

Withdrawal Code Verification Inquiry Form Results

Governor's Office of Student Achievement

October 26, 2017

Audit Summary

Through a withdrawal code verification audit, GOSA reviews student withdrawal codes reported to the GaDOE to confirm accuracy of those data and to ensure that withdrawal data for systems and schools throughout Georgia are as accurate as possible.

Schools are identified for withdrawal code verification inquiries based on an analysis of ten withdrawal codes, by graduation rate cohort, that allow a student to be removed from the graduation rate cohort but that are not already verifiable with data housed at the GaDOE (C, D, H, J, K, N, X, 2, 3, 5)¹. Schools are selected if they meet one of the following criteria for one of the withdrawal codes:

- If cohort enrollment is between 10 and 40 students, 10% or more of students were withdrawn during the 2016-2017 school year using one of the ten codes, OR
- If cohort enrollment is greater than or equal to 40 students, 7.5% or more of students enrolled were withdrawn during the 2016-2017 school year using one of the ten codes.
- If school is one of a subset of schools chosen annually by random selection.

System Name	School Name	Enrollment in Grades of Interest	Withdrawals in Grades of Interest	GTID Count for Requested Documentation
Atkinson County	Atkinson County High School	122	11	10
Atlanta Public Schools	Hillside Conant School	36	4	4
Bibb County	Northeast High School	670	9	9
Burke County	Burke County High School	393	33	10
Carroll County	Bowdon High School	245	21	10
Chatham County	Beach High School	431	33	10
Chattahoochee County	Chattahoochee County High School	379	37	10
Coffee County	Wiregrass Regional College and Career Academy	157	16	10
Dade County	Dade County High School	305	26	10
Dalton City	Morris Innovative High School	187	17	10
Fayette County	Starrs Mill High School	1453	31	10

¹ Withdrawal Code C and 5 do not remove students from a graduation cohort, but are also require auditing.

System Name	School Name	Enrollment in Grades of Interest	Withdrawals in Grades of Interest	GTID Count for Requested Documentation
Forsyth County	Forsyth Central High School	2469	30	10
Fulton County	Creekside High School	1985	67	15
Gwinnett County	International Transition Center	41	4	4
Habersham County	Habersham Success Academy	28	3	3
Haralson County	Haralson County High School	333	36	10
Harris County	Harris County High School	1734	28	10
Liberty County	Bradwell Institute	1862	102	20
Meriwether County	Greenville High School	325	9	9
Meriwether County	Manchester High School	176	15	10
Mitchell County	Mitchell County High School	92	7	7
Murray County	Pleasant Valley Innovative School	246	62	15
Muscogee County	Jordan Vocational High School	288	33	10
Muscogee County	Northside High School	414	34	10
Muscogee County	Shaw High School	391	35	10
Muscogee County	Spencer High School	237	22	10
Richmond County	Glenn Hills High School	315	27	10
Richmond County	Lighthouse Care Center of Augusta	21	4	4
Rockdale County	Rockdale County High School	2375	55	15
Whitfield County	Northwest Whitfield County High School	1427	27	10

**Shaded cell denotes a randomly selected school*

The results of the withdrawal code verification inquiry forms submitted by each LEA are detailed in this report.

The following 20 schools provided appropriate documentation for all students in accordance with the guidance rules set down by the State Board of Education. No further action is required.

- Atkinson County, Atkinson County High School
- Burke County, Burke County High School
- Carroll County, Bowdon High School
- Chattahoochee County, Chattahoochee County High School
- Coffee County, Wiregrass Regional College and Career Academy
- Fayette County, Starrs Mill High School
- Forsyth County, Forsyth Central High School
- Fulton County, Creekside High School
- Habersham County, Habersham Success Academy
- Haralson County, Haralson County High School
- Harris County, Harris County High School
- Liberty County, Bradwell Institute
- Meriwether County, Greenville High School
- Meriwether County, Manchester High School
- Mitchell County, Mitchell County High School
- Murray County, Pleasant Valley Innovative School
- Muscogee County, Northside High School
- Muscogee County, Shaw High School
- Muscogee County, Spencer High School
- Rockdale County, Rockdale County High School

The following eight schools provided documentation for all students that aligned with the withdrawal code reported; however, documentation for some student withdrawals did not meet the requirements set forth in State Board of Education rule 160-5-1-.28. No further action is required at this time. Specific details for each school are provided in the following pages.

