

# 2016-2017 Transfer, Discharge and Graduation Guidelines

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## ABOUT/INTRODUCTION

The **Transfer, Discharge and Graduation Guidelines** are updated each year to reflect current standards and increase alignment with the New York State reporting requirements.

Every student removed from a school register must have a valid transfer, discharge or graduation code:

- **Transfers** to other DOE schools or programs are admission-driven, not discharges. The receiving DOE school/program initiates the transfer. This includes transfers to Hospital Schools, D79 High School Equivalency (HSE) programs and Home schooling in NYC.
- All **graduation codes** follow specific NYSED and NYCDOE policies outlined in the [High School Academic Policy Guide](#). Graduation discharges are generally NOT entered as discharges in DISC. Use GRDT for January, June and August graduates.
  - In certifying a student for graduation, the principal is attesting that the student has completed all State and City requirements and should receive the designated high school diploma. Every high school must have clearly defined procedures for certification. Schools may use a credit or exam override code, as appropriate, once approved by the principal. See the [Certification Guide](#) and [override code review form](#) for additional information.
- All **discharge codes** require documentation or evidence to support the reason for leaving a DOE school. All school discharges must meet criteria established in [Chancellor’s Regulation A-240](#) and this guide. Evidence that supports discharges must be documented in the ILOG function of ATS, in the student file, counselor’s log, or other systems used by the school.
- Many discharge codes require the input of an additional **“document”** or **“reason”** code.
  - Document codes describe the written evidence or records required to support the discharge.
  - Reason codes provide information about the type of discharge. Diploma distinctions are entered under the reason codes.

High school cohort-removing discharges are marked “★” and have significant accountability implications and are audited to ensure compliance. All other discharges remain on the school’s graduation cohort.

Schools must keep clear records of information that verifies discharges. All notes or documents must be dated and signed by the NYCDOE school staff person who collected them (or entered in ILOG). All documents received that verify enrollment in a new school must be dated, and must have a signifier of the receiving school: letterhead, stamp, official email, verifiable fax number imprint, or name/title/phone of person providing information.

**The discharge date follows the last day the student was marked present.** For Clearance of Register in the beginning of the year when a student is a “no show” (i.e., no positive attendance) the effective discharge date is the first day of the school year in September.

## TRANSFER CODES

**Transfers to other DOE schools or programs are “admission-driven.”** When a student is added to the register of an admitting/receiving DOE school, the sending DOE school is notified and must confirm the pending discharge on the ATS WARN screen.

CODE:	DESCRIPTION:	USE:	★ High school cohort-removing
00 ★	<b>Transfer to another DOE school or program.</b>	Transfers from and to all elementary, middle and high schools, NYC charter schools, District 75 or District 79 programs.  Students transferring into home schooling must comply with all regulations and have documents filed with the <a href="#">DOE’s Home Schooling Office</a> , per <a href="#">NY State Commissioner’s Regulation 100.10</a> .	
38 or 43	<b>Transfers into DOE HSE High School Equivalency program</b>  Planning Interview Discharge	Students who have completed the school year in which they turn 17 are eligible. Students 16 and under cannot enroll in DOE HSE programs.  Students are eligible for Code 38 or 43 transfers when: <ul style="list-style-type: none"> <li>• The student has fewer than 17 credits; AND,</li> <li>• The parent<sup>1</sup> gives written permission to transfer to a DOE HSE program <b>OR</b> the student is an emancipated minor/head of household.</li> </ul> <p><b>Students who turn 17 during the school year</b> may be transferred to a full-time DOE HSE program with Code 43 if:</p> <ul style="list-style-type: none"> <li>• The student demonstrates extenuating life circumstances such as parenthood or full-time employment; AND</li> <li>• The student has fewer than 17 credits; AND,</li> <li>• The parent gives written permission to transfer to a DOE HSE program <b>OR</b> the student is an emancipated minor/head of household.</li> </ul>	

**NEW!** For transfers to DOE High School Equivalency (HSE) preparation programs, the Planning Interview process must be completed if the student or school raise transfer to an HSE program as a possible next step. The Planning Interview is not required if the student seeks a transfer by visiting a HSE Referral Center, however, when this is the case, the sending school— before confirming the discharge in WARN— must send the student a “Know your Rights” document and record the date in the ATS **PIES** screen before confirming the transfer.

51	<b>Transfers to Young Adult Borough Centers (YABC), D79 or D75 programs</b>	The student is expected to be re-admitted to the home (sending) school.  See <a href="#">District 79 Transfers to Passages, East River Academy (Rikers) or ReStart</a> .	
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<sup>1</sup> The term “parent,” whenever used in this Guide, means the student’s parent(s) or guardian(s), or any person(s) in a parental or custodial relationship to the student, or the student, if he/she is an emancipated minor or has reached 18 years of age. For a student with a disability, consult the standard operating procedures established for assigning a surrogate parent, if applicable.

