

Exit Screen

Version 1.0 • Created August 13, 2009

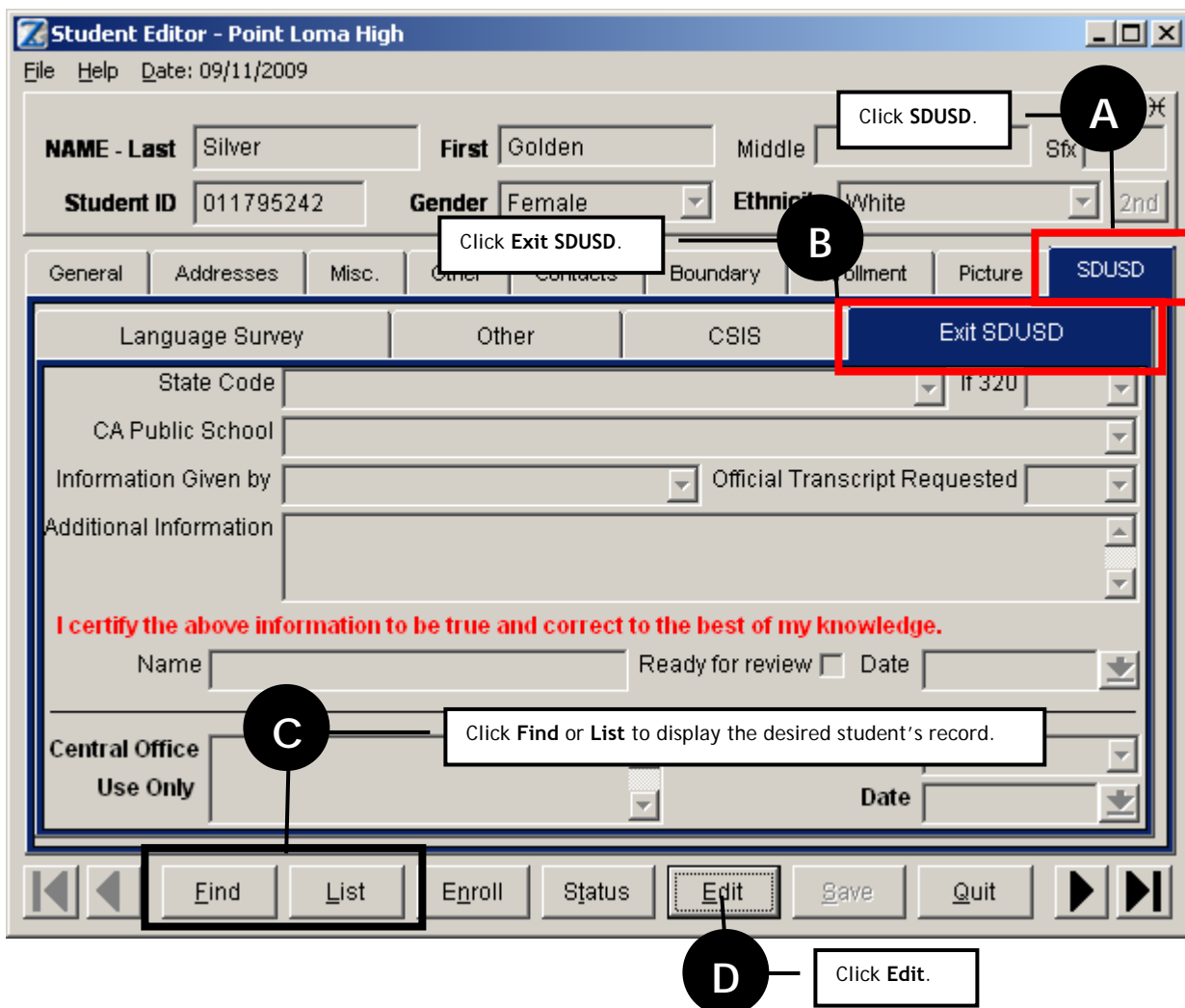
Documenting where students have gone after leaving our district has been centralized in the Zangle **Exit SDUSD** screen. Documentation is required for 1) all Grade 6–12 students who have finished the prior school year but did not graduate or show up in the current school year *and* 2) Grade 7–12 students who have left sometime during the current school year. The Zangle **Exit SDUSD** screen is accessed through Zangle’s **Enrollment** module in the **Student Editor** application on the **SDUSD** tab (formerly the **SDCS** tab). This replaces the online dropout survey put out by the Research and Reporting Department (RED). It will also be useful for Project Recovery efforts, which is an on-going task for all secondary sites.