- Bibb County, Northeast High School
- Chatham County, Beach High School
- Dade County, Dade County High School
- Dalton City, Morris Innovative High School
- Gwinnett County, International Transition Center
- Muscogee County, Jordan Vocational High School
- Richmond County, Glenn Hills High School
- Whitfield County, Northwest Whitfield County High School

The following school did not provide all documentation for student withdrawals but has provided sufficient explanation or action to satisfy the State's concern at this time. GOSA will monitor the schools' withdrawals for 2017-2018, and the school may be subject to further inquiry or on-site audit next year.

- Atlanta Public Schools, Hillside Conant School

The following school did not provide any documentation for student withdrawals but LEA has provided sufficient explanation or action to satisfy the State's concern at this time. GOSA will monitor the schools' withdrawals for 2017-2018, and the school may be subject to further inquiry next year.

- Richmond County, Lighthouse Care Center of Augusta

The remainder of the document provides more detailed information about each school that did not submit appropriate documentation, listed in alphabetical order by district name.

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Atlanta Public Schools, Hillside Conant School

Reason for School Being Selected

- The school was identified for inquiry because the grade-level cohort of concern was between 10 and 40 students and had 10% or more of students withdrawn during the 2016-2017 school year.

Inquiry Observations and/or Concerns

- Documentation was completely missing for two of four students.
- Documentation was provided for two of four students that aligned with the withdrawal code reported.
- Documentation for none of the four student withdrawals met the requirements set forth in State Board of Education rule 160-5-1-.28.

School/LEA Steps Taken to Address Concerns

- School attempted to secure documentation from the school that the students' parents reported they would be attending. However, no response or request for transcripts was on file.
- School data staff will receive additional training from LEA's Office of Student Placement and Services regarding proper procedure for enrolling and withdrawing students and appropriate document collection.
- The school will use a "U" withdrawal code in the future until a request for transcripts is received from a withdrawing student's new school.

GOSA Response

- Georgia Department of Education guidance for withdrawal codes requires that withdrawn students be coded "U" until a request for transcripts or a letter from an official in the receiving school acknowledging enrollment is received from the new school, or an intent to home school form is signed by a parent. Once the acceptable documentation has been received, the school can then recode a withdrawn student to the appropriate withdrawal code (H, J, K, N, X). Requests for transcripts and intent to home school forms should be kept on file along with other records for a withdrawn student. In the future, withdrawn students without these documents are to be coded "U" for unknown, unless a request for transcripts from a student's new school or an intent to home school form has been obtained and placed in that student's file. In the future, it is expected that SBOE guidance and rules for student transfer documentation will be followed. No further action is needed at this time.

Bibb County, Northeast High School

Reason for School Being Selected

- The school was identified by random selection.

Inquiry Observations and/or Concerns

- Two students were incorrectly coded as having transferred out of state and instead remained in Georgia. District did note students should have been coded as T.
- Documentation was provided for all students that aligned with the withdrawal code reported.
- Documentation for four of ten student withdrawals did not meet the requirements set forth in State Board of Education rule 160-5-1-.28.

School/LEA Steps Taken to Address Concerns

- The school will use a “U” code in the future until a request for transcripts is received from a withdrawing student’s new school.
- Documentation of student transfers should also have an approximate date near student withdrawal date rather than a date that coincides with the inquiry.

