

# **ELEMENTARY/SECONDARY SCHOOL REGISTER**

**SCHOOL YEAR  
2016-2017**

NAME OF SCHOOL \_\_\_\_\_

GRADES \_\_\_\_\_ TO \_\_\_\_\_ INCLUSIVE

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## Preface

The Vermont School Register is a student record-keeping document required by Vermont Statute (see Appendix B). The purpose of the school register is to document each Vermont school's continuous year-to-year cycle of enrolling students, to record daily attendance, to report dropouts and graduates, and to report year-end attendance to the Agency of Education. It is the source document for calculating Average Daily Membership, which is a critical aspect in the state funding system. The mechanism for transferring this information to the Agency of Education is the Vermont Student Census, which is collected at the beginning and end of each school year.

In Vermont, students of compulsory age are expected to be members of a school or acceptable educational program. A student must be enrolled elsewhere if he or she leaves their current school or educational program. This concept of continuous enrollment has always been included in the school register. The Student Census documents the entry of students into the school system, their continuous enrollment from one school to another within Vermont and/or their transfer out of the Vermont Public School System. Each student must be enrolled on a register whether or not the student attends that first day of school. Once a child is enrolled in the school system, it is the school district's responsibility at the beginning of the year to account for each student who was enrolled on the last day of school the previous year. Within ten days of the start of each school year, the register must show that each student from the previous year is attending, absent for a specific reason, has transferred, is receiving an approved alternate form of instruction or has dropped out of the school system.

The Vermont School Register consists of the Yellow Pages. The Yellow Pages, along with the list of students and student information, serve as a public record and should be maintained as such. Schools are expected to maintain a computerized student information system.

## CHAPTER ONE: THE VERMONT SCHOOL REGISTER

### 1.1 Introduction

Vermont Education Statute requires each Vermont public school to maintain a Vermont School Register. The purpose of the school register is to record each student's participation in an approved program of instruction.

Each school must keep an enrollment record of the students who enroll, transfer, withdraw, and drop out of the required program of instruction. Each school must also keep a daily record of attendance, excused absences, and unexcused absences of each enrolled student. Beginning in the 2013-2014 school year the school register must include course offerings along with educators teaching courses.

Collecting and reporting accurate daily register data for enrollment and attendance is important because it affects each school district's funding. The Agency of Education (AOE) collects data from the register two times during each school year. The first collection, the Fall Census, includes a list of all enrollment instances from the beginning of the school year (July 1) through about November 7. The Fall Census includes information about the school and each student that allows the AOE to calculate the Average Daily Membership (ADM) for all Vermont Districts. The ADM is a critical component in the state funding system. This collection also allows the AOE to create the October 1 count of students used in federal reporting and allocations of state and federal grants.

The second collection of the Student Census, the Spring Census, takes place at the end of the school year. At that time, each school must report the attendance record and update the enrollment record for each student enrolled in the school at any time during the course of the school year. The attendance data are used for calculating a Full-Time Equivalent (FTE) for each student. The FTE is used to determine each school district's tuition rates for students attending from another school district and per pupil spending for annual AOE reports. In addition, the Spring Census documents each student's classification at the end of the year allowing the AOE to calculate attendance rates, retention rates, and graduation rates as part of its statewide accountability system.

In addition to the student census information, schools must maintain records on courses offered by the school. This course information includes educators providing instructional services, student enrolled in course, and student outcomes including credits earned and marks. This course information is reported to the AOE at the end of the school year in the Student Educator Course Transcript (SECT) data collection. Information received in this collection will be used to develop a state-wide student transcript data repository to facilitate the transfer of student information for students transferring between schools in Vermont and the development of course-taking patterns as an indicator of how well schools are preparing students for post-secondary success, and research on course-taking patterns and student performance.

## **1.2 Overview of the School Register**

The school register is a record of the continuous year-to-year cycle of: enrolling or re-entering students, recording daily attendance and absences, tracking when students leave a school, reporting dropouts, and year-end attendance to the AOE.

The school register may be used in each classroom or in a designated central location for all classrooms. Enrollment and attendance information must be updated daily, with summaries compiled for each student at the end of the school year. Schools are expected to maintain a computerized school register, or student information system that must meet the requirements of school register as specified in this document and data collection reporting instructions.

The concept of continuous enrollment is the basis of the school register. According to this concept, students are enrolled in the school system one time and schools must track their continuous enrollment from one school to another. After the original entry in the school register (usually pre-kindergarten or kindergarten), a student is maintained on that school's register until they leave that school. Each student must be enrolled on a register on the first day of school whether or not the student attends that day.

Continuous enrollment means that once a child is enrolled in the school, it is the school's responsibility at the beginning of the year to account for each student who was enrolled on the last day of school the previous year. Within ten school days from the start of each school year, the register must show that each student from the previous year is attending, absent for a specific reason, has transferred, is receiving an approved alternate form of instruction or has dropped out of the school system.

Similarly, schools are now expected to track the enrollment of students in specific classes, the status, and the outcome of each course. A class is a particular section of a course offered at the school.

## **1.3 Register Requirements**

### **1.3.1 The Schools**

Any school submitting the public school census must maintain a Vermont public school register.

### **1.3.2 The Students**

The majority of students on a school register are students who attend classes, full time at that school. Students who attend a different school (public or independent) full time are not included on the register even if the student is a legal resident of the district operating the school (except in the circumstances described below). In addition, students who take classes but do not attend school all day everyday at the school, are enrolled as part-time students. This includes students who are enrolled in a home study program or an independent school and also take academic classes at a public school. Students enrolled in a home study program using the school's facilities for co-curricular or extra-curricular activities are not part-time students. These students are included in the enrollment record (and the Student Census), but they do not contribute to a school's enrollment and their attendance is not recorded.

There are a few instances where students are on a school register without attending classes at that school. In these cases, the school or program where the students receive their education is required to submit the attendance and absence information to the "base" school. For instance, technical centers must keep separate registers, but the students are considered enrolled in a separate high school or base school. The attendance of students should either be taken at the base school before transportation to the technical center, or the attendance taken at the technical center should be reported back to the base school. A similar situation exists for students attending Diversified Occupation Programs or temporarily placed in a tutorial or treatment program. The base school refers to the school providing transportation or in the case where no transportation is provided the base school refers to the school operated by the same district as the technical center.

Students enrolled in summer classes only are not included in the register and any summer school attendances are not recorded in the register or reported in the Student Census.

If you are unsure about whether a particular student should be reported on your register, please contact the AOE helpdesk at 802-479-1044.

## **1.4 Instructions for Completing the Register**

### **1.4.1 Identification Page**

To complete the Official Identification page please provide the information requested including: the grade levels served, the identity of the registrar, principal(s) and superintendent(s) names and information about the school calendar. The identification page should be dated and signed by the school registrar and the superintendent.

### **1.4.2 Lists**

The Yellow Pages include a list of fire drills, certified personnel and students. The Yellow Pages will serve as the public record for your school and should be presented to the superintendent by the registrar before July 15.

### **1.4.3 The Daily Record of Attendance**

The AOE requires that all schools maintain a computerized enrollment and attendance record. The attendance record does not need to be a part of the schools public record.

It is expected that a school will use a separate Attendance record for each program type. The school is allowed to set up the Attendance record in a manner that suits its particular needs. The following is a list of allowable grade or program codes (see Glossary for more information).

IT- Infant and Toddlers	01- Grade 1
EE- Early Essential Education	02- Grade 2
PK- Pre-Kindergarten	03- Grade 3
KF- Kindergarten-Full-Time	04- Grade 4
KP- Kindergarten-Part-Time	05- Grade 5

06- Grade 6  
07- Grade 7  
08- Grade 8  
09- Grade 9  
10- Grade 10

11- Grade 11  
12- Grade 12  
AW- Adult without Diploma  
PD- Post Graduate or Adult with Diploma

## 1.5 General Rules

1. The purpose of the register is to record each student's school participation from the date of entry to an official exit from school. This documentation of these changes includes events such as transfer to another school, discontinuing schooling and receiving high school diplomas.
2. Schools must record the enrollment and attendance of students who are engaged in educational activities away from the school. These activities may include home or hospital tutoring provided by school personnel, a page participating in the legislature, technical center students or temporary alternate placements.
3. A student may be entered in more than one school register in a given school year but must only be officially enrolled in one register at a time. For example, students attending two schools part-time or one school full-time and another school part-time can only be officially enrolled in one school. The second school would record the student as receiving services but enrolled in another school (see Section 2.1.1). Both schools should record the attendances and absences used to create the FTE for these students. In addition, the part-time information used for calculating ADM should be recorded and reported by both schools.
4. A school must record enrollment and attendance data on a computerized register providing the computer program meets the requirements of the Student Census.
5. High schools will be expected to identify students who are attending their school through the Public High School Choice formally known as Act 150 school choice. The sending school will not report students who transferred to another high school through Public High School Choice. Independent schools are not required to participate in Public High School Choice.
6. Any student absent without an excuse for 10 consecutive school days will be removed from the register on the 10th day and absences will no longer be counted. The school's truant officer will be notified and expected to diligently investigate the whereabouts of the student. The student's enrollment will have an exit code of "status unknown" until the truancy officer determines otherwise.

