



## ADDITIONAL SCHOOL YEAR REPORTING GUIDELINES

Technical Assistance Document

**Use of Additional School Year, Grade Promotion Status and Withdrawal Codes\*  
For Students Remaining in School Beyond Initial Year of Completion**

**Nondisabled Students**

Outcome	Initial Year of Completion			Additional School Year Permitted by s. 1003.4282(6)(c), F.S.		
	Additional School Year	Grade Promotion Status	Withdrawal Code	Additional School Year	Grade Promotion Status	Withdrawal Code
Standard Diploma (W06, W10, WFT, WGA, WXL, WXT or WXW) or State of Florida Diploma (must be enrolled in a Performance-Based Exit Option Program) (WGD)	Z	P	W06, W10, WFT, WGA, WGD, WXL, WXT or WXW,			
Certificate of Completion (W08 or W8B)**	Z	P	W08, or W8B	S	P	W06, W10, WFT, WGA, WGD or WPO***
Student who has met completion requirements but opts not to accept Certificate of Completion (W01, W02 or W3A)	Z	D	W01, W02 or W3A	S	P	W06, W08, W10, WFT, WGA, or WGD
Student who has been retained (W01, W02 or W3A)****						

In all of above cases, use Grade 12 for reporting and FTE.

\* Please reference data elements for Additional School Year and Grade Promotion Status, and Appendix A for Withdrawal Codes.

\*\* A nondisabled student awarded a certificate of completion may elect to remain in the secondary school either as a full-time student or a part-time student for up to 1 additional year and receive special instruction designed to remedy his or her identified deficiencies.

\*\*\* WPO (nondisabled) - Any student who is withdrawn from school in a year subsequent to receiving a W08 or W8B.

\*\*\*\* Students who have not met completion requirements are retained.

See *Notes* tab for Summer School Entry and other details.

**Use of Additional School Year, Grade Promotion Status and Withdrawal Codes\*  
For Students Remaining in School Beyond Initial Year of Completion**

**Students with Disabilities**

Outcome	Initial Year of Completion			Additional Year One (Not Last Year of Attendance)			Additional Years Two and Higher (Not Last Year of Attendance)			Last Year of Attendance		
	Additional School Year	Grade Promotion Status	Withdrawal Code	Additional School Year	Grade Promotion Status	Withdrawal Code	Additional School Year	Grade Promotion Status	Withdrawal Code	Additional School Year**	Grade Promotion Status	Withdrawal Code
Standard Diploma (W06, W10, WD1, WFT, WFW, WGA, WRW, WXL, WXT or WXW)	Z	P	W06, W10, WD1, WFT, WFW, WGA, WRW, WXL, WXT or WXW	D	D	WD1	D	D	WD1	S** or D	P	W06
State of Florida Diploma (WGD)	Z	P	WGD	F	D	W01, W02 or W3A	F	D	W01, W02 or W3A	F	P	W06, W10, WFT, WFW, WGA, WRW or WPO***
Special Diploma (W07 or W27)	Z	P	W07 or W27	S or F	D	W01, W02 or W3A	F	D	W01, W02 or W3A	S** or F	P	W06, W10, WFT, WFW, WGA, WGD, WRW or WPO***
Certificate of Completion (W08 or W8B)	Z	P	W08 or W8B	S or F	D	W01, W02 or W3A	F	D	W01, W02 or W3A	S** or F	P	W06, W07, W10, W27, WFT, WFW, WGA, WGD, WRW or WPO***
Special Certificate of Completion (W09)	Z	P	W09	S or F	D	W01, W02 or W3A	F	D	W01, W02 or W3A	S** or F	P	W06, W07, W08, W10, W27, WFT, WFW, WGA, WGD, WRW or WPO***
Student who has met completion requirements for W07, W08, W09 or W27 but opts not to accept completion.	Z	D	W01, W02 or W3A	S or F	D	W01, W02 or W3A	F	D	W01, W02 or W3A	S** or F	P	W06, W07, W08, W09, W10, W27, WFT, WFW, WGA, WGD or WRW
Student who has been retained (W01, W02 or W3A)****										Z	R	W23

In all of the above cases, use Grade Level 12 for reporting and FTE.