FILLING OUT THE EXIT SDUSD SCREEN AFTER WITHDRAWING A STUDENT

After withdrawing a student in grades 7 through 12, please fill out the **Exit SDUSD** screen.

Follow the steps below to fill out the Exit SDUSD screen.

- Open **Zangle**. Click **Enrollment**. Click **Student Editor**.



Choose the appropriate **State Code** from the drop-down menu.
To help you choose a code, refer to this document:
<http://studata.sandi.net/research/Exits/StateExitCodes.pdf>
or this document:
<http://studata.sandi.net/research/Exits/WhichCodeToChoose.doc> .
Important: If you choose Code **320**, see **Important Note 1**, below.
If you choose Code **160** or **165**, see **Important Note 2**, below.

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General | Addresses | Misc. | Other | Contacts | Boundary | Enrollment | Picture | **SDUSD**

Language Survey | Other | CSIS | **Exit SDUSD**

State Code

CA Public School

Information Given by Official Transcript Requested

Additional Information

I certify the above information to be true and correct to the best of my knowledge.

Name Ready for review Date

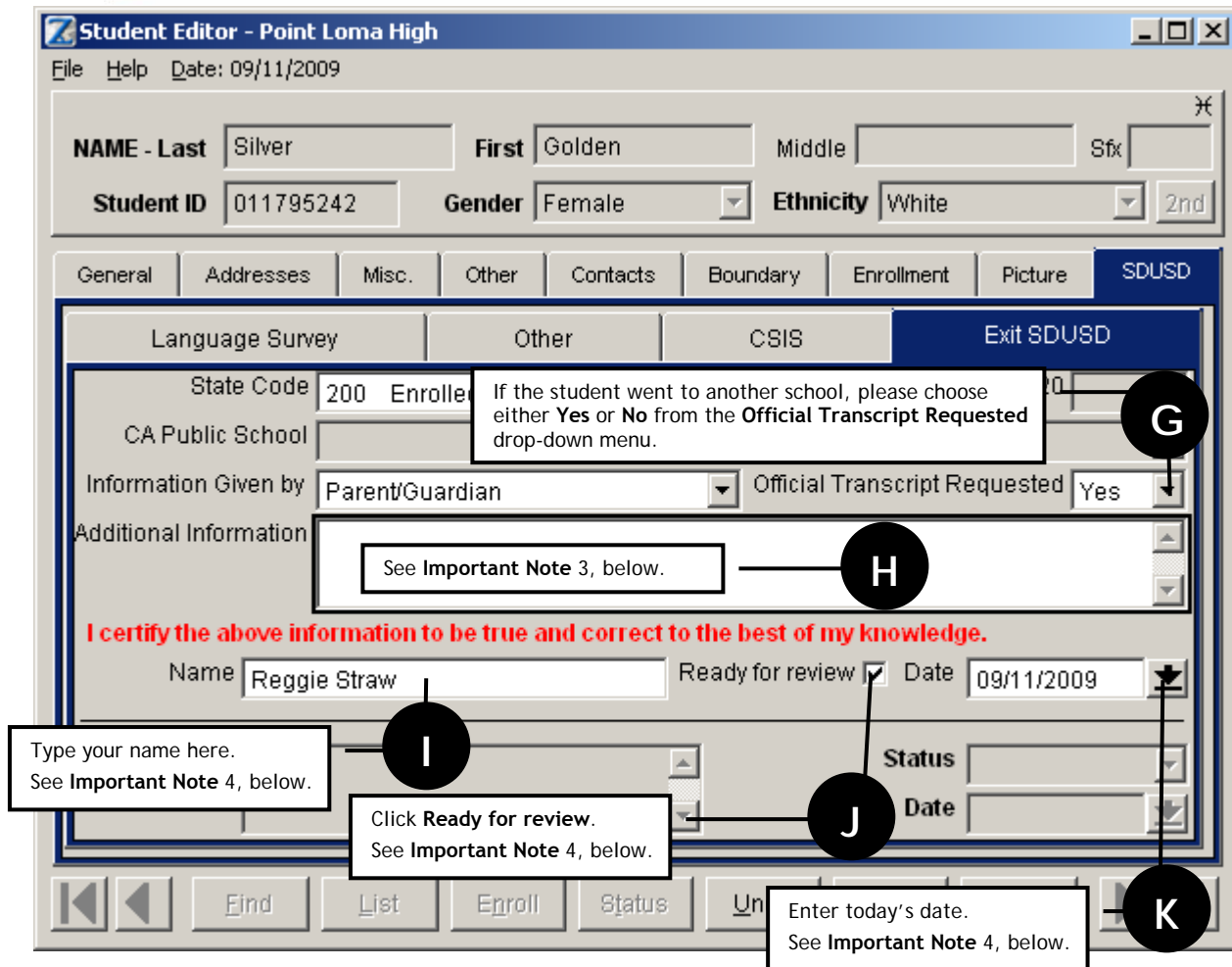
Central Office Status

Use Only Date

F Choose how the information was received in the Information Given by drop-down menu.

Important Notes

1. **If 320 drop-down menu:** If you chose State Code **320 Other Certificate - Completed GED/JDP** in Step E above, you need to choose one of the three choices from the **If 320** drop-down menu:
 - a. **GED**
 - b. **JDP 1** (Joint Diploma Program Option 1 graduate)
 - c. **JDP 2** (Joint Diploma Program Option 2 graduate).