## DISCHARGE CODES

CODE:	DESCRIPTION:	USE:
<b>02</b>	<p><b>Confirmed enrollment in a U.S. Department of Labor Job Corps program or discharge to full-time employment</b></p> <p style="margin-top: 10px;">Planning Interview Discharge</p>	<p>For students <b>within the school year in which they turn 17</b> and who have confirmed enrollment in a U.S. Department of Labor Job Corps center <b>OR</b> obtained a pledge of employment indicating that they are to be hired to a full-time position. Students discharged under this code must have attended a Planning Interview in which educational options were discussed and they were informed of their right to return to school through age 21. Written parental consent is required.</p> <p><b>Note:</b> For students who <b>have completed the school year in which they turned 17</b> and wish to withdraw from school to enroll in Job Corps or for full-time employment, use <b>Code 39</b>.</p> <p><b>Required Documentation:</b> Completed, signed <a href="#">Planning Interview Form PLUS</a> either confirmed enrollment in a Job Corps program <b>OR</b> full-time working papers. Requires FSC approval.</p>
<b>04</b>	<p><b>Under Compulsory School Age</b></p> <p style="margin-top: 10px;">LYFE and Pre-K only</p>	<p>For students who are not yet five years old on December 31 of the school year when parents request withdrawal <b>OR</b> the student has been absent for 20 consecutive days.</p> <p><b>Reason Code required</b></p> <p><b>B</b> Moved outside of NYC (under compulsory school age).  <b>E</b> Parent requests the discharge or a 20-day absence investigation is completed.</p> <p><i>For additional reason codes for use by LYFE program use F4 on DISC screen</i></p> <p>Students under five years old who are absent from school for 20 consecutive days without explanation may be discharged Code 04E when:</p> <ul style="list-style-type: none"> <li>• An investigation conducted by the school or an attendance teacher and an interview with the parent and child has confirmed the safety and well-being of the child.</li> <li>• Parent received a registered letter documenting the discharge and the responsibility to register the child in September of the calendar year in which the student has her/his fifth birthday.</li> </ul> <p>Please follow attendance and outreach guidance for Pre-K in the <a href="#">Pre-K for All Handbook for District Schools and Pre-K Centers</a>.</p> <p>When an attendance investigation for a student under compulsory school age does not lead to a home address, the student may be discharged with a Code 12, following all appropriate approvals.</p> <p>When the investigation yields a home address outside of NYC, or the parent alerts the school after a move out of NYC, a Code 04B discharge may be applied without a school staff member seeing the parent and child, with all communication and investigation notes maintained in the student’s file.</p> <p><b>Required Documentation:</b> Record of parent request for withdrawal. If the discharge follows 20 consecutive days of absences, documentation must include a record of interview with parent and child and a copy/receipt of registered letter informing parent of discharge.</p>

CODE:	DESCRIPTION:	USE:	★ High school cohort-removing
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**08**  
NEW!  
**Home Address does not change. Discharge to a non-public school.**

**OR**

**Kindergarten Opt-out**  
(including K discharge when family moves)

**Document Code Required**

- E\*★** Confirmed enrollment in semester abroad or semester enrichment program.
- K** Parent-elected kindergarten discharge for students not age 6 by December 31.
- P\*★** Discharge of students with IEPs to a CSE non-public school placement/IEP recommended setting, with confirmed enrollment.
- W\*★** Confirmed enrollment in a non-public school.
- X** Thought to be attending a non-public school but confirmation of enrollment cannot be obtained despite outreach **OR** confirmed setting is not a regular school program that leads to a high school diploma.

*\*Schools enter P, E or W only after receipt of documents that verify enrollment.*

**Required Documentation**

**For 08E and 08W:**

- Proof of enrollment in a non-public school includes a formal communication from the receiving (non-public school), that is dated, clearly indicating that the student has enrolled, or is currently enrolled. Formal communication must provide proof that it is from the school, which includes letterhead, an email from an official email address, a fax with a formal cover sheet or with an identifier imprinted on the fax, a screen shot or print out, stamp, or verifiable fax number; **OR**
- NEW! Request for records on receiving (non-public) school’s letterhead **PLUS** documented verbal confirmation of student’s enrollment from official staff member at receiving school. Statement must be witnessed, dated and recorded by an NYCDOE school staff member (or entered in ILOG), and must include the student’s date of enrollment and name, title, and contact information of the receiving school staff member providing the information. Request for records alone is insufficient.

**For 08K:**

- Written request for withdrawal by parents; **AND**
- Confirmation parent received written notification that the student must be enrolled in school the following September.
- *For 08K with a move, see [FAQ #5, page 14](#).*

**For 08P (2 documents required):**

- Proof of enrollment as noted above **AND** Attestation by member of SBST that this is a placement based on a CSE recommendation. Must be to one of the approved schools listed here: [NYS Ed Dept Approved Day school](#) or [NYS Ed Approved Private and Special Act school](#)

**For 08X:**

- A letter from parent with student’s new school information **OR** a request for records from a new school, without statement that the student is currently attending **AND** evidence of outreach to obtain enrollment information in a new school such as return receipt letters sent to new address requesting further information, documented interview with ACS/HRA, or ILOG or written record of contact with family; **OR**
- Confirmed setting is not a regular school program that leads to a high school diploma. (e.g., CUNY Prep, online schools: see [FAQ #2, page 14](#)).

CUNY Prep, Penn Foster and other online schools, are **not** E, P or W. Email questions to [attendance@schools.nyc.gov](mailto:attendance@schools.nyc.gov)

Twenty (20) days after 08X discharge, a **Form 407** will generate.

With proof of enrollment, update documentation code in UPDI and close the 407 “93.”

If the investigation does not yield new evidence, close the 407 “83.” The discharge documentation will remain “X.”

If a student returns to school to reenroll with an open 407 due to 08X, update Document Code to “W” in order to close the 407 “93.”

CODE:	DESCRIPTION:	USE:	★ High school cohort-removing
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**10 Discharge to a residential setting**  
based on an institutional directive, by an agency, court or another authority and not by anyone in parental relation to the student or school

**Reason Code is required.**

- X** Court ordered incarceration for students above compulsory school age.
- Y★** Confirmed enrollment in a residential setting that provides an educational program.

Code 10 discharges must be approved by the FSC designees, D75, or D79, as appropriate. Copies of documentation must be sent to the approving office, which will make final determination based on State guidelines.

