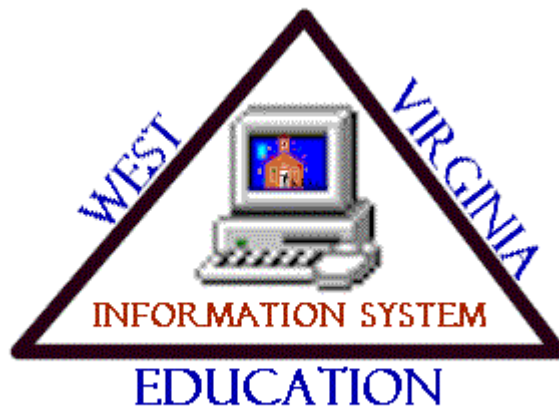


Standard Codes for Maintaining Basic Student Demographics and Enrollment



BASIC STUDENT INFORMATION

Basic Student Information WOW

West Virginia Department of Education
STU.301: Maintain Student Information

72 Putnam County
2013
STAFF

Home | Menus | Active | Recent | Support | Contact | Reports | Print | Exit | Logout

07/25/13
PUTNAM COUNTY FY -- 2013
08:52 AM

STU
Add New Student
STU.301.A1

ADD

District and School:	* 072: Putnam CO	510	HURRICANE HIGH SCHOOL
Name: (Last,First,Middle,Other)	* SHANKLIN	MALINDA	ANN HOLLEY
Gender:	* <input type="radio"/> M <input checked="" type="radio"/> F		
Birth date:	* 010101		
Birth City:	ANYWHERE	State or Province	WV
Social Security Number:	123456789		
Student's Telephone:	304	5551111	<input type="checkbox"/> Unlisted

Cancel
Reset
Next

Education
STU.301: Maintain Student Information

MAS99999

Home | Menus | Active | Recent | Support | Contact | Reports | Print | Exit | Logout

	Shanklin, Malinda Ann Age 33 Student # 720013021 Grade OK School (Unassigned) Phone # 304/ Female	2014
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Alerts Interventions Experiential College_Ready CTE

Discipline Tags Special Ed LEP Assessment Transcripts Health Career

Basic Family Contacts Enrollment Registration Profile Schedule Attendance

ID:	720013021				<input type="checkbox"/> Privacy Act	<input type="checkbox"/>
Name:	SHANKLIN	MALINDA	ANN			
Birth:	2/18/80	33			<input type="radio"/> M <input checked="" type="radio"/> F	
Lives with:	Shanklin, David		(Unspecified guardian)			
Phone:	304		<input type="checkbox"/> Unlisted			
Enrollment:			072			
Last year:			215	OK		
This year:				OK		
Next year:						
Hispanic:	<input type="checkbox"/>					
Race:	<input checked="" type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Asian <input type="checkbox"/> AmerInd <input type="checkbox"/> Pacific					
Year of Graduation						
Native Language	EN ENGLISH					
Race	W White					
Transportation						
Graduation plan						
Title I						
Transcript Exchange						

CHANGE

School Districts

- Oxx** - West Virginia school district for counties
- Gxx** - West Virginia school district for graduates
- Pxx** - West Virginia school district for pre-enrollment
- Rxx** - West Virginia school district for private/parochial/home
- Vxx** - West Virginia school district for vocational adults leaving or graduating

Note: "xx" represents the state-defined county code number

Sex

- F** Female
- M** Male

Class Levels

E1-E9 Students enrolled in early childhood programs shall be enrolled using the following system:

For all children enrolled in a WV Universal Pre-K **classroom**, they will have a CEx register (whether they are enrolled in a collaborative or non-collaborative classroom) based on the FTEs found in the chart below. If enrolled previous year students will be enrolled like all other students with an E8 code, if a new enrollee use the enrollment code E9. (For additional information please see the support document **Early Childhood Students FTE and Pre-K Enrollment.**)

The CEx chart applies to all WV Universal Pre-K children, collaborative or non-collaborative:

Enrollment Weight	Register	Class
Full Time	CE1	E1
.5	CE5	E5
.6	CE6	E6
.7	CE7	E7
.8	CE8	E8
.9	CE9	E9
See Note 2 Below	CE0	E0

