

**Documentation to the NCES Common Core of Data  
Local Education Agency Universe Dropout File:  
School Year 1999-2000**

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## **I. Introduction to the Common Core of Data (CCD)**

The Common Core of Data (CCD) Nonfiscal surveys consist of data on the status of public elementary and secondary education submitted annually to the National Center for Education Statistics (NCES) by state education agencies (SEAs) in the 50 states, the District of Columbia, American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, Puerto Rico, the Virgin Islands, the Department of Defense, and the Bureau of Indian Affairs. In order to provide education data comparable across states, common data items and definitions have been developed and accepted by NCES and by representatives of SEAs over a period of time from the 1950's to the present. CCD data are sent to NCES by SEA personnel acting as CCD Coordinators, are edited and maintained in machine-readable data sets by NCES, and are used to produce general-purpose publications and specialized reports on the status of education. The principal users of CCD Nonfiscal data are the Federal Government, the education research community, state and local government officials, including school boards and Local Education Agency (LEA) administrators, and the general public.

## **II. The Local Education Agency Universe Dropout File: School Year 1999-2000**

### **A. Background**

The *Local Education Agency Universe Dropout File* was created starting with the 1997-1998 School Year. Before this dropout file was created, dropout data were available only on the Local Education Agency Universe Survey. This dropout file separates the dropout data into their own file and adds two new variables to the file: dropout rates and enrollment base. Thus, this file is constructed from data collected through the Public Elementary and Secondary School Universe and Local Education Agency Universe Surveys.

Since 1991, the *Local Education Agency Universe* files have reported dropout data. Dropout numbers and rates were published only for states that conformed with NCES reporting standards. However, in 1999 NCES explored the feasibility of adjusting nonstandard dropout data to make them comparable to data based on NCES standards.<sup>1</sup> The study found that the major type of non-conforming dropout reporting practice, the use of an alternative reporting calendar that takes

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<sup>1</sup> U.S. Department of Education. National Center for Education Statistics. *A Recommended Approach to Providing High School Dropout and Completion Rates at the State Level*, NCES 2000-305, by Marianne Winglee, David Marker, Allison Henderson, Beth Aronstamm Young, and Lee Hoffman. Washington, DC: 2000.

Note: Dropout data for a particular year are reported the following year. For example, 1999-2000 dropout data are reported in the 2000-2001 Local Education Agency Universe file. Thus, to calculate the dropout rate requires CCD files from two years, with the number of dropouts from the 2000-2001 file divided by enrollment from the 1999-2000 file.

a snapshot count of dropouts at the conclusion of a school year, leads to a small, and statistically insignificant, net increase in the number of dropouts reported when compared to NCES's CCD reporting guidelines. The other types of non-conformity lead to a greater and more variable difference than an alternative reporting calendar. It was the recommendation of the study to include reporting calendar non-conforming states' dropout data in NCES files and publications and continue to withhold publication of data from states that follow other variations. On this file, 31 states and outlying areas conform to the NCES definition of a dropout and 11 use an alternative reporting calendar. See appendix C for a list of each state's conformance status.

## **B. Who is a Dropout**

The CCD provides an event dropout number. An event dropout number represents the proportion of students dropping out each year. The CCD definition of a dropout is an individual who:

1. Was enrolled in school at some time during the previous school year;
2. Was not enrolled at the beginning of the current school year;
3. Has not graduated from high school or completed a state- or district-approved educational program; and
4. Does not meet any of the following exclusionary conditions: transfer to another public school district, private school, or state- or district-approved education program; temporary absence due to suspension or school-approved illness; or death.

For the purpose of this definition:

\* The school year is the 12-month period of time from the first day of school (operationally set as October 1), with dropouts from the previous summer reported for the year and grade in which they fail to enroll;

\* Individuals who are not accounted for on October 1 are considered dropouts;

\* A school completer is an individual who graduated from high school or completed a state- or district-approved educational program upon receipt of formal recognition from school authorities. A state- or district- approved educational program may consist of special education and district or state-sponsored GED preparation.

See appendix C for further description of the dropout definition.

## **III. Methodology**

Data on the *Local Education Agency Universe Dropout File: School Year 1999-2000* are provided to NCES by officials in each SEA. Since it is understood that local education staff has already provided information to SEA officials in conjunction with established administrative records systems, it is not the policy of CCD survey staff to contact local personnel for data

verification except in unusual circumstances. Certain edits are performed by survey staff and referred to SEA respondents for resolution. It is CCD policy to accept the judgment of the respondent unless there is a clear conflict or unacceptable inconsistency.

### **A. Comments About the Data File**

Users of the data set need to be aware of certain characteristics of the data file.

Undercoverage and Vertical Consistency - Although CCD coverage of traditional public schools and school districts (those schools and districts typed as regular<sup>2</sup>) is virtually 100 percent, the same cannot be said for publicly funded education outside of the traditional settings and organizations.

