

**Phone: 1.800.722.5797**

**Email: Schooltool@edutech.org**

**Ending Programs in Schooltool**

**Programs highlighted in yellow should be ended every year.**

**All other programs do not need to be ended unless the “Reason for Ending” criteria is met. Programs that are not given an end date will continue to report to the warehouse until they are ended.**

To End Program records in Schooltool, go to Census > Student tab and where it says enrollment, choose the section the program record is found in. The list below is in the same order they are found in Schooltool.

Once you choose the category, you will see the program record for that student with the history.

Edit the record to add the End Date and save.

The other option is to go to Census > Batch Program Services > Batch End Program Services. Then you can close them all at once for a specific program record.

Programs that need to be ended should be ended with 6/30/XXXX for the Ending Date.

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| --- | --- | --- | --- |
| **Code** | **Description** | **Reason for Ending** | **Reason for Ending Code** |
|  | **Career and Technical Education (CIP)** |  |  |
|  | Specific Career and Technical Education Program Code (Approved Program Provider)  *Note: See SIRS for information on Program Intensity.*  *Our regions have districts with In House Approved Programs.* | First Year: If the student is continuing for a second year in the same program, do not end the program.  Second Year: End the program with 06/30/XXXX.  If the student leaves the program without completing the program. (including switching to a different CTE program) | Exit Code: 646 Completion of Program Service.  Program Intensity: Concentrator.  Exit Code: 663 Left without Completing Program Service. |
|  |  |  |  |
|  | **Funding Program Services** |  |  |
| 0286 | Title I - Part A: Improving Basic Programs | The date services end or 06/30/XXXX. | None |
|  | Title I - Part A: Targeted Assistance Programs  Reading/Language Arts, Mathematics, Science, Social Sciences, Vocational/Career, Other Instructional Services, Health, Dental and Eye Care, Supporting Guidance/Advocacy, Other Support Services | The date services end or 06/30/XXXX. | None |
| 0411 | Title I - Part A: Improving Basic Educational Services for School-wide Program | The date services end or 06/30/XXXX. | None |
| 0892 | Title I - Part A: Homeless student Served with Set-Aside Funds | Date student is no longer homeless. | None |
| 0330 | Title I - Part C: Education of Migratory Children | The date services ended or 06/30/XXXX. | None |
| 0187 | Title I - Part D: Prevention and Intervention Programs for Children and Youth who are Delinquent | The date the designation is eliminated or 06/30/XXXX. | None |
| 8327 | Title I - Part D: Prevention and Intervention Programs for Children and Youth who are Neglected | The date the designation is eliminated or 06/30/XXXX. | None |
|  | **English Language Learner/Multilingual Learner Eligibility** |  |  |
| 0231 | ELL Eligible | Ends on 6/30 of the school year they achieve proficiency. | Use 3011, 3022, or 3045, as applicable. See ELL/MLL Status Exit Program Service Codes in Chapter 5: Codes and Descriptions |
|  | **English Language Learner/Multilingual Proficient Programs** |  |  |
| 5709  5676  5687  8239 | English as a New Language  Transitional Bilingual Education (TBE) Program  One Way or Two Way Dual Language Program  ELL Eligible but not in a program | The date the student is no longer ELL Eligible or the date the student changed program. | None |
|  | **Other** |  |  |
| 5817 | Free Lunch Program | 06/30/XXXX. | None |
| 5806 | Reduced-Price Lunch Program | 06/30/XXXX. | None |
| 0198 | Poverty - from low-income family | 06/30/XXXX. |  |
|  | Summer School Participation | The last day of Summer School |  |
| 0220 | Eligible for Alternate Assessment | The date CSE rescinds eligibility. | None |
| 5753 | Early Intervening Services supported with IDEA funds | The date services end or 06/30/XXXX. | None |
| 0242 | Eligible to take the NYSESLAT for grades 3-8 ELA Accountability | Use 6/30 of the year the program record was entered. | None |
|  | **PreK Program** |  |  |
| 902 | Universal PreK program | The date the student completes the program (06/30/XXXX.) or leaves the program. | None |
| 990 | “Other” PreK program | The date the student completes the program (06/30/XXXX.) or leaves the program. | None |
|  | **Universal PreK Setting** |  |  |
|  | District - Operated, Day Care Center, Head Start  Family or Group Day Care, Nursery School, BOCES, Spec Ed 4410 Preschool, Nonpublic School, Museum, Library, Other | The date the student completes the program (06/30/XXXX.) or leaves the program. | None |
| 1232 | Students with Inconsistent/Interrupted Formal Education (SIFE) | Use 06/30/XXXX. of the year the program record was entered. |  |
| 4004 | Liberty Partnerships Program (LPP) | The last day of the program. | None |
| 4015 | Science and Technology Education Program (STEP) | The last day of the program. |  |
| 4026 | NYS P-Tech Program – Do not change program duration until September after last school year load to Data Warhouse. | See details on ending P-Tech program records on pages 4 and 5. | None |
| 4037 | Smart Scholars | The last day of the program. | None |
| 8282 | Immigrant Children and Youth Status | June 30 of the year in which the student no longer fits the definition of immigrant. | None |
| 8292 | Students with a Parent on Active Duty in the Armed Forces | The date the parent/guardian no longer on Active Duty in the Armed Forces. | 4000 - Parent/guardian no longer in Armed Forces |
| 8312 | Received Seal of Biliteracy | Start and End the program the year in which they complete all requirements for a Regents diploma, even if the criteria for receiving the NYS Seal of Biliteracy were met in a prior year. | None |
| 8271 | CDOS Credential Eligible Coursework | The date student receives a CDOS or is no longer participating in coursework that leads to a CDOS or 6/30/XXXX | 700 - Received a CDOS credential OR 701 – No longer participating in coursework that leads to a CDOS. |
| 8300 | Child in Foster Care | The date the child is no longer in foster care. | None |
| 8272 | Homeless Unaccompanied Youth Status | The date the student no longer meets parameters or 6/30/XXXX | None |
| 8262 | Homeless Student Status | When the student is no longer homeless. Use 6/30/XXXX | None |
| 8261 | Single Parent/Pregnant Status | The date the student no longer meets program parameters. | None |
| 5754 | Compreshensive Coordinated Early Intervening Services (CCEIS) supported with IDEA funds. | End of the school year 6/30XXXX | None |
| 8313 | Received Seal of Civic Readiness | End of the school year 6/30XXXX | None |
| 4005 | MBK Challenge | Date the student exits the program 06/30/XXXX. | None |
| 4006 | MBK Family and Community Engagement (FCEP) | Date the student exits the program 06/30/XXXX. | None |
| 4007 | MBK Exemplary School Models and Practices (ESMP) | Date the student exits the program 06/30/XXXX. | None |
| 4008 | MBK Native American (NAP) | Date the student exits the program 06/30/XXXX. | None |
| 4009 | MBK Fellows (FP) | Date the student exits the program 06/30/XXXX. | None |
| 2618 | Voluntary inter-district urban-suburban transfer program | The date services end. | None |
| 0264 | Section 504 Plan | The date when the plan is terminated. | None |

