



2023-2024 Withdrawal Code Verification Audit Results

March 6, 2026

Through the Withdrawal Code Verification Audit, the Governor's Office of Student Achievement (GOSA) reviews student withdrawal codes reported to the Georgia Department of Education (GaDOE) to ensure that withdrawal data for districts and schools throughout Georgia are as accurate as possible.

Schools are identified for the Withdrawal Code Verification Audit based on an analysis of withdrawals by grade-level cohort. The scope of this audit includes the 10 withdrawal codes that allow a student to be removed from the graduation rate cohort but cannot be verified with data housed at GaDOE (codes C, D, H, J, K, N, X, 2, 3, 5).¹ GOSA selects schools for audit if they meet one of the following criteria:

- If cohort enrollment is at least 10 students, the percentage of students withdrawn under the audited codes is more than two standard deviations above the mean for all cohorts at all schools: OR
- If fewer than 20 schools are more than two standard deviations above the mean, GOSA will select cohorts with the next highest percentages of students withdrawn under the audited codes until 20 schools are selected: OR
- If school is randomly selected from the remaining schools with student withdrawal data, regardless of its grade cohort size. The number of randomly selected schools will be 2% of the total number of high schools in the audited year.

GOSA may exempt schools from the Withdrawal Code Verification Audit based on the following exemption criteria:

- The school has successfully completed the Withdrawal Code Verification Audit with acceptable documentation for the most recent two consecutive years;
- The school provides compelling reason(s) with sufficient evidence for why it would have a high incidence of a specific audited code(s), as determined by GOSA staff;
- The school is not otherwise flagged for the audit under a different code after accounting for the exempted code(s) during the flagging process (e.g., if a school is exempt from Code X but is flagged for another non-exempt code, the school will still be audited); and,
- The school's graduation rate has not increased by more than two standard deviations above the state mean in the most recent three years of available data at the time of the audit.²

After schools are selected for audit, GOSA requests appropriate documentation for a sample of students withdrawn under the specified codes. This report details the results of the Withdrawal Code Verification Audit inquiry forms submitted by each Local Education Agency (LEA).

¹ Withdrawal Code C and 5 do not remove students from a graduation cohort but also require auditing because GaDOE cannot easily verify these codes with available data.

² At the time of the Withdrawal Code Verification Audit, most of the year's graduation rates will not have been released. As such, examining the most recent three years of data allows us to analyze change over time for at least two years .

2023 - 2024 Schools Flagged for Audit ^{3,4}			
School System	School Name (Flagged Cohort[s])	Enrollment in Flagged Cohort(s)	Withdrawals in Flagged Cohort(s)
Atlanta Public Schools	Hillside Conant School (10)	17	3
Bacon County	Bacon County High School (9,10,11,12)	175; 190; 137; 135	8; 6; 2; 1
Baldwin County	Baldwin High School (9,10,11)	421; 358; 290	16; 4; 6
Barrow County	Apalachee High School (9,10,11,12)	553; 525; 471; 379	12; 10; 3; 1
Bleckley County	Bleckley County Success Academy (10)	18	2
Charlton County	Charlton County High School (9,10)	133; 123	19; 16
Chattahoochee County	Chattahoochee County High School (9)	128	17
Cherokee County	iGrad Virtual Academy School (9)	16	2
Coffee County	Wiregrass Regional College and Career Academy (9)	40	5
Columbia County	Greenbrier High School (9,10,11,12)	524; 483; 468; 434	18; 17; 13; 1
DeKalb County	Elizabeth Andrews High School (10)	26	3
DeKalb County	Stephenson High School (9,10,11)	371; 371; 312	13; 6; 7
Dublin City Schools	Moore Street Facility (12)	15	3
Floyd County	Pepperell High School (10)	180	19
Fulton County	Independence High School (10)	19	3
Gordon County	Gordon Central High School (9,10,11,12)	208; 230; 222; 184	7; 10; 22; 10
Gwinnett County	Gwinnett Intervention Education (GIVE) Center East (12)	18	2
Gwinnett County	Dacula High School (9,10,11,12)	704; 665; 608; 557	20; 16; 12; 9
Habersham County	Habersham Central High School (9)	10	5
Habersham County	Habersham Success Academy (10,11,12)	30; 15; 10	9; 4; 4

³ Shaded cells denote schools randomly selected for the Withdrawal Code Verification Audit; for these schools, the sample population includes all grade levels.

