

**Codes for Students Taking LEAP 2025, EOC, ACT, and LEAP Connect/LAA 1 Who Are Not Enrolled (Have Exited) Before or During Testing**

Use one of the following exit codes ONLY if the student is **exited** from school in SIS before or during testing. Documentation should be available for audit. These codes cannot be used for students who are still enrolled, except for code 15 (changing grade levels).

ALL TESTS	<b>Accountability Codes and Descriptions</b> (Student exit record in SIS must match code used for test.)
•	<b>01</b> – Expelled (out of school) or out of school awaiting expulsion hearing
•	<b>02</b> – Dropped Out (Including transfers to Youth Challenge, Job Corps, Volunteers of America)
•	<b>03</b> – Illness: Student exits enrollment (verified in SIS) because of long-term illness but <b>intends</b> to return to school
•	<b>04</b> – Diploma
•	<b>05</b> – GED Only
•	<b>06</b> – Certificate of Achievement
•	<b>07</b> – Death (of student)
•	<b>08</b> – Transferred to another public, charter or lab school <b>within</b> district
•	<b>09</b> – Transferred to another public/charter/laboratory school <b>within</b> Louisiana but outside district
•	<b>10</b> – Transferred out of state or country
•	<b>11</b> – Transferred to Adult Education
•	<b>12</b> – Transferred to correctional institution (Younger than age 17)
•	<b>13</b> – Transferred to Vocational Technical School
•	<b>14</b> – Transferred to nonpublic school
•	<b>15</b> – Reassignment to another grade (changed grade of student)
•	<b>16</b> – Transferred to home study/in-home private schooling
•	<b>17</b> – Completed all Carnegie Unit requirements but failed the GEE/EOC
•	<b>18</b> – Did Not Return to School Before 10/1 (No Show)
•	<b>19</b> – Exit from Non-mandatory Program
•	<b>22</b> – Completer: GED & Industry Based Certificate
•	<b>24</b> – Completer: Industry Based Certification
•	<b>25</b> – Completer: Local Skills Certificate - Skills Certificate Only
•	<b>34</b> – Correctional Institution/State Custody (Age 17 or older)
•	<b>35</b> – Transferred to LEA monitored Adult Education to pursue GED
•	<b>36</b> – Completer: (State Approved Skills Certificate): Skills Certificate Only
•	<b>37</b> - Disaster Exit
•	<b>44</b> - Transferred to Registered Nonpublic School (Not Seeking State Approval)
•	<b>97</b> – Unknown reason for exit from enrollment

**Codes for Students Who Are Enrolled (Have Not Exited) But Do Not Complete Testing Using 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, 88, 90, 94-96, and 98-99):

LEAP	ACT	LEAP Connect/LAA 1	EOC/LEAP HS	<b>Accountability Codes and Descriptions</b>
				<i>Please note that answer documents with responses are scored even when codes are applied to them.</i>
•	•	•	•	<b>80</b> – The student is absent for entire test period or does not take all of the subtests due to short-term illness. This code cannot be used without a letter from a doctor.
•				<b>88</b> – The student is in grade 8 and is taking the Algebra I LEAP 2025 instead of the LEAP grade 8 math test. Not applicable for other grades or subjects. <i>Note: Student will receive zero if the high school course assessment is not taken.</i>
•	•	•		<b>90</b> – The student completed the test on another answer document or online. <u>Note: Do not use on a document that has responses.</u> Will not cancel scoring.
•	•		•	<b>94</b> – Student is participating in LEAP Connect/LAA 1 assessment. This code CANNOT be used to excuse a student from a test if the student will receive a final grade for a test-eligible high school course for Carnegie credit.
		•		<b>95</b> – A high school student receives LEAP Connect/LAA1 pre-coded materials but is not in the 10th or 11th grade or has met graduation requirements.
			•	<b>96</b> – The student is in third year assessment cohort but is not required to take English I and/or Algebra I because they have earned the credit for the course(s) prior to entry into Louisiana schools.
	•			<b>98</b> – The student is not in grade 11 or student is in grade 12 and already has an ACT score from a prior year.
			•	<b>99</b> – The student is no longer enrolled in EOC/LEAP 2025-eligible course or did not complete the course. This code cannot be used for a student that earns a final grade, including grade of F, for the class on the transcript.

## Codes for LEP Students Who Are Enrolled (Have Not Exited) and Complete Testing

If the student is enrolled during testing and completes testing but meets the following criteria, the principal must use the following code (81) for the student’s results to be excluded from accountability calculations:

LEAP	/LEAP	ACT	/LEAP Connect/LAA 1	EOC/LEAP HS	Accountability Codes and Descriptions
•	•	•	•	•	<b>81</b> – The student is LEP and has completed less than two academic years in a school in the United States. <b>All LEP students must participate in testing. Answer document cannot be blank.</b>

### Documentation Requirements for Use of an Accountability Code

*For codes 01-44 and 97, exit from enrollment should be recorded in SIS prior to testing.*

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

**Code 02 (Dropout):** Withdrawal form signed and dated by an authorized representative of the school district

**Code 03 (Long-term illness and exit from enrollment-see code 80 for students who remain enrolled):** Withdrawal form 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

**Code 04 (Diploma):** Copy of Diploma or Graduation Date on official LDOE transcript

**Codes 05 (GED):** Withdrawal form 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, 09-11, 13, 14, 16 and 19:** Withdrawal form, 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. For code 10 and 14, students must have a request for records or statement written and signed by the parent for final verification of the code. For code 16, student must have an approved home study application for final verification of the code.

**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.

**Code 15 (Reassigned grade):** Documented in SIS prior to testing.

**Code 17:** Official transcript showing successful completion of requirements

**Codes 22, 24, 25 and 36 (Certificates of Completion):** Copy of Certificate.

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

**Code 37:** Should only be used for exits due to natural disasters such as hurricanes or floods.

**Code 44:** Request for records from receiving school or parent statement written and signed by the parent

**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 81:** There must be proof of enrollment that indicates student was in a US school less than one year. This code is audited yearly.

**Code 88: *New requirement for 2017-2018:*** This code can only be used only for students who are enrolled in grade 8 and are taking the Algebra I high school assessment. Student will need to have an appropriate high school test subject score to replace the LEAP subject test that the student does not take. Please do not apply code 88 to a LEAP test that has been taken.

**Code 90:** There must be another test score available from another source or student will be assigned a zero. Do not use on a document to cancel scoring. All documents with responses are scored even when accountability codes are applied to them.

**Code 94:** The LAA 1 testing option must be checked on a current IEP. LAA 1 students must take the LAA 1 test.

**Code 95:** Student must not be in grades 10 or 11 or student must have met graduation requirements.

**Code 96:** To remove a student who transferred in from a nonpublic or out of state school with a credit for an EOC-eligible course, schools must record the course and school where the credit was earned on the transcript in STS. Can also be used for students who have taken English III or Geometry assessment.

**Code 97:** This code is audited yearly. Student must be exited from enrollment prior to testing.

**Code 98:** The student must not be in grade 11 at the time of testing and the student must not be in grade 12 and have no prior year ACT score.

**Code 99:** School should have a schedule showing that the student is no longer enrolled in the course. Students that have a final grade in a course, including a grade of F, on the official transcript are not exempt from EOC testing.