

application before uploading the required supporting documentation. Therefore, the last date for districts to enter and update withdrawal data in EIS is by **9 p.m. CT on June 6, 2024**, and the last date for districts to upload the required documentation to the Cohort application is by **9 p.m. CT on June 7, 2024**. Withdrawal information submitted from districts' SIS packages must contain a withdrawal reason and a withdrawal date. Table 4 describes the different withdrawal codes and cohort actions.

Table 4. Withdraw Codes and Cohort Action

Withdrawal Code	Description	Cohort Action
00	Dropout, under 18	Included in cohort; counted as dropout if there is no subsequent enrollment
01	Dropout, 18 and over	Included in cohort; counted as dropout if there is no subsequent enrollment
02	Transferred to a state institution with an education program	Excluded from cohort only if adequate documentation is provided indicating student is enrolled in a program that culminates in a regular high school diploma; otherwise, remains in cohort
03	Transferred to another Tennessee public school district	Included in cohort until receiving school reports subsequent enrollment in EIS; otherwise, counted as dropout if there is no subsequent enrollment
04	Transferred to and enrolled in another school in the same district	Included in cohort until receiving school reports subsequent enrollment in EIS; otherwise, counted as dropout if there is no subsequent enrollment
05	Transferred out of state	Excluded from cohort only if adequate documentation is provided; otherwise, included in cohort
06	Transferred to and enrolled in a non-public school ⁹ in Tennessee	Excluded from cohort only if adequate documentation is provided; otherwise, included in cohort
07	Withdrawal due to permanent illness or incapacitation where no return to school is anticipated and the withdrawal is considered permanent	Included in cohort
08	Deceased	Excluded from cohort only if adequate documentation is provided; otherwise, included in cohort
10	Withdrawal to home school	Excluded from cohort only if adequate documentation is provided; otherwise, included in cohort
11	Court-ordered placement or other government-mandated placement, such as jail or prison	Included in cohort
12	Early graduates who receive a regular high school diploma in less than four years	Included in cohort; counted as graduate if district assigns appropriate completion type (1, 8, 11, 12, 13)
13	Permanent dismissal from TN voluntary pre-K program	Not applicable to cohort
15	TEIS transition, non-eligible for special education services	Not applicable to cohort
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 one cohort based on year entered grade 9

⁹ Please consult [School Directory](#) for list of non-public schools.

Withdrawal Code	Description	Cohort Action
17	Transferred to and enrolled in an out-of-state online school	Excluded from cohort only if adequate documentation is provided; otherwise, included in cohort

5.3.2 Required Documentation for Withdrawal Codes

[Federal law](#) only allows students to be removed from the cohort if they enroll in another program that awards regular or alternate academic diplomas. Therefore, students are eligible for removal from the cohort only if they have one of the following withdrawal codes and submit the required documentation via the Cohort application to confirm enrollment after withdrawal (see list below):

- **Withdrawal Code 2 (transferred to a state institution with an education program)**
 - Transfer must be to an approved DCS school or institution¹⁰
 - The following documentation is required:
 - Written acknowledgement on official letterhead from an administrator at the state institution that the student is receiving educational services that culminate in a regular or alternate academic diploma **OR**
 - Written records request from state institution that indicates that the student has withdrawn to receive education services culminating in a regular or alternate academic diploma
 - With appropriate documentation, a student with a withdrawal code of 2 will be removed from the cohort; otherwise, the student will stay in the cohort and be counted against the graduation rate.
- **Withdrawal Code 3 (transferred to another Tennessee public school district)**
 - For this code, *no documentation is necessary* - once a district updates this code in EIS, the student will be moved to the other district's cohort. If the student is still appearing in the original district's cohort, the student either
 - Didn't complete the enrollment process at the receiving school (no subsequent enrollment in EIS) OR
 - Transferred to an adult high school or alternative school
 - If the original district has documentation that the student earned either a regular high school diploma or an alternate academic diploma after their withdrawal, it can submit an appeal during the Cohort phase II window to remove that student from their cohort.
- **Withdrawal Code 4 (transferred to another public school in the same district)**
 - For this code, *no documentation is necessary* - once a district updates this code in EIS, the student will be moved to the other school's cohort. If the student is still appearing in the original school's cohort, the student either
 - Didn't complete the enrollment process at the receiving school (no subsequent enrollment in EIS) OR
 - Transferred to an adult high school or alternative school
 - If the original school has documentation that the student earned either a regular high

¹⁹ Please contact [TN Department of Children's Services](#) for more information about DCS approved schools and institutions.

school diploma or an alternate academic diploma after their withdrawal, it can submit an appeal during the Cohort phase II window to remove the student from their cohort.

