



# Encore Exit Form

Use this form only when a student *leaves San Diego Unified School District* or when parent / adult student revokes services. Never use this form for students who transfer to another school within the district.

**Directions:** Complete ALL items on this form. Send the completed exit form via school mail to: **Eugene Brucker Ed Center, Annex 2, Attn: Encore Exit Form, or Fax to: 619-725-7367.** Keep a copy of the completed form in the student's special education container, along with a copy of parent/adult students written request for revocation of services (if applicable).

## Student Information

1. Name of student that exited the district (Last, First)	2. Student ID (a 5,6 or 9-digit number)
3. Last school attended	4. Date of student's last day of attendance in Zangle  IMPORTANT: Do not use a no-show date
5. Exit code in Zangle (check only one)	
NOTE: For a description of exit codes, please refer to the <i>Enter &amp; Exit Codes</i> job aid available at <a href="http://www.sandi.net/zangle/readandlearn/jobaids">www.sandi.net/zangle/readandlearn/jobaids</a> .	
<input type="checkbox"/> PK-6 transfer out of SDUSD (L54) <input type="checkbox"/> Withdrew Grades PK-6 (450) <input type="checkbox"/> 7-12 transfer out of SDUSD (L04) <input type="checkbox"/> Transfer Gr 7-12 Enrt CA Publ (160) <input type="checkbox"/> Transfer Gr 7-12 Enrt CA Priv (180) <input type="checkbox"/> Transfer Gr 7-12 Enrt in USA (200)	<input type="checkbox"/> Received Diploma/Graduated (L06) <input type="checkbox"/> Completed Gr 12, no diploma (360) <input type="checkbox"/> Rcvd Letter of Recognition (120) <input type="checkbox"/> Deceased (L07) <input type="checkbox"/> Expelled (L09)
<input type="checkbox"/> <b>Other - Parent revokes services</b> <input type="checkbox"/> written request received <input type="checkbox"/> Prior Written Notice Sent <input type="checkbox"/> <b>Other - Adult Student revokes services</b> <input type="checkbox"/> written request received <input type="checkbox"/> Prior Written Notice Sent <input type="checkbox"/> Other _____	

## Due Diligence

6. Method of verifying that the student left the district and <b>not just your school</b> . <b>Check all that apply:</b>	7. Date due diligence was performed:
<input type="checkbox"/> Called student's home <input type="checkbox"/> Made home visit <input type="checkbox"/> Other _____	_____ _____
<input type="checkbox"/> Verified student received high school diploma <input type="checkbox"/> Sent letter to parent/student via certified mail, return receipt requested	

I verify that I performed due diligence and confirmed that the student is a) no longer attending a school in San Diego Unified School District or b) a copy of parent/adult student request for revocation of services and Prior Written Notice is filed in the Special Education container. **Send a copy of the PWN letter with this form.**

_____	_____	_____
Case Manager (please print)	Signature	Date
_____	_____	_____
Secondary Site (If needed)	Signature	Date

**FOR SPECIAL EDUCATION OFFICE ONLY:**

Date form received:	Student dropped in Encore
_____	Initials: _____ Date: _____