**Required Documentation**

**For 10Y:**

- Proof of enrollment in a State or City facility **only** (Dept. of Corrections, Dept. of Health) includes: A formal communication from the receiving setting that is dated, clearly indicating that the student has enrolled, or is currently enrolled. Formal communication must provide proof that it is from the program/facility, which includes letterhead, an email from an official email address, a fax with a formal cover sheet or with an identifier imprinted on the fax, a screen shot or print out, stamp, or verifiable fax number; **OR**
- Request for records or “release to provide instruction” or statement of enrollment on program letterhead **PLUS** dated documentation of placement from the sending agency (ACS, court-mandated placement, Dept. of Health).

**FOR 10X**

- Documented verbal or written confirmation of student’s incarceration from a D79 representative, with the statement witnessed, dated and recorded by a school staff member (or entered in ILOG), noting date of enrollment and name, title, contact information of D79 representative. See [page 13](#).

For Four Winds and other private hospitals, see [FAQ #3, page 14](#).

Typical Code 10 Placements	Documentation	Notes
<b>NY State Residential Treatment Facility (including outpatient):</b> <i>New York City Children’s Center (aka Bronx or Queens Children’s Psychiatric Center); South Beach</i>	<b>10Y</b> with confirmed enrollment on Office of Mental Health (OMH) letterhead.	75Q023, at the same address, is a 00 transfer.
<b>OCFS Residential Centers:</b> <i>Finger Lakes; Highland; Taberg; Red Hook; Ella McQueen; Brentwood Secure; Goshen Secure</i>	<b>10Y</b> with confirmed enrollment on OCFS letterhead.	
<b>Special Act Districts:</b> <i>Greenburgh Eleven (aka Children’s Village); Greenburgh-Graham, Greenburgh-North Castle; Hawthorne-Cedar Knolls (aka Linden Hill, Geller House); Little Flower; Mt. Pleasant-Blythedale (aka Blythedale Children’s Hospital); Mt. Pleasant Cottage School (aka Edenwald Center)</i>	<b>10Y</b> with confirmed enrollment for a placement as the result of an ACS or court action. <b>OR</b> <b>08P</b> with confirmed enrollment for a placement as a result of an IEP program recommendation.	Students will receive instruction and may be returned to your school for a diploma.

*Only D75 schools and programs may extend Code 10 discharges to certain parentally-placed hospitalizations when the school or program supervises instructional plans and the D75 enrollment office ensures re-enrollment.*

See [How to Record Discharges Properly](#) for updated examples of unusual discharges or email [attendance@schools.nyc.gov](mailto:attendance@schools.nyc.gov) if proper discharge code is unclear.

CODE:	DESCRIPTION:	USE:	★ High school cohort-removing
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11  NEW!	Home Address changes. Discharge to a public or non-public school out of NYC.	New family home/family address is required. <b>Do not use a school or institution address.</b>
		<p><b>Document Code Required</b></p> <p>NEW! <b>M</b>★ New York State home/family address <b>AND</b> confirmed enrollment in a <b>public or charter school</b> in NY State.</p> <p>NEW! <b>N</b>★ New York State home/family address <b>AND</b> confirmed enrollment in a <b>non-public school</b> in NY State.</p> <p><b>W</b>★ New home/family address <b>AND</b> confirmed enrollment in any school (public or non-public) out of NY State.</p> <p><b>X</b> New home/family address <b>AND</b> thought to be attending a new school but confirmation of enrollment cannot be obtained despite outreach <b>OR</b> confirmed setting is not a regular school program that leads to a high school diploma.</p> <p><b>Z</b>★ Student permanently moved from the USA or its territories, with parent statement confirming city and country of relocation.</p>

\*Schools enter M,N or W only after receipt of documents that verify enrollment.

**Required Documentation**

**For 11M, 11N and 11W:**

- For proof of enrollment, a formal communication from the receiving school, that is dated, clearly indicating that the student has enrolled, or is currently enrolled. Formal communication must provide proof that it is from school, which includes letterhead, an email from an official email address, a fax with a formal cover sheet or with an identifier imprinted on the fax, a screen shot or print out, stamp, or verifiable fax number; **OR**
- NEW! Request for records on receiving school’s letterhead **AND** documented verbal confirmation of student’s enrollment with an official staff member at the receiving school. Statement must be witnessed, dated and recorded by an NYCDOE school staff member (or entered in ILOG), noting date of student’s enrollment and name, title, contact information of the receiving school staff member providing the information. Request for records alone is insufficient.

**For 11X:**

- A letter from parent with student’s new school information **OR** a request for records from a new school, without statement that the student is currently attending **AND** evidence of outreach to obtain enrollment information in a new school such as return receipt letters sent to new address requesting further information, documented interview with ACS/HRA, or ILOG or written record of contact with family; **OR** Family moves and confirmed setting is not a regular school program that leads to a high school diploma. (e.g., Penn Foster or other online schools: see [FAQ #2, page 14](#)).

**For 11Z:**

- Statement from a parent or guardian that the family is permanently moving, indicating city and country of new location. Parent statement may be written or verbal with the statement witnessed, dated and recorded by an NYCDOE school staff member (or entered in ILOG). **This is not for extended vacations.**

Camps/treatment, Penn Foster and other online schools, are **not** M, N or W. Email questions to [attendance@schools.nyc.gov](mailto:attendance@schools.nyc.gov)

Twenty (20) days after 11X discharge, a **Form 407** will generate.

With proof of enrollment, update documentation code in UPDI and close the 407 “93.”

If the investigation does not yield new evidence, close the 407 “83.” The discharge documentation will remain “X.”

If a student returns to school to reenroll with an open 407 due to 11X, update Document Code to “W” in order to close the 407 “93.”