This dropout file does not include data for agencies reported as closed on the Local Education Agency Universe Survey, 2000-2001. Also note that states whose 1999-2000 dropout data do not conform to the summer dropouts or the adult education/GED components of NCES's CCD dropout definition (see appendix C), and states that did not report 1999-2000 dropout data, are not included on the file.

Imputation Flag Options - Care has been taken to provide a meaningful entry in every cell of this data file. In order to achieve this result, it was necessary in some cases for NCES to assign a value other than that reported - including a blank response - by the state coordinator responding to the CCD surveys. For the total by grade dropout fields there is a companion cell containing a flag indicating whether the figure in the cell was reported by the state or was placed in the cell by NCES using one of several methods.

R - As reported by the state

A - Adjustment

T - Total based on sum of internal or external detail

On the record layout, the companion cell is identified by the name of the original data cell preceded by an "I". The documentation explains any action taken by NCES in regard to each variable. A frequency distribution of the values of each imputation flag is attached in appendix B.

Missing Value Options - All data elements are either completed or filled with "0", "M", or "N".

0 - There are no occurrences of this data element. A value was expected and measured, but there were 0 (zero) cases found in the category. (For example, a district having no dropouts would report 0.)

M - Data are missing. A value was expected and none was measured. (For example, a district that has at least one dropout but can not measure the number of dropouts would report M.)

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<sup>2</sup> Regular school districts exclude locale supervisory unions, regional education service agencies, and state and federally operated school districts, and other agencies that do not fall within these groupings.

N - Data are not applicable. A value was neither expected nor measured. (For example, an elementary school district would report N for dropouts.)

## **B. Comments About the Data Fields**

The *Local Education Agency Universe Dropout File: School Year 1999-2000* contains the following data items: NCES agency ID; state agency ID; agency name, phone number, mailing address, submission year flag, low/high grade span offered; dropout counts by grade, race, and gender; dropout rate by grade; enrollment base by grade; and dropout definition flag. The "race/ethnicity unknown" category collected previously has been removed from the survey starting with 1997-1998 dropouts. Data users should also take note of certain conditions regarding each data item on the file.

NCES Education Agency ID - Each record contains a unique NCES agency identification number. The first two characters of this number are the FIPS code.

FIPS Codes - A list of the Federal Information Processing Standards (FIPS) codes appear at the end of section IV. The FIPS code should be used to reference all agencies in a certain state. There are 11 records on this file in which agency's mailing address state code is different than the FIPS code.

Year Reference - The field for this data item displays the year for which all fields on the file were reported. It is important to use this field when comparing dropout data from different files.

State Local Education Agency ID - State Local Education Agency ID contains an "N" for 1 record.

Name of Education Agency - Each record includes an agency name. NCES reviewed any record filling the 60 characters assigned, and may have adjusted the agency name to improve readability (e.g., applied standard abbreviations).

Area Code + Telephone Number - Telephone numbers were reported as "M" or "N" for 36 agencies on the dropout file.

Mailing Address - This data item may contain a street address or a PO Box number. Also, some mailing addresses consist solely of a city and state, indicated by an "N" in the street address field. This field contains an "M" or an "N" for 19 records on the dropout file.

Mailing City - There may be some valid cases in which an agency may be located in one city and have a mailing address in another city. Mailing city contains an "M" or an "N" for 7 records on the dropout file.

Mailing State (PO Abbreviation) - Each record includes a mailing state. There are valid cases in which an agency may be located in one state and have a mailing address in another state. There are 11 records in 4 states on this file in which one agency has a mailing state code different than the FIPS code for that state.

Mailing Zip Code + 4 - This field contains an "M" or an "N" for 5 records on the dropout file. The zip + 4 field may be blank if unknown.

Submission Year Flag - This flag indicates the year in which the directory data items (i.e., name and address information) on the dropout file were reported. Directory items taken from the agency file for the same year as the dropout data (school year 1999-2000) are indicated by a code of 1. Directory items taken from the agency file on which the dropout data were submitted (school year 2000-2001) are indicated with a code of 2. Note that new/added districts on the agency submission file (school year 2000-2001) are included on the dropout file and will contain a code of 2.

Dropouts by Grade (7-12), by Race/Ethnicity, and by Gender - For 1999-2000 dropout counts, 31 states and outlying areas conformed to the CCD dropout definition, while an additional 11 conformed to all components of the CCD definition except for the alternative reporting calendar component. Data for the remaining 17 states and outlying areas were suppressed. Kentucky and Vermont did not report dropout counts by male/female, therefore the total male/female dropout fields contain "M" (Missing).

Dropout Definition Flag - Each record on the file is flagged to indicate whether the dropout data conform to all components of the CCD dropout definition (C), as was the case for 31 states and outlying areas, or if the data conform to all but the Alternative Reporting Calendar component (A), which occurred in 11 states and outlying areas.

