

## Section 3: Withdrawal Code Guidance

### 3.1 Column Definitions

The “WITHDRAWAL REASON” column reflects students’ withdrawal codes. The “STATUS” column indicates whether the department approved (1) or denied (2) the document the district submitted. For more information regarding values included in the file, please reference our [Cohort File Layout](#).

### 3.2 Documentation Submission and Review

Federal law only allows students to be removed if they enroll in another program that awards regular diplomas. The department will deny documentation that does not meet the requirements below.

Data in the Cohort application are updated nightly during Phase I. Districts must correct withdrawal codes or other data in EIS and wait until the correction loads in the Cohort application before uploading documentation.

The tables below outline the process for documentation review and decisions based on different withdrawal codes.

Withdrawal Code	Description	Cohort Action	Requirements/Details of Adequate Supporting Documentation
00	Dropout, under 18	Included in cohort; counted as dropout	<ul style="list-style-type: none"> <li>Districts changing this withdrawal code must submit adequate documentation for the new withdrawal code as outlined in this document.</li> </ul>
01	Dropout, 18 and over	Included in cohort; counted as dropout	<ul style="list-style-type: none"> <li>Districts changing this withdrawal code must submit adequate documentation for the new withdrawal code as outlined in this document.</li> </ul>
02	Transferred to a state institution with an education program culminating in a regular high school diploma	Excluded from cohort <b>only if</b> adequate documentation is provided	<ul style="list-style-type: none"> <li>Transfer must be to an approved DCS school or institution (please consult the list of <a href="#">DCS-approved schools</a>); <b>AND</b></li> <li>Written acknowledgement on official letterhead from an administrator at the state institution that the student is receiving educational services that culminate in a regular high school diploma.</li> <li>Please note: An age waiver signed by DCS <b>does not</b> meet requirements for use of this withdrawal code.</li> </ul>
03	Transferred to another Tennessee public school district	Included in cohort unless receiving school reports subsequent enrollment in EIS; counted as dropout if there is no subsequent enrollment	<ul style="list-style-type: none"> <li>Receiving school enrollment must be entered in EIS.</li> </ul>
04	Transferred to and enrolled in another school in the same district	Included in cohort unless receiving school reports subsequent enrollment in EIS; counted as dropout if there is no subsequent enrollment	<ul style="list-style-type: none"> <li>Receiving school enrollment must be entered in EIS.</li> </ul>

05	Transferred out of state	Excluded from cohort <b>only if</b> adequate documentation is provided	<ul style="list-style-type: none"> <li>• Written records request from receiving out-of-state public or private high school, <b>OR</b></li> <li>• Written acknowledgement on official letterhead from an administrator at the receiving school confirming enrollment, <b>OR</b></li> <li>• Official records/transcripts from the receiving out-of-state public or private high school</li> <li>• If a student has moved out of the country, written confirmation from the parent or a school administrator's documented conversation with the parent will be accepted if any of the above three types of documentation are unavailable.</li> <li>• For foreign exchange students, a copy of the official exchange program paperwork reflecting the year of participation on exchange agency letterhead.</li> </ul>
06	Transferred to and enrolled in a non-public school in Tennessee	Excluded from cohort <b>only if</b> adequate documentation is provided	<ul style="list-style-type: none"> <li>• Written records request from receiving non-public school; <b>OR</b></li> <li>• Written acknowledgement on official letterhead from an administrator at the receiving school confirming enrollment</li> <li>*The list of non-public schools is located on the Cohort application.</li> </ul>
07	Withdrawal due to permanent illness or incapacitation where no return to school is anticipated and the withdrawal is considered permanent	Included in cohort; counted as dropout	<ul style="list-style-type: none"> <li>• This withdrawal code should only be used for students who are so sick or incapacitated (in the written opinion of a physician licensed by the State Board of Medical Examiners) that no return to school is anticipated and the withdrawal is considered permanent.</li> </ul>
08	Deceased	Excluded from cohort <b>only if</b> adequate documentation is provided	<ul style="list-style-type: none"> <li>• An obituary or funeral program.</li> <li>• Official written documentation, such as a death certificate, is <b>not</b> necessary.</li> </ul>
09	Deleted	Included in cohort; counted as dropout	<ul style="list-style-type: none"> <li>• Districts changing this withdrawal code must submit adequate documentation for the new withdrawal code as outlined in this document.</li> </ul>
10	Withdrawal to home school	Excluded from cohort <b>only if</b> adequate documentation is provided	<ul style="list-style-type: none"> <li>• <a href="#">Official Intent to Home School form<sup>4</sup></a> must be signed by the parent or guardian.</li> </ul>
11	Court-ordered placement or other government-mandated placement, such as jail or prison	Included in cohort; counted as dropout	<ul style="list-style-type: none"> <li>• Written copy of the court order or judgment decision should be kept on file with the district.</li> </ul>

