

**Codes for Students Taking LEAP, iLEAP, LAA 1, EOC and LAA 2 Who Are Not Enrolled (Have Exited) before or during Testing**

If the student **exits** (withdraws) from school before or during testing, code one of the following **SIS Exit Reason Codes** (01–03, 05–16, 19, 22-28, 34-39, and 97) in the first two columns of Section V (LEAP and iLEAP), Section R (LAA 1) or Section S (LAA 2), starting at the left.

<b>ALL TESTS</b>	<b>Accountability Codes and Descriptions</b> <b>(Student record in SIS must match code used for test.)</b>	<b>NCLB Eligible</b>
•	<b>01</b> – Expelled (out of school) or out of school awaiting expulsion hearing	<b>N</b>
•	<b>02</b> – Dropped Out (Including transfers to Youth Challenge, Job Corps, and Volunteers of America)	<b>N</b>
•	<b>03</b> – Illness: Student <b>intends</b> to return to school (long-term illness; student withdraws from school). Use Code 03 if the student has been exited from school due to extended illness and plans to return. This illness is NOT a short-term illness that requires a doctor’s letter.	<b>N</b>
•	<b>05</b> – GED Only	<b>N</b>
•	<b>06</b> – Certificate of Achievement	<b>N</b>
•	<b>07</b> – Death (of student)	<b>N</b>
•	<b>08</b> – Transferred to another public, charter or lab school <b>within</b> district	<b>N</b>
•	<b>09</b> – Transferred to another public, charter or laboratory school <b>within</b> Louisiana, but outside your district	<b>N</b>
•	<b>10</b> – Transferred out of state or country	<b>N</b>
•	<b>11</b> – Transferred to Adult Education	<b>N</b>
•	<b>12</b> – Transferred to correctional institution (Younger than age 17)	<b>N</b>
•	<b>13</b> – Transferred to Vocational Technical School	<b>N</b>
•	<b>14</b> – Transferred to nonpublic school	<b>N</b>
•	<b>15</b> – Reassignment to another grade (changed grade of student)	<b>N</b>
•	<b>16</b> – Transferred to home study/in-home private schooling	<b>N</b>
•	<b>19</b> – Exit from Non-mandatory Program	<b>N</b>
•	<b>22</b> – Completer: GED & Industry Based Certificate	<b>N</b>
•	<b>24</b> – Completer: Industry Based Certification	<b>N</b>
•	<b>27</b> – Exit under SBESE Academic School Choice Policy	<b>N</b>
•	<b>28</b> – Exit under SBESE Unsafe School Choice Policy	<b>N</b>
•	<b>34</b> – Correctional Institution/State Custody (Age 17 or older)	<b>N</b>
•	<b>35</b> – Transferred to LEA monitored Adult Education to pursue GED	<b>N</b>
•	<b>36</b> – Completer: (State Approved Skills Certificate): Skills Certificate Only	<b>N</b>
•	<b>39</b> – For codes 40-42, students who exit to scholarship schools	<b>N</b>
•	<b>97</b> – Unknown	<b>N</b>

**Codes for Students Who Are Enrolled (Have Not Exited) but Do Not Complete Testing Using the Precoded Materials**

If the student is enrolled during testing but did not complete testing for one of the following reasons, the principal must use one of the following codes (80, 85, 88-91, 95-96, and 98):

LEAP	iLEAP	LAA1	LAA2	EOC test	Accountability Codes and Descriptions	NCLB Eligible
•	•	•	•	•	<b>80</b> – The student is absent for entire test period or does not take all of the subtests due to short-term illness.	N
•	•		•		<b>85</b> – The special education student will take LAA2 assessment and LEAP or iLEAP in the content areas for the enrolled grade as identified on the student’s IEP. For accountability, LAA 2 tests cannot replace EOC for students who are enrolled in an EOC test-eligible course.	N
•	•	•	•	•	<b>88</b> – The student’s family member(s) died.	N
•	•	•	•	•	<b>89</b> – The student is in protective custody.	Y
•	•	•	•		<b>90</b> – The student completed the entire indicated test on another answer document. <b>VALID ONLY IN CLEANUP</b> (not valid bubbled on an answer document)	N
•	•	•	•		<b>91</b> – The student used a hand-coded answer document instead of precoded materials. Use code 91 on the unused precoded materials that were found.	N
		•			<b>95</b> – A high school student receives LAA1 precoded materials but is not in the 10th or 11th grade.	N
		•		•	<b>96</b> – The student receives precoded materials for LAA 1 test <b>OR</b> has been identified as third year assessment cohort for required EOC tests but has already met the graduation requirement.	N
•	•	•	•		<b>98</b> – Precoded materials are received for a student, who was misclassified during the precode process, but the student does not need the precoded materials or student has precoded materials for a different test. (Use code 15 if the school changed the student’s grade level in SIS)	N
				•	<b>99</b> -The student is identified as eligible for an End-of-Course test but student is not enrolled in the course (not to be used for students who earned F in the course).	N

