

## **CODES AND FORMULAS (To Be Used in Register)**

### **ENTRY CODES**

#### **Original Entry**

E1 - First Regular Enrollment this year. A pupil who enters for the first time in a school year any public or nonpublic elementary or secondary school.

**FIRST REGULAR ENROLLMENT MAY OCCUR DURING ANY MONTH.**

#### **Other Entries**

- E2 - Transfer from another grade in this school.
- E3 - Transfer from another school in this district.
- E4 - Transfer from another public school in Mississippi.
- E5 - Transfer from a nonpublic school in Mississippi
- E6 - Transfer from another state or country
- E7 - Transfer within school (same grade)
- E9 - Transfer from home school

#### **Re-entry**

R1 - Re-entries of withdrawals. Is a pupil who returns to the same grade in the same school after withdrawing or transferring (in a previous month) from the grade in the current school term.

### **WITHDRAWAL CODES**

Withdrawal information is information about pupils who withdraw from membership in a class, grade, or school by transferring, by completing school work, by dropping out, and because of death. Such information should be recorded about all pupils who withdraw from membership, whether they withdraw during the regular school term or between regular school terms. The date of withdrawal from membership is the first day after the date of last attendance, if known; otherwise, the date of withdrawal is considered to be the date on which it becomes known officially that the pupil left.

#### **Transfers**

A pupil who leaves one class, grade, or school and moves to another class, grade, or school is referred to as a "transfer".

- T1 - Transfer to another grade in this school.
- T2 - Transfer to another school in this district.
- T3 - Transfer to another public school in Mississippi.
- T4 - Transfer to a nonpublic school in Mississippi
- T5 - Transfer to another state or country
- T6 - Transfer to another room within school (same grade)
- T8 - Transfer to home school

#### **Completion of School Work**

**C1 - Completers - High School Graduates (diploma)** – Only students who are graduating prior to the 9<sup>th</sup> month should be reported in this category. Students graduating at the end of the year are included in the 9<sup>th</sup> month net membership, not reported as **C1-Completion-Graduation from High School**. The pupil who received a diploma at mid-year or at some period during the regular term as formal recognition for the successful completion of school work is considered a Completer from High School.

**C2 - Completers - Other High School Graduates.** Only students who complete the terminal program prior to the 9<sup>th</sup> month should be reported in this category. Report those completing the terminal program at the end of the year in the 9<sup>th</sup> month net membership, not as C2-Completion of Other High School Graduates (certificates/GED)

## **DEFINITION OF A DROPOUT**

A dropout is an individual who: (1) Was enrolled in school at some time during the previous school year; (2) Was not enrolled at the beginning of the current school year; (3) Has not graduated from high school or completed a State or District approved educational program; and (4) Does not meet any of the following exclusionary conditions:

Transfer to another public school district, private school, or State or District approved educational program; temporary absence due to suspension or school approved illness; or death.

For the purpose of monthly reporting, a student who was enrolled at some point during the month, has not met one of the exclusionary conditions listed above and is no longer attending school will be reported on the monthly attendance report as a dropout.

## **\*DROPOUTS**

- 01 - Physical illness or physical disability**
- 02 - Drug and/or alcohol problems**
- 03 - Emotional disturbances**
- 04 - Behavioral difficulty exclusive of suspension/expulsion**
- 05 - Suspended/Expelled**
- 06 - Restrained by court action**
- 07 - Would /could not keep up with work/was failing**
- 08 - Peer pressure**
- 09 - Felt I did not belong**
- 10 - Disliked school experience**
- 11 - Over compulsory attendance age**
- 12 - Entered a GED Program or an institutional program not primarily educational**
- 13 - Lack of parental support/interest**
- 14 - Must care for family member**
- 15 - Economic reasons**
- 16 - Married**
- 17 - Pregnant**
- 18 - Whereabouts unknown**
- 19 - Reason unknown**
- 20 - Other (Specify)**

**\*See inside back cover for definitions of types of dropouts.**

## **DEATH**

**Z1 - Death of pupil**

## **ATTENDANCE**

- A1 - Transported days attended by transported pupils in the district.**
- A2 - Out of district, days attended, transported by this district.**
- A3 - Out of district, days attended, transported by another district.**
- A4 - Days attended by all non-transported pupils.**

Total enrollment in any classroom equals the first regular enrollment (E1) plus all entries from other rooms or schools (E2 + E3 + E4 + E5 + E6 + E7 + E8 + E9).

Membership in any classroom equals total enrollment minus withdrawals.