<sup>4</sup> This form may be used for home school students both in Tennessee and other states.

12	Early graduates who receive a regular high school diploma in less than four years	Included in cohort; counted as graduate	<ul style="list-style-type: none"> <li>Early graduates require <b>both</b> withdrawal code 12 <b>AND</b> a completion type with a graduation date in EIS.</li> </ul>
13	Permanent dismissal from TN voluntary pre-K program	Not applicable to cohort	<ul style="list-style-type: none"> <li>The program must provide the state with a written request and justification for permanent dismissal of any child from Tennessee's voluntary pre-K program. No student should be permanently dismissed without consultation and agreement between the grantee and the Tennessee Department of Education.</li> </ul>
15	TEIS transition, non-eligible for special education services	Not applicable to cohort	<ul style="list-style-type: none"> <li>Student assigned to grade P3 who are transitioning from Tennessee Early Intervention Services may be withdrawn due to non-eligibility for special education services.</li> </ul>
16	Permanent withdrawal of students with disabilities (SWD) who received a completion document but remained in school (up to age 22) under the Free Appropriate Public Education (FAPE) provision	Only included in the graduation rate of <b>one</b> cohort based on year entered grade 9	<ul style="list-style-type: none"> <li>This code only applies to SWD who were included in a prior cohort's graduation rate and returned to school after previously receiving a special education completion document.</li> </ul>
17	Transferred to and enrolled in out-of-state online school	Excluded from cohort <b>only if</b> adequate documentation is provided	<ul style="list-style-type: none"> <li>Written records request from the online school; <b>OR</b></li> <li>Written acknowledgement on official letterhead from an administrator at the online school confirming enrollment</li> <li>Withdrawal code 17 should <b>only</b> be used for students who withdraw from traditional bricks-and-mortar schools to enroll in a school in which the content is delivered via the Internet and the school location is not in Tennessee.</li> </ul>

### 3.3 Other Codes and Situations

The table below outlines additional codes or situations that may appear in the Cohort application. Please review the documentation required for the actions described.

Withdrawal Code	Description	Cohort Action	Requirements/Details of Adequate Supporting Documentation
14	Withdrawn under public school choice (Title 1, part A, Section 1116)	Included in cohort unless receiving school reports subsequent enrollment in EIS; counted as dropout if there is no subsequent enrollment	<ul style="list-style-type: none"> <li>The receiving school enrollment must be entered in EIS.</li> </ul>

<i>none</i>	Student's year entered grade 9 is not for the current cohort	Included in other cohort	<ul style="list-style-type: none"> <li>• If the student has withdrawn, please use the appropriate code and upload supporting documentation, if applicable.</li> <li>• Please submit a <a href="#">Cohort Change Request</a> if the student's data were incorrect and s/he should count in the current cohort.</li> </ul>
<i>none</i>	The student has no withdrawal code, however the student transferred to another Tennessee public school	Included in cohort; counted as dropout	<ul style="list-style-type: none"> <li>• The district must withdraw the student using code 3 and work with the receiving school to report the student's subsequent enrollment in EIS.</li> </ul>
<i>none</i>	The student never showed up for school on the first day of grade 9; the school has never served the student and has no knowledge of where she/he went.	Included in cohort unless districts confirm the student never attended	<ul style="list-style-type: none"> <li>• Districts must submit a <a href="#">Cohort Change Request</a> with a letter on letterhead from a school or district administrator that confirms the student(s) in question never attended school during grade 9 or higher in the district.</li> </ul>