

Coding Accountability Data

ACCOUNTABILITY DATA CODES:

Codes for Students 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** (01–03, 05, 07–16, 19, 21–28, and 97) in the first two columns of Section V (LEAP/GEE and iLEAP), or Section R (LAA1), or Section S (LAA2), starting at the left:

LEAP	GEE	iLEAP	LAA1	LAA2	Accountability Codes and Descriptions	NCLB Eligible
•	•	•	•	•	01 – Expelled (out of school) * or out of school awaiting expulsion hearing	N
•	•	•	•	•	02 – Dropped Out *	N
•	•	•	•	•	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. *	N
•	•	•	•	•	05 – GED Only *	N
•	•	•	•	•	07 – Death (of student) *	N
•	•	•	•	•	08 – Transferred to another public, charter or laboratory school within district *	N
•	•	•	•	•	09 – Transferred to another public, charter or laboratory school within Louisiana, but outside your district *	N
•	•	•	•	•	10 – Transferred out of state or country *	N
•	•	•	•	•	11 – Transferred to Adult Education *	N
•	•	•	•	•	12 – Transferred to correctional institution *	N
•	•	•	•	•	13 – Transferred to Vocational Technical School *	N
•	•	•	•	•	14 – Transferred to nonpublic school *	N
•	•	•	•	•	15 – Reassignment to another grade (changed grade of student). Use Code 15 if the school changed the grade of the student in SIS. *	N
•	•	•	•	•	16 – Transferred to home study/in-home private schooling *	N
•	•	•	•	•	19 – Exit from Non-mandatory Program *	N
•	•	•	•	•	21 – Transferred to State School *	N
•	•	•	•	•	22 – Options Program Completer: GED & Industry Based Certificate *	N
•	•	•	•	•	23 – Options Program Completer: GED & Locally Designed Skills Certificate *	N
•	•	•	•	•	24 – Options Program Completer: Industry Based Certification *	N
•	•	•	•	•	25 – Options Program Completer: Local Skills Certificate Only *	N
•	•	•	•	•	26 – Options Program Completer: Certificate of Completion *	N
•	•	•	•	•	27 – Exit under SBESE Academic School Choice Policy *	N
•	•	•	•	•	28 – Exit under SBESE Unsafe School Choice Policy *	N
•	•	•	•	•	97 – Unknown *	N

* To use these codes, the student must be exited from the DOE Student Information System (SIS) with the same exit code.

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Codes for Students Who Are Enrolled (Have Not Exited) but Do Not Complete Testing Using the 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, 82, 84-92, 94-96 and 98-99):

LEAP	GEE	iLEAP	LAA1	LAA2	Accountability Codes and Descriptions	NCLB Eligible
•	•	•	•	•	80 – the student does not take all of the subtests due to short-term illness or the student is absent for the entire testing cycle due to illness.	N
•	•	•			82 – the student receives LEAP, GEE or iLEAP precoded materials but the IEP indicates that they meet the eligibility requirements and participates in LAA1 or LAA2.	N
•	•				84 – the student receives LEAP or GEE precoded materials but is an <i>Options Program (PreGED/Skills)</i> student and must take 9 th grade iLEAP, LAA1 or LAA2 instead.	N
•	•	•		•	85 – Special education student will take LAA2 assessment and LEAP, iLEAP, GEE in the content areas for the enrolled grade as identified on the student’s IEP.	N
•	•	•	•	•	86 – the student’s answer document is not scannable or should not be scanned, and a second answer document was used instead. Code 86 on the damaged answer document.	N
	•				87 – the student receives precoded materials for a GEE test that they do not take according to GEE Administrative Rules for Transfer Students.	N
•	•	•	•	•	88 – the student’s family member(s) died.	N
•	•	•	•	•	89 – the student is in protective custody.	Y
•	•				90 – the student completed the entire indicated test on another answer document. VALID ONLY IN CLEANUP (not valid bubbled on answer document)	N
•	•	•	•	•	91 – the student used a hand-coded answer document instead of precoded materials. Use code 91 on the unused precoded materials that were found.	N
	•				92 – the student is in the old GEE program, <u>not</u> GEE.	N
			•	•	94 – the student receives a precoded LAA1 or LAA2 Document but is tested with LEAP, GEE, iLEAP or the opposite alternate assessment.	N
			•	•	95 – a high school student receives a precoded LAA1 or LAA2 Document and is not in the 9th, 10th or 11th grade and not in the <i>Options Program (PreGED/Skills)</i> .	N
	•				96 – the student receives precoded materials for test(s) which they have met requirements.	N
•	•	•	•	•	98 – precoded materials are received for a student who was misclassified during the precode process, but the student does not need the precoded materials.	N
	•				99 – precoded materials are received for a student who was administered this test during the February Seniors Only Retest of GEE.	N

Coding Accountability Data

Codes for Students Who Are Enrolled (Have Not Exited) and Complete Testing Using Precoded or Hand-gridded Materials but the Student Meets Special Circumstance Criteria

If the student is enrolled during testing and completes testing but meets one of the following criteria, the principal must use one of the following codes (81) for the student's results to be handled with special consideration:

LEAP	GEE	iLEAP	LAA1	LAA2	Accountability Codes and Descriptions	NCLB Eligible
•	•	•	•	•	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.	Y

Coding Accountability Data

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 05 (GED): Withdrawal form¹ signed and dated by an authorized representative of the school district.

Code 07 (Student Death): Copy of the Death Certificate, obituary, or similar form

Codes 08, 09, 10, 11, 13, 14, 16, 19, and 21 (Transfers): 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.

Code 12 (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

Codes 22, 23, 24, 25, and 26 (Certificates of Completion): Copy of Certificate

Codes 27 and 28 (School Choice): Request for records from attending school or copy of parental/guardian letter stating the acceptance of the choice option.

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 85: If the student does not participate in all content areas required for the student's enrolled grade, a score of zero will be assigned for the SPS in the content area(s) not tested. This applies to LAA2 students only.

Code 88: Copy of the Death Certificate, obituary, or similar form

Code 89: Written documentation from the law enforcement agency that has jurisdiction over the student's custody or a court order to this affect.

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.

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Additional Notes:

All Test Programs: If a hand-gridded answer document or an answer document with a precoded label is torn, soiled or not able to be scanned for some reason, the test administrator will contact the School Test Coordinator, who will notify the District Test Coordinator. The District Test Coordinator will affix an “Unscorable Document Label” to the answer document. The DTC will keep on file for one year documentation about why the answer document was not scannable.

All students in accountability option schools must be coded to their home-based school using the school site code. For accountability purposes, a *home-based school* is defined as the school where the student would have been enrolled if he/she had never enrolled in the accountability option school.

The **NCLB Eligible** column to the right of each Accountability Code Description indicates if a student’s unused answer document with that accountability code provided by the principal will be considered an eligible student in the NCLB Participation pool for the school. A “Y” indicates the student is a part of the pool, and an “N” indicates the student is not in the pool. The effect of the “Y” is the student will be considered a non-participant for NCLB purposes. The “N” means there is no effect whatsoever for NCLB purposes.

If any other unusual situations arise, the District Test Coordinator should contact the LDE for additional assistance.