- PK** Pre-enrolled, NOT VALID for enrolled students – **Should not have enrollment information but be assigned to a school, not funded**
- P1-P9** NO LONGER USED BEGINNING 2013-2014 SY.
- NK** **Early enrollment for next school year** – Pre-enrolled, NOT VALID for enrolled students – Students should not have enrollment

	information but be assigned to a school, not funded
OK	Kindergarten (HK not longer valid because kindergarten is full day. 09/10/08) (OK is zero K not oh K)
01-12	Class levels 01-12
PG	Post Graduates, not funded
13	Adult Preparatory – Paid Tuition, not funded
14	Adult Secondary Program – Non-Paid Tuition, funded
SS	Summer school graduates, not funded

Notes:

1. Registers are defined by class level, with male and female sub-registers. For example, “C11 F” is for eleventh grade females; “C11 M” is for eleventh grade males.
2. **CEO** is used only for those early childhood students who are **not enrolled in a Universal Pre-K Classroom** OR who **are enrolled as a 3 year old Head Start child** with an enrollment code of **EC and an FTE** value that is appropriate to the amount of time the child receives services.
3. E1 through E5 is used for pre-school student enrollments by attendance patterns. PK and NK can only be used for **pre-enrolling** students.
4. The registration of students attending WV Universal Pre-K Classrooms that are not in the public school building (and are considered “off-site”), as well as those students only receiving special education services (who are not enrolled in a WV Universal Pre-K Classroom) will typically be made in the school they will attend as kindergarten students. The enrollment of these collaborative program students in a public school is a State Law requirement and is necessary for the inclusion of these students in the State Aid Formula.
5. West Virginia does not allow the class levels or Registers of “UG” or “SE”.
6. When a student’s class level changes the register code must change at the same time. Examples are: A student is double promoted, A student failed to attend summer school, so should not have been promoted,

Privacy

If the privacy code is set to “Y” then the student will not print on reports.

General Student Attributes

Attribute 1 – Year of Graduation

(The two digit year of graduation)

Attribute 2 - Native Language (Updated 12/14/2012)

NATIVE LANGUAGE	WVDE CODE	FEDERAL ISO 639-2 CODE
AFRIKAANS	AF	afr
AKAN	AK	aka
ALBANIAN	SQ	alb
AMHARIC	AM	amh
ARABIC	AR	ara
ARMENIAN	HY	arm
ASSAMESE	AS	asm
AUSTRONESIAN LAN	A2	map
BENGALI	BN	ben
BOSNIAN	BS	bos
BULGARIAN	BG	bul
BURMESE	MY	bur
CENTRAL KHMER	KM	KHM
CHINESE CANTONES	CC	chi
CHINESE MANDARIN	CM	chi
CREOLE (FRENCH)	CR	cpf
CREOLES (ENG)	CP	cpe
CROATIAN	HR	hrv
CZECH	CS	cze
DUTCH	NL	dut
ENGLISH	EN	eng
FIJIAN	FJ	fij
FILIPINO	FL	fil
FRENCH	FR	fre
GERMAN	GR	ger
GREEK	EL	gre
GUJARATI	GU	guj
HAITIAN CREOLE	HT	hat
HEBREW	HE	heb
HINDI	HI	hin
HMONG	HM	hmn
HUNGARIAN	HU	hun
ICELANDIC	IS	ice
IGBO	IG	ibo

INUKTITUT	IU	iku
ITALIAN	IT	ita
JAPANESE	JA	jpn
KANNADA	KN	kan
KAZAKH	KK	kaz
KOREAN	KO	kor
LAOTIAN	LA	lao
MALAYALAM	ML	mal
MANDINGO	MA	MAN
MARATHI	MR	mar
MARSHALLESE	MH	MAH
MENDE (KISSI)	ME	MEN
MONGOLIAN	MN	mon
NAVAJO	NA	nav
NEPALI	BE	nep
OROMO	OM	ORM
OTHER	OT	und
PERSIAN	FA	per
POHNPEIAN	PN	PON
POLISH	PO	pol
PORTUGUESE	PT	por
PUNJABI	PA	pan
PUSHTO	PS	pus
ROMANIAN	RO	rum
RUSSIAN	RU	rus
SERBIAN	SR	SRP
SHONA	SN	SNA
SINHALESE	SI	sin
SOMALI	SO	SOM
SPANISH	SP	spa
SWAHILI	SW	swa
SWEDISH	SV	SWE
TAGALOG	TA	tgl
TAGALOG	TL	TGL
TELUGU	TE	tel
THAI	TH	tha
TIGRIGNA	TI	TIR
TSONGA	TS	TSO
TURKISH	TR	tur
TWI	TW	twi
UKRAINIAN	UK	ukr
URDU	UR	urd
VIETNAMESE	VT	vie