**P-Tech Programs (from SIRS)**

P-Tech Programs are programs in which students earn a Regents or local diploma, get workplace experience, and receive an Associate’s degree or credits towards one over six years of high school. Students in these programs qualify for ELL/MLL, disability, and FRPL services throughout the entire six years of the program.

Students enrolled in an NYS P-Tech Program must be reported with Program Service Code 4026; students enrolled in an NYC P-Tech Grades 9-14 Early College and Career High School program must be reported with Program Service Code 4027. Students enrolled in either program must be reported with a program beginning date. Students who exit the program while still enrolled in school must be reported with a program end date indicating when they exited the program. Report the number of years the student has been in the program in the Program Duration field of the Program Facts table. Report the grade of the student in the GRADE LEVEL field of the Student Lite and School Entry Exit tables. Students in P-Tech programs can only be reported with grade 9, 10, 11, or 12. Students in these programs who have advanced to grade 12 should continue to be reported in grade 12 for all subsequent years that they are participating in the program. For NYS P-Tech Programs (4026), the Program Duration must increase by 1 each year; in other words, a student cannot have the same Program Duration in multiple school years.

P-Tech students should continue to have daily attendance reported in SIRS only if they are taking high school courses at the high school, a BOCES site, or on the college campus. If they are taking college level courses on a college campus that are NOT dual credit, attendance and suspension data do not need to be reported in SIRS. Report via all required templates up until graduation. Students in years 5 and 6 should be reported in Student Lite, Entry Exit, Programs Fact, Attendance Codes and Student Daily Attendance templates as appropriate.

Report students enrolled in either of these programs who:

**Fulfill the requirements for a Regents or local diploma and are remaining in the program**.

* Enter appropriate **Enrollment Exit Reason** that corresponds with the Diploma earned.
* Enter **Career Path.** You can also add **Post Grad Plan** for your reference, but it is no longer NYS required.
* Re-enroll students with Reason for Beginning Enrollment Code 0011 in Grade 12.
* Do not end the P-Tech program record.
* Update Program Duration AFTER September 1.

**Fulfill the requirements for a Regents or local diploma and are exiting the program and the school**.

* Enter appropriate **Enrollment Exit Reason** that corresponds with the Diploma earned.
* Enter **Career Path.** You can also add **Post Grad Plan** for your reference, but it is no longer NYS required.
* Enter **Left Early** for P-Tech Program Exit reason.

**Fulfill the requirements for a Regents diploma, continue in the program, but subsequently decide to leave the program and exit school.**

* Enter **0068 - Exited Extended Integrated HS Program After Fulfilling HS Grad Req** Enrollment Exit reason.
* Enter **End date** for P-Tech Program record.
* Enter **Left Early** for P-Tech Program Exit reason.

**Complete all three parts of either program** — high school diploma, workplace experience, and Associate’s Degree or credits toward an associate degree.

* Enter **0067 – Completed Extended Integrate HS Program** Enrollment Exit reason.
* Enter **End date** for P-Tech Program record.
* Enter **Completed Program** for P-Tech Program Exit reason.

**Exit the program but not the school.**

* Enter **End date** for P-Tech Program record.
* Enter **Left Early** for P-Tech Program Exit reason.

**Exit the program and the school without fulfilling the requirements for a Regents or local diploma**.

* Enter appropriate **Enrollment Exit Reason** that corresponds with the transfer, dropout, etc.
* Enter **End date** for P-Tech Program record.
* Enter **Left Early** for P-Tech Program Exit reason.

**If a student fulfills the requirements for graduation AND completes the requirements for the P-Tech program simultaneously.** (Note: Do not use a 0067 Ending Enrollment code unless the student has previously been exited with either a 799 or a 065).

* Enter **0065 Fulfilled HS Grad Req for Extended Integrated HS Program** Enrollment Exit reason
* Enter **Completed Program** for P-Tech Program Exit reason.