## CHAPTER TWO: THE ENROLLMENT RECORD

### 2.1 Overview

When a student enrolls in a school, the school is expected to record the student type to allow for proper calculation of the Average Daily Membership. Section 2.1.1, titled “Admission Status”, provides the complete list of student types. To meet the state and federal requirements for continuous enrollment, a student must be given an enrollment classification at the beginning of each school year and again on the day following the last day of the school year. Section 2.1.2 titled “Entry/Reentry Types” is a complete list of the required codes used at the beginning of the year. Sections 2.2 describes exit codes and when and how to use each required code. Information regarding part-time students is found in Section 2.3. Final classification codes are described in Section 2.4.

#### 2.1.1 Admission Status

When a student enrolls, a school is expected to record the student’s admission status to allow for proper calculation of the ADM used in state funding and for creating reports on Vermont’s public school students. Students included in the ADM calculation include regular students (01), Public High School Choice students (02), home study students (04 & 05), students receiving services at a school (07), and students enrolled but receiving services elsewhere (08 & 09). All others are excluded from the ADM calculation. All students except home study students and students receiving services are counted on a school’s enrollment. Admission Status codes are as follows:

- 01- Regular student:** A student who meets all of the regular admission requirements of a school or an educational institution. This includes students tuitioned from other districts.
- 02- Public High School Choice student:** A high school student who meets all of the regular admission requirements of a school attending from another Vermont high school through Public High School Choice.
- 03- Exchange student:** A student from a country outside of the United States or its outlying areas who is temporarily enrolled in classes or a course of study at a school or educational institution in the United States.
- 04- Home study student taking academic classes:** A student who receives home instruction and takes academic courses at a school. Academic courses include those courses that regular students receive academic credit for and that take place during normal school hours. Note: these students may or may not participate in extra- or co-curricular activities.
- 05- Home study student participating in extra- or co-curricular activities only:** A student who receives home instruction and who participates in school sponsored extra- or co-curricular activities. These activities frequently take place outside of normal school hours and often last for only a portion of the school year. The school is not required to track attendance for these students. Do not include students attending an independent school and participating in extra- or co-curricular activities here.
- 06- Guest student:** A student attending a school or educational institution on a full-time basis other than the school of his or her regular enrollment without tuition payments. This includes children



of teachers who live outside of the school district who attend the school as part of the teacher's employee benefit plan.

- 07- Student is receiving services at this school, and enrolled in a different organization:** A student taking courses or receiving other educational services at your school who is officially enrolled in a different school.
- 08- Student is enrolled in this school but receiving services in a different organization:** A student who is enrolled in your school is taking courses or receiving services from some other organization.
- 09- HSCP student:** A student enrolled at this school, but attending the High School Completion Program.

### 2.1.2 Entry/Reentry Types

The enrollment classification must be indicated for all students on the first day of the school year.

Original entry (08, 09, or 10) will be used for students enrolled in the school where they first entered the United States school system (usually as a preschool or kindergarten student).

Students who attended another school or who were withdrawn from school the previous year will have an entry code indicating their prior situation. The following is a list of entry/reentry codes to be used at the beginning of the school year or when a student enrolls after the first day of school.

- 01- Transfer from a public school in Vermont, a designated public school, or Rivendell Academy:** A student who transfers from a public school that is located in the state of Vermont, including Burr and Burton Academy, Lyndon Institute, St. Johnsbury Academy, and Thetford Academy or Rivendell Academy in Orford, NH.
- 02- Transfer from an independent school in Vermont:** A student who transfers from an independent school in Vermont. This does not include students transferring from Burr and Burton Academy, Lyndon Institute, St. Johnsbury Academy, and Thetford Academy.
- 03- Transfer from a school in a different state or from a school outside of the country:** A student who transfers from a public or private school that is located in a state outside Vermont, a public or private school that is located outside of the United States, or a United States overseas dependents school. See 09 and 10 for options related to foreign students.
- 04- Transfer from an institution:** A student who transfers from an institution with an educational program. This includes mental health institutions, correctional institutions, juvenile service agencies, care shelters, and detention facilities.
- 05- Transfer from home study program:** A student who transfers from a period of receiving instruction in a home environment (chosen for reasons other than health).
- 06- Matriculation from another school:** A student who enters a school after successful completion and promotion from the highest instructional level of another school to enter the next higher level.
- 07- Re-entry after a voluntary or involuntary withdrawal:** A student who had previously entered any class in school and then re-enters the same or a different school after he or she has left school for voluntary reasons (e.g., dropping out) or involuntary reasons (e.g., prolonged illness, temporary disability) during a regular school session.

- 08- Original entry into a United States school:** A student already residing in the United States enters a school for the first time in the United States or an outlying area. This student is likely to be a preschool or kindergarten student.
- 09- Original entry into a United States school from a foreign country with no interruption in schooling:** A student who has recently moved from a foreign country where he or she had been enrolled in school and enters a school in the United States or an outlying area for the first time.
- 10- Original entry into a United States school from a foreign country with an interruption in schooling:** A student who has recently moved from a foreign country where he or she had not been enrolled in school and enters a school in the United States or an outlying area for the first time.

## 2.2 Students who leave a school

The enrollment record must include information about students leaving a school. The following sections describe the circumstances under which students leave school and provide the exit codes for each situation. The enrollment record should include the code and the last month, day, and year of an individual's attendance in school; the day on which an individual graduated or the date on which it becomes known officially that an individual left school.

### 2.2.1 Students Transferring to other educational programs

A student may be entered in more than one register in a given school or more than one school in a district or the state during a school year, but must only be officially enrolled in one school register at a time. Each time a student is moved from one register to another, the first register must show that the student transferred and the new register must show that the student reentered. The transfer codes indicate that a student has:

- 00- Moved to another register in the same school<sup>1</sup>:** A student who moves to another class or program in the same school. In this case the enrollment and attendance record from both registers must be combined for reporting in the Student Census.
- 01- Transfer to a public school in Vermont:** A student who transfers to a public school that is located within the state of Vermont or Burr and Burton Academy, Lyndon Institute, St. Johnsbury Academy, and Thetford Academy or Rivendell Academy in Orford, NH.
- 02- Transfer to a Vermont public school through Public High School Choice:** A student who transfers to another Vermont High School through Public High School Choice.
- 03- Transfer to an independent school in Vermont:** A student who transfers to an independent school in Vermont.
- 04- Transfer to a school in a different state or to a school in a different country:** A student who transfers to a public or private school that is located in a state outside Vermont, a public or private school outside of the United States, or to a United States overseas dependents school.

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<sup>1</sup> Exit code 00 applies only to the school register. It would not be reported in the student census because the student with an exit code of 00 would still be enrolled in the same school.

- 05- Transfer to an institution:** A student who transfers to an institution that has an educational program. This includes mental health institutions, correctional institutions, juvenile service agencies, care shelters, and detention facilities.
- 06- Transfer to home study program:** A student who transfers to receiving instruction in a home environment (chosen for reasons other than health).
- 07- Matriculation to another school:** A student who enters another school after successful completion and promotion from the highest instructional level of the current school to the next higher level.

### 2.2.2 Students Counted as Dropout

A student who leaves school before completing the requirements for graduation and without transferring to another educational program is considered a dropout.

A dropout can also be defined as a student who ceases to attend school and his or her residence and school status is unknown. If a student does not officially leave school by indicating a reason for transferring or dropping out, it is the school's responsibility to account for the student within 10 days of the student's first day of absence. The school must determine if the student is absent for a specific reason, has transferred, is receiving an approved alternate form of instruction or has dropped out of the school system. Unless the student is absent and plans to return to school, the appropriate exit code must be entered in the register. If the student's school status is unknown after the 10-day investigation period, the student must be recorded as a dropout (15) "Absence/Status Unknown". Students with the following exit codes are counted as dropouts.

- 14- Discontinued schooling:** A student who stops attending school and the student does not intend to complete the requirements for a high school diploma.
- 15- Absence/Status Unknown:** A student who has been withdrawn due to 10 consecutive days of unexcused absence, status or location is unknown to the school or school district.
- 16- Moved, not known to be continuing:** A student who has moved outside his or her attendance area and is not known to be continuing his or her elementary or secondary education.
- 18- Transfer to GED program NOT operated by VT School District:** A student who has transferred to a GED or Adult Basic Ed program not operated by a Vermont School District prior to the completion of his or her secondary education.
- 19- Transfer to College Program:** A student who has transferred to a college program resulting in a college degree without receiving a high school diploma. These students will be counted as non-graduates in the cohort graduation rate unless they re-enroll and receive a diploma after completing college coursework. In addition, these students will contribute to the annual event dropout rate.

### 2.2.3 Students Completing their Education

A student who has completed their program of study and does not intend to return to high school should be recorded as such. Only students graduating with a regular diploma contribute to a school's graduation rate. The following exit codes apply to these students.

