Withdrawal Codes Cheat Sheet

Accountability & Research

IMPORTANT NOTE: This document is intended to be used as a convenient resource in choosing the applicable withdrawal code depending on the student's situation; however, it should not be used exclusively. Please review the Official Notice of Pupil Withdrawal Form as well as the official Graduation, Dropout, and Persistence Rate Technical Manual (both located on Accountability's Resources page) for full descriptions and additional information.

For any questions please contact Achieve@azed.gov.

Code	Type	Short Description	Explanation	Documentation Requirement Notes
W1/S1	Exited Cohort	Transfer in state	Withdrawn before the scheduled end of school year or summer in order to attend another school in the state.	"Official Written Documentation" Required. This includes a request for student records from a receiving public or private school or an educational program, a written record of a response from an official in the receiving school or program acknowledging the student's enrollment, or student having concurrent enrollment shown in the Dropout Tracker on ADEConnect. VERBAL NOTIFICATION IS NOT SUFFICIENT.
W2	Non-Graduate	Chronic Illness	Withdrawn before scheduled end of school year due to chronic illness Withdrawal may not be required; refer to district's chronic illness policy.	Documentation of illness from a medical provider or parent

Code	Type	Short Description	Explanation	Documentation Requirement Notes
W3/S3	Non-Graduate	Expulsion	Expelled or suspended on a long-term basis before scheduled end of school year/summer. Student will not be returning to school.	School expulsion documentation supporting evidence
W4/S4	Non-Graduate	10 Days of Unexcused Absence/Status Unknown	Withdrawn before scheduled end of school year or summer for 10 consecutive days of unexcused absence, status or location is unknown to the school or school district. **The effective date of withdrawal is the last day of actual attendance or excused absence.** AOI's should use W4s/S4s in accordance with approval LEA policy, and effective date of withdrawal is the last day of recorded activity.	Attendance record showing 10 consecutive days of unexcused absence; notes documenting who was contacted, contact method, phone number or email contacted, and dates attempted
W41/S41	Non-Graduate	Parent Withdrawn; Awaiting Documentation	Withdrawn with a parent's signature on the Pupil Withdrawal Form, or with other written notice from the parent/guardian stating that the student will be transferring to another school. School is now waiting for documentation of subsequent enrollment.	Written communication with parent/guardian or parent/guardian's signature on Pupil Withdrawal Form
W5/S5	Non-Graduate	Dropped out – Age 16 and older	School received verification that student has withdrawn from school before scheduled end of school year or summer; student does not intend to complete requirements for a high school diploma.	Attendance record/ Parent or student's signature on Pupil Withdrawal Form
W51/S51	Non-Graduate	Dropped out – Under 16	School received verification that student has withdrawn from school before scheduled end of school year or summer; student does not intend to complete requirements for a high school diploma based on reasons listed in	Parent/guardian's signature on Pupil Withdrawal form or other recorded communication **AND** supporting documentation based on reasons listed in ARS §15-802(D)(2-5)

Code	Type	Short Description	Explanation	Documentation Requirement Notes
			ARS §15-802(D)(2-5) with supporting documentation.	
W6/S6	Exited Cohort	Not of school age	Withdrawn before scheduled end of school year or summer because student is not of school age (under 6 or over 21 years of age).	Documentation showing date of birth/showing student not of school age
W7/S7	Graduate	Graduated	Student has completed course of study requirements for high school. Graduates are issued a high school diploma by the school district.	Official transcript or diploma
W8/S8	Exited Cohort	Death	Student passed away before scheduled end of school year or summer.	Written confirmation that a student is deceased is required. A letter from a parent or an obituary is sufficient documentation. Official written documentation of a student's death, such as a death certificate, is not necessary.
W9/S9	Exited Cohort	Home School	Student withdrawn before scheduled end of school year or summer to be taught at home.	The parent must file an affidavit with the county school superintendent that the child is attending a regularly organized private or home school. Official written documentation is required to apply this code. Documentation may include a letter of withdrawal or other written confirmation from the parent or guardian, or the affidavit filed with the county superintendent.
W10/S10	Non-Graduate	State Detention or correction facility	Withdrawn because student was transferred to a state detention or correctional facility during the summer where they are receiving educational services	Copy of court order; written notification from a law enforcement agency, the office of the prosecuting attorney, or the jail or penitentiary, that the student is incarcerated