2. **CA Public School drop-down menu:** If you selected **160 Enrolled in Public School in California** or **165 Expelled, new enrollment** in Step E above, then you need to choose the official school name from the **CA Public School** drop-down menu. The schools are listed alphabetically and include the school's address. This drop-down menu includes all currently open public schools in California and is updated on a regular basis, so all schools should be listed. **Note:** These schools are listed by their *official* school name. If you do not see the school in this menu, you'll need to find out the official name of the school. A tool that could be helpful in finding a school's name can be found at <http://www.cde.ca.gov/re/sd/>.



Student Editor - Point Loma High
File Help Date: 09/11/2009

NAME - Last: Silver First: Golden Middle: Sfx: Student ID: 011795242 Gender: Female Ethnicity: White 2nd

General Addresses Misc. Other Contacts Boundary Enrollment Picture **SDUSD**

Language Survey Other CSIS **Exit SDUSD**

State Code: 200 Enrolled: CA Public School: Information Given by: Parent/Guardian Official Transcript Requested: Yes

Additional Information: See Important Note 3, below.

I certify the above information to be true and correct to the best of my knowledge.

Name: Reggie Straw Ready for review: Date: 09/11/2009 Status: Date:

Callouts: G (Official Transcript Requested), H (Additional Information), I (Name), J (Ready for review), K (Date)

3. **Additional Information field:** This is used to indicate any other relevant information and is required for certain state codes. If the student enrolled in any of the following, then the name of the school or facility needs to be entered in this **Additional Information** field:

- a. private school in California or any other state
- b. institution for a High School diploma
- c. institution *not* for a High School diploma
- d. adult education program
- e. college or university

If the student moved to another country, then the name of the country needs to be entered here.

