

## ADM WITHDRAWAL UTILITY

This screen is used for reviewing and updating withdrawal data (required for the Cumulative ADM Collection) originally entered on the Withdraw Screen. If you learn more information about a student after they have been withdrawn, enter the new information in the Withdraw Code field; update the Withdraw Factor (Supplemental Reason) and Planned Destination fields, if appropriate.

\*More information about State dropout and Cumulative ADM reporting is available on the Oregon Department of Education's website at [https://district.ode.state.or.us/apps/info/docs/Grad\\_and\\_Dropout\\_Manual\\_2009.pdf](https://district.ode.state.or.us/apps/info/docs/Grad_and_Dropout_Manual_2009.pdf) or [https://district.ode.state.or.us/apps/info/docs/Final\\_ADM\\_Student\\_Accounting\\_Manual\\_2009.pdf](https://district.ode.state.or.us/apps/info/docs/Final_ADM_Student_Accounting_Manual_2009.pdf)



All withdrawn students in grades 7-12 must have a withdraw code selected, however all grade levels are encouraged to update this information.

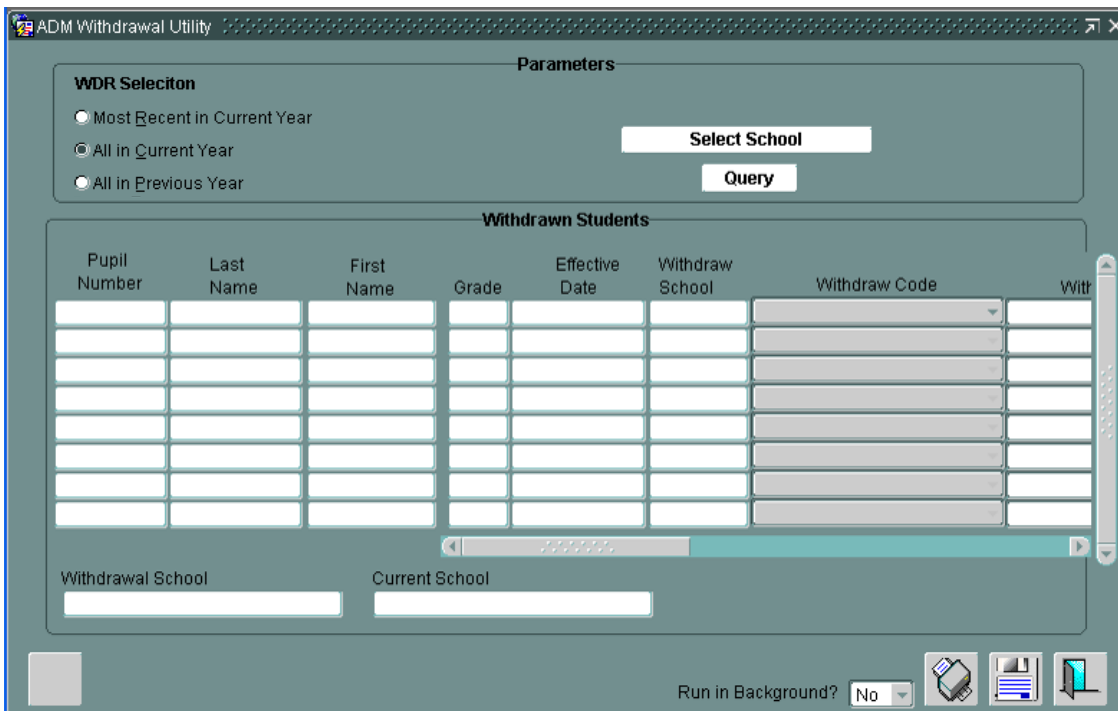
Students withdrawn with code "3A-W8-other reasons - pers/acad" must also have a Supplemental Reason (withdraw factor) selected. Select the most appropriate factor from the drop down list for that field. Students withdrawn with code "2A-W4-enroll out of district" or "2B-W3- trns to non-public school" or "2C-W4-enroll out of state" MUST have the new school along with city and state of the school entered in the "Additional Planned Destination" field.

If you think a student has transferred to a particular school but have not received a records request, contact that school. The early leaver report only submits a student as a transfer to another school if a formal records request was received or the student's new school has been contacted and enrollment confirmed. Also select the most appropriate "Planned Destination" from the drop down box."

**\*\*\* This utility allows you to update the status of students after the initial withdrawal. If completed correctly, this utility will replace the potential early leaver excel sheets you've been receiving twice every year. \*\*\***

Main Menu → Reports → 28-OR State Reporting → Cum ADM Withdrawal Utility

 28-OR State Reporting -  Cum ADM Withdrawal Utility



Pupil Number	Last Name	First Name	Grade	Effective Date	Withdraw School	Withdraw Code	Witt

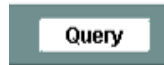
Select 'All in Current Year' or 'Most Recent in Current Year' in the **Withdrawal (WDR) Selection** by clicking the radio button. Do NOT use 'All in Previous Year'. **Note:** The screen does not include no-showed students with any selection.