WOLOF	WO	wol
YORUBA	YO	yor

Attribute 3 – Ethnicity/Race Group (select all that apply)

The data are derived from the answers to the two part question concerning the student's race/ethnicity. The user will mark all that apply, the raw data are stored but the attribute will be populated as below.

- If "Hispanic?" = Y then **H** will **always** populate the field.
- If "Hispanic?" = N then the corresponding code will populate the field.

A	Asian
B	Black
I	American Indian/Alaskan
P	Pacific Islands
W	White

If multiple races are selected and "Hispanic" is not "Y" then the race field will be populated with:

M	Multiple Race
----------	---------------

Attribute 4 - Transportation

01	Bus student
02	Non-bus student
03	Bus student paid
04	Non-bus student paid

Attribute 5 – Option Pathway for High School Equivalency Program

01	Option 1
02	Option 2
03	Option 3

Attribute 6 – Graduation Plan

(Graduation Plans are defined using program STU.310 – Graduation Requirements by individual schools)

Attribute 7 - Career Cluster

(A career cluster must be in all student records for class levels 8-12)

AG	Agricultural, Food & Natural Resources
AR	Architecture & Construction
AV	Arts, A/V Technology & Communications
BM	Business Mgmt & Administration
ED	Education & Training
ET	OLD DNU - Engineering/Technical
FH	OLD DNU - Arts/Humanities
GO	Government & Public Adm
HE	Health Science/Technical Education
HO	Hospitality & Tourism
HU	Human Services
IT	Information Technology
LA	Law Public Safety, Corrections & Security
MA	Manufacturing
MK	Marketing
SN	OLD DNU - Science/Natural Resources
ST	Science, Technology, Engineering & Mathematics
TR	Transportation, Distribution & Logistics

Attribute 8 - Title I – Targeted Assistance Students

01	Math
02	Reading
03	Reading and Math
04	Pre-school Program
05	Parents as Teachers

Attribute 9 – Not Used

Attribute 10 – Not Used

Attribute 12 – Not Used

Attribute 13 - Not Used

Attribute 14 - Not Used

Attribute 15 - Not Used

CONTACT AND ADDRESS INFORMATION

Contact Information in WOW

Alerts		Interventions		Experiential		College_Ready		CTE	
Discipline		Tags		Special Ed.		LEP		Assessment	
Transcripts		Health		Career		Basic		Family	
Contacts		Enrollment		Registration		Profile		Schedule	
Attendance									
CHANGE									
GUARDIAN:									
Call Seq#	Last Name	First Name	Middle Name	Title	Relationship				
02	SHANKLIN	DAVID			HUSBAND				
Home:	House Nbr	Prefix	Street Name	Type	Suffix	Unit			
	4		MILLER	DR					
	City	State	Zip code	Province, postal code					
	CULLODEN	WV	25510						
Telephone									
	304	<input type="checkbox"/> Unlisted							
Mail:	House Nbr	Prefix	Street Name	Type	Suffix	Unit			
	4		MILLER	DR					
	City	State	Zip code	Province, Postal code					
	CULLODEN	WV	25510						
Work:	Employer	<input type="checkbox"/> Federal		Occupation					
	WV TAX DEPT								
Phones:	Type	Number		Extension					
	WORK	304 555-5555							
	CELL								
	PAGER								
	E-mail								
Print:	<input checked="" type="checkbox"/> Labels	<input checked="" type="checkbox"/> Report card	<input checked="" type="checkbox"/> Attendance letter	<input checked="" type="checkbox"/> Discipline letter	<input checked="" type="checkbox"/> Schedule				

Call

Use this field to indicate the order in which to telephone contacts for this student in the event of an emergency. The default number may be left or the user may assign a different number, type a numeral (1, 2, 3, ...). For example, if this contact is the first person to call in an emergency, type 1 in this field.

