades 9-12. Once placed into a cohort, the student cannot be removed unless one of the below conditions is met. With all scenarios that result in removal from the cohort, a school is expected to keep accurate and detailed records of the removal. Below is a list of reasons a student can be removed from a cohort, including the required documentation necessary for the removal.

1. **Student Transfer** (*Exit/Withdrawal Types 1, 2, 3, 4, 5, 6, 15, 19, 20, 21*)

a. Out of Country

- To confirm that a student has moved to another country, a school must have written confirmation of the transfer. This does not need to be official written documentation. ***This documentation is used to verify the student is exiting the country, not to verify the student is enrolling/enrolled in an accredited program outside of the US.
- Foreign Exchange Students will have the same documentation requirements as any other student that moves out of country.

b. Out of State

- 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.
- If the student transfers to an out of state school that does not yield a “regular high school diploma, that student is NOT eligible for removal from the cohort. ***However, the school should still maintain documentation of the transfer.

c. Out of District Transfer to Another Accredited District in the State

- To confirm that a student transferred out of district, 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.
- Even if the school has official documentation of the transfer, the student will not be removed from the cohort until another accredited school in the state inputs valid records for the student into the KIDS system.
- If the student transfers to a school that does not yield a “regular high school diploma (i.e. homeschool or non-accredited private school), that student is not eligible for removal from the cohort. ***However, the school should still maintain documentation of the transfer.



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- d. In District Transfer
 - To confirm that a student transferred to another accredited school in the district, 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.
 - In this case, the student can be removed from the school’s individual cohort, but will remain in the district cohort.
 - Even if the school has official documentation of the transfer, the student will not be removed from the cohort until another accredited school in the district inputs valid records for the student into the KIDS system.
- e. Transfer to an Accredited Private School in Kansas or in a Different State
 - These students should follow the same guidelines as a student transferring to a public school in Kansas or a different state.
- f. Transfer to a Non-Accredited Private School in Kansas or in a Different State
 - These students are NOT eligible to be removed from the cohort.
*** However, documentation of this transfer should be made in the student’s record.
- g. Transfer to Homeschooling
 - These students are NOT eligible to be removed from the cohort.
*** However, documentation of this transfer should be made in the student’s record.
- h. Transfer to a Juvenile Detention Center (JDC)/Adult Correctional Facility
 - If the student is placed in a JDC without adjudication (i.e. temporary holding/awaiting sentencing) the student is NOT eligible for removal from the cohort. *** However, documentation of this transfer should be made in the student’s record.
 - Once adjudicated, the transfer will be conducted the same as an “out of district” transfer, requiring “official written documentation” from the receiving district.
 - If the student is transferred to a juvenile or adult correctional facility where diploma completion services are not provided, that student is NOT eligible for removal from the cohort. *** However, documentation of this transfer should be made in the student’s record.
- i. Transfer to a GED Completion Program
 - Students transferring to a GED completion program are NOT eligible to be removed from the cohort. *** However, documentation of this transfer should be made in the student’s record.



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2. **Student Death** (*Exit/Withdrawal Type 10*)
 - a. Should a student death occur, the school should obtain local confirmation of the death via family member or obituary. The school does NOT need to obtain official written documentation in this instance, but should have a record on file that indicates how the school confirmed the death. *** Local discretion is allowed in confirming these instances, however, there should be an official log into the student record describing how the school was informed of the death.
3. **Student Illness** (*Exit/Withdrawal Type 11*)
 - a. These students are NOT eligible to be removed from the cohort. *** However, documentation of the exit should be made in the student's record.
4. **Student Expulsion/Long-Term Suspension** (*Exit/Withdrawal Type 12*)
 - a. These students are NOT eligible to be removed from the cohort. *** However, documentation of the exit should be made in the student's record.
5. **Inaccurate Data/Claimed by Error** (*Exit/Withdrawal Types 13, 18,)*
 - a. Student was a homeschool student who attended classes at the public school part-time
 - KIDS and local records should accurately display the necessary information to confirm part-time status.
 - b. Student was a non-accredited private school student who attended classes at the public school part-time
 - KIDS and local records should accurately display the necessary information to confirm part-time status.
 - c. Student is an adult whose cohort has already graduated
 - KIDS and local records should accurately display the student's date of birth which would place them outside of the cohort years.
 - d. Student was claimed in error by ASGT record
 - KIDS and local records should accurately display the necessary information to confirm the student was never enrolled and receiving services.
6. **Discontinued Schooling/Unknown** (*Exit/Withdrawal Types 14, 16, 17*)
 - a. These students are NOT eligible to be removed from the cohort. *** However, documentation of the exit should be made in the student's record.
7. **Student with disabilities who met the district graduation requirements for a regular diploma, but is remaining in school to receive transitional services deemed necessary by the IEP team.** (*Exit/Withdrawal Type 22*)
 - a. These students are NOT eligible to be removed from the cohort. These students should be exited with a code 22 when they meet graduation requirements and then with a code 8 when they exit the school.



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8. **Student with an extended absence at the beginning of the school year (through September 30), planning to return.** (*Exit/Withdrawal Type 23*)
 - a. These students are NOT eligible to be removed from the cohort. *** However, documentation of the exit should be made in the student's record.
 - b. Should the student not return to school as expected, a new exit record should be submitted. Use the aforementioned criteria in discerning eligibility for removal from the cohort.

Definitions

- “Official Written Documentation” most generally refers to a records request from a receiving school. However, this can sometimes be contracts, court orders, correspondence from foreign exchange program coordinators, or other legal documents. Official Written Documentation does NOT include: notes from students/parents, social media posts, or any other information not listed above.
- “Regular High School Diploma” does NOT include a General Education Diploma (GED) program, homeschooling, non-accredited public schools, non-accredited private schools, certificate programs, or college admissions/diplomas. A regular high school diploma can only be awarded by schools that have been vetted and accredited by the Kansas State Department of Education.

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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