⁴ For all schools selected for audit, GOSA provided each school with a sample of Georgia Testing Identifier (GTID) numbers for withdrawn students and requested documentation supporting each withdrawal. GOSA requested documentation for all withdrawn students when the number of withdrawals in the grade(s) of interest was fewer than 30, and for a randomly selected sample of 30 students when the number of withdrawals exceeded 30. Samples were randomly selected to ensure representation across withdrawal codes.

2023 - 2024 Schools Flagged for Audit ^{3,4}			
School System	School Name (Flagged Cohort[s])	Enrollment in Flagged Cohort(s)	Withdrawals in Flagged Cohort(s)
Hall County	Lanier College and Career Academy (9)	14	3
Haralson County	Haralson County Rebel Academy (10,11)	10; 12	3; 5
Henry County	EXCEL Academy (10)	58	6
Mitchell County	Mitchell County High School (9,10,11,12)	100; 94; 93; 77	5; 9; 6; 1
Morgan County	Morgan County High School (9,10,11)	268; 280; 276	6; 3; 3
Murray County	Pleasant Valley Innovative School (11,12)	24; 45	3; 6
Muscogee County	Kendrick High School (10)	190	28
Muscogee County	Spencer High School (9,10)	335; 263	36; 28
Quitman County	Quitman County High School (10,11)	34; 27	4; 3
Savannah-Chatham County	Beach High School (9,10,11)	379; 223; 153	44; 29; 18
Social Circle City Schools	Social Circle High School (9,10,11)	166; 155; 134	5; 2; 5
State Charter Schools II	Pataula Charter Academy (10)	43	5
State Charter Schools II	Georgia Cyber Academy (virtual) (9,10)	1338; 863	172; 87
Thomas County	Bishop Hall Charter School (9,10)	42; 56	8; 11
Thomas County	The Renaissance Center for Academic and Career Development (9,10)	28; 15	12; 4
Towns County	Towns County High School (9,10,11)	69; 75; 68	4; 4; 1
Webster County	Webster County High School (11)	11	2
Whitfield County	Phoenix High School (10)	14	3
Worth County	Worth County Achievement Center (9)	11	6

³ Shaded cells denote schools randomly selected for the Withdrawal Code Verification Audit; for these schools, the sample population includes all grade levels.

⁴ For all schools selected for audit, GOSA provided each school with a sample of Georgia Testing Identifier (GTID) numbers for withdrawn students and requested documentation supporting each withdrawal. GOSA requested documentation for all withdrawn students when the number of withdrawals in the grade(s) of interest was fewer than 30, and for a randomly selected sample of 30 students when the number of withdrawals exceeded 30. Samples were randomly selected to ensure representation across withdrawal codes.

The following 24 schools provided appropriate documentation for all students in accordance with the guidance rules set forth by the State Board of Education (SBOE). No further action is required.

- Bacon County, Bacon County High School
- Chattahoochee County, Chattahoochee County High School
- Coffee County, Wiregrass Regional College and Career Academy
- DeKalb County, Stephenson High School
- Dublin City Schools, Moore Street Facility
- Floyd County, Pepperell High School
- Gordon County, Gordon Central County High School
- Gwinnett County, Dacula High School
- Habersham County, Habersham Success Academy
- Habersham County, Habersham Central High School
- Hall County, Lanier College and Career Academy
- Haralson County, Haralson County Rebel Academy
- Morgan County, Morgan County High School
- Murray County, Pleasant Valley Innovative School
- Muscogee County, Kendrick High School
- Savannah-Chatham County, Beach High School
- State Charter Schools II, Pataula Charter Academy
- State Charter Schools II, Georgia Cyber Academy (Virtual)
- Thomas County, Bishop Hall Charter School
- Thomas County, The Renaissance Center for Academic and Career Development
- Towns County, Towns County High School
- Webster County, Webster County High School
- Whitfield County, Phoenix High School
- Worth County, Worth County Achievement Center

The following 15 schools either provided documentation that did not meet the requirements set forth in SBOE Rule 160-5-1-.28, provided documentation that did not match the designated withdrawal code, or were missing documentation. However, the respective LEAs and/or schools have provided sufficient explanation or action to satisfy GOSA's concerns. No further action is required at this time. The following pages provide specific details for each school.