Computed Dropout Rate Fields -  
Dropout rate by Grade/Grade Range (7-12)  
Dropout rate by Race/Ethnicity  
Dropout rate by Gender

The agency dropout rate fields are computed by dividing the number of dropouts by the computed enrollment base. See appendix D for computation instructions. Kentucky and Vermont reported gender unknown dropout counts, and not male/female dropout counts, and therefore, male/female dropout rate fields contain "M" (Missing). Massachusetts, Oregon, Pennsylvania, and Virginia did not report student enrollment data by male/female fields and therefore dropout rate by male/female fields contain "M" (Missing). Tennessee did not report student enrollment by race/ethnicity and gender data, and therefore, dropout rate fields by race/ethnicity and gender contain "M" (Missing).

Computed Enrollment Base Fields -  
Enrollment base by Grade/Grade Range (7-12)  
Enrollment base by Race/Ethnicity  
Enrollment base by Gender

The enrollment base fields are computed by taking the enrollment from the schools in the agencies by grade and prorating the ungraded students among them. See appendix D for computation instructions. Massachusetts, Oregon, Pennsylvania, and Virginia did not report student enrollment by male/female fields, and therefore, student enrollment base fields by male/female contain "M" (Missing). Tennessee did not report student enrollment by

race/ethnicity and gender therefore, student enrollment base fields by race/ethnicity and gender contain "M" (Missing).

### **C. Special Considerations of This File**

Users should be aware of the following special characteristics of the *Local Education Agency Universe Dropout File: School Year 1999-2000*.

1. States that do not conform to NCES dropout reporting standards are excluded from this dropout file. A non-conforming state is one that does not follow the NCES definition in reporting summer dropouts or adult education/GED students (see appendix C for more information on conforming/non-conforming practices). This dropout file includes states that fully conform to the NCES dropout definition and states that use an Alternative Reporting Calendar (ARC), but still conform to all other definitional components. Each record on the dropout file contains a flag indicating whether the data fully conform (C) or use an ARC (A). These flags are contained in the field DROPDEF.
2. It is possible for a district to have dropout counts, but no dropout rates. This occurs when a district does not have any associated schools (from which the enrollment base is derived), or the associated schools do not have enrollment over zero. Enrollment is necessary to calculate the rate. Districts reported as new/added on the agency file that was used to submit dropout data are an example of this type of situation, and can be identified as those records with a code 2 in the SUBMIT field. See appendix D for more information on how dropout rates are computed.
3. There can be situations in which a small district shows a more than 100 percent dropout rate in any given grade/grade range. Since enrollment figures are reported at the school level and dropout counts are reported at the agency level, it is possible that a state may not be able to report enrollment data for all schools in a district. This could create an enrollment figure that is lower than the reported dropout count.

Another reason a district could have more dropouts than students enrolled is the method by which CCD counts students who drop out over the summer. If a student finishes a grade and school year but fails to re-enroll in the fall, then the student is counted as a dropout for the grade and district in which he or she fails to enroll in the fall. Therefore, if a student finishes 8<sup>th</sup> grade in a K-8 district, but then fails to enroll in the 9-12<sup>th</sup> grade district in the fall, that 9-12<sup>th</sup> grade district would count the student as a dropout even though the 9-12 district would not include the student in its enrollment count.

4. Dropout counts reported outside the grade span for a district have been retained as reported. This can occur when a district's grade span changed between 1999-2000 and 2000-2001.
5. Districts with all M or N (Missing or Not Applicable) dropout counts have been retained on the file. The enrollment base for these districts is reported on the file as N (Not Applicable).



## **IV. User Guidelines for Processing the Local Education Agency Universe Dropout File: 1999-2000**

### **A. File Characteristics**

Two files are provided for the *Local Education Agency Universe Dropout File: School Year 1999-2000*: The SAS file is called DR991A.SD2 and the flat ASCII file is called DR991A.DAT. The data file names include a two-digit version number. The first two characters of the file name indicate the type of file (DR = Dropout File), the third and fourth characters indicate the school year (99 = 1999-2000), the fifth and sixth characters indicate the version number (1 = Public File, A = first version). The record layout (containing field name, field position, field length, field type, and field description) is located in appendix A.

The file contains 11,940 records. Please be aware that the following items are not included on the dropout file:

- Agencies that were open on the Local Education Agency Universe Survey, School Year 1999-2000, but were closed on the Local Education Agency Universe Survey, School Year 2000-2001.
- States whose 1999-2000 dropout data do not conform to the Summer Dropouts or the Adult Education/GED components of the CCD dropout definition.
- States that did not report 1999-2000 dropout counts.

### **B. Linking This File to Other CCD Files**

Users can easily link the *Local Education Agency Universe Dropout File: School Year 1999-2000* to Local Education Agency Universe files, or to other dropout files that NCES will be releasing in the future. The CCD Local Education Agency Universe file contains many useful data items including location address, type code, metropolitan status code, county name, numbers of students and staff, and high school completer data. The variable LEAID is the common link across all agency and school level files and when used will produce a valid dataset.

Users should note that enrollment counts on the dropout file may not match the enrollment counts on the Local Education Agency Universe Survey: School Year 1999-2000 (see appendix D for information regarding the enrollment field calculations on the dropout file).