If the student left for a medical reason, then the medical reason needs to be entered here.

Note: Any other documentation or explanation that you feel is helpful or necessary may be entered here.

4. Only perform Steps I, J, and K above when the information is complete and accurate to the best of your knowledge. This signals the Central Office staff to look over the data. If the data appear accurate and complete, then the Central Office staff will choose **Approved** from the **Status** menu, and nothing more needs to be done by you for that student.

If there are questions about the student or corrections that need to be made, then the Central Office staff will choose **Not approved** from the **Status** menu and write notes in the **Central Office Use Only** field to indicate what needs to be changed or looked into. They will uncheck the **Ready for review** box, indicating that changes need to be made.

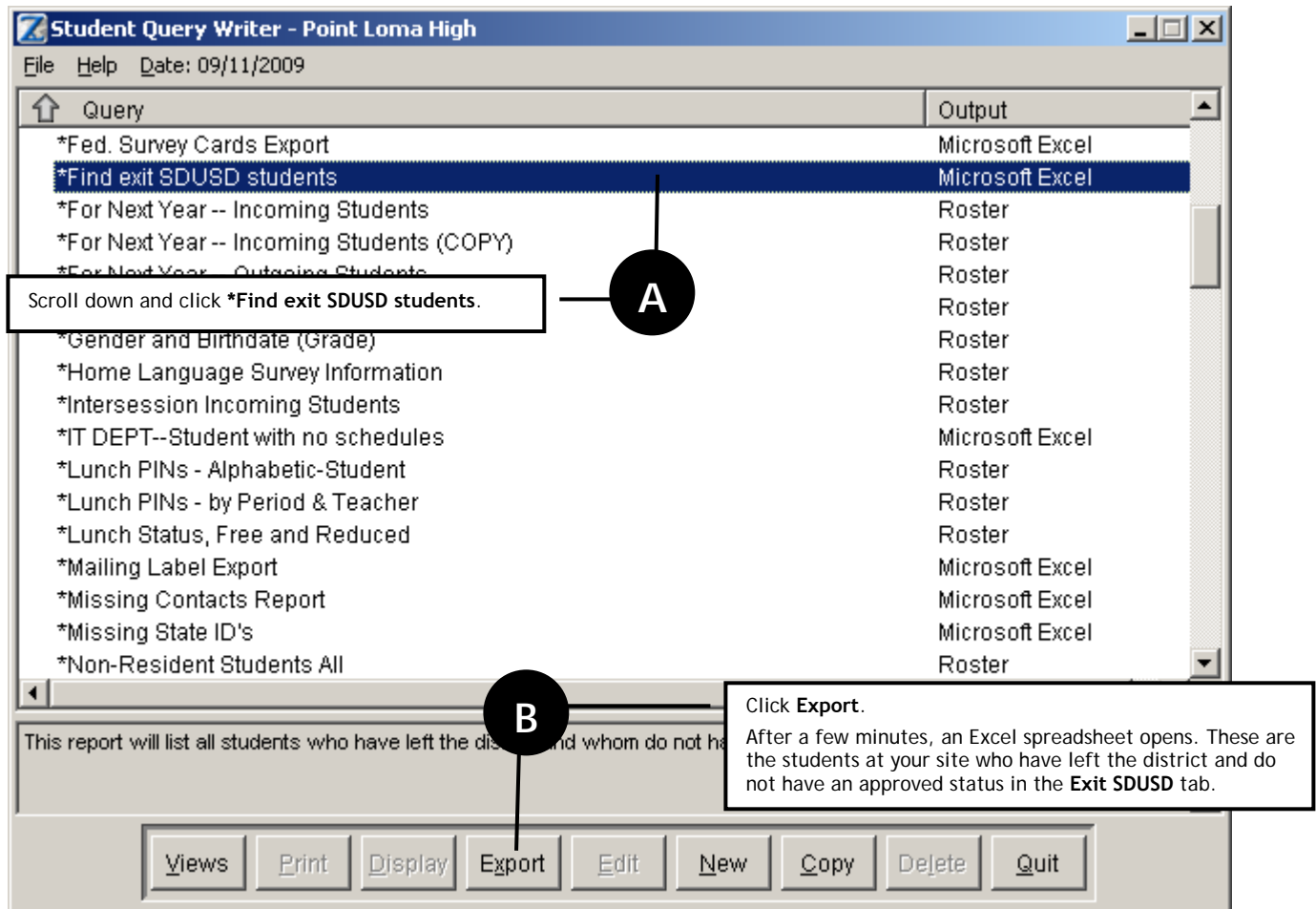
Once you have made corrections, repeat Steps J & K, above, and Central Office staff will check the information again. When Central Office staff find the data accurate and complete, they will choose **Approved** from the **Status** menu, and nothing more needs to be done by you for that student.