Last Name First Name Middle Title

Use these fields to type the primary contact's name. The LAST name can be up to 15 characters, and the FIRST NAME and MIDDLE name can be up to 10 characters each.

If desired, type a title in the TITLE field; for example, Mr.

Relationship

Use this field to indicate the contact's relationship to the student; for example, FATHER or MOTHER. The field is 12 characters in length.

Home Address

This is the accrual location of the home for transportation purposes. Use the HOME ADDRESS fields to enter the street address, city, state, and zip code (or province and postal code) for the primary contact's home address.

Note: The student's home address is the primary contact's home address for the family with which the student currently resides.

The HOME ADDRESS fields break the street address information into several parts, which can be used to sort students for bus routes or other queries.

House #	House Number
Pfx	Prefix, example: N = North, SW = Southwest
Street Name	Name of street or road
Type	Type of road
Sfx	Suffix, example: NW = Northwest
Unit	Apartment number

Here are sample street addresses:

House #	Pfx	Street Name	Type	Sfx	Unit
12345		State	St		12
234	N	65th	Rd	NW	
34567	So	American	Ave		987

Phone Unl?

Type the contact's home telephone number in the PHONE field, starting with the area code. If you leave the entire PHONE field blank, the system copies the student's area code and telephone number into this field.

If this phone number is unlisted, select the UNL? option. The system default is No (not unlisted).

City CD

If you chose to use city codes in STU.102 - Student Record Options, type the city code in this field.

Map Grid

If you selected "USE MAP GRIDS ON THE STUDENT RECORD?" option in STU.102 - Student Record Options, type the map grid code in this field. Map grids are defined in STU.231 - Map Grids.

Mailing Address

This is the address where the contact receives mail. PO Box information may all be entered in the Street field.

If different from the information in the HOME ADDRESS fields, type a mailing address for this contact. If all the MAILING ADDRESS fields are left blank, the system copies the address information from the HOME ADDRESS fields.

If the HOUSE NUMBER, PREFIX, STREET NAME, TYPE, SUFFIX, and

UNIT fields are left blank, the system copies only that information from these fields in the HOME ADDRESS.

If the CITY, STATE, and ZIP CODE or PROVINCE and POSTAL CODE fields are left blank, the system copies only that information from these fields in the HOME ADDRESS.

Note: When changing the HOME ADDRESS fields for an existing contact who does not use a separate mailing address, remove the information in all of the MAILING ADDRESS fields at the same time. Then, the system can copy the changed home address information into the mailing address after ENTER is pressed. When changing the HOME ADDRESS fields for an existing contact who has a separate mailing address, leave the information in the MAILING ADDRESS fields unchanged, unless it is changed also.

Employer

If known, type the name of the contact's employer in this field.

Work Ext

If known, type the contact's work telephone number in this field, starting with the area code. If applicable, type the extension number in the EXT field.

Occupation

If known, type the contact's occupation in this field.

User-defined Telephone Fields

Use the fields under the WORK field to enter other ways to call this person. Enter the type of communication device under the WORK field; for example, CELL for a cellular phone or PAGER for a pager. Then, type the telephone number for that device and any applicable extension number next to the device type. For example, type CELL under the WORK field, then type the cellular telephone number, area code first, in the field next to CELL. If applicable, type the extension number in the EXT field.

Fed Empl?

The system displays this field if you selected the "MAINTAIN WHETHER GUARDIANS ARE FEDERAL EMPLOYEES?" option in STU.102 - Student Record Options. Type "Y" if the contact is a federal employee, or "N" if not.

E-Mail

If known, type the contact's electronic mail address in this field; for example, www.onlineparent.com

Print?

LABEL REPORT CARD ATTEND LTR DISCIPLINE LTR SCHEDULE

Use the PRINT? fields to indicate which types of correspondence this contact should receive. The possible choices are to print mailing labels, report cards, attendance letters, discipline letters, and schedules for this contact.