CODE:	DESCRIPTION:	USE:	★ High school cohort-removing
12	Student Address Unknown	<p>Student cannot be located after an extensive attendance investigation.</p> <p>A student in foster care with an open warrant for running away <b>may not be discharged</b>. Schools are advised to maintain communication with the foster care agency case manager until the case is resolved. The student may be best served by maintaining the student’s active status on the schools register to ease transition back to school. Schools have traditionally discharged students reported as a missing by a biological parent (NYPD missing persons) using code 12 and may use their discretion to continue this practice.</p> <p><b>Required Documentation:</b> FSCs may provide a checklist with recommended attachments to document the investigation. See the full recommended investigation steps: <a href="#">How to... Locate a Student with Unexplained Absences</a>. Requires FSC approval.</p>	
15★	Deceased student	<p>Student has died.</p> <p><b>Required Documentation:</b> A death certificate, copy of an obituary, or statement (written or verbal with the statement witnessed, dated and recorded by a school staff member). Schools are advised to enter the discharge with verbal confirmation and collect evidence after.</p>	
20★	University matriculation without high school diploma.	<p>Students who matriculate into a four-year university without earning a high school diploma.</p> <p>This code is not applicable for students admitted to an HSE program, including CUNY Prep. For early college programs (e.g., <i>Bard College at Simon’s Rock</i> or <i>Johnson and Wales Early Enrollment Program</i>), use 08X and re-admit for one day to award a high school diploma, if eligible. See <a href="#">Credits after Discharge</a>.</p> <p><b>Required Documentation:</b> Proof of matriculation in a four-year degree granting program that does not require the student to obtain her/his HSE as part of their program. Requires FSC approval.</p>	
21	Student is over 21 years of age.	<p>Students who completed the school year in which they turn 21.</p> <p><b>Reason Code is required.</b></p> <ul style="list-style-type: none"> <li>I Enrolled in DOE adult and continuing education</li> <li>J Enrolled in non-DOE adult education</li> <li>K Unknown/none</li> </ul> <p><b>Note:</b> Actively attending students completing coursework or attending a DOE HSE program are not required to be discharged when they turn 21 nor at the end of the school year they turn 21.</p>	
25★	Student already received high school diploma.	<p>For students who, at the time of enrollment, already had a high school diploma from a non-DOE school (including schools outside the United States).</p> <p><b>Required Documentation:</b> High school diploma presented within two terms of enrollment. Requires FSC approval.</p>	

CODE:	DESCRIPTION:	USE:
29	Previously discharged (from same school) with a credential, diploma or with a Planning Interview discharge.	<p>Students who were previously discharged and re-enroll in the same school (or in a non-diploma-granting program) and leave again before completing credential or diploma requirements.</p> <p>This code cannot be used to update a discharge. It may only be used to discharge a student who re-enrolls in the same school after a Planning Interview discharge (02, 35 or 39), after earning a credential (30, 64 or 65), <b>OR</b> after earning a high school diploma.</p> <p><b>Required Documentation:</b></p> <p>Evidence that students were informed of their educational rights in writing. <a href="#">Suggested notification letter</a> to inform students of their rights.</p> <p><b>Note:</b> Discharged students who need only Regents exam(s) do not need to be re-enrolled to take the exam. Use PDSC.</p>
35	Military Service  Planning Interview Discharge	<p>Student admitted into any division of military service.</p> <p>The effective date of discharge is the date of active enlistment into military service. <b>Student must be 17 years of age.</b></p> <p>Students discharged under this code must have attended a Planning Interview where educational options were discussed and where they were informed of their right to return to school through age 21. Written parental consent is required.</p> <p><b>Required Documentation:</b></p> <p>Completed <a href="#">Planning Interview</a>. Requires FSC approval.</p>
39	Voluntary withdrawals or discharge after 20 consecutive days of non-attendance.  Planning Interview Discharge  <i>See <a href="#">Credits after Discharge</a>. Schools are able to update a Code 39 discharge in PDSC to a Code 30 (for a HSE) or diploma-granting code, as applicable.</i>	<p>Student over mandatory school age (must have completed the school year in which s/he turned 17), who voluntarily withdraws <b>OR</b> has been absent for 20 consecutive days.</p> <p><b>Reason Code is required.</b></p> <p><b>A</b> Student is no longer interested in attending school. (Necessary signature(s) obtained on the Planning Interview Form.)</p> <p><b>B</b> Student is missing one or more Regents exams.</p> <p><b>D</b> Student has been absent for 20 consecutive days and has not responded to invitations to attend a Planning Interview. (Current address has been verified; confirmation that letters were received)</p> <p><b>L</b> Student has enrolled in a business, trade, vocational or other training program.</p> <p><b>M/N</b> Student has enrolled in a full-time/part-time <b>non-DOE</b> HSE program.</p> <p><b>O</b> Student is voluntarily withdrawing due to pregnancy.</p> <p>Students may be discharged after 20 consecutive days of absence without explanation when:</p> <ul style="list-style-type: none"> <li>The school made documented outreach attempts to return the student to school: <b>AND</b></li> <li>Student address has been verified: <b>AND</b></li> <li>The school mailed at least two separate letters inviting the student and parent to attend a Planning Interview notifying them of the pending discharge, including the completed Planning Interview Form, Know Your Rights Packet and most current STARS Student’s Transcript.</li> </ul> <p><b>Required Documentation:</b></p> <p>Completed <a href="#">Planning Interview</a>. Requires FSC approval.</p>

## DIPLOMA CODES

Please refer to current graduation requirements for complete information about the use of these discharge and endorsement codes in the [High School Academic Policy Guide](#). Enter diploma codes in GRDT during the periods that GRDT is open. Use DISC only when GRDT is closed