Next click the **Select School** button

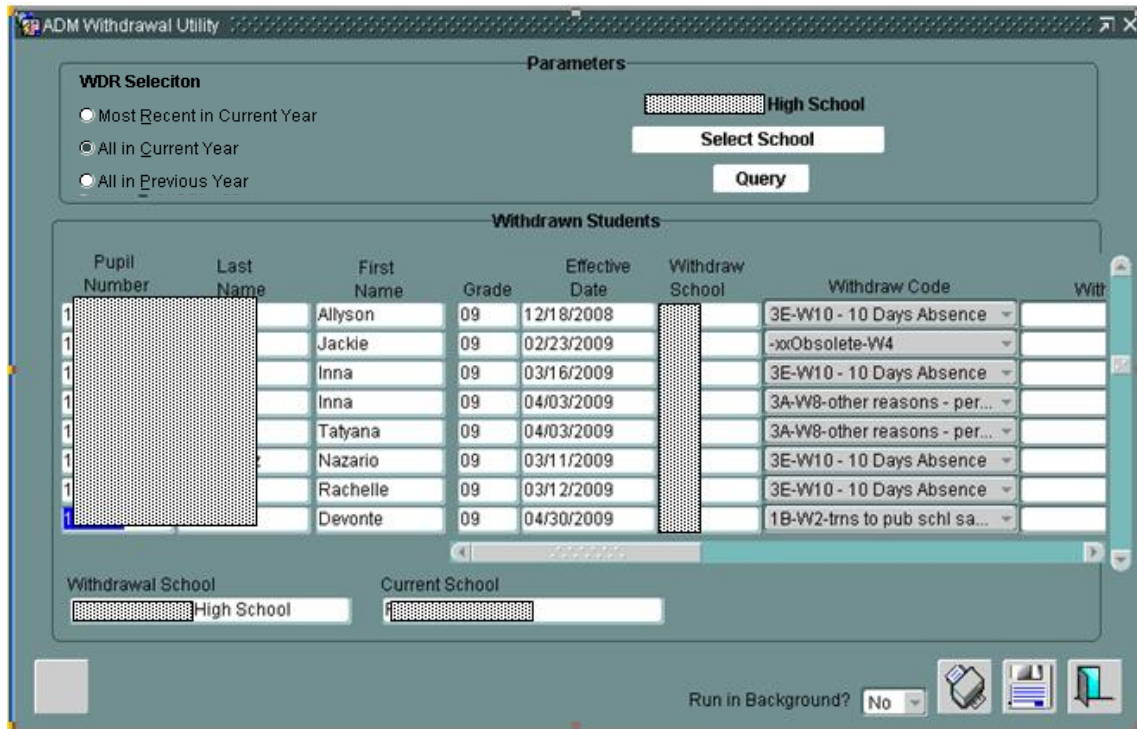
**Select School**

Select the school(s) by using the **Add** button. This will move the school(s) to the **Schools Selected** on the right side of the screen. Then exit the door.

Next click the **Query** button.



The students will then be displayed, sorted alphabetically by grade level. **Note:** at this time the screen does not sort any other way.



**Grade** The grade at the time of withdrawal is displayed.

**Effective Date** The withdraw date entered on the Withdraw screen is displayed.

**Withdraw Codes** The withdraw reason selected on the Withdraw screen is displayed. Reference the listing on page 4.  
**Note:** Some of last years codes are obsolete for 09-10. **Do not select an Obsolete code. If obsolete codes were specified, please correct.**

Use the bottom scroll bar to access the rest of the fields.



Withdraw Factor	Additional Planned Destination	Planned Destination	Calculated End Date
10 day withdrawn			
Home School			
10 day withdrawn / Home school			
Fir Ridge campus			

**Withdraw Factor** The Supplemental Withdrawal Reason from the Admission/Withdraw screen is displayed. Students with a withdrawal code of W8 - Other Reasons – pers/acad are required to have a Supplemental Withdrawal Reason listed, update or add this field if necessary. Reference the listing on page 5.

**Additional Planned Destination** The additional Planned Destination field entered on the Withdraw screen is displayed. This is an optional freeform field. If known, enter the Name, City and State of the school the student is leaving to attend. Reference the listing on page 5.

**Planned Destination** The Planned Destination entered on the Withdraw screen is displayed. This is an optional field. For students without a destination, use the drop down to select the appropriate destination. Reference the listing on page 4.

**Calculated End Date DO NOT USE**

Click the **Save** button to save any changes.

**Report**

To print the students queried, click on the **printer** icon.

