



## Annual Dropout and NonCompleter Reports Level 2 Reporting (L2RPT) Report Guide

### About the Annual Dropout and NonCompleter Reports

Students are included on the Annual Dropout and NonCompleter report if during the school year being reported, they had a regular enrollment record with an ending date between July 1 and June 30 AND the reason for ending enrollment code was one of the ending enrollment codes listed below:

- 136 - Reached maximum legal age and has not earned a Diploma or Certificate;
- 306 - Transferred to another High School equivalency (GED) preparation program;
- 340 - Left school, first time dropout;
- 391 - Long term absence;
- 408 - Permanent expulsion;
- 425 - Left school no documentation of transfer;
- 8338 - Incarcerated student, no participation in a program culminating in a regular Diploma;
- 289 – Transferred to an approved AHSEP or HSEP program;
- 1089 - Transferred to an approved HED program outside this district.

\* For this report, a regular enrollment record is defined as one of the enrollment entry types listed below:

- 0011 - Enrollment in building or grade
- 5544 - Transferred in under the NCLB Title I "School in Improvement Status" transfer option
- 7000 - Transferred in under the NCLB "Persistently Dangerous School" transfer option
- 7011 - Transferred in under the NCLB "Victim of Serious Violent Incident" transfer option

Note: Regardless of the end reason reported on the record, students who are homeschooled (reported with service provider beds code beginning with first 8 digits of district bedcode and ending in "0888") are excluded from this report. In addition, records for students with the enrollment entry types listed below are not included in this report.

- 0022 Foreign exchange student enrollment in building or grade
- 5555 Student enrolled for the purpose of recording a test score (walk-in)
- 5654 Enrollment in a AHSEP or HSEP program\*

Additional information about reporting enrollment records in SIRS is available in the SIRS Codes and Descriptions guidance located at: <http://www.p12.nysed.gov/irs/sirs/>  
**Report Guide Common Sections**

The following sections are common across all L2RPT Report Guides. For information on these sections review the L2RPT Report Guides page on the IRS website:  
<http://www.p12.nysed.gov/irs/level2reports/reportguides.html>

- Uses of Reports
- Level 2 Reporting and general directions to access reports
- Structure of Reports: Summary and Detail Level
- Data Elements on the Student Detail Report
- Saving and Exporting Data from Reports
- What if a count is inaccurate?
- What is the deadline for submitting and correcting data?
- Record Keeping
- The federal Family Education Rights and Privacy Act (FERPA)

## Accessing the Annual Dropout and NonCompleter Reports

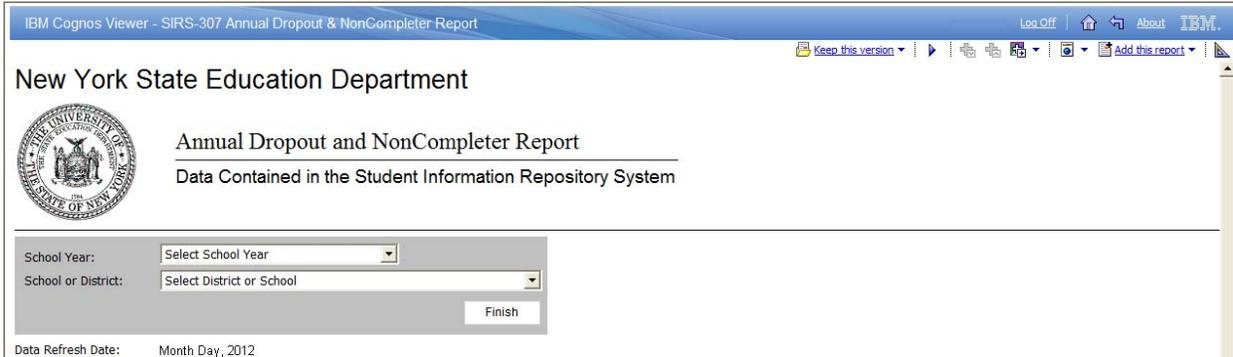
1. Once inside your L2RPT reporting folder (for most users, should be labeled “L2RPT - SEDDAS”), click on the folder “Annual Outcomes”.



2. Click on “SIRS-307 Annual Dropout and NonCompleter Report”.



3. Choose:  
 “School or District Name” (also displays the corresponding school/district code), then  
 ”School Year”.



Note: Please be aware that there may be a delay of 1-3 seconds after selecting from each dropdown. After most selections an hourglass will appear with the message “Your report is running”.

4. Click “Finish”.

### District or Building Summary Report – Enrollment Codes and Definitions

Student Subgroup (accountability subgroups are marked with an asterisk (*))	DROPOUT - COUNT										
	Total Non-Completers	Total Dropouts Grades 7-12 and Ungraded Secondary	Below Grade 7 and Ungraded Elementary (Grades K-6 + UE)	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Ungraded Secondary	Transfers to AHSEPP or HSEPP
	a = (b+k)	b = (d+e+f+g+h+i+j)	c	d	e	f	g	h	i	j	k
*All Students	11	10	0	0	0	1	3	1	5	0	1
Female	5	5	0	0	0	1	0	0	4	0	0
Male	6	5	0	0	0	0	3	1	1	0	1
*Black	1	1	0	0	0	0	0	0	1	0	0
*White	10	9	0	0	0	1	3	1	4	0	1
General Education Students	5	4	0	0	0	0	1	3	0	0	1
*Students with Disabilities	6	6	0	0	0	1	3	0	2	0	0
Not Limited English Proficient	11	10	0	0	0	1	3	1	5	0	1
*Economically Disadvantaged	3	3	0	0	0	1	2	0	0	0	0
Not Economically Disadvantaged	8	7	0	0	0	0	1	1	5	0	1
Not Migrant	11	10	0	0	0	1	3	1	5	0	1