GOSA Response

- Georgia Department of Education guidance for withdrawal codes requires that withdrawn students be coded “U” until a request for transcripts or a letter from an official in the receiving school acknowledging enrollment is received from the new school, or an intent to home school form is signed by a parent. Once the acceptable documentation has been received, the school can then recode a withdrawn student to the appropriate withdrawal code (H, J, K, N, X). Requests for transcripts and intent to home school forms should be kept on file along with other records for a withdrawn student. In the future, withdrawn students without these documents are to be coded “U” for unknown, unless a request for transcripts from a student’s new school or an intent to home school form has been obtained and placed in that student’s file. In the future, it is expected that SBOE guidance and rules for student transfer documentation will be followed. No further action is needed at this time.

Chatham County, Beach High School

Reason for School Being Selected

- The school was identified for inquiry because the grade-level cohort of concern was greater than or equal to 40 students and had 7.5% or more of students withdrawn during the 2016-2017 school year.

Inquiry Observations and/or Concerns

- Documentation for one of ten student withdrawals did not meet the requirements set forth in State Board of Education rule 160-5-1-.28.
 - Student location was determined after the school was notified of being identified for inquiry.

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School/LEA Steps Taken to Address Concerns

- None

GOSA Response

- Georgia Department of Education guidance for withdrawal codes requires that withdrawn students be coded “U” until a request for transcripts or a letter from an official in the receiving school acknowledging enrollment is received from the new school, or an intent to home school form is signed by a parent. Once the acceptable documentation has been received, the school can then recode a withdrawn student to the appropriate withdrawal code (H, J, K, N, X). Requests for transcripts and intent to home school forms should be kept on file along with other records for a withdrawn student. In the future, withdrawn students without these documents are to be coded “U” for unknown, unless a request for transcripts from a student’s new school or an intent to home school form has been obtained and placed in that student’s file. In the future, it is expected that SBOE guidance and rules for student transfer documentation will be followed. No further action is needed at this time.

Dade County, Dade County High School

Reason for School Being Selected

- The school was identified for inquiry because the grade-level cohort of concern was greater than or equal to 40 students and had 7.5% or more of students withdrawn during the 2016-2017 school year.

Inquiry Observations and/or Concerns

- Documentation for one of ten student withdrawals did not meet the requirements set forth in State Board of Education rule 160-5-1-.28.
 - Student was reported to have moved out of state; however, there was no request for transcripts from the out-of-state school to confirm student enrollment.

School/LEA Steps Taken to Address Concerns

- None

GOSA Response

- Georgia Department of Education guidance for withdrawal codes requires that withdrawn students be coded “U” until a request for transcripts or a letter from an official in the receiving school acknowledging enrollment is received from the new school, or an intent to home school form is signed by a parent. Once the acceptable documentation has been received, the school can then recode a withdrawn student to the appropriate withdrawal code (H, J, K, N, X). Requests for transcripts and intent to home school forms should be kept on file along with other records for a withdrawn student. In the future, withdrawn students without these documents are to be coded “U” for unknown, unless a request for transcripts from a student’s new school or an intent to home school form has been obtained and placed in that student’s file. In the future, it is expected that SBOE guidance and rules for student transfer documentation will be followed. No further action is needed at this time.

Dalton City, Morris Innovative High School

Reason for School Being Selected

- The school was identified for inquiry because the grade-level cohort of concern was greater than or equal to 40 students and had 7.5% or more of students withdrawn during the 2016-2017 school year.

Inquiry Observations and/or Concerns

- Documentation was provided for all students that aligned with the withdrawal code reported.
- Documentation for three of ten student withdrawals did not meet the requirements set forth in State Board of Education rule 160-5-1-.28.

School/LEA Steps Taken to Address Concerns

- School secured parental signature on withdrawal form; however, no request for transcripts was ever received from out of state schools for three withdrawing students.
- School district has added a monthly withdrawal and entry codes report to discuss during monthly data meetings to ensure proper documentation and codes are used. This process was implemented in August 2017 as a result of this inquiry.