- 08- Graduated with regular diploma:** A student who has received a regular high school diploma upon completion of state and local requirements or a high school diploma from a program other than the regular school program.
- 09- Completed School with Other Credentials:** A student who received a certificate of attendance, or other certificate of completion, in lieu of a diploma.

#### 2.2.4 Codes for Other Reasons to Cease School Attendance

Students who officially leave school and transfer to another school or equivalent state-approved education program are not dropouts. Students who are temporarily absent due to suspension or illness, or students who have died are also not considered dropouts. The AOE collects data for the following categories that must be reported.

- 11- Death:** A student whose membership is terminated because he or she died during or between regular school sessions.
- 12- Illness:** A student who left school for an indefinite period of time because of a physical, school approved illness.

Note: Federal rules on reporting students as a dropout are provided in Appendix C.

### 2.3 Part-time students

Part-time students are those students who attend classes at your school without taking a full academic load. These students may or may not be officially enrolled in another school. Include these students on the enrollment record and the attendance record because they may contribute to their resident district's Average Daily Membership and the school's Allowable Tuition.

Students who are officially enrolled in another school (admission status 07) will not contribute to the school's enrollment (i.e., October 1 headcount). Part-time students who are not enrolled elsewhere do contribute to the school's enrollment.

### 2.4 Determining a Student's Final Classification

A student's classification is recorded separately from entry/reentry status. At the beginning of the school year, the classification column is blank. The classification for an individual student will change during or at the end of the school year. The enrollment record should include a final classification for all students. The classification codes are listed below.

- DE- Deceased:** If a student dies during the school year, their exit type will be 11 and the final classification will be "DE".
- DR- Dropout:** A student is considered a dropout when he or she discontinues schools (exit 14), is absent for 10 consecutive school days with an unknown status (exit 15), moves and does not continue schooling (exit 16), transfers to a GED program NOT operated by a Vermont public

school (exit 18), or transfers to a college program (exit 19). For more information on dropouts see Appendix C.

**GC- Graduated or Completed School:** If a student finishes her or his program of study, he or she is classified as graduated or completed. Students will receive this classification upon receipt of a regular high school diploma (exit 08), or the receipt of a certificate of completion or a certificate of attendance (exit 09).

**NP- Not Promoted:** If student's grade level does not increase at the end of the school year (i.e., the student is retained).

**PR- Promoted:** If a student's grade level increases during or at the end of the school year. This includes students who matriculate to another school after successful completion and promotion from the highest instructional level of the current school to the next higher level (exit 07).

**SD- Summer Dropout:** A student who attended your school during the previous year who was expected to start classes at the beginning of this school year and who does not attend school on any of the first 10 days of classes without an excuse and is not known to be enrolled in any other educational program.

**TR- Transfer:** When pupils transfer from your school to another school or to an approved home study program, mark them as transfers ("TR"). This includes exit codes 01, 02, 03, 04, 05 or 06. If a transfer student re-enters your school during the current school year, you would begin a separate enrollment record with the appropriate entry/reentry code, begin tracking attendance from the beginning of the new enrollment and record the proper classification at the end of the subsequent enrollment period.

**NC- No Category:** When a student is on a school register but enrolled elsewhere (e.g., a home study student; admission status 07)) no category at the end of the school year. In addition, a student who falls ill and withdraws from school would be included in this category (exit code 12). These students would not be included in the calculation of graduation or dropout rates.

## 2.5 Instructions for Completing the Enrollment Record

1. **ID:** Enter the state assigned student ID number
2. **Name:** Enter the student's name
3. **Date of Birth:** Record the month, day, and year of the student's birth. This information is critical for identifying the student and maintaining the student's state ID.
4. **Grade:** Enter the grade level that the student is in at the beginning of the year in the upper left corner. If the student completes the school year, enter the student's grade at the end of the school year in the lower right corner. This information is useful in determining the student's final classification.
5. **Admission Status:** Enter the appropriate admission status code for each student and the date of admission into your school. See section 2.2.1 for admission status codes.
6. **Gender:** Enter M for male students and F for female students. This information is used in maintaining student state IDs.

7. **Hispanic:** Enter Y if the student is Hispanic and N if the student is not Hispanic. See glossary for more information.
8. **Race:** Enter the codes for ALL race codes that apply. See glossary for more information.

**I**-American Indian or Alaskan Native  
**A**-Asian  
**B**-Black or African American  
**P**-Native Hawaiian or Other Pacific Islander  
**W**-White

9. **Section 504:** Indicate whether a student is receiving services under a Section 504 plan.
10. **Migrant:** Indicate whether the student is a migrant student.
11. **EST:** Indicate whether a student is receiving services from the Educational Support Team.
12. **National School Lunch Eligibility:** Indicate if the student is eligible for free or reduced lunch according to the following codes.

**01 Free breakfast or lunch**  
**02 Reduced-price breakfast or lunch**  
**09 Declined**  
**96 Not Eligible**

13. **ELL (formally LEP):** Indicate whether the student is considered an English Language Learner.
14. **Resident District:** Enter the student's resident district. See the glossary for a definition of resident district.
15. **Funding Source:** Enter the appropriate source of funding for each student. Funding codes include:

**01-Operating School District**  
**02-Other VT School District**  
**03-Non-VT School District**  
**04-VT State Agency**  
**05-Agency of Another State**  
**06-Federal Agency**  
**07-Private Funding**  
**08-Employee Benefit**  
**09-Sponsored by Operating District**  
**98- Other**

16. **Entry Status:** Enter the appropriate Entry/Reentry code. See section 2.1.2 for the codes.
17. **Exit Code:** Enter the appropriate Exit Code and date of exit. See section 2.2 for more information.
18. **Final Classification:** Enter the student's classification at the end of the school year or end of the student's enrollment period. See section 2.4 for the appropriate codes.



## CHAPTER THREE: THE ATTENDANCE RECORD

### 3.1 Overview

The attendance record is a daily log of each enrolled student that shows who is present, and who is absent (both excused and unexcused absences). The attendance record is also supporting documentation for the enrollment record.

The record of attendance verifies a student's continuous enrollment and participation in school. Consequently, it is the school's responsibility to monitor each student's attendance by investigating a student's status within 10 days of the first date of absence.

### 3.2 General Attendance Rules and Requirements

1. A school is required to take attendance once per attendance day.
2. A day of attendance is defined as a day when the school is officially open and a majority of students are recorded as in attendance.
3. A full-time kindergarten program records an attendance in the same manner as any other grade level (once daily). A part-time kindergarten program is one that does not provide educational services all day every day the school is officially open during the school year. To adequately calculate a Full-time Equivalent for students attending these programs, a part-time kindergarten program must record attendance for morning and afternoon sessions separately.
4. A student is either present or absent every day that the school is officially open, and he or she is not officially enrolled in another educational program.
5. A teacher, registrar or otherwise authorized person must record the attendance of each enrolled student in a school register each day that the school is in session.
6. Both excused and unexcused absences must be recorded in the register. An absence is considered excused when it meets the definition (see glossary). All other absences are unexcused.
7. A student receiving educational services at home (typically an EEE student) will be considered in attendance when those services are provided as expected. An absence is recorded if a scheduled meeting does not take place.
8. Students who are enrolled in your school but receiving educational services elsewhere are considered in attendance even on days when they are off campus. These students include but are not limited to a Page in legislature who does regular work assignments, a student in a work program that is part of the school day, a student spending required days in an evaluation program at the Baird Center, a student at an area technical center or a student in a hospital receiving tutoring.
9. A student officially enrolled elsewhere but taking courses at this school (e.g., a home study student taking academic classes) will be recorded in attendance on those days the student is expected to attend classes and absent on days that the student is expected but does not appear. Days that a part-time student is not expected in school are not counted as either an attendance or absence.

10. Do not record attendance for home study students who are not taking academic courses but participate in extra-curricular activities.
11. Each student's attendance should be monitored so that a student is not absent for 10 or more consecutive school days without an investigation. The school must make a good faith effort to determine the reason for the absence or the student's school status. A student who has been absent for 10 consecutive school days for an unknown reason must be reported as a dropout.
12. A student under an out-of-school suspension will remain on the enrollment record and absences recorded for each of the days the student is not attending classes.
13. A student who has been expelled from school will remain on the enrollment record and absences will be recorded for each of the days the student is not attending classes, except in the case where a school is providing educational services for the expelled student. In this case, the student will be recorded as in attendance but not in the building. If an expelled student enrolls in another school he or she should be removed from the enrollment record with the appropriate exit code. If a previously expelled student does not return to school as expected and is absent for 10 consecutive school days the student is recorded as status unknown and counted as a dropout or summer dropout, whichever is most appropriate.

### **3.3 Instructions for Completing the Attendance Record**

Schools are expected to use a computerized system for tracking student attendance. Please note, the Attendance record is not to be kept as part of the public record.

In your schools computerized information system provide a complete enrollment record for each student expected to attend school, beginning with the first day of the school year (July 1). Students entering after the first day of school must be added. Begin recording attendance and absences on the first day of classes.

A pupil who begins attending your school after the first day the school is in session, should only have attendance and absences recorded beginning with the first day they attended classes.

The school term begins on the first day the school is in actual session. Each day the school is closed for any reason including holidays, in-service days or snow days must be recorded.