CODE:	DESCRIPTION:	RULE:
26	<b>Local Diploma</b>	Student has earned 44 credits in required subject areas, is Safety Net eligible, and meets the assessment requirements via any of the Safety Net flexibilities. This is also available to all high school students who successfully appeal two Regents exam scores of 62-64 to graduate, or for ELLs who successfully appeal an ELA Regents exam score of 52-55. See the <a href="#">High School Academic Policy Guide</a> .
27	<b>High School Regents Diploma</b>	Student has earned 44 credits in required subject areas and passed five required assessments. See the <a href="#">High School Academic Policy Guide</a> .
28	<b>High School Regents Diploma with Honors</b>	Student has earned 44 credits in required subject areas, passed five required assessments, and earned an average score of 90 or higher on Regents exams. See the <a href="#">High School Academic Policy Guide</a> .
47	<b>High School Advanced Regents Diploma</b>	Student has earned 44 credits in required subject areas and passed required assessments as specified in the <a href="#">High School Academic Policy Guide</a> .
62	<b>High School Advanced Regents Diploma with Honors</b>	Student has earned 44 credits in required subject areas, passed required assessments as specified in the <a href="#">High School Academic Policy Guide</a> , and earned an average score of 90 or higher on Regents exams.

### DIPLOMA ENDORSEMENT CODES

Upon entering a graduation code in the GRDT (or DISC) screen in ATS, schools may indicate from a “diploma type” for students who have earned endorsements. For a list of the requirements for these endorsements, see the [High School Academic Policy Guide](#).

#### With Diploma Codes 26, 27, 28, 47, 62

- 01 Arts
- 02 CTE
- 03 Arts and CTE

#### With Diploma Codes 47 and 62 only

- 05 Math
- 06 Science
- 07 Math and Science
- 08 Arts and Science
- 09 Arts and Math
- 10 Arts, Science and Math
- 11 CTE and Science

#### With Diploma Codes 26, 27, 28, 47, 62

- 20 CDOS credential (as endorsement to a diploma)

- 12 CTE and Math
- 13 CTE, Science and Math
- 14 CTE, Arts and Science
- 15 CTE, Arts and Math
- 16 CTE, Arts, Science and Math

For changes/updates to diploma codes see Updates after Discharges, page 11.

#### Discharges and High School Graduation Cohort

For complete information about graduation cohort policy, see the [Graduation Cohort Policy FAQ](#). Students who drop-out (leave high school without a diploma), graduate, or stay enrolled in a school remain on the school’s four-year cohort and count toward the school’s graduation rate. Discharges in this guide with a star (★) remove a student from a high school’s graduation cohort **when** they occur before June 30 of the fourth year of high school.

## CREENTIAL CODES

In addition to the diploma options described on page 9 students who meet specific criteria may also earn alternative credentials. These credentials are not equivalent to a high school diploma and do not have credit or exam requirements. They provide students with the opportunity to demonstrate their achievement of the career development and occupational studies learning standards.

CODE:	DESCRIPTION:	RULE:
<b>30</b>	<b>Received TASC</b> Test Assessing Secondary Completion	Student discharged from DOE after being granted a TASC (Test Assessing Secondary Completion) following completion of a District 79 DOE HSE preparation program.
<b>64</b>	<b>Career Development and Occupational Studies (CDOS) Commencement Credential</b>  <i>For all students who participate in standard assessments.</i>	Eligible students who meet criteria described here: <a href="http://tinyurl.com/AcpolicyCDOSCredential">http://tinyurl.com/AcpolicyCDOSCredential</a>  The credential is not equivalent to a New York State high school diploma.  The credential may be awarded any time after the student has attended school for at least 12 years, excluding kindergarten, or received a substantially equivalent education elsewhere; or at the end of the school year in which a student attains the age of 21.  This credential may also be awarded as an endorsement to a high school diploma; see page 9 for a list of endorsement codes.

For students under 21 years old, the credential must be provided with a written assurance that the student continues to be eligible to attend school until the student has earned a regular high school diploma or until the end of the school year in which the student turns age 21, whichever occurs first.

<b>65</b>	<b>Skills and Achievement Commencement Credential</b>  <i>For students with IEPs who participate in New York State Alternate Assessment (NYSAA) only.</i>	Eligible students with disabilities who meet criteria described here: <a href="http://tinyurl.com/AcpolicyIEPphaseout">http://tinyurl.com/AcpolicyIEPphaseout</a>  The credential is not equivalent to a New York State high school diploma.  The credential may be awarded any time after the student has attended school for at least 12 years, excluding kindergarten, or received a substantially equivalent education elsewhere; or at the end of the school year in which a student attains the age of 21.
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For students under 21 years old, the credential must be provided with a written assurance that the student continues to be eligible to attend school until the student has earned a regular high school diploma or until the end of the school year in which the student turns age 21, whichever occurs first.

## UPDATES AFTER DISCHARGES

**UPDI** - Overrides the existing discharge, keeping the same discharge date. Should be used for better information or to correct an error, in other words, where a discharge is wrong or needs to be changed.  
**PDSC** - Creates a new admit/discharge record. Should be used when there is a change in student status.  
 For any updates to discharges not referenced here, submit to **RQSA-DCH**.

When submitting a request in **RQSA**, a comment is necessary to describe the need for the update. Scan documents that support the change (results of an investigation or enrollment in a new school) and email to [attendance@schools.nyc.gov](mailto:attendance@schools.nyc.gov), referencing the Student ID number.