There are two file issues between the dropout file and the Local Education Agency Universe Survey file that may cause the number of agencies between the two files not to match. First, closed agencies are removed from the dropout file; therefore, the total number of agencies on the dropout file may not match the total number of agencies on the Local Education Agency Universe Survey file. If merging these two files, remember that closed agencies on the Local Education Agency Universe Survey file contain a value of 2 in the field called BOUND. This BOUND value on the Local Education Agency Universe Survey file can be used to filter out the closed agencies so that the number of agencies on both files is similar.

Second, since dropout data are reported on the Local Education Agency Universe Survey for the following year (i.e., 1999-2000 school year dropouts are reported on the 2000-2001 Local Education Agency Universe Survey), this 1999-2000 dropout file includes new/added agencies that were reported on the Local Education Agency Universe Survey: School Year 2000-2001 for which 1999-2000 dropout data are reported even though the agencies do not appear on the Local Education Agency Universe Survey: School Year 1999-2000 file. When linking the dropout file to the Local Education Agency Universe Survey: School Year 1999-2000 file, these new/added agencies will not have a matching record on the Local Education Agency Universe Survey: School Year 1999-2000 file. These new/added agencies can be identified on the dropout file as those records containing a code 2 in the SUBMIT field.

## State FIPS Codes and Abbreviations Used in CCD Datasets

<u>STATE NAME</u>	<u>FIPS</u> <sup>3</sup>	<u>STABBREV</u> <sup>4</sup>	<u>STATE NAME</u>	<u>FIPS</u> <sup>3</sup>	<u>STABBREV</u> <sup>4</sup>
Alabama	01	AL	Oklahoma	40	OK
Alaska	02	AK	Oregon	41	OR
Arizona	04	AZ	Pennsylvania	42	PA
Arkansas	05	AR	Rhode Island	44	RI
California <sup>6</sup>	06	CA	South Carolina <sup>6</sup>	45	SC
Colorado <sup>6</sup>	08	CO	South Dakota	46	SD
Connecticut	09	CT	Tennessee	47	TN
Delaware	10	DE	Texas <sup>6</sup>	48	TX
District of Columbia	11	DC	Utah	49	UT
Florida <sup>6</sup>	12	FL	Vermont	50	VT
Georgia	13	GA	Virginia	51	VA
Hawaii <sup>6</sup>	15	HI	Washington <sup>6</sup>	53	WA
Idaho	16	ID	West Virginia	54	WV
Illinois	17	IL	Wisconsin	55	WI
Indiana <sup>6</sup>	18	IN	Wyoming	56	WY
Iowa	19	IA			
Kansas <sup>6</sup>	20	KS	Department of Defense		
Kentucky	21	KY	Dependents Schools		
Louisiana	22	LA	(overseas) <sup>5,6</sup>	58	DO
Maine	23	ME			
Maryland	24	MD	Department of Defense		
Massachusetts	25	MA	Dependents Schools		
Michigan <sup>6</sup>	26	MI	(domestic) <sup>5,6</sup>	61	DD
Minnesota	27	MN			
Mississippi	28	MS	Bureau of		
Missouri	29	MO	Indian Affairs <sup>5,6</sup>	59	BI
Montana	30	MT			
Nebraska	31	NE			
Nevada	32	NV			
New Hampshire <sup>6</sup>	33	NH	<u>OUTLYING AREAS</u>		
New Jersey	34	NJ	American Samoa	60	AS
New Mexico	35	NM	Guam	66	GU
New York <sup>6</sup>	36	NY	Northern Marianas	69	MP
North Carolina <sup>6</sup>	37	NC	Puerto Rico	72	PR
North Dakota	38	ND	Virgin Islands	78	VI
Ohio	39	OH			

<sup>3</sup>Federal Information Processing STD Codes (01-78).

<sup>4</sup>Postal State Abbreviation Codes.

<sup>5</sup>Not official U.S. FIPS Code. The State abbreviations for DO schools are AA, AE, and AP to indicate schools located in Asia, Europe, and the Pacific, respectively. All Department of Defense schools and agencies were reported as DD (not separated into overseas and domestic) until the 1999-2000 CCD Nonfiscal files; this change was introduced into the state file in 2000-01. For BIA schools, the state abbreviations correspond to the state in which the BIA school resides.

<sup>6</sup>This FIPS code does not appear on the file because of dropout non-conformance or reporting by the state or outlying area.

## APPENDIX A - Record Layout

### Common Core of Data, Local Education Agency Universe Dropout File: School Year 1999-2000

LRECL = 990

(\*) Fields have one explicit decimal place

(+) Fields represent sub-fields of the fields immediately preceding them.

The file contains data for the school year 1999-2000 sorted by the NCES assigned local education agency identification code (LEAID).