*FIND EXIT SDUSD STUDENTS QUERY

To assist registrars and clerks in finding students whose Exit SDUSD screens are incomplete, the IT Department has written a query that opens an Excel spreadsheet, listing all students at your site in grades 7 through 12 who have left the district (based on the **Exit Code** appearing in the closed Stustat on the **General** tab in **Student Editor**) but don't have **Approved** from the **Status** menu appearing in the **Exit SDUSD** tab.

Follow the steps below to list students who need to have their Exit SDUSD screen completed.

- Open **Zangle**. Click **Enrollment**. Click **Reports**. Select **Student Query Writer**.



The screenshot shows the 'Student Query Writer - Point Loma High' window. The 'Query' list on the left includes various options, with '*Find exit SDUSD students' highlighted. A callout box 'A' points to this query with the text 'Scroll down and click *Find exit SDUSD students.' The 'Output' column on the right shows 'Microsoft Excel' for this query. At the bottom, a callout box 'B' points to the 'Export' button with the text 'Click Export. After a few minutes, an Excel spreadsheet opens. These are the students at your site who have left the district and do not have an approved status in the Exit SDUSD tab.'

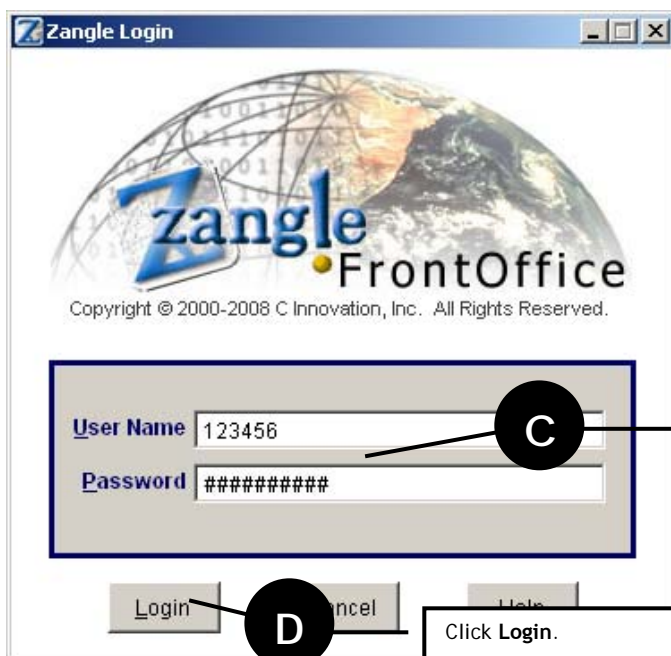
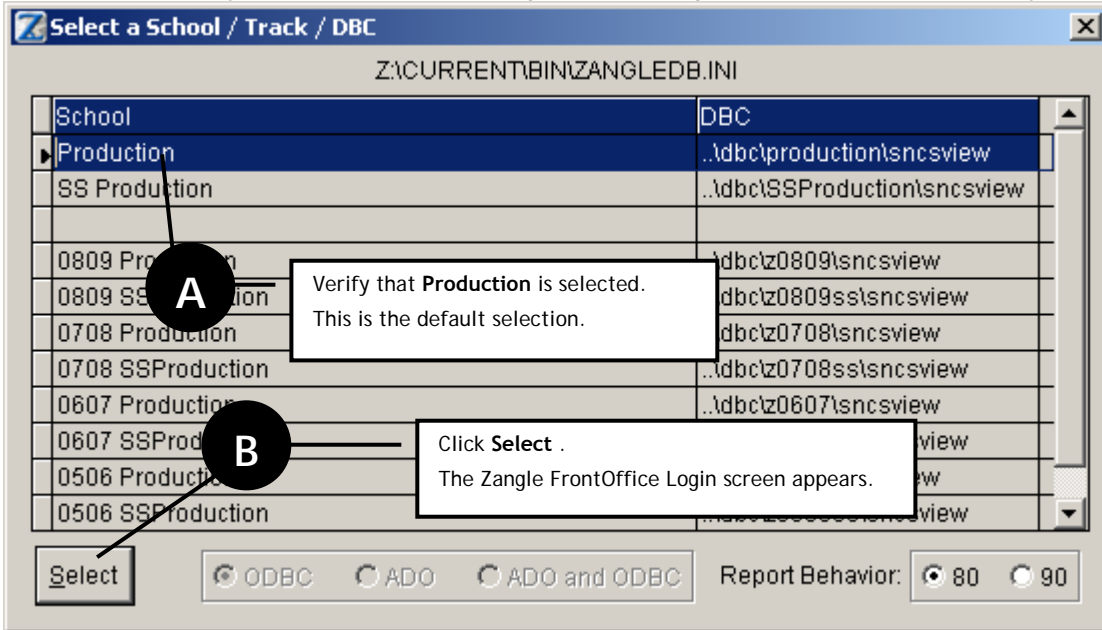
Query	Output
*Fed. Survey Cards Export	Microsoft Excel
*Find exit SDUSD students	Microsoft Excel
*For Next Year -- Incoming Students	Roster
*For Next Year -- Incoming Students (COPY)	Roster
*For Next Year -- Outgoing Students	Roster