### EXAMPLES

Discharge Update Situation	From	To	How to Update	Notes
Student was discharged 08X (or 11X) because we knew the family changed schools or moved but have no proof of enrollment in new school. Now we have proof of enrollment.	<b>08X or 11X</b>	<b>08W or 11W</b>	<b>UPDI</b> to change the document code. This option is available during the current year of discharge and the following year.	No updates are allowed after the second year.
Student was discharged 12 (address unknown) but now we have a new address and proof of enrollment in a new school.	<b>12</b>	<b>11W</b>	<b>UPDI</b> is allowed during the current or subsequent year of discharge to correct a Code 12 to 08 or 11 only.	If Code 12 not yet approved, cancel using F10 in <b>DISC</b> .
Student was discharged 12 (address unknown) but we now know the student was placed in a residential school by ACS.	<b>12</b>	<b>10Y</b>	<b>RQSA</b> to request the change of an approved 12 to any discharge other than 08 or 11. Submit documentation to <a href="mailto:attendance@schools.nyc.gov">attendance@schools.nyc.gov</a> .	If necessary, request update of address to reflect family home address.
Student was placed in a residential treatment center by an agency and the school incorrectly discharged 8W/11W.	<b>08W or 11W</b>	<b>10Y</b>		
Student was placed in a residential treatment center by an agency and has met graduation requirements.	<b>10Y</b>	<b>grad code</b>	If the student meets graduation requirements, use <b>PDSC</b> to update discharge to appropriate graduation code using 7/2, 9/1, 2/1 or any school day or date published in ATS News or Principals' Weekly.	See credits after discharge, p. 13.
Student was discharged 11X to New Jersey (no proof of enrollment). We now know he completed a math class at a community college. He only needed one math class to graduate.	<b>11X</b>	<b>grad code</b>		
Student was discharged to a DOC facility. We received notification that student completed diploma requirements.	<b>10X</b>	<b>grad code</b>		
Student was discharged Code 39 needing only a Regent's Exam to graduate. Now the student took and passed the exam.	<b>39B</b>	<b>grad code</b>		
Student was discharged as a drop out in the Spring but came to summer school and finished graduation requirements.	<b>39A</b>	<b>grad code</b>		
The school discharged a student Code 39D and now the family is moving back to Colombia.	<b>39D</b>	<b>11Z</b>	<b>Code may not be updated.</b> School authorized the student withdrawal and released the student.	
Student was discharged Code 08W or 11W but earned a TASC (GED).	<b>08W or 11W</b>	<b>30</b>	<b>Code may not be updated. 11W removed the student from the cohort.</b> Discharge 08W or 11W ONLY for a school that awards a high school diploma. Do NOT use for online schools	Use UPDI to update document code to X, then PDSC for 30.

Discharge Update Situation	From	To	How to Update	Notes
Student was discharged 39 but earned a TASC (GED). We have the TASC results.	39A	30	PDSC to update discharge to 30.	
Student was discharged Code 11X but earned a TASC (GED).	11X	30		
A non-attending student was discharges code 21. Now we know the student has passed the TASC (GED).	21	30		
Student was incorrectly discharged as cohort-removing. The student is at a Job Corps or an online school and we want to correct the record.	08W or 11W	39 or 02	UPDI to update the document code to X. Whenever possible, return the student to the register and complete a planning interview discharge.	If necessary, request update of address to reflect family home address.
Student was incorrectly discharged as cohort-removing. The student is now requesting a high school diploma based on work completed.	08W or 11W	Grad Code	If the student meets graduation requirements, use PDSC to update discharge to appropriate graduation code using 7/2, 9/1, 2/1 or any school day or date published in ATS News or Principals' Weekly.	Ensure transcripts and other evidence support the change. Add new course and exam outcomes to STARS Admin.
Student was discharged Code 39A but then the school received a request for records. We confirmed enrollment in a new diploma-granting high school.	39A	11W	RQSA to request the change and submit supporting evidence to <a href="mailto:attendance@schools.nyc.gov">attendance@schools.nyc.gov</a> .	Request will be considered based on evidence of outreach and timing of new enrollment.
Correction to a discharge code done in PDSC was made in error.			RQSA to request the change and submit explanation. Codes updated in PDSC cannot be updated in PDSC again.	
<b>UPDATES TO CREDENTIAL/DIPLOMA DISCHARGES</b>				
Student was discharged with incorrect graduation code in January.	Grad code	Grad code	UPDI during the current school year to correct errors. <i>Codes can be corrected in GRDT until screen closes.</i>	Ensure transcripts and other evidence support the change.
Student was discharged in January as a grad but since earned a higher level diploma.	Grad code	Grad code	PDSC indicates a change in status.	
Student was discharged with incorrect graduation code in June. We just noticed the error in September.	Grad code	Grad code	PDSC for corrections not during the current year. Use 7/2 for date.	
We forgot to enter a graduate in GRDT in June.	NA	NA	DISC to enter the graduation code with a discharge date of 7/2.	
August updates to June graduates.	27	47	PDSC indicates a change in status. Use 9/1 for date.	
Student was discharged with a credential in June and during summer met diploma requirements.	64	27		

Restrictions to updates of discharge information are based on state reporting rules. Schools are advised to complete and confirm all data entry –discharges and other information – for each school year prior to the ATS rollover, or earlier, as indicated in graduation guides published on the [Academic Policy and Systems intranet site](#) and other policy documents.

## HIGH SCHOOL CREDITS AFTER DISCHARGE

Students who leave high school to attend a program that does **not** award a high school diploma are considered drop-outs. Code 39 is the correct discharge. Use 11X if student moves and does not continue high school. These students remain on the school's cohort. The discharging school may continue outreach and explore the possibility of transfer credit to complete high school requirements.

For discharged students who complete course work in programs— **Bard College at Simon's Rock, Johnson and Wales, Job Corps, community college, online high schools (e.g. Penn Foster)**—principals may evaluate coursework and award transfer credit as described in Commissioner's Regulations [Part 100.5](#). The decision to award transfer credit is based on whether the work is consistent with NY State high school learning standards and is of comparable scope and quality to that which would have been done in the school awarding the credit. Students are re-admitted for a diploma-granting discharge, if applicable.