- **Withdrawal Code 5 (transferred out-of-state/out-of-country)**

- If the student withdrew to an accredited out-of-state public or private high school, the following documentation is required:
 - Written records request from receiving out-of-state public or private high school that awards a regular diploma indicating enrollment, **OR**
 - Written acknowledgement on official letterhead from an administrator at a receiving out-of-state school that awards a regular diploma confirming enrollment, **OR**
 - Official records/transcripts from a receiving out-of-state public or private high school that awards a regular diploma confirming enrollment, **OR**
 - Official, fully completed intent to home school documentation from another state
- For students who have moved out of the country for whom the above documentation cannot be obtained, the following may be accepted:
 - Written confirmation from a parent or guardian of a transfer out-of-country
 - A school administrator's documented conversation with a parent or guardian confirming a transfer out-of-country
- For foreign exchange students, a copy of the official exchange program paperwork reflecting the year of participation on exchange agency letterhead is acceptable, provided the documentation specifies an end date for the student's exchange program.
- With appropriate documentation, a student with a withdrawal code of 5 will be removed from the cohort; otherwise, the student will stay in the cohort and be counted against the graduation rate.

- **Withdrawal Code 6 (transferred to and enrolled in a non-public school in Tennessee)**

- The documentation submitted for this withdrawal code must confirm that the student fully enrolled and attended the private school.
 - If the documentation submitted merely states the student has "applied," it will be denied. Districts submitting documentation for this withdrawal code should carefully review the documentation received from the private school to ensure it confirms enrollment.
 - Further, only students withdrawing to private schools that are accredited can be approved for this withdrawal code. You can find a list of accredited Tennessee private schools in the [School Directory](#).
- The following documentation is required:
 - Written records request from receiving non-public school confirming enrollment; **OR**
 - Written acknowledgement on official letterhead from an administrator at the receiving school confirming enrollment that includes the student's full name and student ID; **OR**
 - Official records/transcript from the non-public school confirming enrollment.
- With appropriate documentation, a student with a withdrawal code of 6 will be removed from the cohort; otherwise, the student will stay in the cohort and be counted against the

graduation rate.

- **Withdrawal Code 8 (deceased)**

- The following documentation is required:
 - Official written documentation, such as a death certificate, **OR** An obituary or funeral program that includes the students' full name.
- With appropriate documentation, a student with a withdrawal code of 8 will be removed from the cohort; otherwise, the student will stay in the cohort and be counted against the graduation rate.

- **Withdrawal Code 10 (withdrawal to homeschool)**

- The following documentation is required:
 - [Official Intent to Home School form¹¹](#). This form must be signed either physically or digitally by the parent of the student, regardless of the student's age. If the parent signs the form digitally, there must be a digital time stamp with the signature.
 - If a district uploads documentation other than the Intent to Home School form, or the form is not fully complete and properly signed by the student's parent, the documentation will be denied.
 - Example of appropriate digital signature

Part 3. Health Records

Please attach documentation that student(s) have received immunizations as required by T.C.A. § 49-6-5001.

John Smith

Parent/Guardian Signature

Digitally signed by John Smith
Date: 2023.10.03 15:32:54 -05'00'

10/3/23

Date

- With appropriate documentation, a student with a withdrawal code of 10 will be removed from the cohort; otherwise, the student will stay in the cohort and be counted against the graduation rate.

- **Withdrawal Code 17 (transferred to and enrolled in an out-of-state online school)**

- The following documentation is required:
 - Written records request from the online school; **OR**
 - Written acknowledgement on official letterhead from an administrator at the online school confirming enrollment that includes the student's full name; **OR**
 - Official records/transcripts from the online school confirming enrollment.
- Withdrawal code 17 should **only** be used for students who withdraw from traditional brick-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.
- With appropriate documentation, a student with a withdrawal code of 17 will be removed from the cohort; otherwise, the student will stay in the cohort and be counted against the graduation rate.

¹¹ This form may be used for home school students both in Tennessee and other states.