Average daily membership equals aggregate days membership (sum of days present and days absent) divided by days taught.

Average daily attendance equals aggregate days attended (total days present) divided by days taught.

## DEFINITIONS AND EXPLANATIONS OF TERMS USED IN REGISTER

**PUPIL:** A pupil is an individual enrolled in school.

**ENROLLMENT:** Enrollment is the total number of different pupils admitted to (or entered on the roll of) the school unit concerned. The school unit may be the classroom, the school, the county, the state, or the nation. Thus the number of pupils reported by any teacher as the total enrollment for that classroom may be greater than the number that should be counted by the principal in arriving at the total membership for the school building, due to the fact that the teacher reporting may have pupils on the roll who previously had been enrolled in another room in the school.

In order that a uniform procedure for elimination of duplicate enrollments may be used by all schools within a state, as well as by respective states, it is necessary that pupils be classified as Original Entries, Other Entries, Re-Entries, and Withdrawals

**ORIGINAL ENTRIES:** Original Entries are, for each school year, those pupils entering any public school for the first time during that year.

These Original Entries constitute the number of different pupils who enter the public schools in a given school year, and exclude duplicate enrollments. The State is the unit. Original Entries may increase but they never decrease (See inside front cover for code).

**OTHER ENTRIES:** Other entries are the initial enrollment of a transfer pupil who has been enrolled in another classroom in the same school; or another school in this district; or another public or nonpublic school in this state, or another state.

**Re-Entries:** Re-entry after withdrawal or transfer are pupils who return to the same grade in the same school after withdrawal or transfer from this grade in the current regular school term. If the pupil does not return to the same room, the teacher should check the record from which the pupil withdrew or transferred.

**Withdrawals:** Withdrawals are, for each school year, those pupils who have permanently severed their connection with classes, grades, and schools.

A pupil is present or absent (belongs) from the date of admission-the official entry of his name on the current roll-until he permanently leaves the school for one of the reasons listed in the code on the inside front cover. **(Absences of 3, 5, 10 or any number of days should be counted as absences and not as withdrawals until the pupil permanently leaves school.)**

In case a pupil permanently withdraws on the last day of the school month, withdraw this pupil on the first day of the next month and draw the black horizontal line through the attendance square for the month. The black line in the attendance squares shows the days the pupil is "Off Roll".

**MEMBERSHIP:** Membership is the number of pupils belonging to a school unit at any given time.

The membership is an ever-changing number and is found by adding the total Entries and the total Re-Entries, and subtracting the total Withdrawals.

**AGGREGATE DAYS MEMBERSHIP:** Aggregate days membership is the sum of the Aggregate Days attendance and the Aggregate Days Absence of pupils for the days school was in session during the period of report.

**AVERAGE DAILY MEMBERSHIP:** Average Daily Membership is the average number of pupils belonging each day in a schoolroom, or school system for the period of the report.

**ATTENDANCE:** Attendance is the presence of the pupil on days school is in session. A pupil may be counted only when he is actually at school or is present at another place at a school activity that is authorized by the school, is a part of the program of the school, and is personally supervised by a member or members of the school staff. This may include field trips, athletic contests, music festival, student conventions, and similar activities when officially authorized under policies of the school board. It does not include "making up" school work at home, or activities supervised or sponsored by private individuals or groups. Currently, there is no state policy specifying the number of minutes a student must attend school during a given day to be counted "present".

**Aggregate Days Attendance:** Aggregate Days Attendance is the sum of days present (actually attended) of all pupils when school was in session during the period of report.

**Average Daily Attendance:** Average Daily Attendance is the average number of pupils present each day school was in session during the period of report.

**DAYS SCHOOL IN SESSION:** A day on which the school is open and the pupils are under the guidance and direction of teachers in the teaching process. On some days the school plant itself may be closed and the student body as a whole engaged in school activities outside the school plant under the guidance and direction of teachers. Such days should be considered as days in session. Days on which school is closed for such reasons as holidays, teacher's institutes, and inclement weather should not be considered as days in session.

**SCHOOL HOLIDAYS:** School Holidays are approved holidays falling on regular school days on which schools are authorized not to be in session. No pupil should be counted present on a school holiday.

**TRANSPORTED PUPIL:** A transported pupil is a pupil who lives one mile or more from the school and who is otherwise entitled to transportation at state expense.

**ABSENCE:** Absence is the nonattendance of a pupil on days school is in session. Any pupil must be counted absent who is not actually physically present at school or at a school activity as defined under Attendance.