Variable Name	Start Position	End Position	Field Length	Data Type	Description
LEAID	0001	0007	7	AN	NCES Local Education Agency ID. The first two positions of this field are also the FIPS state code.
+FIPST	0001	0002	2	AN	Federal Information Processing Standards, FIPS state code.
YEAR	0008	0011	4	AN	Beginning of the school year (school year 1999-2000 will be represented in this field as 1999).
STID	0012	0025	14	AN	State's own ID for the education agency.
NAME	0026	0085	60	AN	Name of the education agency.
PHONE	0086	0095	10	AN	Telephone number of education agency. NOTE: Position # 0086-0088 is the area code, and position # 0089-0095 is the exchange and number.
MSTREE	0096	0125	30	AN	Mailing address of the agency -- may be a street address, a Post Office box number, or, if there is no address beyond CITY, STATE, and ZIP, the character "N".
MCITY	0126	0155	30	AN	Name of the mailing address city.
MSTATE	0156	0157	2	AN	Two-letter U.S. Postal Service abbreviation for the state where the mailing address is located.
MZIP	0158	0162	5	AN	Five-digit U.S. Postal Service zip code for the mailing address.
MZIP4	0163	0166	4	AN	Four-digit +4 code, if assigned; if none, field is blank.
SUBMIT	0167	0167	1	AN	Flag indicating which file the data for the directory fields came from. 1=Directory and enrollment data from the school year submission (1999-2000), dropout data from submission year for which dropouts were reported (2000-2001). 2=Directory and dropout data from submission year for which dropouts were reported (2000-2001), no enrollment data available for these districts.
GSLO	0168	0169	2	AN	Agency low grade offered. If grade span data were not reported, this variable was calculated from the low grade spans of the associated schools on the CCD School Universe file. The following codes are used: PK = Prekindergarten KG = Kindergarten 01 -- 12 = First through Twelfth grade UG = Ungraded (UG occurs only in isolation from other GSLO codes) 00 = no students reported (00 occurs only in isolation from other GSLO codes).

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GSHI	0170	0171	2	AN	Agency high grade offered. If grade span data were not reported, this variable was calculated from the high grade spans of the associated schools on the CCD School Universe file. GSLO and GSHI comprise the Grade Span for the agency. The following codes are used: PK = Prekindergarten KG = Kindergarten 01 -- 12 = First through Twelfth grade UG = Ungraded (UG occurs only in isolation from other GSHI codes) 00 = no students reported (00 occurs only in isolation from GSHI codes).
TOTD07	0172	0177	6	N	Count of Grade 7 dropouts - Total.
DAM07M	0178	0183	6	N	Count of Grade 7 dropouts - American Indian/Alaskan Native - male.
DAM07F	0184	0189	6	N	Count of Grade 7 dropouts - American Indian/Alaskan Native - female.
DAM07U	0190	0195	6	N	Count of Grade 7 dropouts - American Indian/Alaskan Native - gender unknown.
DAS07M	0196	0201	6	N	Count of Grade 7 dropouts - Asian/Pacific Islander - male.
DAS07F	0202	0207	6	N	Count of Grade 7 dropouts - Asian/Pacific Islander - female.
DAS07U	0208	0213	6	N	Count of Grade 7 dropouts - Asian/Pacific Islander - gender unknown.
DHI07M	0214	0219	6	N	Count of Grade 7 dropouts - Hispanic - male.
DHI07F	0220	0225	6	N	Count of Grade 7 dropouts - Hispanic - female.
DHI07U	0226	0231	6	N	Count of Grade 7 dropouts - Hispanic - gender unknown.
DBL07M	0232	0237	6	N	Count of Grade 7 dropouts - Black, not Hispanic - male.
DBL07F	0238	0243	6	N	Count of Grade 7 dropouts - Black, not Hispanic - female.
DBL07U	0244	0249	6	N	Count of Grade 7 dropouts - Black, not Hispanic - gender unknown.
DWH07M	0250	0255	6	N	Count of Grade 7 dropouts - White, not Hispanic - male.
DWH07F	0256	0261	6	N	Count of Grade 7 dropouts - White, not Hispanic - female.
DWH07U	0262	0267	6	N	Count of Grade 7 dropouts - White, not Hispanic - gender unknown.
TOTD08	0268	0273	6	N	Count of Grade 8 dropouts - Total.
DAM08M	0274	0279	6	N	Count of Grade 8 dropouts - American Indian/Alaskan Native - male.
DAM08F	0280	0285	6	N	Count of Grade 8 dropouts - American Indian/Alaskan Native - female.
DAM08U	0286	0291	6	N	Count of Grade 8 dropouts - American Indian/Alaskan Native - gender unknown.
DAS08M	0292	0297	6	N	Count of Grade 8 dropouts - Asian/Pacific Islander - male.
DAS08F	0298	0303	6	N	Count of Grade 8 dropouts - Asian/Pacific Islander - female.
DAS08U	0304	0309	6	N	Count of Grade 8 dropouts - Asian/Pacific Islander- gender unknown.
DHI08M	0310	0315	6	N	Count of Grade 8 dropouts - Hispanic - male.

