

False Drop-out Email (Agency) Example-

THE STATE EDUCATION DEPARTMENT
THE UNIVERSITY OF THE STATE OF NEW YORK
ALBANY, NY 12234
P-16 Education
Information and Reporting Services

Date: Mon. Sept. 15 10:08:56 EST 2008

DISTRICT: **GENERIC CITY SCHOOL DISTRICT**
SUBJECT: False Drop-Out Audit Results

You are receiving this message because students in your district may have been falsely identified as having dropped-out. The following is a summary of your audit results:

Number of student records audited: 1,250
Number of potential false drop-outs: 70

For more details please see the attached report. If the number of potential false drop-outs shown above is zero, you have none and no action is required.

CORRECTIVE MEASURES:

1. Review the attached report to identify students who were counted as dropouts from your district but are now enrolled elsewhere.
2. In each student's enrollment record, amend the Reason for Ending Enrollment code to one of the "Transferred with documentation" codes. If necessary, amend the Enrollment Exit Date as well.
3. Submit corrected data to the Level 1 Repository for transfer to Level 2.

Districts other than New York City and Yonkers should seek assistance from their Regional Information Centers (RICs) in making these changes. Your RIC can also advise you on procedures to follow when you believe two students have been assigned the same unique identifier. For more information on Enrollment codes and FAQs go to: <http://www.emsc.nysed.gov/irts/SIRS/uia.shtml>

Disappearing Student Email (Agency) Sample-

THE STATE EDUCATION DEPARTMENT
THE UNIVERSITY OF THE STATE OF NEW YORK
ALBANY, NY 12234
P-16 Education
Information and Reporting Services

Date: Mon. Sept. 15 10:08:54 EST 2008

DISTRICT: **GENERIC CITY SCHOOL DISTRICT**

SUBJECT: Disappearing Student Audit Results

You are receiving this message because you may have students who:

- (1) were enrolled in your district or charter school at the end of last year and were not recorded as having earned a credential, dropped out, or left; and
- (2) are not enrolled in your district or charter school this year, or
- (3) are not enrolled in any other district or charter school this year.

The following is a summary of your audit results:

Number of student records audited: 1,250

Number of potential disappearing students: 750

For more details please see the attached report. If the number of potential disappearing students shown above is zero, you have none and no action is required.

CORRECTIVE MEASURES:

1. Review the attached report and, if possible, determine the current location of each student.
2. If the student was enrolled in your district or charter school this year, submit enrollment records showing each building or out-of-district placement in which the student was enrolled during the school year. Each record must have the correct beginning and ending dates and reason codes.
3. If the student is not enrolled in your district or charter school this year and you can determine the student's current status, amend that student's prior year's record to show the proper Reason for Ending Enrollment code and Enrollment Exit Date.
4. If the student is not enrolled in your district or charter school this year and you cannot determine the student's current status, amend that student's prior year's record to show the

student left your district or charter school and there is no documentation of transfer.

5. Submit corrected data to Level 1 for transfer to Level 2.

Districts other than New York City and Yonkers should seek assistance from their Regional Information Centers (RICs) in making these changes. Your RIC can also advise you on procedures to follow when you believe two students have been assigned the same unique identifier. For more information on Enrollment codes and FAQs go to: <http://www.emsc.nysed.gov/irts/SIRS/uia.shtml>