GOSA Response

- Georgia Department of Education guidance for withdrawal codes requires that withdrawn students be coded “U” until a request for transcripts or a letter from an official in the receiving school acknowledging enrollment is received from the new school, or an intent to home school form is signed by a parent. Once the acceptable documentation has been received, the school can then recode a withdrawn student to the appropriate withdrawal code (H, J, K, N, X). Requests for transcripts and intent to home school forms should be kept on file along with other records for a withdrawn student. In the future, withdrawn students without these documents are to be coded “U” for unknown, unless a request for transcripts from a student’s new school or an intent to home school form has been obtained and placed in that student’s file. In the future, it is expected that SBOE guidance and rules for student transfer documentation will be followed. No further action is needed at this time.

Gwinnett County, International Transition Center

Reason for School Being Selected

- The school was identified for inquiry because the grade-level cohort of concern was greater than or equal to 40 students and had 7.5% or more of students withdrawn during the 2016-2017 school year.

Inquiry Observations and/or Concerns

- Documentation for two of four student withdrawals did not meet the requirements set forth in State Board of Education rule 160-5-1-.28.

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School/LEA Steps Taken to Address Concerns

- The newly opened school did not initially have a student information system (SIS) staff member. Both students with improper documentation were also coded incorrectly.
- An SIS staff member was hired and put in place at the school. Both withdrawal errors occurred before the SIS staff member was hired.
- The errors were adjusted to the appropriate codes as outlined by GaDOE before student record was finalized.

GOSA Response

- Georgia Department of Education guidance for withdrawal codes requires that withdrawn students be coded “U” until a request for transcripts or a letter from an official in the receiving school acknowledging enrollment is received from the new school, or an intent to home school form is signed by a parent. Once the acceptable documentation has been received, the school can then recode a withdrawn student to the appropriate withdrawal code (H, J, K, N, X). Requests for transcripts and intent to home school forms should be kept on file along with other records for a withdrawn student. In the future, withdrawn students without these documents are to be coded “U” for unknown, unless a request for transcripts from a student’s new school or an intent to home school form has been obtained and placed in that student’s file. In the future, it is expected that SBOE guidance and rules for student transfer documentation will be followed. No further action is needed at this time.

Muscogee County, Jordan Vocational High School

Reason for School Being Selected

- The school was identified for inquiry because the grade-level cohort of concern was greater than or equal to 40 students and had 7.5% or more of students withdrawn during the 2016-2017 school year.

Inquiry Observations and/or Concerns

- Documentation for two of ten student withdrawals did not meet the requirements set forth in State Board of Education rule 160-5-1-.28.
 - Parent would not sign withdrawal form confirming intent to home school. Multiple attempts were made by school to secure signature, including home visits.
 - One student was coded incorrectly (“I” code), and the code has been fixed.

School/LEA Steps Taken to Address Concerns

- The school will use a “U” code in the future until a request for transcripts is received from a withdrawing student’s new school.

GOSA Response

- Georgia Department of Education guidance for withdrawal codes requires that withdrawn students be coded “U” until a request for transcripts or a letter from an official in the receiving school acknowledging enrollment is received from the new school, or an intent to home school form is signed by a parent. Once the acceptable documentation has been received, the school can then recode a withdrawn student to the appropriate withdrawal code (H, J, K, N, X). Requests for

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transcripts and intent to home school forms should be kept on file along with other records for a withdrawn student. In the future, withdrawn students without these documents are to be coded “U” for unknown, unless a request for transcripts from a student’s new school or an intent to home school form has been obtained and placed in that student’s file. In the future, it is expected that SBOE guidance and rules for student transfer documentation will be followed. No further action is needed at this time.

Richmond County, Glenn Hills High School

Reason for School Being Selected

- The school was identified for inquiry because the grade-level cohort of concern was greater than or equal to 40 students and had 7.5% or more of students withdrawn during the 2016-2017 school year.