The attendance record must support the enrollment record.

Schools can adopt other procedures for tracking attendance and absences provided that aggregate counts of attendances, excused absences and unexcused absences can be calculated for reporting.



## CHAPTER FOUR: SCHOOL COURSES WITH EDUCATORS

### 4.1 Overview

By collecting school course information the VT AOE can determine the types of courses schools are offering to students, the rigor of courses, the qualifications of educators providing educational services, school adherence to state standards, and other indicators of instructional services offered by schools. Furthermore, by using federally standard course codes the VT AOE can make comparisons between schools and also between states.

### 4.2 Instructions for completing the School Courses with Educator Table

For the School Courses with Educator table, each organization must provide the following information.

- **School ID (ORGID)** – The school ID is a unique identifier assigned by the AOE for each educational entity in Vermont.
- **Local Course Code (LOCALCOURSEID)** – This information is an optional unique identifier assigned by the school to each of their offered courses in a school year. A school would use this field only when they have an existing local course ID and they want to maintain the crosswalk to the standardized course code in this data file.
- **Course Code (COURSECODE)** – Please provide the federally defined standardized course code provided in the Federal Course Catalog.
- **Course Section (COURSESECTION)** – The course section is locally defined and can be any alphanumeric code up to 30 characters.
- **Course Setting (COURSESETTING)** – The course setting is where the educational services are provided. The options include:

OF – Off Campus

ON – On Campus

TC – Technical Center

VR – Virtual Courses or distance learning

- **Course Term (COURSETERM)** – The period of time during which the course is offered at the school. The options include:

FULL – Full Year

SEM1 – First Semester

SEM2 – Second Semester

TRI1 – First Trimester

TRI2 – Second Trimester

TRI3 – Third Trimester

TRIX – Multiple Trimesters

TRIN – Multiple Non-consecutive Trimesters

QTR1 – First Quarter

QTR2 – Second Quarter

QTR3 – Third Quarter

QTR4 – Fourth Quarter

QTRX – Multiple Quarters

QTRN – Multiple Non-consecutive Quarters

QIN1 – First Quinmester

QIN2 – Second Quinmester

QIN3 – Third Quinmester

QIN4 – Fourth Quinmester

QIN5 – Fifth Quinmester

QINX – Multiple Quinesters

QINN – Multiple Non-consecutive Quinesters

MINI1 – Mini-term 1  
 MINI2 – Mini-term 2  
 MINI3 – Mini-term 3  
 MINI4 – Mini-term 4  
 MINI5 – Mini-term 5  
 MINI6 – Mini-term 6  
 MINI7 – Mini-term 7  
 MINI8 – Mini-term 8  
 MINI9 – Mini-term 9  
 MINI10 – Mini-term 10

MINI11 – Mini-term 11  
 MINI12 – Mini-term 12  
 MINI13 – Mini-term 13  
 MINI14 – Mini-term 14  
 MINI15 – Mini-term 15  
 MINIX – Multiple Mini-terms  
 MININ – Multiple Non-consecutive Mini-terms  
 SUMR – Summer Term  
 INTR – Intersession

- **Course Level (COURSELEVEL)** – The data in this field represents the level of difficulty of the course. The options include:
  - **A – Advanced:** An advanced course designed for students who achieve a specified level of academic performance.
  - **B – Basic or Remedial:** A course focusing primarily on skills development. The course offered may focus on the improvement of a particular deficiency in content previously taught but not learned.
  - **E – Enriched:** An enrichment course or program that is inclusive of enrichment, talent development and gifted and talented support system.
  - **G – General:** A course providing instruction that focuses primarily on general concepts appropriate for the grade level.
  - **H – Honors:** A course carrying an honors status according to educational requirements. These courses typically include additional content and/or a higher level of rigor than that found in general courses and they are formally designated as honors classes.
  - **P – Postsecondary:** A course, often taken at or in conjunction with a postsecondary institution, which contains instruction equivalent to a college-level course and for which a student may earn college credits.
  - **X – No Specified Rigor:** The notion of rigor may not be appropriate for some courses at the elementary and middle levels; survey or interest courses that expose students to a variety of subjects are examples.
- **Course Credit Available (COURSECREDIT AVAIL)** - The number of credits that a student can earn for enrolling in and completing a given course. If course credits are not provided for this course, use the “not applicable” code of zero. The data in this field should be a decimal with a length between 1 and 6 characters with up to 2 decimal places.
- **Educator 1 (EDUCATOR1)** - An educator assigned to the course. You will be allowed to enter up to five educators for each course and number on the field name has no real significance. The educator information is the stat-assigned unique educator ID and is seven numbers in length.

- **Educator 1 Role (EDUCATORROLE1)** - The role the educator plays in the course. The role number must match the educator number and will be allowed to enter up to five roles. Each educator must have a role. The educator is a two character code set.
  - **10 Teacher of Record:** A teacher who shares responsibility for ensuring the course curriculum meets the standards required for the course.
  - **20 Co-Teacher of Record:** A teacher who shares the responsibility for ensuring the course curriculum meets the standards required for the course.
  - **30 Other Contributing Professional:** An educator who participates in providing education services for the course but who doesn't have direct responsibility for the course curriculum.
- **Educator 2 (EDUCATOR2)** - An educator assigned to the course. You will be allowed to enter up to five educators for each course and number on the field name has no real significance. The educator information is the stat-assigned unique educator ID and is seven numbers in length.
- **Educator 2 Role (EDUCATORROLE2)** - The role the educator plays in the course. The role number must match the educator number and will be allowed to enter up to five roles. Each educator must have a role. The educator is a two character code set.
- **Educator 3 (EDUCATOR3)** - An educator assigned to the course. You will be allowed to enter up to five educators for each course and number on the field name has no real significance. The educator information is the stat-assigned unique educator ID and is seven numbers in length.
- **Educator 3 Role (EDUCATORROLE3)** - The role the educator plays in the course. The role number must match the educator number and will be allowed to enter up to five roles. Each educator must have a role. The educator is a two character code set.
- **Educator 4 (EDUCATOR4)** - An educator assigned to the course. You will be allowed to enter up to five educators for each course and number on the field name has no real significance. The educator information is the stat-assigned unique educator ID and is seven numbers in length.
- **Educator 4 Role (EDUCATORROLE4)** - The role the educator plays in the course. The role number must match the educator number and will be allowed to enter up to five roles. Each educator must have a role. The educator is a two character code set.
- **Educator 5 (EDUCATOR5)** - An educator assigned to the course. You will be allowed to enter up to five educators for each course and number on the field name has no real significance. The educator information is the stat-assigned unique educator ID and is seven numbers in length.
- **Educator 5 Role (EDUCATORROLE5)** - The role the educator plays in the course. The role number must match the educator number and will be allowed to enter up to five roles. Each educator must have a role. The educator is a two character code set.
- **Fiscal Year (FY)** - This data field represents the fiscal or school year. The accepted field format is "FY" followed by the fiscal year.

## CHAPTER FIVE: STUDENT TRANSCRIPT RECORD

### 5.1 Overview

The student transcript information table allows us to associate students with school courses. The association of students with courses allows evaluation of how well schools are preparing Vermont students for college enrollment and the pursuit of a successful career.

### 5.2 Instructions for Completing the Student Transcript Record

For the Student Transcript Record, each organization must provide the following information for each course a student takes.

- **Student ID (PERMNUMBER):** A statewide unique identifier assigned by VT DOE. This number is distinct for each student over time. The field length is 7 and the field type is numeric.
- **School ID (ORGID):** The state assigned ID for the school. The field length is 5 and alphanumeric.
- **Local Course Code (LOCALCOURSEID):** Optional unique identifier assigned by the school to each of their offered courses in a school year. A school would use this field only when they have an existing local course ID and they want to maintain the crosswalk to the standardized course code in this data file.
- **Course Code (COURSECODE):** Please provide the federally defined standardized course code provided in the course catalog described above.
- **Course Section (COURSESECTION):** The course section is locally defined and can be any alphanumeric code up to 30 characters.
- **Course Setting (COURSESETTING):** The course setting is where the educational services are provided. Options include:
  - **OF** - Off Campus
  - **ON** - On Campus
  - **TC** - Technical Center
  - **VR** - Virtual Courses or distance learning
- **Course Term (COURSETERM):** The period of time during which the course is offered at the school.
  - **FULL**-Full Year
  - **SEM1**-First Semester
  - **SEM2**-Second Semester
  - **TRI1**-First Trimester
  - **TRI2**-Second Trimester
  - **TRI3**-Third Trimester
  - **TRIX**-Multiple Trimesters
  - **TRIN**-Multiple Non-consecutive Trimesters
  - **QTR1**-First Quarter
  - **QTR2**-Second Quarter
  - **QTR3**-Third Quarter
  - **QTR4**-Fourth Quarter
  - **QTRX**-Multiple Quarters
  - **QTRN**-Multiple Non-consecutive Quarters
  - **QIN1**-First Quinmester
  - **QIN2**-Second Quinmester