### **OPTIONAL**

By the term optional, we mean here insofar as the State is concerned this information is not required for such pages, or columns, or items, as are starred (\*) or designated "optional". Spaces are provided for recording this information just in case the county or separate school district superintendent or the local school desires it.

### **PAGES OF ILLUSTRATION**

Beginning teachers or other may find the examples on pages 4, 5, 6, 7 helpful in recording information required in this register. Examples are given for recording the names of a class of 35 pupils, for records of attendance, transportation, etc. for a given month.

## GENERAL INSTRUCTIONS FOR KEEPING REGISTER

Read carefully.

1. Each teacher except as indicated below is required to keep a record of daily attendance of all pupils assigned to him or her and on the basis of that record to make monthly and annual reports to the principal or head teacher. Any high school principal who prefers to do so, may upon permission of his district superintendent have all attendance records and registers kept by a clerk in the office.
2. This daily record may be kept in the School Register that is provided at State expense and the reports must be made on the forms provided in the register. However, if you have MDE approved forms, they may be used for keeping and reporting attendance data.
3. In recording the pupil data required in this register, each teacher should observe the following:
  - A. Before making any entries, read carefully all instructions. If any of the instructions are not clear, consult your principal or superintendent.
  - B. In making entries on the daily record, follow exactly the specific instructions and illustrations on pages 1-7. Use the codes given on the inside front cover.
  - C. Keep the records up to date each day and make all reports promptly at the close of each month.
  - D. Use ink (or indelible pencil) for keeping the record and making reports.
  - E. Have the principal or head teacher of the school check the register from time to time, **particularly during the first few weeks of school**, to be sure that it is being properly kept.
  - F. Keep the register in your room during the hours school is in session. At all other times, it must be kept in a safe place which should preferably be in the teacher's room or in the principal's office.
  - G. Before attempting to prepare any monthly or annual reports, study carefully specific directions.
  - H. Check each report carefully to see that it is correct in every respect before tearing it out of the register.
  - I. At the end of the year, this copy of the register must be filed with the superintendent (through the principal) along with a copy of the annual report. This register is an official record book that is loaned to the teacher for his official use during the school year.

---

### RACE/SEX CATEGORIES

Black, not Hispanic	Male/Female
White, not Hispanic	Male/Female
Hispanic	Male/Female
Pacific Islander	Male/Female
Asian	Male/Female
Native American	Male/Female
Two or More	Male/Female

---

1. **Column 1. Number:** The numbered lines in this column are for identification. Circle with a pencil the number of each pupil who lives one mile or more from school and is otherwise entitled to transportation at state expense. The principal should be responsible for seeing that teachers have the correct information as to which students are eligible to be counted here. If the pupil ceases to be transported the circle should be erased. Circle with red pencil the number of transported pupils living out of the district. One example, a heavy circle indicates pupil number that should be circled in red; light circle indicates pupil number that should be circled in black.
2. **Column 2. Name: Write the pupil's surname first.** Record names of boys first, then girls. Put names of pupils in register promptly after the opening of school. There is space in the register for 70 pupils. When there are more than 70 pupils in a room, two registers must be used. Mark them No. 1 and No. 2. Put the yearly and monthly reports and summaries in No. 2.
3. **Column 3. Transported at State Expense:** Record in Column 3A for each pupil transported at state expense, the beginning date when the pupil is first transported. The last date on which he or she is transported during the year should be recorded in Column 3B. The number of the pupil (Column 1) will be encircled in pencil as long as he or she is transported at state expense. The teacher should also draw a bracket along the left-hand side of the proper record of attendance square ({} to indicate the date on which any pupil who has not been transported begins to be transported at state expense. Similarly, draw a bracket along the right-hand side of the proper record of attendance square (}) to indicate the last date on which any pupil is transported, if such pupil ceases to be transported at state expense during the year.
4. **Column 4. Pupils Living Outside this County or Separate District:** Place a check in Column 4A for each student who is attending this school but who lives outside this county or separate district. Use red pencil and circle check mark of transported pupils. In Column 4B, give the name of the district and attendance center where the pupil lives.
5. **Column 5. Date of Birth:** Record date of birth, (Month, Day, and Year) as verified from a birth certificate.
6. **Column 6. Race:** Use the abbreviations at the bottom of page 4 to complete this. Every child should fit into one of the five groups.
7. **Columns 7. Sex:** Use the abbreviations at the bottom of page 4.
8. **Column 8 & 9. Number of Years in School/Grade Previous to this Year:** This means school years of nine months. Report this information to the nearest half-year. Obtain information from written records if possible; otherwise make the most accurate estimate you can. Same for Grade.
9. **Columns 10, 11, 12. Date Concerning Parents or Guardians:** Record the name, the local address (telephone number may be added), and the occupation of the parent or guardian of each pupil. If address of pupil is different from the parent or guardian, the fact should be noted. If this information is available on individual cumulative record cards or forms, it need not be entered here.
10. **Column 13. Source of Enrollment or Re-Entry:** This Column gives the enrollment code or re-entry code of every pupil who enrolls during the school year. These codes are also entered in the attendance square on the day the pupil enrolls in school. See codes on inside front cover of the register. At the end of the year column can easily be totaled by the different sources of enrollment to check Items 1, 2, or 3 in the annual report.
11. **Column 14. Cause of Withdrawals:** Place the correct withdrawal code in this column for each pupil who has permanently withdrawn from school. See codes on inside front cover of the register. The withdrawal code is placed in the attendance squares on the day of withdrawal. At the end of the school year codes can be totaled in this column for the annual report.

