

Dropout Rate

Timelines and Business Rules for
Dropout Rate Calculations

Dropout Definitions

- An individual who was enrolled and attended at the beginning of the current school year and
 - ▣ Was withdrawn by parent, legal guardian or relative caregiver at age 16 or older, or
 - ▣ Was withdrawn by self after 18th birthday
- OR an individual who either
 - ▣ Was enrolled at the end of the previous year but did not attend any days of the current year and DOES Not meet any of the following exclusionary conditions;

Exclusionary Conditions

- Graduated from high school or completed a state/district approved education program; or
- Transferred to another public school district, private school, or state- or district-approved education program with official documentation on file;
- Moved out of state with official documentation on file;
- Is in a correctional institution or other state agency placement; or
- Died.

Delaware Dropout Summary Statistics

□ Dropout Rate:

- ▣ Dropout rate calculated for grades 9 through 12 as prescribed by the National Center for Educational Statistics (NCES)
- ▣ Dropout rate is the total number of students (grades 9-12) who dropped out in a single year, divided by the total enrollment of the same school year. This is reported as the event (annual) dropout rate.

Business Rules-Out-of-State Documentation

- To confirm that a student transferred out-of-state, a school must have “official documentation” that a student transferred to another school or to an educational program that culminates in the award of a regular high school diploma.
- **Proof/Documentation Needed:**
 - ▣ School records request from a public or private receiving school or program or a written record of a response from an official in the receiving school or program acknowledging the student’s enrollment;
 - ▣ Copy of student DELSIS record with proper coding to support transfer. (Code 08) (Code 06) (Code 07 for Groves)

Business Rules-Transfer Out Documentation

- To confirm that a student transferred out and is being home schooled, a school must have “official written documentation” that a student has transferred out.
- **Proof/Documentation Needed:**
 - ▣ Copy of DELSIS record with a coding of (09) or;
 - ▣ Letter of withdrawal from parent or guardian;
 - ▣ DDOE home school verification letter

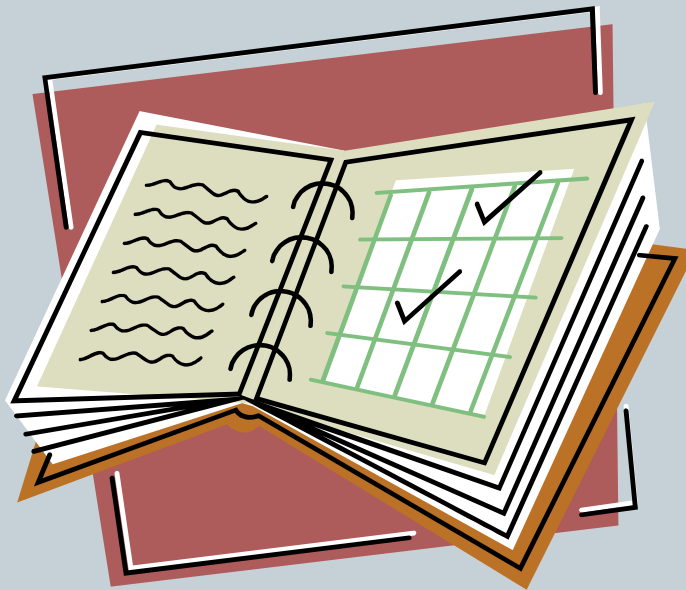
Business Rules-Transfer Out Documentation

- A school must have written confirmation that a student has emigrated to another country but need not obtain “official written documentation.” If a parent informs a school administrator that the family is leaving the country, the school administrator may document the conversation in writing and include it in the student’s file. Student is not a dropout even if the school district cannot document the student’s subsequent enrollment in school.

Business Rules-Transfer Out Documentation

- An incarcerated student may be considered a transfer only if the prison or juvenile facility to which the student is confined has a school (as defined under State law) or provides an educational program that culminates in the award of a regular high school diploma. These students should be coded as 97/996.

Quality Control Timeline for Dropout Calculations



February 3, 2014

- Dropout Cohort Management “Missing Students” list loaded in Dropout Verification System (DVS)
- Dropout Verification System open for Districts/Charters to begin their review

June 13, 2014



- “Dropouts During the School Year” list is loaded into Dropout Verification System. Appeal process begins.

Dropout Appeals Process

- Go to: www.doe.k12.de.us
- Select Identity Management System (IMS) from “Teachers & Administrators” section at bottom of the page
- Select Dropout Verification System (DVS)
- Select Year “2014” (Current reporting year September 30, 2013 to September 30, 2014)
- Select School
- Review list for your school. Appeal students that you believe to be incorrect.

Appeals Process

- To APPEAL—Select APPEAL at top left of Screen
- Select school, student that you are appealing and reason you are appealing
- Once all of your appeals have been requested (per instructions above) go to “Dropout Verification Appeal Cover Sheet” report and print the corresponding sheet. This sheet must accompany your documentation.
- Attach documentation to support appeal, appeal cover sheet and a letter from the district office requesting an appeal and mail it to the DOE.

Appeals Process

- We will not review forms submitted without official documentation.
- Deadline for DROPOUT APPEAL forms is **June 30, 2014**.
- Please mail all documentation to:

Challis Breithaupt

Department of Education

35 Commerce Way, Suite 1

Dover, Delaware 19904

August 4, 2014



- Dropout Verification System (DVS) is updated with appeals results.

October, 2014



- FINAL Dropout Verification System (DVS) update.
- Drop Ins, Private School Enrollees, Groves Enrollees and Groves Graduates are removed from the dropout list.

January, 2015



- State Board of Education is presented annual Delaware Dropout Summary Statistics report.
- Delaware Dropout Summary Statistics report is released to public on the state website.

Contact Information

For additional information please contact:

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