



High School Graduation Calculations: Students Staying for Transitional Services

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:

Julie Ewing
Assistant Director
Career, Standards and Assessment Services
(785) 296-2325
jewing@ksde.org

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

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

(785) 296-3201

www.ksde.org