## ATTENDANCE AND TRANSPORTATION RECORD

There are twenty-three numbered columns on each Attendance and Transportation Record. Since first and ninth months may contain more than 23 days, additional space is provided on the insert sheet which may be attached to the Register with tape. Days of the week were omitted since the week may begin on different days. The teacher may write the days of the week in the numbered column, especially if the first day of the week starts on some other day than Monday.

- A. Recording Daily Attendance:** The record of attendance for each pupil must be complete from the time he enters school until the date he officially withdraws from school or the close of the year, except when the conditions of Dropout Reasons 19 are met. A pupil is a member of the room and is either present or absent from the date of his admission to the date of withdrawal. The teacher should call or check roll daily so that presence and absence may be recorded. The presence and absence should be recorded as follows.

**Present:** The teacher may leave the squares blank to indicate that the pupil was present and on time; thus

**Absent:** Write "A" in the square for days absent; thus

**Off Roll:** Total number of days, that pupils in this grade, were off roll as a result of late entry, withdrawal, or transfer during the reporting month. Do not include pupils who were off roll as a result of transferring from/to one classroom to another classroom in the same grade within the school being reported, items "T6" and "E7" of the Mississippi School Register.

For a pupil who enrolls after the opening of school, place the source of enrollment code in the attendance square on the day of his enrollment. Draw a continuous line from the beginning square to the square with his enrollment code.

**Withdrawal:** When a pupil officially withdraws (see definition on page 1) before the close of the school year, place the proper code to indicate the reason for his withdrawal in the square on the date of his withdrawal. (See codes inside the front or back cover). Following the date of withdrawal, indicate that the pupil is no longer a member of the group by drawing a continuous line from the date of the withdrawal through the record of Attendance squares to the end of the school year. Also draw a line through the number assigned the pupil in Column 1 on page 8.

- B. Transported Pupils Living in County or Separate District:**

Column 5(a), place a check for each student living in this county or separate school district entitled to and actually being transported at state expense. The number of these pupils on page 8 or 28 will also be encircled in Column 1. In column (b) record the number of days present this month of those pupils and only those pupils who have been checked in Column (a). This summary should be prepared by an actual count of the days present and absent for each pupil. Transportation status should be verified each month. It should be noted that the total days present in Column (b) or Columns (b) if more than one page is used for a given month, divided by the number of days taught this month will give the average number transported daily.

- C. Pupils Living Outside County or Separate District:**

In column 6(a), check pupils who live outside this county or separate school district, as the case may be. You will note that this column is the same as Column 4(a), on page 8 and 28. In column (b) put the number of days present this month of those pupils and only those pupils checked in Column (b). It should be noted that the total days present in Column (b) or Columns (b) if more than one page is used for this month's report, divided by the number of days taught this month will give the average daily attendance of those pupils attending this school who live outside this county or separate school district. In Column (c), record the days present of the transported pupils living outside the county or separate school district.

## MONTHLY REPORT

- A.** The teacher must fill out the **MONTHLY REPORT** at the end of each school month and send it to the principal. In schools having only one teacher, the report for the whole school should be sent to the superintendent of the district.
- B.** In item 1, Monthly Report, report the membership at the close of the previous month. The first month of school this item will be blank. For the other eight months Item 4 of the month will be used as Item 1.

In item 1, Line E1, report first regular enrollment entries; pupils who enroll during the current month. The cumulated total of original entries from the reports for the nine months will give the total month's report on the SUMMARY PAGE (page 48) to facilitate the annual report.