Code	Type	Short Description	Explanation	Documentation Requirement Notes
W11/S11	Non-Graduate	GED	Student withdrew before scheduled end of school year expressly for the purpose of obtaining a GED. Students of high school age must withdraw to take the GED test.	Verbal/written notification at the time of withdrawal or copy of GED certificate
W12/S12	Non-Graduate	Vocational School	Student withdrew before scheduled end of school year or summer to continue studies at a technical or vocational school; this includes ALL schools or education programs that DO NOT meet Arizona requirements for obtaining a high school diploma.	Verbal notification from a responsible adult is sufficient
W13/S13	Non-Graduate	Completer	Student completed a course of study at a Career and Technical Education District (CTED) during summer before or after graduation OR 11th grade JTED and/or foreign exchange students. Completers have concluded their high school education and are NOT expected to reenroll except in cases such enrollment in a CTED post-graduation.	
W14	Non-Graduate	Grand Canyon Diploma	Student has met all of the requirements for the Grand Canyon Diploma but has not been awarded the diploma. Student is continuing in high school.	
W15	Non-Graduate	Grand Canyon Diploma awarded	Student has met all of the requirements for the Grand Canyon Diploma and has been awarded the diploma.	
W17/S17	Exited Cohort	GCD holder no longer at university	Student received the Grand Canyon Diploma and is a) no longer enrolled full time at an AZ public university OR is no longer enrolled in an AZ public university	

Code	Type	Short Description	Explanation	Documentation Requirement Notes
W18/S18	Exited Cohort	GCD holder no longer at community college	Student received the Grand Canyon Diploma but LEA may not count this student a) is no longer enrolled full time at an AZ community college OR b) is no longer enrolled in an AZ community college	
W19/S19	Exited Cohort	Was eligible for GCD but no longer enrolled full time at CTE	Student was eligible for the Grand Canyon Diploma but LEA may not count this student because student is no longer enrolled in a full-time CTE program.	
W20/S20	Exited Cohort	GCD holder but participation is unknown	Student has been awarded the Grand Canyon Diploma and the student's post GCD participation is unknown or ineligible.	
W21/S21	Exited Cohort	Transfer out of state	Withdrawn before the scheduled end of year or summer in order to attend a school out of state.	"Official Written Documentation" Required. This includes a request for student records from a receiving public or private high school or an educational program that culminates in a regular high school diploma, a written record of a response from an official in the receiving school or program acknowledging the student's enrollment, or student having concurrent enrollment shown in the Dropout Tracker on ADEConnect. VERBAL NOTIFICATION IS NOT SUFFICIENT.
W22/S22	Exited Cohort	Transfer out of country	Withdrawn before the scheduled end of school year or summer in order to attend a school out of the country.	Written confirmation that a student has emigrated to another country required, but need not obtain official written notice that the student is enrolled in a new school within that country. Parents/Guardian's written documentation qualifies for use of this code.
S99	Exited Cohort	New school in district during summer	Student transferred to another school within this district during the summer.	Pupil Withdrawal Form; Other communication record within district

Code	Type	Short Description	Explanation	Documentation Requirement Notes
WD	N/A	Demoted during school year	Student was demoted to the previous grade level during the current school year.	
WK	N/A	Changed to different calendar in same school in same school year	Transferred to another calendar track within the same school before scheduled end of school year.	
WP	N/A	Promoted during school year	Student was promoted to the next grade level during the current school year.	
SC	Non-Graduate (Year-End)	Still Enrolled (12 Grade only)	Still Enrolled (Course Study Requirements)	
A	Non-Graduate (Year-End)	Attended	Attended - Concluded high school education and not expected to reenroll; met one of these requirements: did not fulfill a course of study, did not complete an IEP, turned 22, attended as 12th grade foreign exchange student	
C	Non-Graduate (Year-End)	Completer	Completed course of study at year end	
G	Graduate (Year-End)	Graduated	Graduated at year end	
P	Non-Graduate (Year-End)	Promoted (no Grade 12)	Promoted to the next grade. Applies to students in all grade levels except grade 12. If a student is ungraded elementary or ungraded secondary and have met requirements for the school year, they can be shown as Promoted even though they will still be enrolled in the same grade level the following year.	
R	Non-Graduate (Year-End)	Retained (held back)	Retained - Cannot be used for 12th grade students.	