The first time you enter the primary contact for a new student, the system assumes printing all of the correspondence for the primary contact (defaults to Y). Change the default to N for any items that should not print for this primary contact.

To add/change additional contacts press F9. From the additional contacts screen an initial doctor contact record can be added by pressing F14. To change a contact on file, move the cursor to the LAST NAME field and press F4.

STUDENT ENROLLMENT

Registration and Enrollment

WOW Registration

Health	Career	Alerts	Interventions	Experiential	College_Ready	CTE	
Attendance	Discipline	Grades	Tags	Special Ed.	LEP	Assessment	Transcripts
Basic	Family	Contacts	Enrollment	Registration	Profile	Requests	Schedule
							CHANGE
Homeroom Teacher:		Morning Bus:		Counselor:			
<input type="text"/>		<input type="text"/>		<input type="text"/>			
Homeroom:		Afternoon Bus:		Locker:			
<input type="text"/>		<input type="text"/>		<input type="text"/>			
Home District:		Home School:		FTE:			
G72 <input type="text"/> *error		510 <input type="text"/> Hurricane HS Graduates		<input type="text"/>			

WOW Enrollment

Health	Career	Alerts	Interventions	Experiential	College_Ready	CTE		
Attendance	Discipline	Grades	Tags	Special Ed.	LEP	Assessment	Transcripts	
Basic	Family	Contacts	Enrollment	Registration	Profile	Requests	Schedule	
Year	Date	Type	Code	Register	Comment	Load	School	District
2013	8/23/12	Ent	E8 - Promotion	12th Grade F	Enrolled	1	510 - Hurricane HS	072
2012	8/18/11	Ent	E8 - Promotion	11th Grade F	Enrolled	1	510 - Hurricane HS	072
2011	8/23/10	Ent	E8 - Promotion	10th Grade F	Enrolled	1	510 - Hurricane HS	072
2010	8/26/09	Ent	E8 - Promotion	9th Grade F	Enrolled	1	510 - Hurricane HS	072
2009	8/26/08	Ent	E8 - Promotion	8th Grade F	Enrolled	1	310 - Hurricane MD	072
2008	8/27/07	Ent	E8 - Promotion	7th Grade F	Enrolled	1	310 - Hurricane MD	072
2007	8/28/06	Ent	E8 - Promotion	6th Grade F	Enrolled	1	310 - Hurricane MD	072
2006	8/26/05	Ent	E8 - Promotion	5th Grade F	Enrolled	1	215 - Conner ST EL	072
2005	8/26/04	Ent	E8 - Promotion	4th Grade F	Enrolled	1	215 - Conner ST EL	072
2004	8/26/03	Ent	E8 - Promotion	3rd Grade F	Enrolled	1	215 - Conner ST EL	072
2003	8/26/02	Ent	E8 - Promotion	2nd Grade F	Enrolled	1	215 - Conner ST EL	072
2002	8/27/01	Ent	E8 - Promotion	1st Grade F	Enrolled	1	215 - Conner ST EL	072
2001	8/28/00	Ent	E8 - Promotion	Kindergart F	Enrolled	1	215 - Conner ST EL	072

Health	Career	Alerts	Interventions	Experiential	College_Ready	CTE	
Attendance	Discipline	Grades	Tags	Special Ed.	LEP	Assessment	Transcripts
Basic	Family	Contacts	Enrollment	Registration	Profile	Requests	Schedule
							ADD
School Year:		2014					
District:		G72					
School:		510					
Transaction Date:		* 7/25/13 Thursday					
Withdrawal Code:		* <input type="text"/>					
Register/sub:		* C13 <input type="text"/> *error					
Comment:		<input type="text"/>					
Load:		<input type="text"/> 0					

Home District and Home School: These fields are used for students in an alternative educational setting, to record where they would normally attend school. This information is used for accountability.

Full Time Equivalent (FTE): This field is used for any student with an enrollment code of EC, part-time, to record the amount of time they are in attendance. The field is also used for students with a class of EC, early childhood community based education, for the amount of time stated in the contract.