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DHI08F	0316	0321	6	N	Count of Grade 8 dropouts - Hispanic - female.
DHI08U	0322	0327	6	N	Count of Grade 8 dropouts - Hispanic - gender unknown.
DBL08M	0328	0333	6	N	Count of Grade 8 dropouts - Black, not Hispanic - male.
DBL08F	0334	0339	6	N	Count of Grade 8 dropouts - Black, not Hispanic - female.
DBL08U	0340	0345	6	N	Count of Grade 8 dropouts - Black, not Hispanic - gender unknown.
DWH08M	0346	0351	6	N	Count of Grade 8 dropouts - White, not Hispanic - male.
DWH08F	0352	0357	6	N	Count of Grade 8 dropouts - White, not Hispanic - female.
DWH08U	0358	0363	6	N	Count of Grade 8 dropouts - White, not Hispanic - gender unknown.
TOTD09	0364	0369	6	N	Count of Grade 9 dropouts - Total.
DAM09M	0370	0375	6	N	Count of Grade 9 dropouts - American Indian/Alaskan Native - male.
DAM09F	0376	0381	6	N	Count of Grade 9 dropouts - American Indian/Alaskan Native - female.
DAM09U	0382	0387	6	N	Count of Grade 9 dropouts - American Indian/Alaskan Native - gender unknown.
DAS09M	0388	0393	6	N	Count of Grade 9 dropouts - Asian/Pacific Islander - male.
DAS09F	0394	0399	6	N	Count of Grade 9 dropouts - Asian/Pacific Islander - female.
DAS09U	0400	0405	6	N	Count of Grade 9 dropouts - Asian/Pacific Islander - gender unknown.
DHI09M	0406	0411	6	N	Count of Grade 9 dropouts - Hispanic - male.
DHI09F	0412	0417	6	N	Count of Grade 9 dropouts - Hispanic - female.
DHI09U	0418	0423	6	N	Count of Grade 9 dropouts - Hispanic - gender unknown.
DBL09M	0424	0429	6	N	Count of Grade 9 dropouts - Black, not Hispanic - male.
DBL09F	0430	0435	6	N	Count of Grade 9 dropouts - Black, not Hispanic - female.
DBL09U	0436	0441	6	N	Count of Grade 9 dropouts - Black, not Hispanic - gender unknown.
DWH09M	0442	0447	6	N	Count of Grade 9 dropouts - White, not Hispanic - male.
DWH09F	0448	0453	6	N	Count of Grade 9 dropouts - White, not Hispanic - female.
DWH09U	0454	0459	6	N	Count of Grade 9 dropouts - White, not Hispanic - gender unknown.
TOTD10	0460	0465	6	N	Count of Grade 10 dropouts - Total.
DAM10M	0466	0471	6	N	Count of Grade 10 dropouts - American Indian/Alaskan Native - male.
DAM10F	0472	0477	6	N	Count of Grade 10 dropouts - American Indian/Alaskan Native - female.
DAM10U	0478	0483	6	N	Count of Grade 10 dropouts - American Indian/Alaskan Native - gender unknown.

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### Common Core of Data, Local Education Agency Universe Dropout File: School Year 1999-2000

DAS10M	0484	0489	6	N	Count of Grade 10 dropouts - Asian/Pacific Islander - male.
DAS10F	0490	0495	6	N	Count of Grade 10 dropouts - Asian/Pacific Islander - female.
DAS10U	0496	0501	6	N	Count of Grade 10 dropouts - Asian/Pacific Islander - gender unknown.
DHI10M	0502	0507	6	N	Count of Grade 10 dropouts - Hispanic - male.
DHI10F	0508	0513	6	N	Count of Grade 10 dropouts - Hispanic - female.
DHI10U	0514	0519	6	N	Count of Grade 10 dropouts - Hispanic - gender unknown.
DBL10M	0520	0525	6	N	Count of Grade 10 dropouts - Black, not Hispanic - male.
DBL10F	0526	0531	6	N	Count of Grade 10 dropouts - Black, not Hispanic - female.
DBL10U	0532	0537	6	N	Count of Grade 10 dropouts - Black, not Hispanic - gender unknown.
DWH10M	0538	0543	6	N	Count of Grade 10 dropouts - White, not Hispanic - male.
DWH10F	0544	0549	6	N	Count of Grade 10 dropouts - White, not Hispanic - female.
DWH10U	0550	0555	6	N	Count of Grade 10 dropouts - White, not Hispanic - gender unknown.
TOTD11	0556	0561	6	N	Count of Grade 11 dropouts - Total.
DAM11M	0562	0567	6	N	Count of Grade 11 dropouts - American Indian/Alaskan Native - male.
DAM11F	0568	0573	6	N	Count of Grade 11 dropouts - American Indian/Alaskan Native - female.
DAM11U	0574	0579	6	N	Count of Grade 11 dropouts - American Indian/Alaskan Native - gender unknown.
DAS11M	0580	0585	6	N	Count of Grade 11 dropouts - Asian/Pacific Islander - male.
DAS11F	0586	0591	6	N	Count of Grade 11 dropouts - Asian/Pacific Islander - female.
DAS11U	0592	0597	6	N	Count of Grade 11 dropouts - Asian/Pacific Islander - gender unknown.
DHI11M	0598	0603	6	N	Count of Grade 11 dropouts - Hispanic - male.
DHI11F	0604	0609	6	N	Count of Grade 11 dropouts - Hispanic - female.
DHI11U	0610	0615	6	N	Count of Grade 11 dropouts - Hispanic - gender unknown.
DBL11M	0616	0621	6	N	Count of Grade 11 dropouts - Black, not Hispanic - male.
DBL11F	0622	0627	6	N	Count of Grade 11 dropouts - Black, not Hispanic - female.
DBL11U	0628	0633	6	N	Count of Grade 11 dropouts - Black, not Hispanic - gender unknown.
DWH11M	0634	0639	6	N	Count of Grade 11 dropouts - White, not Hispanic - male.
DWH11F	0640	0645	6	N	Count of Grade 11 dropouts - White, not Hispanic - female.
DWH11U	0646	0651	6	N	Count of Grade 11 dropouts - White, not Hispanic - gender unknown.
TOTD12	0652	0657	6	N	Count of Grade 12 dropouts - Total.