The Total Dropout count includes students with the following reason for Ending Enrollment codes:

- 136 - Reached maximum legal age and has not earned a Diploma or Certificate;
- 306 - Transferred to another High School equivalency (GED) preparation program;
- 340 - Left school, first time dropout;
- 391 - Long term absence;
- 408 - Permanent expulsion;
- 425 - Left school no documentation of transfer;
- 8338 - Incarcerated student, no participation in a program culminating in a regular Diploma.

The Total Non-Completers counts include all students reported as dropouts and students who were reported as transferring to an AHSEP or HSEP Program with the following reason for Ending Enrollment codes:

- 289 – Transferred to an approved AHSEP or HSEP program
- 1089 - Tranferred to an approved GED program outside this district

### **Student Subgroups on the Summary Level Reports**

Student Accountability Subgroups are marked with an asterisk (\*) as indicated in the report. If there are no members present in any given subgroup in an LEA's outcomes, that subgroup row is suppressed from the display. Summary Level Reports provide information on the following Student Subgroups for a cohort:

- All Students \*
- Female
- Male
- American Indian/Alaska Native \*
- Black \*
- Hispanic \*
- Asian/Pacific Islander \*
- White \*
- General Education Students
- Students with Disabilities \*
- Former Students with Disabilities
- Not Limited English Proficient
- Limited English Proficient \*
- Formerly Limited English Proficient
- Economically Disadvantaged \*
- Not Economically Disadvantaged
- Migrant
- Not Migrant

Total Non-Completers: Column (a) = Columns (b+k).

Total Dropouts Grade 7-12 and Ungraded Secondary:

Column (b) = Columns (d+e+f+g+h+i+j).

Dropout Counts for Below Grade 7 and Ungraded Elementary: Column (c).

Dropout Counts:

- Grade 7: Column (d).
- Grade 8: Column (e).
- Grade 9: Column (f).
- Grade 10: Column (g).
- Grade 11: Column (h).
- Grade 12: Column (i).
- Ungraded Secondary: Column (j).

Transfers to AHSEPP or HSEPP: Column (k).

### Student Detail Report

The student detail report provides a list of students who are included in the aggregate count on the summary report. Student name and ID, demographic and certain program information relevant to subgroup membership are provided as well as demographic, program and/or enrollment data that are relevant to the data set. A view of the Student Detail Report is provided below.

IBM Cognos Viewer - SIRS-307 Annual Dropout & NonCompleter Student Details Report

New York State Education Department



Annual Dropout and NonCompleter Detail Report  
Data Contained in the Student Information Repository System

District or School: Select District or School  
School Year: Select School Year  
Subgroup: All Students  
Data Refresh Date: Month Day, 2012

Student ID	NYSSIS ID	Student Name	Enrollment Exit Date	Exit Reason	McKinney Vento	Grade	Gender	Ethnicity	Economically Disadvantaged	LEP Eligible	Former LEP	Migrant	Disability
*****	*****	Last, First	Apr 11, 2011	Long-term absence (20 consecutive unexcused days)		12	Female	White	N/A				
*****	*****	Last, First	Nov 19, 2010	Transferred to other high school equivalency (GED) preparation program		12	Male	White	N/A				
*****	*****	Last, First	Oct 7, 2010	Left school: first-time dropout		09	Female	White	0198				Learning Disability
*****	*****	Last, First	Apr 13, 2011	Long-term absence (20 consecutive unexcused days)		10	Male	White	0198				Learning Disability
*****	*****	Last, First	Sep 2, 2010	Left school: first-time dropout		12	Female	Black or African	N/A				Other Health

Detailed information on common sections of student detail (student ID, NYSSIS ID, Student Name, Gender, Ethnicity, Economically Disadvantaged, LEP Eligible, Former LEP, Migrant, and Disability) is available on the L2RPT Report Guides page at:

<http://www.p12.nysed.gov/irs/level2reports/reportguides.html>

In addition to the common data elements listed above, this report also includes the following:

**Enrollment Exit Date:** The ending date of enrollment shown on the student's repository record.

**Exit Reason:** for this report, students whose last enrollment record during the school year ended with one of the exit reasons listed below:

- 136 - Reached maximum legal age and has not earned a Diploma or Certificate;
- 306 - Transferred to another High School equivalency (GED) preparation program;
- 340 - Left school, first time dropout;
- 391 - Long term absence;
- 408 - Permanent expulsion;
- 425 - Left school no documentation of transfer;
- 8338 - Incarcerated student, no participation in a program culminating in a regular Diploma;
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**McKinney Vento:** indicates that the student was reported with program service record 5566 - Title X – Part C: Homeless Education/McKinney-Vento during the school year,

**Grade:** the student's grade level as reported on the most recent demographic record for the student in SIRS during the school year being reported.