- **QIN3**-Third Quinmester
  - **QIN4**-Fourth Quinmester
  - **QIN5**-Fifth Quinmester
  - **QINX**-Multiple Quinesters
  - **QINN**-Multiple Non-consecutive Quinesters
  - **MINI1**-Mini-term 1
  - **MINI2**-Mini-term 2
  - **MINI3**-Mini-term 3
  - **MINI4**-Mini-term 4
  - **MINI5**-Mini-term 5
  - **MINI6**-Mini-term 6
  - **MINI7**-Mini-term 7
  - **MINI8**-Mini-term 8
  - **MINI9**-Mini-term 9
  - **MINI10**-Mini-term 10
  - **MINI11**-Mini-term 11
  - **MINI12**-Mini-term 12
  - **MINI13**-Mini-term 13
  - **MINI14**-Mini-term 14
  - **MINI15**-Mini-term 15
  - **MINIX**-Multiple Mini-terms
  - **MININ**-Multiple Non-consecutive Mini-terms
  - **SUMR**-Summer Term
  - **INTR**-Intersession
- **Course Level (COURSELEVEL):** The data in this field represents the level of difficulty of the course.
    - **A – Advanced:** An advanced course designed for students who achieve a specified level of academic performance.
    - **B –Basic or Remedial:** A course focusing primarily on skills development. The course offered may focus on the improvement of a particular deficiency in content previously taught but not learned.
    - **E – Enriched:** An enrichment course or program that is inclusive of enrichment, talent development and gifted and talented support system.
    - **G – General:** A course providing instruction that focuses primarily on general concepts appropriate for the grade level.
    - **H – Honors:** A course carrying an honors status according to educational requirements. These courses typically include additional content and/or a higher level of rigor than that found in general courses and they are formally designated as honors classes.
    - **P – Postsecondary:** A course, often taken at or in conjunction with a postsecondary institution, which contains instruction equivalent to a college-level course and for which a student may earn college credits.
    - **X – No Specified Rigor:** The notion of rigor may not be appropriate for some courses at the elementary and middle levels; survey or interest courses that expose students to a variety of subjects are examples.
  - **Course Status (COURSESTATUS):** The information in this field indicates a student’s end of year status in this course. You must use a code from the following values.
    - **10 Enrolled** – the student was still enrolled in the course at the end of the school year (June 30, 2016)

- **20 Withdrawn** – the student withdrew from the course during the school year without completing the requirements for the course.
- **30 Completed** – the student completed all course requirements prior to the end of the school year.
- **40 Incomplete** -
- **50 Excused** – the student was excused from the course requirements.
- **Course Credits Earned (COURSECREDITEARNED):** The number of credits awarded to a student who successfully meets the objectives of the course. If course credits are not provided for the course, the "not applicable code" of 0 should be used. This field is numeric and can have up to 6 characters with two decimal places.
- **Course Letter Mark (COURSELETTERMARK):** A meaningful alphabetical or categorical expression of performance of an individual. The results can be expressed in different ranges of passing marks (for example, ABC) and / or levels (for example, A+, A, A-) or categories (for example, Pass/Fail). This field is optional but when left blank the numeric mark cannot be blank. Valid codes for this field are below.
 

○ 10 A+	○ 27 Acceptable (Meets some of the basic standards for the course)
○ 11 A	○ 28 Good (Meets standards for the assignment or course)
○ 12 A-	○ 29 Outstanding (Meets the highest standards for the assignment of course)
○ 13 B+	○ 30 Withdrawn
○ 14 B	○ 32 Withdrawn - Pass
○ 15 B-	○ 33 Withdrawn - Fail
○ 16 C+	○ 40 Incomplete
○ 17 C	○ 50 Excused
○ 18 C-	○ 55 Mark is not required
○ 19 D+	○ 66 Ungraded Course
○ 20 D	○ 77 Audited
○ 21 D-	○ 88 Course in Progress
○ 22 F	○ 99 Numeric Mark (only) provided for this course
○ 23 Pass	
○ 24 Fail	
○ 25 Failing (Very Poor Performance)	
○ 26 Minimally Acceptable (Lowest passing grade)	
- **Course Numeric Mark (COURSENUMERICMARK):** Values must indicate course mark on a 100-point (percentage) scale.
- **Fiscal Year (FY):** This data field represents the fiscal or school year. The accepted field format is "FY" followed by the fiscal year. For this year the only allowed field is FY17.

## **CHAPTER SIX: SCHOOL INFORMATION AND LISTS**

### **6.1 Overview**

This part of the school register contains information about this particular school and lists of certain information, students and personnel. Title 16 of the Vermont Statutes has specific requirements for the school register, the Agency of Education, Superintendents and School Registrars. These statutes are reprinted in Appendix B of this document. This chapter of the school register is designed to meet some of these requirements including a specific requirement for recording all certified school personnel and recording fire and emergency preparedness drills.

The number of lists and worksheets were substantially reduced in the 2005-2006 school year, because the Agency of Education currently collects student information through the Student Census. The remaining lists represent those required to meet Vermont Statutes regarding the content of the school register.

### **6.2. Instructions**

#### **6.2.1 Identification Page**

Please provide the requested information about this school including the grades served, the dates that courses begin and end, school holidays, in-service days, the identity of the superintendent, principal and registrar. The superintendent and registrar should sign this page prior to filing the school register.

#### **6.2.2 Fire and Emergency Preparedness Drills**

Provide the date, hour and time spent vacating the building for each fire and emergency preparedness drill. Every school is required to perform two drills in the first 30 days of classes and then once every month. There is no longer a severe weather exception in the State of Vermont.

#### **6.2.3 List of Teachers**

Write in the names of teachers, their type of license and the date the license expires. Valid license types include those listed on the included List of Teachers form.

#### **6.2.4 List of Students**

Schools are no longer required to file a Daily Record of Attendance with the Yellow Pages. Instead, a list of students with their grade, district of residence, end of year classification, and aggregate days of attendance is required. This list can be created from the Spring Census application or a school may choose to create the list using this page or a printed report from their local student information system.

#### **6.2.5 General Instructions**

If you choose to fill out this section during the school year use pencil and then overwrite with ink before the register is submitted to the superintendent's office before July 15. If additional pages are needed, please contact the Agency of Education Data Management and Analysis Team, (802) 479-1044.



## Official Identification

On this page please provide the requested information about the register including the grades served, the dates that courses begin and end, school holidays, in-service days, and the identity of the superintendent, principal and registrar.

This Vermont School Register is a record of attendance for students in grade(s) \_\_\_\_\_ for the school year (enter first day) \_\_\_\_\_, 2016 through (enter the last day) June \_\_\_\_, 2017 in the \_\_\_\_\_ School, School District of \_\_\_\_\_, Vermont.

Name of Registrar appointed by the Superintendent: \_\_\_\_\_

Building Principal: \_\_\_\_\_

Superintendent of Schools: \_\_\_\_\_

*School was closed on the following legal holiday (put an "X" in the Yes or No column)*

Holiday		Yes	No	Holiday		Yes	No
September	Labor Day			January	New Year's Day		
October	Columbus Day			January	Martin Luther King		
November	Veterans Day			February	Presidents' Day		
November	Thanksgiving			March	Town Meeting Day		
December	Christmas Day			May	Memorial Day		

School was closed on the following 5 required in-service days (enter dates):

1. \_\_\_\_\_ 4. \_\_\_\_\_
2. \_\_\_\_\_ 5. \_\_\_\_\_
3. \_\_\_\_\_

Closed for other reasons:

1. \_\_\_\_\_ 4. \_\_\_\_\_
2. \_\_\_\_\_ 5. \_\_\_\_\_
3. \_\_\_\_\_ 6. \_\_\_\_\_

### CERTIFICATION OF ACCURACY

I have kept this Vermont School Register and I hereby attest to its accuracy.

\_\_\_\_\_ Date \_\_\_\_\_ Registrar

This is to certify this School Register has been checked and constitutes an accurate record of attendance.

\_\_\_\_\_ Date \_\_\_\_\_ Superintendent



## School Egress (Evacuation) Drill & Secure the School (Clear the Halls) Drill Schedule

### \*Important to note:

- At the beginning of the school-year (September), **both** the **egress** (evacuation) and the **secure the school** (clear the halls) drills must be performed. After that, the drills will **alternate** each month, beginning with the egress drill in October.
- The school-year ends with the egress (evacuation) drill.

Month and Drill	Date	Time	Duration
September Egress Drill			
September Secure The School Drill			
October Egress Drill			
November Secure The School Drill			
December Egress Drill			
January Secure The School Drill			
February Egress Drill			
March Secure The School Drill			
April Egress Drill			
May Secure The School Drill			
June Egress Drill			

- Egress (evacuation) drills shall result in complete evacuation of the school.
- The first two egress drills shall result in the complete evacuation of the school.
- The remaining four (4) egress drills may alternate between a relocation drill and an egress drill.

This Interim Agreement will remain in effect while a legislative change is explored to correct the conflict between Titles 16 and 20 VSA.

## List of Teachers

Write in the names of teachers, their type of certificate or license and the date the certificate/license expires. If additional pages are needed, please contact the Agency of Education, Data Management and Analysis Team, (802) 479-1044.

