

End of Year Close Out

Graduating Students: **MUST HAVE ALL THREE OF THE FOLLOWING**

Enrollment:

- Give them the appropriate *graduating enrollment record*.
 - 799 - Graduated (earned a Regents or local diploma)
 - 085 - Earned an IEP diploma (or 629 for previously earned and IEP diploma)
 - 816 - Earned a High School Equivalency diploma (GED)

Demographics:

- Give them a *Diploma Type* and a *Postgraduate Plan*. They do not need to be made **INACTIVE** at the end of the year.

Diploma Types:

Description	Code
Regents with Honors post July 1 2001	762
Regents with Honors&CTE post July 1 2001	813
Regents post July 1 2001	779
Regents with CTE post July 1 2001	796
Local Diploma	068
Local Diploma with Career Ed	612
Regents Diploma with Adv Designation	680
Regents Diploma with Adv Des & Career Ed	697
Regents Diploma with Adv Des & Honors	714
Regents Diploma with AD&Honors&Career Ed	731
GED	738
IEP Diploma	085

Post Graduate Plans:

Description	Code
4-year college in NYS	1
2-year college in NYS	2
Other postsecondary school in NYS	3
4-year college outside NYS	4
2-year college outside NYS	5
Other postsecondary school outside NYS	6
Seek employment	7
Enlist in the military	8
Other plan	9
Adult Services (students with disabilities only)	10
Unknown	11

Students Moving Buildings: Any student in your district that will be **changing buildings** for next year, ends the year with a **153 code (Transferred to another school in this district or to an out-of-district placement)**. This includes 5th graders moving to a middle school, 8th graders moving to a high school etc....(don't forget your feeder schools if you have them - K-1or 2 that move to a 3-5 school, those kids leaving that first building will need one as well)

Students Leaving the District: If you know of any students that are definitely NOT returning next year, you can exit them with the appropriate exit code.