- Atlanta Public Schools, Hillside Conant School (p.6)
- Baldwin County, Baldwin High School (p.6)
- Barrow County, Apalachee High School (p.8)
- Bleckley County, Bleckley County Success Academy (p.8)
- Charlton County, Charlton County High School (p.9)
- Cherokee County, iGrad Virtual Academy (p.10)
- Columbia County, Greenbrier High School (p.10)
- DeKalb County, Elizabeth Andrews High School (p.11)
- Fulton County, Independence High School (p.12)
- Gwinnett County, Gwinnett InterVention Education (GIVE) Center East (p.13)
- Henry County, EXCEL Academy (p.13)
- Mitchell County, Mitchell County High School (p.14)
- Muscogee County, Spencer High School (p.15)
- Quitman County, Quitman County High School (p.16)
- Social Circle City, Social Circle High School (p.16)

The remainder of the report provides more detailed information about each of these schools, listed in alphabetical order by district name and school name. The appendix on page 18 includes a list of the audited error codes and acceptable documentation. More information on the audit methodology is available in the [Withdrawal Code Verification Audit Process Overview](#).

Atlanta Public Schools, Hillside Conant School

Reason for Audit Selection

- The percentage of students at Hillside Conant School withdrawn under the audited codes is more than two standard deviations above the mean.

Audit Observations/Concerns

- The school/LEA did not provide documentation for two students withdrawn under *Code X – Transferred Out of State*. The school does not have a record on file that would adequately satisfy the requirements for Code “X”. Per SBOE Rule 160-5-1-.28, Code X requires a records request from an out-of-state school.
- The school/LEA did not provide documentation for one student withdrawn under *Code H – Attend Home Study*. The school does not have a record on file that would adequately satisfy the requirements for Code “H”. Per SBOE Rule 160-5-1-.28, Code “H” must be proven by a document signed by the parent, guardian, or “other person” declaring their intent to utilize a home study program or documentation that the parent completed GaDOE’s online Declaration of Intent for Home Study (even if not signed), or confirmation from the Statewide Longitudinal Data System that the Declaration of intent for Home Study form was completed.

School/LEA Steps Taken to Address Concerns

- School leaders will review withdrawal codes and support documentation collection processes.

GOSA Response

- GaDOE guidance for withdrawal codes requires that withdrawn students be coded “U” until the school receives a request for records or a letter from an official in the receiving school acknowledging enrollment, or the parent/guardian signs an intent to home school form. Once the school receives acceptable documentation, the school can then recode a withdrawn student to the appropriate withdrawal code.
- Requests for records and intent to home school forms should be kept on file along with other records for withdrawn students.
- In the future, the school and LEA should follow SBOE guidance and rules for acceptable student transfer documentation. No further action is needed at this time.

Baldwin County, Baldwin County High School

Reason for Audit Selection

- GOSA randomly selected Baldwin County High School for audit participation.

Audit Observations/Concerns

- The school/LEA did not provide documentation for three students withdrawn under *Code H – Attend Home Study*. The school reported that for one student, parents did not return required documentation; for a second student, an in-state records request was received but the student was never claimed; and for a third student, an in-state records request was received, and the student was subsequently claimed by another in-state high school. Per SBOE Rule 160-5-1-.28, Code “H” must be proven by a document signed by the parent, guardian, or “other person” declaring their intent to utilize a home

study program or documentation that the parent completed GaDOE’s online Declaration of Intent for Home Study (even if not signed), or confirmation from the Statewide Longitudinal Data System that the Declaration of intent for Home Study form was completed.

- The school/LEA did not provide documentation for one student withdrawn under *Code X – Transferred Out of State*. The school does not have a record on file that would adequately satisfy the requirements for Code X since the parents verbally indicated intention to move. Per SBOE Rule 160-5-1-.28, Code X requires a records request from an out-of-state school.
- The school/LEA did not provide documentations for two students withdrawn under *Code J – Transferred Out of Country*. For one student, the documentation provided was an email indicating the student would be out of country for two weeks but with no intent to move; for the other, parents verbally stated intent to move out of country, but no written documentation. The school does not have a record on file that would adequately satisfy the requirements for Code “J”. Per SBOE Rule 160-5-1-.28, Code “J” must have written confirmation that a student has emigrated to another country (34 C.F.R. § 200.19(b)(1)(ii)(B)) but need not obtain official written documentation. If a parent informs a school administrator that the family is leaving the country, the school administrator may document this conversation in writing and include it in the student’s file.
- The school/LEA did not provide documentations for two students withdrawn under *Code K – Transferred to Private School*. One student’s provided documentation was an email from a parent stating the student was transferring to a private school; the other student’s documentation was their enrollment history with a note the student was transferring to a private school, which are not sufficient for the purposes of reporting Code “K”. Per SBOE Rule 160-5-1-.28, Code K requires the private school’s request for transcript or student records.