Entry/Transfer In Codes

E0	Out of state - previously in state
E1	In-state public education (coming from another county)
E2	In-state non-public education (coming from another county)
E3	Out-of-state public education
E4	Out-of-state non-public education
E5	Resides in another county
E6	Resides in another state
E7	Non-classified
E8	Promotion default value (includes PreK, K, returning students)
E9	Other enrollment reason
EA	In-county public education
EB	In-county non-public education
EC	Enrolled part-time (primary schooling is through home or non-public schools)
ED	Previous dropout; re-enrolling (all within the current year)
EF	Enrolled from out of the country
EH	Entered from home schooling as full-time student
EM	Enroll in Mountaineer Challenge Academy (MCA)
EN	Enroll in Chestnut Mountain Ranch (CMR)
EO	DHHR Out-of-State Placement
ER	In-State residential facilities, placed by DHHR
EX	Enroll Foreign Exchange Students
EZ	Enroll School Choice (Title I – NCLB)

Withdrawal/Transfer Out Codes

T1	Transferred within the county
T2	Transferred out of county
T3	Transferred out of state
T4	Transferred out of the United States
T5	Deceased student
TA	Pre-kindergarten student who withdrew
TB	Non-public education
TG	Early graduate
TH	In-county home school
TM	Withdraw from currently enrolled school, Transfer to Mountaineer Challenge Academy (MCA)
TN	Withdraw from currently enrolled school, Transfer to Chestnut Mountain Ranch (CMR)
TO	DHHR Out-of-State Placement (used with enrollment code EO)
TP	Transfer Persistently Dangerous (Policy 4373)
TR	Reached Maximum Age – Special Education Students ONLY
TS	Summer school graduate
TW	Exit from 034 program (Used by District 34 Only)
TX	Withdraw a Foreign Exchange Student
TY	Transfer Victim of a Violent Criminal Offense (Policy 4373)
TZ	Transfer School Choice (Title I – NCLB)

Dropout Codes

01	Academic difficulty
02	Behavior difficulty
03	Dislike of school experience
04	Economic reasons
05	Employment
06	Exceeded allowable absences
07	Family care responsibilities
08	Lack of appropriate curriculum
09	Lack of interest or motivation
10	Marriage
11	Pregnancy
12	Marriage/pregnancy
13	Needed at home
14	Parental influence
15	Physical illness/disability
16	Poor pupil/staff relationship
17	Poor relationship with fellow students
18	Transportation difficulties
19	Unknown
20	Other
21	Expelled (no option to return to the school for the remainder of the school year or 12 consecutive months)

22

Completed feeder school but did not enter high school (only applies when articulating from one school to another)

Guidelines for using the EC Enrollment Code

- 1 The EC enrollment code is only used for students that are counted in another program such as a Home Schooled (not home bound) student, early childhood students not in public schools but enrolled for evaluations or a student in a private or parochial school. These students would be attending only part of the day to pick up classes not available to them. An FTE value must be entered for these students.
- 2 When a student enrolled with an EC code withdraws from the school they are not dropouts. The appropriate code TH – In County Home-School or TB – In County Non-Public Education should be used. Another entity are responsible for these students thus the EC code, the enrolling school should not get hit with a dropout.

Dropouts

The below reasons are used in the application DROP.OUT (Online menu WVR100) to remove students from the Dropout List.

NOT TRANSFER Codes but Reasons Students are Removed from Previous School Years

Dropouts

- 01** Deceased
- 02** Returned/Transferred to Public/Non-Public School
- 03** Received GED Diploma
- 04** Transferred to In-state Home Instruction/Home-Schooling

Summer (TS) (any student not included in the EOY submission and year-end Mountaineer Challenge GED recipients not previously identified prior to EOY submission) and Early Graduates (TG) (including Mountaineer Challenge GED recipients for December)

1. When using the TS, for Summer School Graduates, or TG, for Early Graduates
*****DO NOT PLACE THE STUDENT IN THE UNASSIGNED POOL*****
2. For Summer School Graduates **change** the Current Grade Level to SS.
3. **Change** the Next Year Information in the Basic Student Record.
 - a. For Summer School Graduates the next year line will be GXX for the district, the current school number and the school defined class for the year of graduation
 - b. For Early Graduates the next year line will be GXX for the district, the current school number and the school defined class for year of graduation.