Example Report:

SROR55SR v4.0.01		ADM Withdrawal Utility			Page 6 of 33	
		Previous Year			Run Date: September 1, 2009	
High School:		State ID:				
Grade	09					
ID	Last Name	First Name	W/D Date	Withdraw Code	W/D Factor	Planned Destination
20		Victoria	23-SEP-08	3A-W8-other reasons - pers/acad		Home school
10		Molleigh	27-FEB-09	-xxxObsolete-W4		Centennial HS
10		Tameka	30-SEP-08	3E-W10 - 10 Days Absence		10 day withdrawn
10		Joey	03-FEB-09	2B-W3-trns to non-public school		Portland Christian School
10		Oscar	06-APR-09	3E-W10 - 10 Days Absence	Lack of parental support	10 day withdrawn-Transferred
10		Maricella	05-DEC-08	3E-W10 - 10 Days Absence	Peer pressure	to E program-GED
10		Enrique	22-MAY-09	3E-W10 - 10 Days Absence	Too far behind	10 day withdrawn-College
10		Trevor	22-JAN-09	3A-W8-other reasons - pers/acad		LEP Charter HS
10		Amy	10-NOV-08	3E-W10 - 10 Days Absence	Working >15 hours/week	10 day withdrawn-Transferred
10		Amy	09-FEB-09	3E-W10 - 10 Days Absence		10 day withdrawn

Reference

eSIS Withdrawal Reason	ODE Code	Applies to Ages	When to Use
NS-enrl prog doesn't phys att	-	All	Student is no-showed because s/he never physically attended
W10 - 10 Days Absence	3E	All	Student has not attended school for 10 consecutive days
W2-trns to pub schl same dist	1B	All	Student transfers between schools in same district
W3-trns to non-public school	2B	All	Student withdraws to attend a non-public school or to be home schooled
W4-trns/move out of district	2A	All	Student transfers or moves out of district
W4-trns/move out of state	2C	All	Student transfers or moves out of state
W7-grad w/std, mod, adult dipl	4A	15 - 21	Student graduates with a regular, modified, or adult diploma
W7-rec'd honry/frgn xchng cert	4C	15 - 21	Student withdraws after receiving an honorary or foreign exchange certificate
W7-rec'd voctnl/alt credential	4D	15 - 21	Student withdraws after receiving an alternative credential other than a modified or adult diploma, honorary or foreign exchange certificate, or GED
W8-deceased/incapacitated	6A	All	Student has died or is permanently incapacitated
W8-discipline	5A	All	Student withdraws or transfers due to disciplinary reasons
W8-early college admission	5D	15 - 21	Student withdraws to enroll in college
W8-long-term medical	5B	All	Student withdraws due to long-term medical reasons
W8-other reasons pers/acad	3A	All	Student withdraws for personal or academic reasons **Supplemental Reason is required
W8-over 21	3B	21 and over	Student is over 21 years old
W8-rec'd GED	4E	15 - 21	Student withdraws after receiving a GED
W8-status unknown	3E		Student withdraws for unknown reasons
W8-trns to Adult Ed	3D	15 - 21	Student transfers to an adult education program
W8-trns to alt/dist/OP sch/prg	1C	All	Student transfers to an alternative school or program, or into the Outside Placement school, in same district
W8-trns to frgn xchng prg	5C	15 - 21	Student withdraws to attend a foreign exchange program
YET DO NOT USE	-	All	YET = Year End Transition, students who promote to the next grade level and/or school during the summer transition receive this code at that time only.

Supplemental Withdrawal Reason Codes: (Required if Withdrawal Code is W8 – other reasons – pers/acad)

eSIS Supplemental Withdrawal Reason (Withdraw Factor)	Description
Attended 3 or more schools	Attended three or more high schools overall (including this one)
Dysfunctional home	Dysfunctional home (parental substance abuse, parents absent, etc.)
Freq discipline referrals	Frequent discipline referrals
Lack of parental support	Lack of parental support for education
Other factor	Other factor designated by this school
Peer pressure	Student felt peer pressure to not achieve or to leave school
Pregnant or student parent	Pregnant or student parent
Substance abuse	Substance abuse
Too far behind	Too far behind in credits to catch up
Working >15 hours/week	Working more than 15 hours a week

Planned Destination Fields	Planned Destination Freeform Field (Enter if known)
College	Name of school, city and state
Continuing	
Deceased	
Exemption from compulsory Attendance	
Expelled	
Foreign Exchange	Name of program, city and state
GED	Name of school/program, city and state
Graduated	Do Not Use – Use W8 -
Graduated-Adult H.S. Diploma	Do Not Use – Use W7 – Grad w/std, mod, adult dipl
Graduated-Modified Diploma	
Graduated-Standard Diploma	
Incarcerated	Date of incarceration
Job	Job company and location
Medical	
Non-Attendance	
Other	
Pregnancy	
Return to PPS	Name of school/program, city and state
Transferred	Name of school/program, city and state
Transferred to other CBOS	Name of school, city and state