School/LEA Steps Taken to Address Concerns

- The school/LEA will use a Code “T” (transferred to another public-school system in Georgia) in the future when it receives a request for records from a withdrawing student’s new school in another Georgia district.
- The school/LEA will use Code “U” until the school the school receives a request for records or a letter from an official in the receiving school acknowledging enrollment, or the parent/guardian signs an intent to home school form.
- School leaders will review withdrawal codes and support documentation collection processes.

GOSA Response

- GaDOE guidance for withdrawal codes requires that withdrawn students be coded “U” until the school receives a request for records or a letter from an official in the receiving school acknowledging enrollment, or the parent/guardian signs an intent to home school form. Once the school receives acceptable documentation, the school can then recode a withdrawn student to the appropriate withdrawal code.
- Requests for records and intent to home school forms should be kept on file along with other records for withdrawn students.
- In the future, the school and LEA should follow SBOE guidance and rules for acceptable student transfer documentation. No further action is needed at this time.

Barrow County, Appalachian High School

Reason for Audit Selection

- GOSA randomly selected Appalachian High School for audit participation.

Audit Observations/Concerns

- The school/LEA did not provide documentation for one student withdrawn under *Code X – Transferred Out of State*. Documentation provided indicated student transferred in-state and should have been withdrawn under Code T. Per SBOE Rule 160-5-1-.28, Code X requires a records request from an out-of-state school.

School/LEA Steps Taken to Address Concerns

- The school/LEA will use a Code “T” (transferred to another public-school system in Georgia) in the future when it receives a request for records from a withdrawing student’s new school in another Georgia district.
- School leaders will review withdrawal codes and support documentation collection processes.

GOSA Response

- GaDOE guidance for withdrawal codes requires that withdrawn students be coded “U” until the school receives a request for records or a letter from an official in the receiving school acknowledging enrollment, or the parent/guardian signs an intent to home school form. Once the school receives acceptable documentation, the school can then recode a withdrawn student to the appropriate withdrawal code.
- Requests for records and intent to home school forms should be kept on file along with other records for withdrawn students.
- In the future, the school and LEA should follow SBOE guidance and rules for acceptable student transfer documentation. No further action is needed at this time.

Bleckley County, Bleckley County Success Academy

Reason for Audit Selection

- The percentage of students at Bleckley County Success Academy withdrawn under the audited codes is more than two standard deviations above the mean.

Audit Observations/Concerns

- The school/LEA did not provide documentation for one student withdrawn under *Code X – Transferred Out of State*. The school does not have a record on file that would adequately satisfy the requirements for Code X. Per SBOE Rule 160-5-1-.28, Code X requires a records request from an out- of-state school.

School/LEA Steps Taken to Address Concerns

- School leaders will review withdrawal codes and support documentation collection processes.

GOSA Response

- GaDOE guidance for withdrawal codes requires that withdrawn students be coded “U” until the school receives a request for records or a letter from an official in the receiving school acknowledging enrollment, or the parent/guardian signs an intent to home school form. Once the school receives acceptable documentation, the school can then recode a withdrawn student to the appropriate withdrawal code.
- Requests for records and intent to home school forms should be kept on file along with other records for withdrawn students.
- In the future, the school and LEA should follow SBOE guidance and rules for acceptable student transfer documentation. No further action is needed at this time.

Charlton County, Charlton County High Schools

Reason for Audit Selection

- The percentage of students at Charlton County High School withdrawn under the audited codes is more than two standard deviations above the mean.

Audit Observations/Concerns

- The school/LEA did not provide documentation for three students withdrawn under *Code H – Attend Home Study*. The documentation provided indicated that one student was transferring in-state; and two students were transferring out of state. Per SBOE Rule 160-5-1-.28, Code “H” must be proven by a document signed by the parent, guardian, or “other person” declaring their intent to utilize a home study program or documentation that the parent completed GaDOE’s online Declaration of Intent for Home Study (even if not signed), or confirmation from the Statewide Longitudinal Data System that the Declaration of intent for Home Study form was completed.
- The school/LEA did not provide documentation for one student withdrawn under *Code X – Transferred Out of State*. The school does not have a record on file that would adequately satisfy the requirements for Code “X, Per SBOE Rule 160-5-1-.28, Code X requires a records request from an out-of-state school.