## Codes for Students Who Are Enrolled (Have Not Exited) and Complete Testing Using Precoded or Hand-gridded Materials but the Student Meets Special Circumstance Criteria

If the student is enrolled during testing and completes testing but meets one of the following criteria, the principal must use one of the following codes (81) for the student’s results to be handled with special consideration:

LEAP	/LEAP	LAA1	LAA 2	EOC	Accountability Codes and Descriptions	NCLB Eligible
•	•	•	•	•	<b>81</b> – The student is LEP and has completed less than one full academic year in a school in the United States. <b>All LEP students must participate in testing.</b>	Y

### Documentation Requirements for Use of an Accountability Code:

**Code 01 (Expulsion):** Due process documentation supporting expulsion.

**Code 02 (Dropout):** Withdrawal form<sup>1</sup> signed and dated by an authorized representative of the school district.

**Code 03 (Long-term illness):** Withdrawal form<sup>1</sup> and letter from the doctor stating the student's first date of absence written on the doctor office's letterhead stationery and has the doctor's original signature.

**Codes 05 (GED):** Withdrawal form<sup>1</sup> signed and dated by an authorized representative of the school district.

**Code 06:** Copy of Certificate

**Code 07 (Student Death):** Copy of the Death Certificate, obituary or similar form.

**Codes 08, 09, 10, 11, 13, 14, 16, and 19:** Withdrawal form<sup>1</sup>, request for records, or similar form completed at the time the student quits attending school in the district, and signed and dated by the parent/guardian or adult student (both signatures are not required) and an authorized representative of the school district.

**Code 12 and 34 (Transfer):** Written documentation from the facility in which the student is incarcerated, or a court order assigning the student to a correctional institution. A signed statement from the parent providing the name and location of the facility in which the student is incarcerated is also acceptable documentation. Other acceptable documentation is written documentation of an oral statement by the parent/guardian providing the name and location of the facility in which the student is incarcerated, signed and dated by an authorized representative of the district.

**Code 15 (Reassigned grade):** Document indicating the reason for the grade change.

**Codes 22, 24, and 36 (Certificates of Completion):** Copy of Certificate.

**Codes 27 and 28 (School Choice):** Request for records from attending school or copy of parental/guardian letter stating the acceptance of the choice option.

**Code 35:** Record of admission and attendance at an LEA sponsored GED program.

**Code 39:** There is no bubble on answer document for numeral 4. For codes 40-42, use code 39. Student must have been listed on the voucher report supplied by the LDE.

**Code 80:** The student will not receive a score of zero for the School Performance Score as long as he/she submits a letter from his or her doctor that:

- is written on the doctor's office letterhead stationery and has the doctor's original signature, and
- has the student's dates of absence noted as being inclusive of all testing and makeup dates.

The School Coordinator must collect the doctor's original letter from students who were absent and provide these to the District Coordinator, who will maintain these letters on file for one year.

**Code 85:** If the student does not participate in all content areas required for the student's enrolled grade, a score of zero will be assigned for the SPS in the content area(s) not tested. This applies to LAA2 students only.

**Code 88:** Copy of the Death Certificate, obituary or similar form.

**Code 89:** Written documentation from the law enforcement agency that has jurisdiction over the student's custody or a court order to this affect.

**Code 99:** Student cannot receive credit for course or course grade of F in the current accountability cycle.

<sup>1</sup> The withdrawal form should indicate either where the family is moving, the name of the school the student will be attending, or that the student will be home schooled. An original signature is not required on withdrawal forms received in the district by fax. Withdrawal forms received by e-mail do not need to be signed by the parent/guardian or adult student.

**All Test Programs:** If a hand-gridded answer document or answer document with a precoded label is torn, soiled or not able to be scanned, the test administrator will contact the School Test Coordinator, who will notify the District Test Coordinator. The District Test Coordinator will affix an "Unscorable Document Label" to the answer document. The DTC will keep documentation about why the answer document was not scannable on file for one year. Specific directions are provided for the District Test Coordinator in the *Test Coordinators Manuals* for handling documents soiled with bodily fluids (e.g., blood, vomit).

**Students in alternative schools** can no longer be routed back to a home-based school if they are currently enrolled in the alternative school.

The **NCLB Eligible** column to the right of each Accountability Code Description indicates if a student's unused answer document with that accountability code provided by the principal will be considered an eligible student in the NCLB Participation pool for the school. A "Y" indicates the student is a part of the pool, and an "N" indicates the student is not in the pool. The effect of the "Y" is the student will be considered a non-participant for NCLB purposes. The "N" means that the student will not be counted for NCLB purposes. If any other unusual situations arise, the District Test Coordinator should contact the LDE for additional assistance.