Fill in the description of Certificate/License using the following terms:

- a. Emergency
- b. Provisional
- c. Level I: Educator License
- d. Level II: Professional Educator License
- e. Retired Educator License
- f. Apprenticeship
- g. Teaching Intern License

[illegible]

### List of Students:

Schools are no longer required to file a Daily Record of Attendance with the Yellow Pages. Instead, a list of students with their grade, end of year classification, and aggregate days of attendance is required. This list can be created from the Spring Census application or a school may choose to create the list using this page or a printed report from their local student information system. If additional pages are needed, please contact the Agency of Education, Data Management and Analysis Team, (802) 479-1044.

[illegible]

## APPENDIX A: GLOSSARY

### DEFINITION OF TERMS USED IN THE ELEMENTARY/SECONDARY SCHOOL REGISTER

**Adult, With Diploma** - Students who are older than 19 years of age and who have received a diploma. They have not enrolled in a regularly prescribed program of studies but are taking classes specifically to develop skills and knowledge concerned with upgrading their interests and abilities. They differ from Postgraduate students whose objective is to continue their formal education. These students are now reported in the same grade level category with Postgraduate students.

**Adult, Without Diploma** - Students who are older than 19 years of age and who HAVE NOT received a diploma. These students are usually in a regularly prescribed program of study and are working toward a high school diploma. This may also include students who have enrolled in the Technical Centers specifically to upgrade their abilities in the area of employment.

**Approved Education Program** – A program that is evaluated and approved by the state board pursuant to written standards, that is neither an approved independent school nor a public school, and that provides educational services to one or more pupils in collaboration with the pupil's or pupils' school district of residence. An "approved education program": includes an "approved teen parent education program."

**Average Daily Membership (ADM)** - ADM is the 20-day average of students between the 11<sup>th</sup> and 30<sup>th</sup> days of the school year. The ADM is reported by resident district and is used in the calculation of the equalized pupil count for school districts. Resident ADM differs from "enrollment" in that it is based on where students live, while enrollment is a headcount of students enrolled in school as of October 1 and is reported by school or operating school district.

**Classification** - This refers to the classification column on Page A of the Register of Daily Attendance & Absence. The classification for a student may change several times during the school year; i.e., transferred to another school (TR), and then re-enters, etc. The final classification of a student at the end of the year (or the end of a student's enrollment during the year) is used in calculating a school's graduation and dropout rates.

**Co-Teacher of Record**- A teacher who shares the responsibility for ensuring the course curriculum meets the standards required for the course.

**Course Section** - The course section is locally defined and can be any alpha-numeric code up to 20 characters, provided that the section is unique for a group of students in a classroom at a particular time.

**Course Status Completed** – the student completed all course requirements prior to the end of the school year

**Course Status Enrolled** – the student was still enrolled in the course at the end of the school year (June 30, 2016) and has not received a grade yet.

**Deceased** - Students who die during the school year or during the preceding summer.

**Dropout -**

**School Year** - Students who left school before graduating, who did not complete an approved program of studies, and who did not transfer to another school or an approved home study program during the period between September and June of this school year. Whenever a pupil is absent from school without permission for more than 10 continuous days and the truant officer, after a diligent search, certifies that the pupil has not enrolled in another prescribed program of study, the pupil shall be removed from the register and classified as a dropout (DR).

**Summer** - Students who left school during the period between July 1st and the first day of the current school year. These are students who finish the previous year's requirements but who do not return to school in the fall and who do not transfer to another school or an approved home study program; i.e., there is no transcript request. If the school is not notified that the student is transferring before the beginning of classes, and the student doesn't attend school in the first 10 days, then he/she is considered a summer dropout and the final "classification" on Page A of the Register of Daily Attendance & Absence would be "SD" (summer dropout). No attendances for this student will be recorded beyond 10 days.

**Early Essential Education (EEE) - Center or Home Base**

Any eligible children, age three through five, with significant development delays or handicapping conditions enrolled in EEE. Federal, state and local dollars support these special education and related services.

**Educational Support Team (EST)** - Any student who is receiving services which were discussed and planned at an educational support team meeting, for which written documentation is maintained, whether or not there is a written plan.

**Educator IDs** - The unique identifier assigned to the educator by the VT AOE.

**English Language Learner (ELL formally LEP)** – A student who:

- Has a primary (first acquired) language or a language spoken at home that is not English, as indicated on the State of Vermont Primary Home Language survey form, AND
- Lacks the level of English proficiency in one or more of the four language skill areas of listening, speaking, reading and writing required to perform grade appropriate work comparable to native English speaking peers, AND
- Meets the criteria defined under the State Board of Education Rule 9500, "Reporting Students for Whom English is not the Primary Language," AND
- Is NOT an exchange student.

**Elementary** - A program of public school education adapted to the needs of students in Kindergarten and the first six grades.

**Enrollment** - An unduplicated head count of students registered in a school or area program as of October 1.

**Ethnicity**- The distinction between groups of people based on cultural practices, language, cuisine and traditions. At this time, the only ethnicity of concern is “Hispanic or Latino”. A student of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture of origin is considered “Hispanic or Latino”.

**Excused Absences Defined:**

- An absence is considered excusable when it is the result of:
- Personal illness;
- Appointments with health professionals that cannot be made outside of the regular school day;
- Observance of recognized religious holidays when the observance is required during a regular school day;
- Emergency family situations such as a death in the family;
- Planned absences for personal or educational purposes which have been approved.
- Absences due to suspension or expulsion

**Expulsion** – When a student is not allowed to attend school for more than 10 days as approved by the appropriate school authorities. When a student is expelled and they do not transfer to another school they continue to be a member of the school and counted as absent during the expulsion period. These absences are considered excused so the student isn’t counted as a truant.

**Funding Source** - The person, group, or organizational entity paying for a student's educational expenditures. These expenditures are typically paid by the student's resident district by operating a school, or paying tuition. However, a student's expenses may be covered by an alternative agreement between the school board and another party. The school district may assume the responsibility for a non-resident, non-member student or the school district may be given funding to pay for that student's educational expenses.

**Gender** - The physical and/or social condition of being male or female.

**Graded** - Students enrolled in the standard grade designations of Kindergarten and grades 1-12.

**Graduated** - Students who have completed their program of studies and received a high school diploma. Usually such students have completed grade 12, but this may also include students below grade 12 who have completed their program of studies and received a high school diploma. Only students who have

completed the state and local requirements for course work and assessment and received a regular high school diploma are considered to have graduated.

**PLEASE NOTE:** If there are students in the 12<sup>th</sup> grade who have not met the graduation requirements by June 30<sup>th</sup>, but who will have completed summer coursework or other requirements after July 1<sup>st</sup> of this calendar year, their final classification for this school year is “not promoted”. Since they will not graduate until after the beginning of next school year (after July 1<sup>st</sup>), you will record them on the new school register and track their attendance during the time they are participating in activities to meet the requirements. Students enrolled in summer classes only are not included in the register and any summer school attendances are not recorded in the register or reported in the Student Census. On the date they meet all of their graduation requirements, classify them as “graduated”. Count them as graduates only during the school year they meet all state and local requirements for course work and assessment.

**High School Completion Program (HSCP)** – A program where students follow a "Graduation education plan." The Graduation education plan shall be a written plan leading to a high school diploma for a person who is 16 to 22 years of age and has not received a high school diploma, who may or may not be enrolled in a public or approved independent school.

**Hispanic or Latino** – see “Ethnicity”.

**Home study student**- A student who is enrolled in a VT AOE home study program. These students may be taking academic courses and considered part-time students or they may be taking advantage of extracurricular programs. These students should appear on your enrollment record but attendance should be recorded only for students taking academic classes.

**Homeless** - According to McKinney-Vento Homeless Assistance Act, a homeless person is an individual who lacks a fixed, regular, and adequate nighttime residence, including children and youth who are:

1. sharing a house due to loss of permanent housing, economic hardship or similar reason;
2. who are living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate housing;
3. who are living in emergency or transitional housing;
4. are abandoned in a hospital and/or are awaiting foster care placement this includes children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, regular sleeping accommodations;
5. who live in cars, parks, public spaces, abandoned buildings, substandard housing bus or train stations and migratory students meeting the descriptions above.
6. an unaccompanied youth who is considered homeless is someone who is not in the physical custody of a parent or guardian and who meets the above criteria.

**Kindergarten** - An educational program of one year adapted to the needs of pupils who will attend first grade the following year.

**Full time** - Programs which students attend ALL DAY, EVERY DAY school is in session.

**Part time** - Programs which students DO NOT ATTEND ALL DAY, EVERY DAY school is in session.

**Non-Resident** - Any students who do not live within the school district where they are enrolled (see "Resident"). Tuition or an assessment fee is paid on behalf of these students by the town where the students reside, by their parents, or by the students.

**Original Entries** - Students who were not previously enrolled in another Vermont public school, independent school, or approved home study program, nor in an out-of-state school during this school year. These students are typically Pre-kindergarten, EEE or kindergarten students.