\* Please reference data elements for Additional School Year and Grade Promotion Status; and Appendix A for Withdrawal Codes.

\*\* S is valid only if this is the student's first additional school year.

\*\*\* WPO (disabled) - Any student who is withdrawn from school in a year subsequent to receiving a W07, W08, W09, W27 or WGD.

\*\*\*\* Students who have not met completion requirements are retained. Their year of completion is marked by a W06, W07, W08, , W09, W10, W27, WFT, WFW, WGA, WGD, WRW, WXL, WXT or WXW. If none of these withdrawal code requirements are met, a W23 is assigned at the end of the school year in which the student turns 22, or the student's last year of attendance.

See *Notes* tab for Summer School Entry and other details.

## **Notes:**

Some students receive a Certificate of Completion or special diploma at the end of the 180-day school year. Some of these students may decide to attend summer school to improve their skills and possibly earn a standard diploma. Other students may meet the completion requirements for W07, W08, W09, or W27 but opt not to accept completion. These notes will assist in the reporting of these students.

Title 34, Code of Federal Regulations (CRF) Section, 300.102(iv) has changed. Based on this change, Students with **disabilities** continue to be eligible for FAPE through age 21 if they have not earned a standard diploma, even if they have earned a general educational development (GED) credential. The only exception includes students with disabilities who successfully utilize the Performance-Based Exit Option Model. (Effective 7/30/07) (Non-disabled students who earn a GED are not eligible to attend school for an additional year because a GED is considered equivalent to a Florida Standard Diploma.)

### **ADDITIONAL SCHOOL YEAR(S)**

Section 1003.4282(6)(c), F.S. allows students who do not complete all requirements for a Standard Diploma, but who are entitled to a Certificate of Completion, to elect to remain in the secondary school either as a full-time or part-time student for up to an additional year and receive special instruction designed to remedy his or her identified deficiencies. A student may opt to accept or decline the Certificate of Completion or Special Diploma. If the student is awarded and accepts a Certificate of Completion or Special Diploma and chooses to return to school to meet requirements for a Standard Diploma, the student shall be coded with the appropriate Diploma Type or Certificate Type and be coded "P" for Grade Promotion Status on the End of Year record. The student who opts **not** to accept the completion credential should be coded "D" for Grade Promotion Status and the Withdrawal Code should be "W01", "W02", or "W3A".

### **WITHDRAWAL CODES FOR SUMMER SCHOOL**

The withdrawal code for summer school should reflect the status of the student at the end of summer school. If the student received a certificate of completion or special diploma at the end of the regular school year, and then completes all requirements for a standard diploma, enter the standard diploma code (at the end of summer school). If the student attends summer school, but does not complete requirements for a certificate/diploma, the appropriate withdrawal reason (either W01 or WPO) should be entered.

### **STUDENT END OF YEAR (EOY) RECORD**

Only one EOY record is to be reported for the PK-12 student. Therefore, report the "highest" award for the student along with the accompanying withdrawal date of the "highest" award. This is either the award received at the end of the 180 day school year or the award received at the end of summer school. In all cases, the promotion status should be 'P' if the student is awarded a certificate or diploma.

### **PERFORMANCE-BASED EXIT OPTION DIPLOMA**

Students earning Performance-Based Exit Option Diplomas must successfully complete all requirements of the district GED Exit Option Model Program and state requirements related to passing the GED, the state approved Graduation Test, or an Alternate Assessment for the state approved Graduation Test.

### **WPO WITHDRAWAL CODE**

WPO is the withdrawal code that should be used in the last year of attendance if a student does not receive a W06, W07, W08, W09, W10, W27, WFT, WFW, WGA, or WGD. If a disabled student is reported as WPO, but returns to school the following year, the WPO should be amended as appropriate.