## APPENDIX A - Record Layout

### Common Core of Data, Local Education Agency Universe Dropout File: School Year 1999-2000

DAM12M	0658	0663	6	N	Count of Grade 12 dropouts - American Indian/Alaskan Native - male.
DAM12F	0664	0669	6	N	Count of Grade 12 dropouts - American Indian/Alaskan Native - female.
DAM12U	0670	0675	6	N	Count of Grade 12 dropouts - American Indian/Alaskan Native - gender unknown.
DAS12M	0676	0681	6	N	Count of Grade 12 dropouts - Asian/Pacific Islander - male.
DAS12F	0682	0687	6	N	Count of Grade 12 dropouts - Asian/Pacific Islander - female.
DAS12U	0688	0693	6	N	Count of Grade 12 dropouts - Asian/Pacific Islander - gender unknown.
DHI12M	0694	0699	6	N	Count of Grade 12 dropouts - Hispanic - male.
DHI12F	0700	0705	6	N	Count of Grade 12 dropouts - Hispanic - female.
DHI12U	0706	0711	6	N	Count of Grade 12 dropouts - Hispanic - gender unknown.
DBL12M	0712	0717	6	N	Count of Grade 12 dropouts - Black, not Hispanic - male.
DBL12F	0718	0723	6	N	Count of Grade 12 dropouts - Black, not Hispanic - female.
DBL12U	0724	0729	6	N	Count of Grade 12 dropouts - Black, not Hispanic - gender unknown.
DWH12M	0730	0735	6	N	Count of Grade 12 dropouts - White, not Hispanic - male.
DWH12F	0736	0741	6	N	Count of Grade 12 dropouts - White, not Hispanic - female.
DWH12U	0742	0747	6	N	Count of Grade 12 dropouts - White, not Hispanic - gender unknown.
TOTD712	0748	0753	6	N	Count of Grade 7-12 dropouts (calculated by summing the reported totals for those grades).
TOTD912	0754	0759	6	N	Count of Grade 9-12 dropouts (calculated by summing the reported totals for those grades).
TOTDAM	0760	0765	6	N	Count of American Indian/Alaskan Native 9-12 grade dropouts (calculated by summing the reported gender fields for this race category).
TOTDAS	0766	0771	6	N	Count of Asian/Pacific Islander 9-12 grade dropouts (calculated by summing the reported gender fields for this race category).
TOTDHI	0772	0777	6	N	Count of Hispanic 9-12 grade dropouts (calculated by summing the reported gender fields for this race category).
TOTDBL	0778	0783	6	N	Count of Black, not Hispanic 9-12 grade dropouts (calculated by summing the reported gender fields for this race category).
TOTDWH	0784	0789	6	N	Count of White, not Hispanic 9-12 grade dropouts (calculated by summing the reported gender fields for this race category).
TOTDM	0790	0795	6	N	Count of Male 9-12 grade dropouts (calculated by summing all reported race fields for this gender category).
TOTDF	0796	0801	6	N	Count of Female 9-12 grade dropouts (calculated by summing all reported race fields for this gender category).



