School Enrollment (Withdrawal) Template

**Target Table(s): SCHOOL\_ENROLL**

**Data Submission Schedule: 40D, 80D, 120D, EOY and Summer**

**Grain:** One record per district / location / school year / student / “mobility transaction”

**Load Sequences/Dependencies**

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| **Load Sequence/Dependencies** | **Optional** | **Lookup** |
| 1. STUDENT | N | N |

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**Template Description**

This template contains the student **enrollment and withdrawal transactions** at each school within each district across the school year. The data are used for Mobility, Graduation Cohort rate and Dropouts. Submit all enrollment/mobility actions for all students.

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**Changes:**

* No Changes

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**School Enrollment Template Specifications**

| **Field #** | **Start** | **End** | **Length** | **Data Type** | **Field Name** | **R/O/CR** | **Code** | **Definition** | **Business Rules** | **Valid Values/Example Data** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **1** | **8** | **8** | **C** | **DISTRICT CODE** | **R** | **K,M** | **PED defined three character district code.** |  | **Example: 081** |
| **2** | **9** | **14** | **6** | **C** | **LOCATION CODE** | **R** | **K,M** | **PED defined three character location codes.** |  | **Example: 545** |
| **3** | **15** | **24** | **10** | **D** | **SCHOOL YEAR DATE** | **R** | **K,M** | **Provide the school year in the ISO format: YYYY-MM-DD. The PED standard school year runs from July 1 through June 30.** | **All dates must be entered in ISO format** | **Example:**  **YYYY-06-30** |
| **4** | **25** | **36** | **12** | **C** | **STUDENT ID** | **R** | **K,M** | **State issued student identification number.** |  | **Example: 587509257** |
| **5** | **37** | **46** | **10** |  | Not Collected | | | | | |
| **6** | **47** | **56** | **10** | **D** | **ENROLLMENT DATE**  **(also withdrawals)** | **R** | **K,M** | **Provide the actual date the mobility transaction occurred.** | **Enrollment Date and Activity Date are the same date.**  **All dates must be entered in ISO format** | **Example:**  **2010-09-15** |
| **7** | **57** | **62** | **6** | **C** | **ENROLLMENT CODE**  **(also withdrawals)** | **R** | **K,M** | **Code identifying the type of mobility transaction. See valid values.** | **The value used should be the code only. Valid values are case sensitive. The descriptions are for reference only.** | **Valid Values:**  **See the** [**Enrollment and Withdrawal Code Set**](#EnrollWithdrawCodes) **at the end of this document.** |
| 8-13 | 63 | **151** |  | Not Collected | | | | | | |

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| Enrollment and Withdrawal Codes (School Enrollment Template - Field # 7) |

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| Code | Enrollment Description |
| E1 | Initial enrollment for current school year any school - Student enrolled at this school for the first time during the current school year including a student who attended this same school the last school year and returns this school year.  Student who has NOT been enrolled anywhere else in the U.S. during the current school year. This student is in school for the first time during this school year regardless of start date. **(Not for use for students entering from BIE schools. Use E3.)** |
| E2 | Initial enrollment for current school year. Student who has been enrolled in school this current school year in another state, private school, home school or transfer in from a state-supported school. Registration for school can be at any time during the year. (Not for use for students entering from BIE schools. Use E3.) |
| E3 | Previously enrolled in BIE school - Student who enrolls in NM Public schools for the first time during the current school year from a BIE school. Registration for New Mexico public school can occur at any time during the school year. |
| R1 | Transfer within district - Student that transfers from one school to another school (including district charters) in same district during the current school year. |
| R2 | Transfer from outside district - Student who moves from a school district or charter school in a different district in New Mexico into your district after school starts - does not include transfers to or from your district charter schools. |
| R3 | Previously dropped from enrollment - Student previously dropped from school for any reason other than transfer to another school or district and later returns to your school site without attending school elsewhere during this school year (student was previously an E1, R1 or R2). |
| Code | Withdrawal Description |
| W1 | Student has transferred out to another PED District or State Charter. |
| W2 | Absent 10 days - A student that has been absent for ten (10) consecutive days must be dropped from the rolls. These may include truants and habitual truants provided the school district has intervened according to their retention and truancy policy as provided in Section [22-12-9](http://law.justia.com/codes/new-mexico/2006/nmrc/jd_22-12-9-a245.html) NMSA 1978. |
| W4 | GED - Student exits to a non-diploma granting education setting such as vocational or GED program. |
| W5 | Detained – Student is detained in a court-ordered facility, such as out-of-state jail, expulsion or out-of-school suspensiongreater than 6 months - does NOT include New Mexico Corrections. |
| W6 | Left U.S. – Student emigrated or moved **outside of US or US territories**; **does not include** temporary military assignment or studying abroad as US exchange student. |
| W7 | **Pregnancy -** Student exited school due to pregnancy (applies to either female or male student). |
| W8 | Transfer within state to a non-public or BIE school. - Student who withdraws to a diploma-granting, non-public school within New Mexico. This includes a **private** or **BIE** school that grants a standard diploma recognized by the State of New Mexico. Does not include Home School. (use W81) |
| W9 | Immunization - Student dis-enrolled due to failure to provide satisfactory evidence of 1) commencement of immunization OR 2) completion of immunization. |
| W10 | Moved out of state. Use this code for students who **moved out of New Mexico** or who are studying abroad as **US exchange students**. Does not include Home Schooled. (Use 81) |
| W81 | Home School - Use this code for students withdrawing to be **Home-Schooled** |
| WD | Death – Student has died. |
| WDO | Drop-out – Student is known to have dropped out of school. - **NEW** |
| WG | Graduate - Graduated with a standard diploma (required for early graduates and optional for EOY graduates). Does not include certificates of completion. Diploma Type Code must equal 1. |
| WC | Completion – Student in regular education only who completed coursework required to graduate but did not pass the HSCE. Required for early completers and optional for EOY completers. Diploma type code must equal 2. |
| D1 | Disregard: Submitted in error - Student Template record was submitted in error. Must be submitted prior to student’s inactivation. |
| D2 | Disregard: Incorrect Student ID - Student is enrolled under a different STATE ID. Must be submitted prior to student’s inactivation. |