School/LEA Steps Taken to Address Concerns

- The school/LEA will use a Code “T” (transferred to another public-school system in Georgia) in the future when it receives a request for records from a withdrawing student’s new school in another Georgia district.
- The school/LEA will use Code “U” until the school the school receives a request for records or a letter from an official in the receiving school acknowledging enrollment, or the parent/guardian signs an intent to home school form.
- School leaders will review withdrawal codes and support documentation collection processes.

GOSA Response

- GaDOE guidance for withdrawal codes requires that withdrawn students be coded “U” until the school receives a request for records or a letter from an official in the receiving school acknowledging enrollment, or the parent/guardian signs an intent to home school form. Once the school receives acceptable documentation, the school can then recode a withdrawn student to the appropriate withdrawal code.

- Requests for records and intent to home school forms should be kept on file along with other records for withdrawn students.
- In the future, the school and LEA should follow SBOE guidance and rules for acceptable student transfer documentation. No further action is needed at this time.

Cherokee County, iGrad Virtual Academy School

Reason for Audit Selection

- The percentage of students at iGrad Virtual Academy School withdrawn under the audited codes is more than two standard deviations above the mean.

Audit Observations/Concerns

- The school/LEA did not provide documentation one student withdrawn under *Code X – Transferred Out of State*. The school does not have a record on file that would adequately satisfy the requirements for Code X. Per SBOE Rule 160-5-1-.28, Code X requires a records request from an out-of-state school.

School/LEA Steps Taken to Address Concerns

- The school/LEA will use Code “U” until the school the school receives a request for records or a letter from an official in the receiving school acknowledging enrollment, or the parent/guardian signs an intent to home school form.
- School leaders will review withdrawal codes and support documentation collection processes.

GOSA Response

- GaDOE guidance for withdrawal codes requires that withdrawn students be coded “U” until the school receives a request for records or a letter from an official in the receiving school acknowledging enrollment, or the parent/guardian signs an intent to home school form. Once the school receives acceptable documentation, the school can then recode a withdrawn student to the appropriate withdrawal code.
- Requests for records and intent to home school forms should be kept on file along with other records for withdrawn students.
- In the future, the school and LEA should follow SBOE guidance and rules for acceptable student transfer documentation. No further action is needed at this time

Columbia County, Greenbrier High School

Reason for Audit Selection

- GOSA randomly selected Greenbrier High School for audit participation.

Audit Observations/Concerns

- The school/LEA did not provide documentation for one student withdrawn under *Code J – Transferred Out of Country*. The documentation provided was records request from the Department of Defense School. Per SBOE Rule 160-5-1-.28, Code “J” must have written confirmation that a

student has emigrated to another country (34 C.F.R. § 200.19(b)(1)(ii)(B)) but need not obtain official written documentation. If a parent informs a school administrator that the family is leaving the country, the school administrator may document this conversation in writing and include it in the student's file.

School/LEA Steps Taken to Address Concerns

- The school/LEA will update the student's withdrawal code in the data reporting system to be Code "N" instead of "J."
- School leaders will review withdrawal codes and support documentation collection processes.

GOSA Response

- GaDOE guidance for withdrawal codes requires that withdrawn students be coded "U" until the school receives a request for records or a letter from an official in the receiving school acknowledging enrollment, or the parent/guardian signs an intent to home school form. Once the school receives acceptable documentation, the school can then recode a withdrawn student to the appropriate withdrawal code.
- Requests for records and intent to home school forms should be kept on file along with other records for withdrawn students.
- In the future, the school and LEA should follow SBOE guidance and rules for acceptable student transfer documentation. No further action is needed at this time

DeKalb County, Elizabeth Andrews High School

Reason for Audit Selection

- The percentage of students at Elizabeth Andrews High School withdrawn under the audited codes is more than two standard deviations above the mean.

Audit Observations/Concerns

- The school/LEA did not provide documentations for two students withdrawn under *Code K – Transferred to Private School*. The school does not have a record on file that would adequately satisfy the requirements for Code K. Per SBOE Rule 160-5-1-.28, Code K requires the private school's request for transcript or student records.

School/LEA Steps Taken to Address Concerns

- The school/LEA will use Code "U" until the school the school receives a request for records or a letter from an official in the receiving school acknowledging enrollment, or the parent/guardian signs an intent to home school form.
- School leaders will review withdrawal codes and support documentation collection processes.

GOSA Response

- GaDOE guidance for withdrawal codes requires that withdrawn students be coded "U" until the school receives a request for records or a letter from an official in the receiving school acknowledging enrollment, or the parent/guardian signs an intent to home school form. Once the school receives acceptable documentation, the school can then recode a withdrawn student to the appropriate withdrawal code.