**Other Contributing Professional:** An educator who participates in providing education services for the course but who doesn't has direct responsibility for the course curriculum.

**Other High School Completer** – Students who have received a certificate of completion or attendance in lieu of a high school diploma. Do not include GED recipients.

**Post Graduate** - Students who have graduated from high school and then re-enrolled in the same or another secondary school for additional high school level courses in order to qualify for post-secondary instruction in continuation of their formal education. These students are now being reported under the same grade level category as Adults with Diploma.

**Pre-school/Pre-Kindergarten** - A group or class of students that is part of a public school program taught during the year or years preceding Kindergarten and which is under the direction of a professionally qualified teacher. EEE students are NOT included in this category.

**Promoted** - Students who have successfully completed a grade level and who are advanced to a higher grade level. A student promoted from grade 12 is a high school graduate.

**Racial Categories** - Racial designations are those used by the Federal Health, Education, and Welfare Department. They do not denote scientific definitions of anthropological origins. For our purposes a student may be included in the group to which he/she appears to belong, identifies with, or is regarded in the community as belonging to. Beginning FY04, students can be identified as belonging to as many racial categories as appropriate.

**NOTE:** Hispanic or Latino is considered an ethnicity. A Hispanic or Latino student should be considered Hispanic or Latino AND have a separate racial category. Students should be identified as follows:



- **American Indian or Alaskan Native** - A person having origins in any of the original peoples of North America and South America (including Central America), who maintains cultural identification through tribal affiliation or community attachment.
- **Asian** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **Black or African American** - A person having origins in any of the black racial groups of Africa.
- **Native Hawaiian or Other Pacific Islander** - A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- **White** - A person having origins in any of the original peoples of Europe, North Africa or the Middle East.

**Resident (as defined in Title 16 V.S.A., Section 1075) -**

**In the case of a minor:**

- Legal residence is where his/her parents reside. If the parents live apart, legal residence is where either parent resides. HOWEVER, if a parent with sole custody lives outside the state of Vermont, the student does not have legal residence in Vermont.
- If the student is in the custody of a legal guardian appointed by a Vermont court, legal residence is where the guardian resides.
- If the student has married, legal residence is where the student resides.

**In the case of a student who has reached the age of majority:**

- Legal residence is where the student resides.

**SCED** – School Codes for the Exchange of Data, for the SECT collection, these are booklets or an electronic file of all possible courses for Elementary and Secondary students.

**SECT-** (Student Educator Course Transcript Data Collection) Contains information of courses taught at a school, who teaches those courses, and transcript information on the marks and credits that each student earned in the course.

**Secondary** - A program of public school education of six years, grades 7-12, adapted to the needs of students who have completed their elementary education.

**Section 504** - Any student who is qualified for and receiving service and/or accommodations under a Section 504 plan or the Rehabilitation Act of 1973.

**SIS** – Student Information System maintained by the local school district.

**Standard Based Grading** – A system of grading that assesses students based on standardized skills that the student is expected to acquire in the course. This type of grading system is included in the SECT data coding in the variable “COURSELETTERMARK”.

**State-Placed Students** - A Vermont pupil who:

- has been placed in a school district other than the district of residence of the pupil's parent, parents, or guardian or in an approved residential facility by a Vermont state agency, a Vermont licensed child placement agency, a designated community mental health agency, or any other agency as defined by the secretary; OR
- is 18 years of age or older, is living in a community residence as result of placement by a Vermont state agency, a Vermont licensed child placement agency or a designated community mental health agency, and whose costs are paid for in whole or in part by one of these agencies, and resides in a school district other than the district of the pupil's parent or parents; or
- Is in either the legal custody of the commissioner for children and families, or the temporary legal custody of an individual pursuant to subdivision 5308(b)(3) or (4) of Title 33, until a disposition order has been entered pursuant to a section 5318 of that title, and is determined by the secretary of education to be in particular need of educational continuity by attending a school in a district other than the pupil's district of residence; but
- Does not mean a pupil placed within a correctional facility or in Woodside Juvenile Rehabilitation Center.

**Suspension** – Students who have been temporarily dismissed from school for up to ten days. These absences are considered excused so the student isn't counted as a truant.

**Teacher of record**- The classroom teacher responsible for course curriculum and meeting the HQT requirements to teach that course as laid out by the Vermont Agency of Education.

**Transfers** - Students who have been enrolled in one school and who request their transcripts so they may enroll in another public school, an approved independent school either in Vermont or out-of-state, or an approved home study program.

**Truancy Rate** – For the purposes of reporting, VT AOE uses the federal definition of truancy rate for schools and districts. Truancy rate is calculated by dividing the number of students with 10 or more unexcused absences by the number of students enrolled on October 1.

**Truant** - A student enrolled in school, regardless of age, is considered truant for each school day the student is absent for the full day without an acceptable excuse. (see excused absences glossary entry) For federal reporting a truant is a student with 10 or more unexcused absences.

**Unduplicated Count** - Each student is to be included only ONCE under a grade and race category.

## APPENDIX B: RELEVANT STATUTES

### EXCERPTS FROM VERMONT STATUTES ANNOTATED, TITLE 16 And Other Laws Pertaining to the School Register

#### Section 822a. Public high school choice

- a. **Definitions.** In this section:
    1. “High school” means a public school or that portion of a public school that offers grades 9 through 12 or some subset of those grades.
    2. “Student” means a student’s parent or guardian if the student is a minor or under guardianship and means a student himself or herself if the student is not a minor.
  - b. **Limits on transferring students.** A sending high school board may limit the number of resident students who transfer to another high school under this section in each year; provided that in no case shall it limit the potential number of new transferring students to fewer than five percent of the resident students enrolled in the sending high school as of October 1 of the academic year in which the calculation is made or 10 students, whichever is fewer; and further provided that in no case shall the total number of transferring students in any year exceed 10 percent of all resident high school students or 40 students, whichever is fewer.
  - c. **Capacity.** On or before February 1 each year, the board of a high school district shall define and announce its capacity to accept students under this section. The commissioner shall develop, review, and update guidelines to assist high school district boards to define capacity limits. Guidelines may include limits based on the capacity of the program, class, grade, school building, measurable adverse financial impact, or other factors, but shall not be based on the need to provide special education services.
  - d. **Lottery.**
    1. Subject to the provisions of subsection (f) of this section, if more than the allowable number of students wish to transfer to a school under this section, then the board of the receiving high school district shall devise a nondiscriminatory lottery system for determining which students may transfer.
    2. Subject to the provisions of subsection (f) of this section, if more than the allowable number of students wish to transfer from a school under this section, then the board of the sending high school district shall devise a nondiscriminatory lottery system for determining which students may transfer; provided, however:
      - (A) a board shall give preference to the transfer request of a student whose request to transfer from the school was denied in a prior year; and
      - (B) a board that has established limits under subsection (b) of this section may choose to waive those limits in any year.
  - e. **Application and notification**
-

1. A high school district shall accept applications for enrollment until March 1 of the school year preceding the school year for which the student is applying.
2. A high school district shall notify each student of acceptance or rejection of the application by April 1 of the school year preceding the school year for which the student is applying.
3. An accepted student shall notify both the sending and the receiving high schools of his or her decision to enroll or not to enroll in the receiving high school by April 15 of the school year preceding the school year for which the student has applied.
4. After sending notification of enrollment, a student may enroll in a school other than the receiving high school only if the student, the receiving high school, and the high school in which the student wishes to enroll agree. If the student becomes a resident of a different school district, the student may enroll in the high school maintained by the new district of residence.
5. If a student who is enrolled in a high school other than in the school district of residence notifies the school district of residence by July 15 of the intent to return to that school for the following school year, the student shall be permitted to return to the high school in the school district of residence without requiring agreement of the receiving district or the sending district.

**f. Enrollment.**

1. An enrolled nonresident student shall be permitted to remain enrolled in the receiving high school without renewed applications in subsequent years unless:
  - A. The student graduates;
  - B. The student is no longer a Vermont resident; or
  - C. The student is expelled from school in accordance with adopted school policy.
2. A career technical education (CTE) center serving the region in which a receiving high school district is located shall be the CTE center in which a nonresident student under this section is eligible to enroll. The nonresident student shall be eligible to use any transportation the district provides for resident students attending the CTE center.

**g. Tuition and other costs.**

1. Unless the sending and receiving schools agree to a different arrangement, no tuition or other cost shall be charged by the receiving district or paid by the sending district for a student transferring to a different high school under this section; provided, however, a sending high school district shall pay special education and technical education costs for resident students pursuant to the provision of this title.
2. A student transferring to a different high school under this section shall pay no tuition, fee, or other cost that is not also paid by students residing in the receiving district.

