

- b. Their district uploads documentation on the Cohort application that satisfies the requirements for the corresponding withdrawal code **by 5 p.m. CST on June 15, 2023**.

Districts shall update withdrawal codes in EIS and then upload acceptable documentation on the Cohort application whenever students' withdrawal circumstances change. For example, districts shall change the withdrawal code from 05 to 17 if they thought a student was transferring to an out-of-state public school and they consequently receive an enrollment confirmation from an out-of-state online school.

In the Cohort application, 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 the [Cohort File Layout](#).

Table 3. Withdraw Codes and Required Supporting Documentation

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"> Districts changing this withdrawal code must submit adequate documentation for the new withdrawal code as outlined in this document.
01	Dropout, 18 and over	Included in cohort; counted as dropout	<ul style="list-style-type: none"> Districts changing this withdrawal code must submit adequate documentation for the new withdrawal code as outlined in this document.
02	Transferred to a state institution with an education program culminating in a regular high school diploma	Excluded from cohort only if adequate documentation is provided	<ul style="list-style-type: none"> Transfer must be to an approved DCS school or institution¹²; AND 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. Note: An age waiver signed by DCS does not meet requirements for use of this withdrawal code. Further, a student being placed in DCS custody does not meet requirements for use of this withdrawal code.
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	<ul style="list-style-type: none"> Sending school collaborates with the receiving school to report subsequent enrollment in EIS. Receiving school enrollment must be entered in EIS¹³ by the end of Phase I.
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	<ul style="list-style-type: none"> Sending school collaborates with the receiving school to report subsequent enrollment in EIS. Receiving school enrollment must be entered in EIS¹⁴ by the end of Phase I.

¹² Please contact [TN Department of children's Service](#) for more information about DCS approved school or institution.

¹³ Students that transfer to an adult high school or alternative school will be associated with the sending schools for accountability purposes.

¹⁴ Students that transfer to an adult high school or alternative school will be associated with the sending schools for accountability purposes.

Withdrawal Code	Description	Cohort Action	Requirements/Details of Adequate Supporting Documentation
05	Transferred out of state	Excluded from cohort only if adequate documentation is provided	<ul style="list-style-type: none"> • Written records request from receiving out-of-state public or private high school, OR • Written acknowledgement on official letterhead from an administrator at the receiving school confirming enrollment, OR • Official records/transcripts from the receiving out-of-state public or private high school • 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. • For foreign exchange students, a copy of the official exchange program paperwork reflecting the year of participation on exchange agency letterhead.
06	Transferred to and enrolled in a non-public school ¹⁵ in Tennessee	Excluded from cohort only if adequate documentation is provided	<ul style="list-style-type: none"> • Written records request from receiving non-public school confirming the student is enrolled; 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.
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"> • 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.
08	Deceased	Excluded from cohort only if adequate documentation is provided	<ul style="list-style-type: none"> • An obituary or funeral program. • Official written documentation, such as a death certificate, is not necessary.
10	Withdrawal to home school	Excluded from cohort only if adequate documentation is provided	<ul style="list-style-type: none"> • Official Intent to Home School form¹⁶ must be signed by the parent or guardian by the end of Phase I.
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"> • A written copy of the court order or judgment decision should be kept on file with the district.
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"> • Early graduates require both withdrawal code 12 AND a completion type with a graduation date in EIS.
13	Permanent dismissal from TN voluntary pre-K program	Not applicable to cohort	<ul style="list-style-type: none"> • The program must provide the state with a written request and justification for permanent dismissal of any child from Tennessee's voluntary

¹⁵ Please consult [School Directory](#) for list of non-public schools.

¹⁶ This form may be used for home school students both in Tennessee and other states.

Withdrawal Code	Description	Cohort Action	Requirements/Details of Adequate Supporting Documentation
			pre-K program. No student should be permanently dismissed without consultation and agreement between the grantee and the Tennessee Department of Education.
15	TEIS transition, non-eligible for special education services	Not applicable to cohort	<ul style="list-style-type: none"> Students assigned to grade P3 who are transitioning from Tennessee Early Intervention Services may be withdrawn due to non-eligibility for special education services.
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	<ul style="list-style-type: none"> 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.
17	Transferred to and enrolled in an out-of-state online school	Excluded from cohort only if adequate documentation is provided	<ul style="list-style-type: none"> 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 Withdrawal code 17 should only 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.

3.3 Cohort Change Requests

During phase I, the other major task is to remove any students with an inaccurate YE9 code that is generated by the department based on student enrollment record. Once a YE9 code is assigned, the value remains fixed until a cohort change request is made. During Phase I, districts shall review student records and verify data in SIS, EIS, and Cohort application carefully to make sure students are correctly assigned to the right cohort. If errors are found, districts must submit cohort change requests according to the specific format and timeline outlined in the [Cohort Change Instructions](#).

3.4 Other Cohort Issues

Table 4 outlines additional cohort issues that may appear in the Cohort application and must be addressed by districts by the end of Phase I. Please review the documentation required for the actions described. Please consult the [Cohort Change Instructions](#) for more guidance for scenarios that require submitting a Cohort Change Request.

Table 4. Other Cohort Issues

Issue	Required Action from District	Required Supporting Documentation
Duplicate student ID	Reach out to DT support to	<ul style="list-style-type: none"> Reach out to DT support (DT.Support@tn.gov) to