*Gender and Birthdate (Grade)	Roster
*Home Language Survey Information	Roster
*Intersession Incoming Students	Roster
*IT DEPT--Student with no schedules	Microsoft Excel
*Lunch PINs - Alphabetic-Student	Roster
*Lunch PINs - by Period & Teacher	Roster
*Lunch Status, Free and Reduced	Roster
*Mailing Label Export	Microsoft Excel
*Missing Contacts Report	Microsoft Excel
*Missing State ID's	Microsoft Excel
*Non-Resident Students All	Roster

REGISTRARS AND CLERKS NEED ACCESS TO LAST YEAR'S TRACK

This task of filling out the **Exit SDUSD** tab is required for all students who have left the district the *previous* year, too. This means that whoever is responsible for completing this task needs access to the previous academic year's track. Site Techs and Power Users will likely need to create (or reopen) that person's Faculty Status Record (FacStats) for the previous year. See the *System Administration for Power Users* handbook for instructions on creating FacStats.

Logging In to Edit the *Exit SDUSD* tab

Once the previous year FacStat is active, log into the Zangle **Production** database as you normally would:



Select School/Track/Year

You are currently active in the following tracks. Please select one:

Sch	School	Trk	Year
0349A	Mira Mesa High	T	2010
0350A	Mission Bay High	T	2009
0350A	Mission Bay High	T	2010
0352A	Morse High	T	2009
0352A	Morse High	T	2010
0353A	High Tech Middle Media Arts	T	2009
0353A	High Tech Middle Media Arts	T	2010
0354A	Point Loma High	T	2009
0354A	Point Loma High	T	2010

Select Track Cancel



Select *last* year's track. (The earlier of the two displayed.)
Last year's Zangle opens.