Verify before promotion at the end of the school year.

4. On the registration screen
 - a. For Summer School Graduates change the Enrollment Code to TS and the Register to CSS (this register will have a load of zero defined)
 - b. For Early Graduates add a line with a TG enrollment code and the rest of the information stays the same as the enrollment line previous.

*******NEVER MANUALLY MOVE A SUMMER SCHOOL GRADUATE or EARLY GRADUATE TO THE GRADUATION DISTRICT, IF YOU DO THEY WILL NOT BE COUNTED AS A GRADUATE AND WILL NOT BE INCLUDED IN THE COHORT. THE ABOVE CODING IS THE**

ONLY WAY THE STUDENT WILL BE IDENTIFIED AS A GRADUATE*****

Enrolling/Dropping Mountaineer Challenge Academy Students, Chestnut Mountain Ranch and DHHR Out of State Placement

THIS MUST BE COMPLETED BY THE 2ND MONTH SUBMITTAL AND YEAR END.

Do not withdraw or add the student except as instructed below, only CHANGE or UPDATE the registration screen.

- I. If students are currently enrolled in Mountaineer Challenge Academy (MCA), Chestnut Mountain Ranch (CMR), or in Out of State Placement (OOS) and Identified by the Office of Special Programs with WVDE, please ensure they are enrolled in school one of two ways:
 - If the student entered the program during the summer, the **enrollment code for the first day of school must be changed** to EM (MCA), EN (CMR), or EO (OOS).
 - If the student enters the academy in January for Mountaineer Challenge or anytime during the school year for Chestnut Mountain Ranch or Out of State Placements, they must have two new lines added to the registration screen:
 - a. Add a new entry to the enrollment screen with a registration code of TM (MCA), TN (CMR) or TO (OOS), dated the last day of attendance in school.
 - b. Add another entry to the enrollment screen with a registration code of EM (MCA), EN (CMR), or EO (OOS), dated the first school day following the date entered above.

This enables the school to carry the student as enrolled and present every day receiving credit for their enrollment.

- II. When the student exits MCA, CMR or OOS, he/she have three choices:
 - Return to school:
 - a. Registration screen should still reflect the TM/TN/TO and the EM/EN/EO registration codes.
 - b. Add a new registration record with a T1 code dated the first date after leaving the academic program.
 - c. Add a second registration record with an EA code dated the first school day the student is back in school.
 - d. A course schedule must be entered.
 - e. Absences must be recorded.
 - f. Grades will be given at grading periods.

- Return to school as a graduate from Mountaineer Challenge or DHHR Out of State placement:
 - a. Registration screen should still reflect the TM/TO and the EM/EO registration codes.
 - b. Add a new registration record with a T1 code dated the first date after leaving the academy program.
 - c. Add a second registration record with an EA code dated the first school day is back in attendance.
 - d. In Basic Information set the next year line to reflect the graduate district and the graduation year.
 - f. Update the transcript file with the option pathway information.

NOTE: If the information is not received prior to EOY submissions the student must be coded at the beginning of the following year as a summer school graduate. This ensure there is an audit trail of the student being assigned to the graduate district.

➤ Dropout:

Withdraw the student with a dropout code. Students are eligible to take the GED test after 30 days and meet all other requirements. If they pass the GED test or return to school before October 1 of the following school year, the student may be removed from the list of dropouts for the school during the open period prior to the October 1 Dropout Verification collection by the West Virginia Department of Education. If students are flagged during this time they will be removed from the previous year's dropout listing before calculations and reporting of dropout information.

ADDITIONAL INFORMATION

Required Tags

WVEIS student tags are used to identify students who meet certain criteria or belong to specific groups. Schools and/or counties may use tags as needed. Tags are assigned using STU.301, Basic Student Information, STU.301E, Access Multiple Student Records, STU.640, Mass Assignment of Student Tags or STU.641, Mass Assign Tags by Student Attribute.

Two tags are collected by the WVDE and are required for selected students.

- 504** Students identified as receiving services based on Section 504 of federal law but who are not active special education students must be tagged using 504. This is a restricted tag: special access must be granted.