- Requests for records and intent to home school forms should be kept on file along with other records for withdrawn students.
- In the future, the school and LEA should follow SBOE guidance and rules for acceptable student transfer documentation. No further action is needed at this time

Fulton County, Independence High School

Reason for Audit Selection

- The percentage of students at Independence High School withdrawn under the audited codes is more than two standard deviations above the mean.

Audit Observations/Concerns

- The school/LEA did not provide documentation on one student withdrawn under *Code X – Transferred Out of State*. The school does not have a record on file that would adequately satisfy the requirements for Code X. Per SBOE Rule 160-5-1-.28, Code X requires a records request from an out-of-state school.
- The school/LEA did not provide documentation for one student withdrawn under *Code H – Attend Home Study*. The school does not have a record on file that would adequately satisfy the requirements for Code “H” per SBOE Rule 160-5-1-.28. Code “H” must be proven by a document signed by the parent, guardian, or “other person” declaring their intent to utilize a home study program or documentation that the parent completed GaDOE’s online Declaration of Intent for Home Study (even if not signed), or confirmation from the Statewide Longitudinal Data System that the Declaration of intent for Home Study form was completed.

School/LEA Steps Taken to Address Concerns

- The school/LEA will use Code “U” until the school the school receives a request for records or a letter from an official in the receiving school acknowledging enrollment, or the parent/guardian signs an intent to home school form.
- School leaders will review withdrawal codes and support documentation collection processes.

GOSA Response

- GaDOE guidance for withdrawal codes requires that withdrawn students be coded “U” until the school receives a request for records or a letter from an official in the receiving school acknowledging enrollment, or the parent/guardian signs an intent to home school form. Once the school receives acceptable documentation, the school can then recode a withdrawn student to the appropriate withdrawal code.
- Requests for records and intent to home school forms should be kept on file along with other records for withdrawn students.
- In the future, the school and LEA should follow SBOE guidance and rules for acceptable student transfer documentation. No further action is needed at this time

Gwinnett County, Gwinnett InterVention Education (GIVE) Center East

Reason for Audit Selection

- The percentage of students at Gwinnett InterVention Education (GIVE) Center East withdrawn under the audited codes is more than two standard deviations above the mean.

Audit Observations/Concerns

- The school/LEA did not provide documentation one student withdrawn under *Code X – Transferred Out of State*. The school does not have a record on file that would adequately satisfy the requirements for Code “X” since the parents reported the student was transferring out of state but no request for records was received. Per SBOE Rule 160-5-1-.28, Code X requires a records request from an out-of-state school.

School/LEA Steps Taken to Address Concerns

- The school/LEA will use Code “U” until the school the school receives a request for records or a letter from an official in the receiving school acknowledging enrollment, or the parent/guardian signs an intent to home school form.
- School leaders will review withdrawal codes and support documentation collection processes.

GOSA Response

- GaDOE guidance for withdrawal codes requires that withdrawn students be coded “U” until the school receives a request for records or a letter from an official in the receiving school acknowledging enrollment, or the parent/guardian signs an intent to home school form. Once the school receives acceptable documentation, the school can then recode a withdrawn student to the appropriate withdrawal code.
- Requests for records and intent to home school forms should be kept on file along with other records for withdrawn students.
- In the future, the school and LEA should follow SBOE guidance and rules for acceptable student transfer documentation. No further action is needed at this time

Henry County, EXCEL Academy

Reason for Audit Selection

- The percentage of students at EXCEL Academy withdrawn under the audited codes is more than two standard deviations above the mean.

Audit Observations/Concerns

- The school/LEA did not provide documentation for four students withdrawn under *Code K - Transferred to Private School*. The school does not have a record on file that would adequately satisfy the requirements for Code “K” since the parents verbally indicated intent to transfer to private school. Per SBOE Rule 160-5-1-.28, Code K requires a records request or a letter from an official in the receiving school acknowledging the student's enrollment.
- The school/LEA did not provide documentation for four students withdrawn under *Code C – Court Order or Legal Requirement*. The school does not have a record on file that would adequately satisfy the requirements for Code “C”. Per SBOE Rule 160-5-1-.28, Code K requires an official legal

document notifying school of withdrawal for said reason.

School/LEA Steps Taken to Address Concerns

- The school/LEA will use Code “U” until the school the school receives a request for records or a letter from an official in the receiving school acknowledging enrollment, or the parent/guardian signs an intent to home school form.
- School leaders will review withdrawal codes and support documentation collection processes.