Inquiry Observations and/or Concerns

- Documentation was provided for all students that aligned with the withdrawal code reported.
- Documentation for two of ten student withdrawals did not meet the requirements set forth in State Board of Education rule 160-5-1-.28.

School/LEA Steps Taken to Address Concerns

- School secured parental signature on withdrawal forms; however, no request for transcripts were ever received from out of state schools.
- LEA will provide professional learning to school’s data staff regarding enrollment and withdrawal coding and proper documentation.

GOSA Response

- Georgia Department of Education guidance for withdrawal codes requires that withdrawn students be coded “U” until a request for transcripts or a letter from an official in the receiving school acknowledging enrollment is received from the new school, or an intent to home school form is signed by a parent. Once the acceptable documentation has been received, the school can then recode a withdrawn student to the appropriate withdrawal code (H, J, K, N, X). Requests for transcripts and intent to home school forms should be kept on file along with other records for a withdrawn student. In the future, withdrawn students without these documents are to be coded “U” for unknown, unless a request for transcripts from a student’s new school or an intent to home school form has been obtained and placed in that student’s file. In the future, it is expected that SBOE guidance and rules for student transfer documentation will be followed. No further action is needed at this time.

Richmond County, Lighthouse Care Center of Augusta

Reason for School Being Selected

- The school was identified for inquiry because the grade-level cohort of concern was between 10 and 40 students and had 10% or more of students withdrawn during the 2016-2017 school year.

Inquiry Observations and/or Concerns

- Documentation was provided for none of the four students.

School/LEA Steps Taken to Address Concerns

- School is an educational program within a for-profit treatment facility, and facility staff were not aware of the importance of the distinctions between withdrawal codes. LEA will work with the facility staff to ensure accurate document collection and data reporting occurs in the future.

GOSA Response

- Georgia Department of Education guidance for withdrawal codes requires that withdrawn students be coded “U” until a request for transcripts or a letter from an official in the receiving school acknowledging enrollment is received from the new school, or an intent to home school form is signed by a parent. Once the acceptable documentation has been received, the school can then recode a withdrawn student to the appropriate withdrawal code (H, J, K, N, X). Requests for transcripts and intent to home school forms should be kept on file along with other records for a withdrawn student. In the future, withdrawn students without these documents are to be coded “U” for unknown, unless a request for transcripts from a student’s new school or an intent to home school form has been obtained and placed in that student’s file. In the future, it is expected that SBOE guidance and rules for student transfer documentation will be followed. No further action is needed at this time.

Whitfield County, Northwest Whitfield High School

Reason for School Being Selected

- The school was identified by random selection.

Inquiry Observations and/or Concerns

- Documentation for one of ten student withdrawals did not meet the requirements set forth in State Board of Education rule 160-5-1-.28.
 - The school verified the student’s location in writing after the school was notified of being identified for inquiry. LEA reports that student location was confirmed via phone during the previous school year, but there was no written record on file.

School/LEA Steps Taken to Address Concerns

- The school will use a “U” code in the future until a request for transcripts is received from a withdrawing student’s new school.

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GOSA Response

- Georgia Department of Education guidance for withdrawal codes requires that withdrawn students be coded “U” until a request for transcripts or a letter from an official in the receiving school acknowledging enrollment is received from the new school, or an intent to home school form is signed by a parent. Once the acceptable documentation has been received, the school can then recode a withdrawn student to the appropriate withdrawal code (H, J, K, N, X). Requests for transcripts and intent to home school forms should be kept on file along with other records for a withdrawn student. In the future, withdrawn students without these documents are to be coded “U” for unknown, unless a request for transcripts from a student’s new school or an intent to home school form has been obtained and placed in that student’s file. In the future, it is expected that SBOE guidance and rules for student transfer documentation will be followed. No further action is needed at this time.