**A pupil cannot be a withdrawal and re-entry during the same month. A pupil who withdraws and re-enters during the same month must be reported as absent or off roll rather than withdrawn. (With MSIS, A student can transfer and come back in the same month, but can not dropout and come back in the same month).**

## TRANSFER STUDENT

If any transfer students are attending this school, only transfer students who have a legal transfer should be included on either side of the MONTHLY REPORT.

## ANNUAL REPORT

- A.** This report must be made at the end of the school session and before the warrant for the last month's salary is drawn. Fill out every blank that pertains to your school. In schools having more than one teacher the principal will make the report for the whole school. Do not make this report until the end of the year. Do not tear out until told to do so by county or separate school district superintendent. He may call for the whole register.
- B. RECORD OF PROMOTIONS AND NON-PROMOTIONS:** This table is a part of the "Annual Report." For the purpose of this table, count a pupil as being in a grade a year if he has during any previous year been enrolled in this grade. May be reported by the principal for the whole school.
- C. CAUSES FOR NON-PROMOTION:** Report of the number of pupils who were not promoted for each of the reason given in the code. May be reported by the principal for the whole school.
- D. NUMBER OF FAILURES IN HIGH SCHOOL SUBJECTS:** To be reported by the principal. Count as first year students all who have four or less units of high school credits, as second year students all who have five, six, seven, or eight units; as third year students all who have nine, ten, eleven, or twelve units; as four-year students more than twelve units.
- E. TOTAL ENROLLMENT:** (Examples given based on first month but add membership previous month). The total enrollment of a given school will equal the aggregate of  $E1 + E2 + E4 + E5 + E6 + E8 + E9$ . A check on this total can be made as follows: Total number of children non-promoted and the net number dropped from the roll should account for every child in each school during the year.

The total enrollment of the administrative unit will equal the aggregate of  $E1 + E4 + E5 + E6 + E8 + E9$ . Use check similar to that for school with exception that  $E3$  will also have to have to be deducted from "Number Dropped from Roll" to get "Net Number Dropped from Roll" for the administrative unit.

Total enrollment for the State will equal  $E1 + E5 + E6 + E8 + E9$  for all public schools.



# DROPOUT

## DEFINITION OF A DROPOUT

A dropout is an individual who: (1) was enrolled in school at some time during the previous school year; (2) was not enrolled at the beginning of the current school year; (3) has not graduated from high school or completed a State or District approved educational program; (4) and does not meet any of the following exclusionary conditions: transfer to another public school district, private school, or State or District approved educational program; temporary absence due to suspension or school-approved illness; or death.

For the purpose of monthly reporting, a student was enrolled at some point during the month, has not met one of the exclusionary conditions listed above and is no longer attending school will be reported on the monthly attendance report as a dropout.

## DROPOUT REASONS

### 1. PHYSICAL ILLNESS OR PHYSICAL DISABILITY:

Include students who discontinue school attendance due to physical incapacitation caused by sickness or accident. It also include students with a physical impairment limiting their ability to perform in the normal school setting. This includes students who may be cared for at home or in a facility not providing an educational program. If the state licensed facility for inpatient treatment, day treatment, residential treatment or a therapeutic group home provides an educational program as an integral part of the facility, the students may be counted as **transfers** to a nonpublic school instead of dropouts.

### 2. DRUG AND/OR ALCOHOL PROBLEM:

Include students who are withdrawn from school membership as a result of dependency or addiction to drug and/or alcoholic substances. This includes students who enter a drug rehabilitation facility or program. If the state licensed facility for inpatient treatment, day treatment, residential treatment or a therapeutic group home provides an educational program as an integral part of the facility, the students may be counted as **transfers** to a nonpublic school instead of dropouts.

### 3. EMOTIONAL DISTURBANCES:

Include students who are withdrawn from membership due to an incapacitating psychological or emotional illness. This includes students who are placed in a facility to provide treatment for the condition. If the state licensed facility for inpatient treatment, day treatment, residential treatment or therapeutic group home provides an educational program as an integral part of the facility, the students may be counted as **transfers** to a nonpublic school instead of dropouts.

### 4. BEHAVIORAL DIFFICULTY EXCLUSIVE OF SUSPENSION/EXPULSION:

Include students who are withdrawn from attendance after a failed attempt to adapt to a discipline controlled environment. Students considered "repeat discipline problems", but whose offenses are not serious enough to result in suspension or expulsion are included in this classification.