U.S. POSTAL REGULATIONS

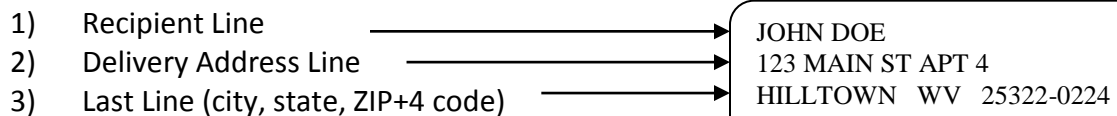
The following information is taken from the U.S. Post Office's Publication 28, "Postal Addressing Standards." The entire document can be downloaded from their website (<http://pe.usps.gov/cpim/ftp/pubs/pub28/pub28.pdf>).

Format

- Use uppercase letters
- Have uniform left margin
- Omit punctuation
- Use common abbreviations (see **Abbreviations**)
- Use the ZIP+4 code

Layout of Address

- There are at least three lines to a standardized address:



- For secondary address unit designators, such as *APARTMENT* or *SUITE*, the preferred location is at the end of the Delivery Address Line.

- If all Delivery Address Line information cannot be continued in the Delivery Address Line above the Last Line, place secondary address information on the line immediately above the Delivery Address Line.

M E MARTIN JR
APT 14C
123 SPRINGFIELD GARDENS
HILLTOWN WV 25322-0224

- Rural Route Addresses. Print rural route addresses on mailpieces as: RR N BOX NN. Do not use the words *RURAL*, *NUMBER*, *NO.*, or the pound sign (#). Two examples:

- 1) RR 2 BOX 152
- 2) RR 9 BOX 23A

Change the designations *RFD* and *RD* (as a meaning for rural or rural free delivery) to *RR*. Example:

- 1) RR 4 BOX 87A instead of RFD ROUTE 4 #87A

- Highway Contract Route Addresses. Print highway contract route addresses on a mail piece as: HC N BOX NN. Do not use the words *HIGHWAY CONTRACT*, *ROUTE*, *NUMBER*, *NO.*, *STAR ROUTE*, or the pound sign (#). Example:

1) HC 68 BOX 23A instead of HIGHWAY CONTRACT ROUTE 68 BOX 23A

- Star Route Designations. Change the designation *STAR ROUTE*, which usually refers to highway contract route, to *HC*. Example:

HC 68 BOX 23A instead of HIGHWAY CONTRACT ROUTE 68 BOX 23A

There should be no additional designations, such as town or street names, on the Delivery Address Line of highway contract route addresses. Street names used together with route and box numbers can create potential matching difficulty. Mailers are encouraged to use only one style of addressing. If secondary name information is used, however, place it above the Delivery Address Line.

SAM SAMUELS
 SAMUELS DAIRY ROAD
 HC 72 BOX 18
 HILLTOWN WV 25322-0018

- Post Office Box Addresses. Post Office Box addresses are output as *PO BOX NN* on the mail piece. Two examples:

- 1) PO BOX 11890
- 2) PO BOX G

PO BOX addresses often appear with the word *CALLER*, *FIRM CALLER*, *BIN*, *LOCKBOX*, or *DRAWER*. Change these to *PO BOX* as output on a mailpiece.

- 1) PO BOX L instead of DRAWER L

Abbreviations

- Unit Designators

APT	Apartment
BLDG	Building
FL	Floor
STE	Suite
UNIT	Unit
RM	Room
DEPT	Department

Abbreviations (cont)

- Direction

N	North
S	South
E	East
W	West
NE	Northeast
NW	Northwest
SE	Southeast
SW	Southwest

- Street Suffix

AVE	Avenue
BLVD	Boulevard
CTR	Center
CIR	Circle
CT	Court
DR	Drive
EST	Estate
EXPY	Expressway
FWY	Freeway
JCT	Junction
LN	Lane
LOOP	Loop
MTN	Mountain
PARK	Park
PKWY	Parkway
PIKE	Pike
PL	Place
PLZ	Plaza
RD	Road
SQ	Square
STA	Station
ST	Street
TER	Terrace
TPKE	Turnpike
VLY	Valley
VIS	Vista
WALK	Walk