GOSA Response

- GaDOE guidance for withdrawal codes requires that withdrawn students be coded “U” until the school receives a request for records or a letter from an official in the receiving school acknowledging enrollment, or the parent/guardian signs an intent to home school form. Once the school receives acceptable documentation, the school can then recode a withdrawn student to the appropriate withdrawal code.
- Requests for records and intent to home school forms should be kept on file along with other records for withdrawn students.
- In the future, the school and LEA should follow SBOE guidance and rules for acceptable student transfer documentation. No further action is needed at this time

Mitchell County, Mitchell High School

Reason for Audit Selection

- GOSA randomly selected Mitchell High School for audit participation.

Audit Observations/Concerns

- The school/LEA did not provide documentation for two students withdrawn under *Code H – Attend Home Study*. The documentation provided indicated both students graduated. The school does not have a record on file that would adequately satisfy the requirements for Code “H” per SBOE Rule 160-5-1-.28. Code “H” must be proven by a document signed by the parent, guardian, or “other person” declaring their intent to utilize a home study program or documentation that the parent completed GaDOE’s online Declaration of Intent for Home Study (even if not signed), or confirmation from the Statewide Longitudinal Data System that the Declaration of intent for Home Study form was completed.
- The school/LEA did not provide documentation for one student withdrawn under *Code K - Transferred to Private School*. The documentation provided shows intent to homeschool, followed by an in-state request for records. The school does not have a record on file that would adequately satisfy the requirements for Code “K”. Per SBOE Rule 160-5-1-.28, Code K requires a records request or a letter from an official in the receiving school acknowledging the student's enrollment.

School/LEA Steps Taken to Address Concerns

- The school/LEA will use Code “U” until the school the school receives a request for records or a letter from an official in the receiving school acknowledging enrollment, or the parent/guardian signs an intent to home school form.

- The school/LEA will recode the students in question within the records system in order to reflect the withdrawal documentation provided to GOSA.
- School leaders will review withdrawal codes and support documentation collection processes.

GOSA Response

- GaDOE guidance for withdrawal codes requires that withdrawn students be coded “U” until the school receives a request for records or a letter from an official in the receiving school acknowledging enrollment, or the parent/guardian signs an intent to home school form. Once the school receives acceptable documentation, the school can then recode a withdrawn student to the appropriate withdrawal code.
- Requests for records and intent to home school forms should be kept on file along with other records for withdrawn students.
- In the future, the school and LEA should follow SBOE guidance and rules for acceptable student transfer documentation. No further action is needed at this time

Muscogee County, Spencer High School

Reason for Audit Selection

- The percentage of students at Spencer High School withdrawn under the audited codes is more than two standard deviations above the mean.

Audit Observations/Concerns

- The school/LEA did not provide acceptable documentation for two students withdrawn under *Code X - Transferred Out of State*. The school/LEA provided documentation for these students indicating they were enrolling in a home study program. The documentation provided was insufficient for the purposes of reporting Code “X”. Per SBOE Rule 160-5-1-.28, Code X requires a records request from an out- of-state school.

School/LEA Steps Taken to Address Concerns

- The school/LEA will recode (Code “H”) the student in question within the records system in order to reflect the withdrawal documentation provided to GOSA.
- School leaders will review withdrawal codes and support documentation collection processes.

GOSA Response

- GaDOE guidance for withdrawal codes requires that withdrawn students be coded “U” until the school receives a request for records or a letter from an official in the receiving school acknowledging enrollment, or the parent/guardian signs an intent to home school form. Once the school receives acceptable documentation, the school can then recode a withdrawn student to the appropriate withdrawal code.
- Requests for records and intent to home school forms should be kept on file along with other records for withdrawn students.
- In the future, the school and LEA should follow SBOE guidance and rules for student transfer documentation. No further action is needed at this time.

Quitman County, Quitman County High School

Reason for Audit Selection

- The percentage of students at Quitman County High School withdrawn under the audited codes is more than two standard deviations above the mean.

Audit Observations/Concerns

- The school/LEA did not provide acceptable documentation for one student withdrawn under *Code K – Transferred to a Private School*. According to the school, the parents received records and took them to the new school. The school does not have a records request on file that would adequately satisfy the requirements for Code “K”. Per SBOE Rule 160-5-1-.28, Code K requires a records request or a letter from an official in the receiving school acknowledging the student's enrollment.