### 5. SUSPENDED/EXPELLED:

Include students who have been removed from the classroom due to an act committed on school property which results in expulsion or suspension (and the student does not return to school after the period has expired). Also use for students expelled from one district that enroll in another district against district policy.

**6. RESTRAINED BY COURT ACTION:**

Include students who are considered withdrawals after they have committed an act resulting in confinement in a jail. Students sent to Columbia or Williams Training School are considered **transfers** to another public school. Also include any other type of restraint specified by the justice system.

**7. WOULD/COULD NOT KEEP UP WITH WORK - WAS FAILING:**

Include students who either are not inclined to keep up with class work, or who had an emotional or learning disability impairing the student's ability to maintain passing grades.

**8. PEER PRESSURE:**

Include students who withdraw from school membership due to the encouragement of a peer or friend, or to emulate a friend who has dropped out of school. Additionally, this category includes students who withdraw due to harassment by other students or the fear of violence from peers.

**9. FELT I DID NOT BELONG:**

Include students who withdraw from school membership due to feelings of insecurity or who find themselves excluded from either social or school activities due to inadequate socialization skills. Additionally, this category could include either students who are slow to grasp concepts or conversely, students who excel. In either case, the student felt disdained by classmates.

**10. DISLIKED SCHOOL EXPERIENCE:**

Include students who are withdrawn after being unable to adapt to the school environment. Students in this group are capable of learning, are not real discipline problems, but are not inclined to follow the regiment and requirements of the school. Some students in this category may not be interested in academics, but may prefer to be working with their hands.

**11. UNDER OR OVER COMPULSORY ATTENDANCE AGE:**

Include students under 6 or 17 years of age by September 1, of the current school year who voluntarily withdraw from school membership.

**12. ENTERED A GED PROGRAM OR AN INSTITUTIONAL PROGRAM NOT PRIMARILY EDUCATIONAL:**

The GED Program in Mississippi is considered an Adult Education Program. This category include students who enroll in a GED program administered by an entity other than an alternative school and students who take the GED on their own. Individuals enrolled in a GED program through an alternative school are classified as students, not a dropout. Students who withdraw from school to enter institutional programs such as the military, or Job Corps (except Gulfport Job Corp), or a non-school based vocational program are dropouts.

**13. LACK OF PARENTAL SUPPORT/INTEREST:**

Include students who withdraw from school membership because their parents are not supportive of the school experience. Also include students who withdraw due to an unstable home life.

**14. MUST CARE FOR A FAMILY MEMBER:**

Include students who withdraw from membership because day care is not available for their dependent child or a sibling and the student is the only source of childcare. It also includes both male and female students who become a parent during the school term and withdraw due to parental responsibilities. Also includes students who withdraw to attend to an ill or disabled family member.

**15. ECONOMIC REASONS:**

Include students who could not go to school and work at the same time. Also include students who leave school to help support the family. Students who enter the JOB Corps (other than at Gulfport where a certified program is offered) may be included in this classification. Withdrawal for any other economic reason not specified should be included in this category.

**16. MARRIED:**

Include students who are married and withdraw from school membership to assume marital responsibilities, who withdraw at the urging of a spouse, or who withdraw due to other causes related to marriage.

**17. PREGNANT:**

Include students who become pregnant and withdraw from school due to physical, emotional, or other complications.

**18. WHEREABOUTS UNKNOWN:**

Include students classified as withdrawals when the student has run away from home. Use this category when no request has been made for records and written or phone contact with the parent/guardian has been unsuccessful. Use it when the family has moved leaving no forwarding address or information on the intended school status of the student, and when the student cannot be located.

**19. REASON UNKNOWN:**

Include students who meet the following conditions:

- (1) The student has not graduated;
- (2) The student has not completed an approved educational program;
- (3) The student has not died;
- (4) The student has not officially withdrawn from school;
- (5) The parent or legal guardian has failed to provide an explanation for the student's absence to school officials;
- (6) The student has been absent for a complete Monthly Attendance Summary reporting cycle;
- (7) The educational status subsequent to leaving is unknown;
- (8) Documentation exist that absences of compulsory school-age students were properly reported by school officials to the school attendance officer in compliance with the Mississippi Compulsory School Attendance Law; and
- (9) The school attendance officer reported insufficient information was available to account for the location/status of the child.

**20. OTHER (SPECIFY): (Documentation will be requested by MDE each time this code is used).**

Include students who withdraw from school membership for a known reason not within the scope of the other dropout reasons. When this reason is used, the specific reason must be stated.