

Codes for Students Taking LEAP, iLEAP, EOC, ACT, and LAA 1 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** in the first two columns of Section V (LEAP and iLEAP) or Section R (LAA 1) starting at the left OR in the appropriate field of the EOC/ACT online system.

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

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, 90-91, 95-96, and 98-99):

LEAP	LEAP	ACT	LAA 1	EOC	Accountability Codes and Descriptions
•	•	•	•	•	80 – The student is absent for entire test period or does not take all of the subtests due to short-term illness.
•	•				88 -The student is in a middle school grade and is taking an EOC instead of the LEAP grade level test. Note: student will receive zero if EOC is not taken.
•	•	•	•		90 – The student completed the entire indicated test on another answer document. VALID ONLY IN CLEANUP (not valid bubbled on an answer document)
•	•	•	•		91 – The student used a hand-coded answer document instead of precoded materials. Use code 91 on the unused precoded materials that were found.
			•		95 – A high school student receives LAA1 precoded materials but is not in the 10th or 11th grade or has met graduation requirements.
		•		•	96 – The student is in third year assessment cohort but is not required to take English II and/or Algebra I because they are LAA 1 or have earned the credit for the course(s) prior to entry into Louisiana schools. Also use for LAA 1 students who are not required to take the ACT.
•	•	•	•	•	98 – 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)
				•	99 - Student is no longer enrolled in EOC-eligible course. This code cannot be used for a student that earns an 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 handled with special consideration:

LEAP	/LEAP	ACT	LAA 1	EOC	Accountability Codes and Descriptions
•	•	•	•	•	81 – The student is LEP and has completed less than one full academic year in a school in the United States. All LEP students must participate in testing. Answer document cannot be blank.

Documentation Requirements for Use of an Accountability Code

Code 01 (Expulsion): Due process documentation supporting expulsion

Code 02 (Dropout): Withdrawal form¹ signed and dated by an authorized representative of the school district

Code 03 (Long-term illness): Withdrawal form¹ 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 form¹ 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 form¹, 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; however code can be used for testing if it is too soon to expect final verification. For code 16, student must have an approved homestudy application for final verification of the code; however, code can be used for testing if it is too soon to expect final verification.

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.

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 88: Student will need to have an appropriate EOC test subject score to replace the LEAP subject test that the student does not take.

Code 96: To remove a LAA 1 student from the assessment cohort, LAA 1 testing must be checked on a current IEP. LAA 1 students must take the LAA 1 test. For EOC, 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 on the transcript in STS.

Code 99: School should have a schedule showing that the student is no longer enrolled in the course. Students who earn an F in a course are not exempt from EOC testing.

¹ 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: *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).*

Third Year Assessment Cohort Students

All students who are in their third year of high school must participate in high school testing at least one time in English/language arts and mathematics regardless of grade placement, course enrollment or program participation. All students, except for students that take the LAA 1 test, must take the English II and Algebra I End-of-Course tests.

If the student is LAA 1 (as indicated by checking the LAA 1 test on the current IEP including grade 12 students), or the student earned the English II or Algebra I credit prior to entering the Louisiana public school system, then the school should enroll the student for testing and apply code 96 for each of the tests. This is the only way to prevent the system from assigning a forced zero for the students. Please remember that LAA 1 students must take the LAA 1 test to earn a certificate of achievement.

LAA 2 tests are no longer used for accountability purposes.