3. A district of residence shall include within its average daily membership any student who transfers to another high school under this section; a receiving school district shall not include any student who transfers to it under this section.
- h. **Special education.** If a student who is eligible for and receiving special education services chooses to enroll in a high school other than in the high school district of residence, then the receiving high school shall carry out the individualized education plan, including placement, developed by the sending high school district. If the receiving high school believes that a student not on an individualized education plan may be eligible for special education services or that an existing individualized education plan should be altered, it shall notify the sending high school district. When a sending high school district considers eligibility, development of an individualized education plan, or changes to a plan, it shall give notice of meetings to the receiving high school district and provide an opportunity for representatives of that district to attend the meetings and participate in making decisions.
- i. **Suspension and expulsion.** A sending high school district is not required to provide services to a resident student during a period of suspension or expulsion imposed by another high school district.
- j. **Transportation.** Jointly, the superintendent of each supervisory union shall establish and update a statewide clearinghouse providing information to students about transportation options among the high school districts.
- k. **Nonapplicability of other laws.** The provision of subsection 824(b) and (c) (amount of tuition), 825(b) and (c) (maximum tuition rate), and 826(a) (notice of tuition change) and section 836 (tuition overcharge and undercharge) of this chapter shall not apply to enrollment in a high school pursuant to this section.
- l. **Waiver.** If a high school board determines that participation under this section would adversely affect students in its high school, then it may petition the commissioner for an exemption. The commissioner's decision shall be final.
- m. **Report.** Notwithstanding 2 V.S.A. § 20(d), the commissioner shall report annually in January to the senate and house committees on education on the implementation of public high school choice as provided in this section, including a quantitative and qualitative evaluation of the program's impact on the quality of educational services available to students and the expansion of educational opportunities.

### **Section 1121. Attendance by children of school age required**

A person having the control of a child between the ages of six and 16 years shall cause the child to attend a public school, an approved or recognized independent school, an approved education program, or a home study program for the full number of days for which that school is held, unless the child:

- (1) is mentally or physically unable so to attend; or
- (2) has completed the tenth grade; or
- (3) is excused by the superintendent or a majority of the school directors as provided in this chapter; or

(4) is enrolled in and attending a postsecondary school, as defined in subdivision 176(b)(1) of this title, which is approved or accredited in Vermont or another state.-Amended 2009, No. 44, § 35, eff. May 21, 2009.

### **Section 1123. Attendance may be excused**

(a) The superintendent of a public school may excuse, in writing, any student from attending the school for a definite time, but for not more than ten consecutive school days and only for emergencies or absence from town.

(b) The superintendent of an elementary school held for more than 175 days in a school year may excuse, in writing, a student of the school from attending more than 175 days.

### **Section 1126. Failure to attend; notice by teacher**

When a pupil between the ages of six and 16 years, who is not excused or exempted from school attendance, fails to enter school at the beginning thereof, or being enrolled, fails to attend the same, and when a pupil who has become sixteen years of age becomes enrolled in a public school and fails to attend, the teacher or principal shall forthwith notify the superintendent or school directors, and the truant officer, unless the teacher or principal is satisfied upon information that the pupil is absent on account of sickness. -- Amended 1999, No. 113 (Adj. Sess.), § 4.

### **Section 1071. School year and school day**

(a) Minimum number of days. Except as provided in this section, each public school shall be maintained and operated for:

(1) at least one hundred seventy-five student attendance days in each school year. For purposes of this section, a majority of students enrolled in a school must be recorded on the school roll as in attendance on any day counted as a student attendance day.

(2) at least five teacher in-service education days, during which time activities shall be conducted without students present in order to increase the competency of the staff, improve the curriculum of the school, enable teachers to attend state educational meetings or disseminate student progress information to parents or the community.

(b) Hours of operation. Within the minimum set by the state board, the school board shall fix the number of hours that shall constitute a school day, subject to change upon the order of the state board.

(c) Unanticipated closing. When a public school is closed for cause beyond the control of the school board it may petition the state board for a waiver of the requirements of this section. The petition shall be filed with the state board within 10 days of each occurrence and not later than June 15 of the school year involved; and the state board shall act on the petition at its next meeting. If the petition is approved and a waiver granted, the school district shall be deemed to have satisfied the requirements of this section. If the state board fails to act at that meeting, the petition shall be deemed approved, and the waiver granted.

(e) Regional calendar. Before April 1 of each year, the superintendents of schools and the headmasters of public schools not managed by school boards in an area shall meet, and by majority vote, establish a uniform calendar within that area for the following school year. The calendar shall include student attendance days, periods of vacation, holidays and teacher in-service education days and shall comply with subsection (a) of this section. Unless permitted by the commissioner, no area served by a regional technical center shall be divided into two or more calendar regions.

(f) Additional days. Nothing in this section prohibits a school from scheduling additional days for student attendance or teacher in-service education. However, those days shall not conflict with any applicable school calendar.

(g) Upon application of one or more school districts, after approval by the voters of each such district, the state board may grant a waiver of the requirements of subsection (a) if it is satisfied that equivalent educational programming will be maintained or improved. The waiver may be granted for any purpose, including the conservation of energy. -- Amended 1999, No. 49, § 22, eff. June 2, 1999.

#### **§ 1481. Fire and emergency preparedness drills**

(a) The principal or person in charge of a public or independent school or educational institution, other than a university or college, shall drill the pupils so that they may be able to leave the school building or perform other procedures described in the school's emergency preparedness plan, or both in the shortest possible time and without panic or confusion.

(b) A drill shall be held at least once in each month during the school year and a record of the date and time of such drill together with the time consumed in completing the procedure, shall be kept in the official school register, and such register shall be open at all times for inspection by representatives from the department of labor and industry or the department of education.

(c) A school district, independent school, or educational institution whose administrative personnel neglect to comply with the provisions of this section shall be fined not more than \$500.00. (Amended 1973, No. 214 (Adj. Sess.), § 5; 1991, No. 24, § 11; 2003, No. 16, § 2; 2003, No. 141 (Adj. Sess.), § 1, eff. April 1, 2005.)

**PLEASE NOTE:** In addition to the state statute regarding fire drills, there is a requirement by the Vermont Fire Prevention and Building Code to hold two fire drills within the first month of school, as stated in 1997 NFPA 101 Life Safety Code, § 11-7.1.2.2:

*One additional fire exit drill shall be required within the first 30 days of operation.*

**ALSO NOTE:** The Vermont Fire Prevention and Building Code, adopted April 15, 1999, deleted the severe weather exception (§ 11-7.1.2.1). Each school must perform monthly fire exit drills, irrespective of weather conditions, or be subject to fines (up to \$1000) for each month without a fire exit drill.

#### **Section 1321. Form and contents of register**

With the approval of the State Board, the Secretary shall prescribe the content of school registers used to keep records of student enrollment and daily attendance and to obtain statistical and other information from teaches and school officers. Schools shall maintain an electronic system for recording enrollment and attendance.

#### **Section 1323. Registrar's duties**

The superintendent shall appoint a registrar for each school within the supervisory union. Pursuant to the school register, the registrar shall maintain the record of student enrollment, daily attendance, and other requested information and shall oversee transmission of student data to the Secretary on or before July 15 annually.



**Section 1324. Superintendent's duties**

At the end of the school year, the superintendent shall examine the register of each school, verify the accuracy of the information, and notify in writing the chair of the school board and the Secretary that the school register for the year is complete and accurate.



## APPENDIX C: DROPOUT INFORMATION

### Summary of School Leaver Status\*

A Student Who:		Dropout?
1.	Graduated or received some other recognized credential, such as a certificate of attendance or GED	No
2.	Only attended summer school in this school district (was not enrolled during the regular school year).	No
3.	Left school without a diploma or other certification after passing age up to which the district was required to provide free, public education.	Yes
4.	Died	No
5.	Gone: status is unknown	Yes
6.	Moved to another district in this or some other state, not known to be in school	Yes
7.	Moved out of the United States, enrollment status not known	No
8.	Transferred, enrolled in: <ul style="list-style-type: none"> <li>• Another public school, a private school, or charter school</li> <li>• Home Schooling</li> <li>• Early College (Baccalaureate or associate's degree) without receiving diploma</li> <li>• Adult education program not administered by a regular school district</li> </ul>	No No Yes Yes
9.	Is in an institution that is not primarily academic (military, possibly Job Corps, Corrections, ETC) that: <ul style="list-style-type: none"> <li>• Offers a secondary education program</li> <li>• Does not offer a secondary education program</li> </ul>	No Yes
10.	Is not in school, but known to be: <ul style="list-style-type: none"> <li>• Planning to enroll late (eg., extended family vacation, seasonal work)</li> <li>• Ill, verified as legitimate</li> <li>• Ill, Not verified as Legitimate</li> <li>• Suffering long-term illness and not receiving education services (residential drug treatment, severe physical or mental illness)</li> <li>• Suspended or expelled, term of suspension or expulsion not yet over</li> <li>• Suspended or expelled, term of suspension or expulsion over</li> <li>• Expelled, enrolled in another school and/or district</li> </ul>	No No Yes  No No Yes No
11.	In a nontraditional education setting, such as hospital/homebound instruction, residential special education, correctional institution, community or technical college. <ul style="list-style-type: none"> <li>• Program administered by agency considered a special school district or extension of regular school district</li> <li>• Program is off-campus offering of regular school district</li> <li>• Program is not approved or administered by regular district, classified as adult education</li> </ul>	No No  Yes

\*Adapted from Common Core of Data Non-Fiscal Survey instructions. For More information on dropouts see Section 2.2.2