School/LEA Steps Taken to Address Concerns

- The school/LEA will use a “U” code in the future until it receives a request for records from a withdrawing student’s new school.
- The school/LEA will recode (Code “U”) the student in question within the records system in order to reflect the withdrawal documentation provided to GOSA.
- The school/LEA will review proper procedures for collecting records requests prior to marking a student as any code other than “U”.

GOSA Response

- GaDOE guidance for withdrawal codes requires that withdrawn students be coded “U” until the school receives a request for records or a letter from an official in the receiving school acknowledging enrollment, or the parent/guardian signs an intent to home school form. Once the school receives acceptable documentation, the school can then recode a withdrawn student to the appropriate withdrawal code.
- Requests for records and intent to home school forms should be kept on file along with other records for withdrawn students.
- In the future, the school and LEA should follow SBOE guidance and rules for student transfer documentation. No further action is needed at this time.

Social Circle City, Social Circle High School

Reason for Audit Selection

- Social Circle City High School was randomly selected for audit participation.

Audit Observations/Concerns

- The school/LEA did not provide documentation for one student withdrawn under *Code K – Transferred to a Private School*. The school does not have a record on file that would adequately satisfy the requirements for Code “K”. Per SBOE Rule 160-5-1-.28, Code K requires a records request or a letter from an official in the receiving school acknowledging the student's enrollment.

School/LEA Steps Taken to Address Concerns

- The school/LEA will use a “U” code in the future until it receives a request for records from a withdrawing student’s new school.
- The school/LEA will recode (Code “U”) the student in question within the records system in order to reflect the withdrawal documentation provided to GOSA.
- The school/LEA will review proper procedures for collecting records requests prior to marking a student as any code other than “U”.

GOSA Response

- GaDOE guidance for withdrawal codes requires that withdrawn students be coded “U” until the school receives a request for records or a letter from an official in the receiving school acknowledging enrollment, or the parent/guardian signs an intent to home school form. Once the school receives acceptable documentation, the school can then recode a withdrawn student to the appropriate withdrawal code.
- Requests for records and intent to home school forms should be kept on file along with other records for withdrawn students.
- In the future, the school and LEA should follow SBOE guidance and rules for student transfer documentation. No further action is needed at this time.

Appendix: Withdrawal Codes and Acceptable Documentation

Concerning Withdrawal Codes “C”, “D”, “H”, “J”, “K”, “N”, “X” “2”, “3”, or “5”, the following are acceptable forms of documentation for an LEA to submit as proof of appropriate withdrawal code usage:

Withdrawal Code	Withdrawal Type	Acceptable Documentation
H	Attend Home Study	A document signed by the parent, guardian, or “other person” declaring their intent to utilize a home study program.
J	Transferred Out of Country	Written confirmation that a student has emigrated to another country, but it need not be official.
K, X	Transferred to Private School or Transferred Out of State	The private school, or out-of-state school’s request for transcript or student records.
2, 3	School Choice Transfer (Title I School Choice) or USCO transfer	The receiving school’s request for transcript, student records, or verification of student transfer through the Georgia Testing ID (GTID) system.
5	Not Subject to Compulsory School Attendance (This code should be used only for students under age 6.)	<p>If student is an unemancipated minor older than the age of mandatory attendance as required in O.C.G.A. § 20-2-690.1, written permission of a parent, guardian, grandparent, or other person <u>and</u> a record of a school-based conference that was held with the principal (or principal’s designee) and the parent, guardian, grandparent, or other person.</p> <p>If student is an emancipated minor older than the age of mandatory attendance as required in O.C.G.A. § 20-2-690.1, written documentation from the student of his/her intent to withdraw <u>and</u> a record of a school-based conference that was held with the principal (or principal’s designee) and the student.**</p>
C*	Court or Legal	Official legal document notifying school of withdrawal for said reason. Code can also be used for special education students that legally age out of system.
D*	Death	Written notification from parent/guardian, an obituary, or a newspaper article confirming death.
N*	Transferred to a Department of Defense School	The Dept. of Defense school’s request for transcript or student records.

*The type of documentation for these codes are either not listed or not listed in full in the GaDOE Guidance document. However, in compliance with the SBOE Rule 160-5-1-.28, schools must document the reasons to support student withdrawal.

**Emancipated minors not subject to compulsory attendance are not directly addressed in the SBOE rule.

However, in compliance with the SBOE Rule 160-5-1-.28, schools must document the reasons to support student withdrawal.

(The language in this table is taken directly from GaDOE Guidance for [State Board of Education Rule 160-5-1-.28 STUDENT ENROLLMENT AND WITHDRAWAL](#))