Some mandated (non-voluntary) settings provide NY State approved educational tutoring or instruction and offer statewide assessments but do not award high school diplomas. In these cases, even though the student is removed from the cohort, schools may be asked to verify and award a high school diploma based on work the student completed at the setting.

YABC students will be returned for graduation. See also Students Returning from Non-Diploma Granting Settings in the [High School Academic Policy Guide](#).

## D79 TRANSFERS TO PASSAGES, EAST RIVER ACADEMY (RIKERS) OR RESTART

If a school suspects a student has been placed in a location serviced by a District 79 program (e.g. Rikers Island), it may not discharge the student. Schools should work with District 79 program staff to confirm the status of the student and, when necessary, take appropriate follow up action. During the time the student is in the District 79 setting, schools are advised to maintain communication with the District 79 program in order to facilitate the transition back to school. Note that students can make progress towards earning a high school diploma during the period of enrollment in District 79 programs and credits earned during the period of program enrollment are awarded via STARS. For more information see [Assisting Students Who Are Involved With Court-Ordered Settings](#).

District 79 programs and locations include, but are not limited to, the following:

- **East River Academy (ERA)** (79Q344) for students between the ages of 16 and 21 in a facility on Rikers Island. Students aged 16 and 17 years old are required to attend school at ERA. Students ages 18 to 21 in a facility on Rikers Island are also eligible to attend East River Academy but must indicate they want to attend school. If a student within this age group is in DOC custody and not attending ERA, the student may be discharged with a Code 10X. Confirmation of the student's status from ERA is required for the discharge and ERA will provide the necessary documentation for a 10X discharge.
  - A list of the Rikers facilities can be found [here](#).
  - For information about students enrolled at ERA contact [ERA@schools.nyc.gov](mailto:ERA@schools.nyc.gov).

Also contact ERA for support in verifying the status of students who may be in other incarceration settings.

- **Passages Academy** (79X695) for students ages 17 and younger in secure, limited-secure, and non-secure detention and placement facilities operated by the Administration for Children's Services (ACS).
  - A list of Passages sites can be found [here](#).
  - For information about students at Passages Academy contact [passagesacademy@schools.nyc.gov](mailto:passagesacademy@schools.nyc.gov) or see [PassagesAcademy.org](http://PassagesAcademy.org).
- **ReStart Academy** (79M973) for students between the ages of 16 and 21 receiving educational services in more than 20 different substance abuse and mental health treatment programs or other involuntary and/or temporary settings.
  - A list of ReStart can be found [here](#).
  - For information about students enrolled at ReStart Academy contact [79M973@schools.nyc.gov](mailto:79M973@schools.nyc.gov).

## FREQUENTLY ASKED QUESTIONS (FAQs)

### 1. What are the responsibilities of school leader around discharges?

Principals must know and comply with the rules outlined in the current [Transfer, Discharge and Graduation Guidelines \(TDG\)](#).

- Use the standard discharge form.
- Train all pupil accounting secretaries in DISC, WARN TRAF, GRDT, PDSC, UPDI and related ATS functions and reports.
- Monitor discharges using the ATS report RADP.
- Connect with the school's special education team for discharges of students with IEPs and reconcile discharges in SESIS and ATS.

### 2. Are there discharge rules that have proved challenging for other schools to follow?

New York State does not recognize online high school diplomas. Enrollment in an online school while maintaining residence in NYS is not a valid cause for discharge. **Use Code 39, when students are above compulsory school age.** Families who do not move may pursue [Home Schooling](#) if students are with compulsory school age.

Students residing in NYC who have not completed the school year in which they turn 17 may not be discharged to online schools, HSE (GED) programs, including CUNY Prep, community colleges, TCI, Bramson ORT or other technical schools, or any adult education program. There is no legitimate discharge for these programs. Students remain on register and outreach continues. In some instances 08X or 11X discharge may be possible. Email [attendance@schools.nyc.gov](mailto:attendance@schools.nyc.gov).

### 3. What are some other common discharge misunderstandings?

Some common discharge misunderstandings are:

- **Transfers** to other NYC schools, including YABCs and NYC Charter schools, are **admission driven**, not a discharge. The receiving school initiates the transfer.
- Graduation discharges are generally NOT entered as discharges in DISC. Use GRDT for January, June, and August graduates.
- Students on extended leave by parent choice may not be discharged, including vacations or overseas family commitments. Schools must work with families to maintain continuity of instruction.
- Hospitalizations (e.g., Four Winds) are not discharges. Students remain on register and outreach continues. Email questions to [attendance@schools.nyc.gov](mailto:attendance@schools.nyc.gov).

### 4. What discharge date is correct?

The discharge date follows the last day the student was marked present.

### 5. Kindergarten Scenario: How do I discharge a kindergarten student whose family has moved?

When a parent opts out of Kindergarten, use code 08K to discharge and write "Parent-Opt out" in the TO SCHOOL line.

**\*\*If the parent is moving or has moved and may or may not enroll the student in Kindergarten at the new location the discharge is still 08K. UPDATE ADDRESS FIRST in BIOU to the new address, THEN complete discharge using 08K and write "Parent-Opt out, moved."** Ensure documentation is maintained to support the discharge, including written or verbal communication confirming the new address.

### 6. What other documents are available to help understand discharges better? Where can I find some common discharge scenarios... or some unusual ones?

[How to...Record Discharges Properly](#)  
[Checklist for Cohort-Removing High School Discharges](#)

## STANDARD DISCHARGE FORM

Find downloadable versions of the form on [the Principals' Portal](#).

[DBN/School Name]						Today's Date:			
Student last:		first:		Gr:		ID:			
Expected Last Day:		Reason for discharge:		Off Class:				Age:	
Adult 1:		Adult 2:		Guidance Counselor:					
Home address			<input type="checkbox"/> No change <input type="checkbox"/> Collect new		New School/Program (not required out of USA/territories OR K parent-elected discharge)				
Street/Apt					School Name		<input type="checkbox"/> public/charter <input type="checkbox"/> non-public		
City, St, Zip					Address				
Country					phone				
alt. phones					fax				
email					email				
Alternate address or contact person or other information about move					Date of Admission				
					Contact person, enrollment date or other notes about new school				
<b>Parent statement REQUIRED</b> for move out of USA/Territories, for PK discharges, or for K parent-elected discharge.									
<i>Parent statement</i> _____ _____ _____									
Parent Name				Parent Signature				Date	
<input type="checkbox"/> The parent statement is attached.									
<input type="checkbox"/> The parent statement was a verbal statement recorded by a school staff member:									
School Staff Name/ Title				School Staff Signature				Date	
<b>Documentation</b> See chart. The school must confirm that all conditions have been met for the use of the code and obtain documentation that meets the applicable Transfer, Discharge and Graduation Guidelines (TDG Guidelines) requirement. <b>Optional Notes on Documents Attached:</b> _____ _____									
Effective Date of Discharge				Discharge Code:				Document or Reason Code:	
								Entered in ATS by:	
								Date:	
For Codes 12 or 08X or 11X, who is responsible for continued outreach and investigation?									
School Staff Person Completing this Form:				Signature:				Date:	
BFSC Approval Notes: <i>Optional</i>									

Discharge Code And Document or Reason Code		Check the item(s) obtained that support the discharge code used. All records must be maintained by the school.
04	Students under compulsory school age enrolled in Pre-K.	__ Record of parent request for withdrawal. If after 20 consecutive days, must include record of interview with parent and child and copy/receipt of registered letter informing parent of discharge.
08 K	Parent-elected K discharge.	__ Written request for withdrawal (or confirmation of move) by parent <b>AND</b> __ Confirmation parent received written notification that the student must be enrolled in school the following September.
08 P	Discharge of students with IEP to a recommended placement.	__ Proof of enrollment in a non-public school, including a formal communication from the receiving (non-public) school that is dated, clearly indicating that the student has enrolled or is currently enrolled. <b>AND</b> __ Attestation by member of SBST that this is a placement based on CSE recommendation. See page 4.
08 E	Semester abroad or semester enrichment program.	<p>__ Proof of enrollment, including a formal communication from the receiving school that is dated, clearly indicating that the student has enrolled or is currently enrolled. See page 4.</p> <p><b>OR</b></p> <p>__ Request for records <b>PLUS</b> documented verbal confirmation of student's enrollment with an official staff member at the receiving school. Statement must be witnessed, dated, and recorded by an NYCDOE school staff member (or entered in ILOG), and must include the student's date of enrollment and name, title and contact information of the receiving school staff member providing the information. Requests for records alone is insufficient.</p>
08 W	Confirmed enrollment in a non-public school. Home address does not change.	
11 M	2016-2017 NEW! Confirmed enrollment in a public school in NYS. Family moves in NYState.	
11 N	2016-2017 NEW! Confirmed enrollment in a non-public school in NYS. Family moves in NYState.	
11 W	Confirmed enrollment in any school (public or non-public) outside of NYS. Family moves.	
11 Z	Students who moved out-of-USA or its territories.	__ Statement from parent or guardian that the family is permanently moving, indicating the city and country of new location. Code 11Z is not for vacations. See page 6.
08 X	Thought to be attending school but confirmation of enrollment cannot be obtained despite outreach OR confirmed setting is not a regular school program that leads to a high school diploma.	<p>__ A letter from parent with student's new school information <b>OR</b></p> <p>__ A request for records from a new school, without statement that the student is currently attending <b>AND</b> evidence of outreach to obtain enrollment information in a new school such as return receipt letters sent to new address requesting further information, documented interview with ACS/HRA, or ILOG or written record of contact with family; <b>OR</b></p> <p>__ Confirmed setting is not a regular school program that leads to a high school diploma (e.g. CUNY Prep, Bard College at Simon's Rock, Johnson and Wales, Penn Foster or other online high schools)</p>
11 X		
10 Y	Discharge to a residential setting based on an institutional directive	__ Proof of enrollment, including a formal communication from the receiving school that is dated, clearly indicating that the student has enrolled or is currently enrolled. <b>OR</b> __ Request for records or "release to provide instruction" or statement of enrollment on program letterhead <b>PLUS</b> dated documentation of placement from the sending agency. See page 5.
10 X	Institutional placement with no education provided.	For students who have completed the school year in which they turned 17 for court ordered incarceration. Documented verbal or written confirmation of student's incarceration from a D79 representative. See page 5.
12	Student whose address is unknown. FSC approval.	__ FSC may provide a checklist of how to document investigation and outreach. See page 7.
15	Deceased Student	__ A death certificate, copy of obituary/newspaper article, statement of death by funeral director, memorial card or the like. See page 7.
02 39 35	Planning Interview Discharges	__ Full Planning Interview Documentation. <b>AND</b> for Code 02, in addition: Full-Time Working papers <b>OR</b> __ Confirmed enrollment in a Job Corps program. See page 3.
20	Matriculation into a 4-year university without earning a high school diploma.	__ Proof of matriculation. See page 7. <b>NOT ACCEPTABLE:</b> HSE or adult basic education program at a college; CUNY Prep; provisional admission; Associate's Degree program; dual enrollment (HSE (GED) + Associate's Degree).
25	Already Received a HS Diploma	__ High school diploma within two terms of enrollment. See page 7.
21	Over 21	n/a