## APPENDIX A - Record Layout

### Common Core of Data, Local Education Agency Universe Dropout File: School Year 1999-2000

TOTDU	0802	0807	6	N	Count of Gender Unknown 9-12 grade dropouts (calculated by summing all reported race fields for this gender category).
DRP7	0808	0812	5*	N	Total Grade 7 Dropout Rate (see appendix D for computation procedures).
DRP8	0813	0817	5*	N	Total Grade 8 Dropout Rate (see appendix D for computation procedures).
DRP9	0818	0822	5*	N	Total Grade 9 Dropout Rate (see appendix D for computation procedures).
DRP10	0823	0827	5*	N	Total Grade 10 Dropout Rate (see appendix D for computation procedures).
DRP11	0828	0832	5*	N	Total Grade 11 Dropout Rate (see appendix D for computation procedures).
DRP12	0833	0837	5*	N	Total Grade 12 Dropout Rate (see appendix D for computation procedures).
DRP712	0838	0842	5*	N	Total Grade 7-12 Dropout Rate (see appendix D for computation procedures).
DRP912	0843	0847	5*	N	Total Grade 9-12 Dropout Rate (see appendix D for computation procedures).
DRPAM	0848	0852	5*	N	Total American Indian/Alaskan Native 9-12 Dropout Rate.
DRPAS	0853	0857	5*	N	Total Asian/Pacific Islander 9-12 Dropout Rate.
DRPHI	0858	0862	5*	N	Total Hispanic 9-12 Dropout Rate.
DRPBL	0863	0867	5*	N	Total Black, not Hispanic 9-12 Dropout Rate.
DRPWH	0868	0872	5*	N	Total White, not Hispanic 9-12 Dropout Rate.
DRPM	0873	0877	5*	N	Total Male 9-12 Dropout Rate.
DRPF	0878	0882	5*	N	Total Female 9-12 Dropout Rate.
DRPU	0883	0887	5*	N	Total Gender Unknown 9-12 Dropout Rate.
EBS7	0888	0893	6	N	Total Grade 7 Enrollment Base aggregated from the School Universe File (see appendix D for computation procedures).
EBS8	0894	0899	6	N	Total Grade 8 Enrollment Base aggregated from the School Universe File (see appendix D for computation procedures).
EBS9	0900	0905	6	N	Total Grade 9 Enrollment Base aggregated from the School Universe File (see appendix D for computation procedures).
EBS10	0906	0911	6	N	Total Grade 10 Enrollment Base aggregated from the School Universe File (see appendix D for computation procedures).
EBS11	0912	0917	6	N	Total Grade 11 Enrollment Base aggregated from the School Universe File (see appendix D for computation procedures).
EBS12	0918	0923	6	N	Total Grade 12 Enrollment Base aggregated from the School Universe File (see appendix D for computation procedures).
EBS712	0924	0929	6	N	Total Grade 7-12 Enrollment Base aggregated from the School Universe File (see appendix D for computation procedures).
EBS912	0930	0935	6	N	Total Grade 9-12 Enrollment Base aggregated from the School Universe File (see appendix

## APPENDIX A - Record Layout

### Common Core of Data, Local Education Agency Universe Dropout File: School Year 1999-2000

D for computation procedures).

EBSAM	0936	0941	6	N	Total American Indian/Alaskan Native 9-12 Enrollment Base aggregated from the School Universe File.
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## APPENDIX A - Record Layout

### Common Core of Data, Local Education Agency Universe Dropout File: School Year 1999-2000

EBSAS	0942	0947	6	N	Total Asian/Pacific Islander 9-12 Enrollment Base aggregated from the School Universe File.
EBSHI	0948	0953	6	N	Total Hispanic 9-12 Enrollment Base aggregated from the School Universe File.
EBSBL	0954	0959	6	N	Total Black, not Hispanic 9-12 Enrollment Base aggregated from the School Universe File.
EBSWH	0960	0965	6	N	Total White, not Hispanic 9-12 Enrollment Base aggregated from the School Universe File.
EBSM	0966	0971	6	N	Total Male 9-12 Enrollment Base aggregated from the School Universe File.
EBSF	0972	0977	6	N	Total Female 9-12 Enrollment Base aggregated from the School Universe File.
EBSU	0978	0983	6	N	Total Gender Unknown 9-12 Enrollment Base aggregated from the School Universe File.
DROPDEF	0984	0984	1	A	Code indicating CCD Dropout Definition conformance type: A = The reported dropout data is based upon an alternative reporting calendar C = The reported dropout data conforms to all components of the CCD Dropout Definition
ITOTD07	0985	0985	1	A	If this field contains anything other than "R", the Total Grade 7 Dropout count originally submitted was adjusted.
ITOTD08	0986	0986	1	A	If this field contains anything other than "R", the Total Grade 8 Dropout count originally submitted was adjusted.
ITOTD09	0987	0987	1	A	If this field contains anything other than "R", the Total Grade 9 Dropout count originally submitted was adjusted.
ITOTD10	0988	0988	1	A	If this field contains anything other than "R", the Total Grade 10 Dropout count originally submitted was adjusted.
ITOTD11	0989	0989	1	A	If this field contains anything other than "R", the Total Grade 11 Dropout count originally submitted was adjusted.
ITOTD12	0990	0990	1	A	If this field contains anything other than "R", the Total Grade 12 Dropout count originally submitted was adjusted.

**APPENDIX B - Imputation Flag Frequencies**  
**Common Core of Data, Local Education Agency Universe Dropout File:**  
**School Year 1999-2000**

Total 7th Grade Dropouts Adj Flag

ITDO07	Frequency	Percent	Cumulative Frequency	Cumulative Percent
A	1969	16.49	1969	16.49
R	9971	83.51	11940	100.00

Total 8th Grade Dropouts Adj Flag

ITDO08	Frequency	Percent	Cumulative Frequency	Cumulative Percent
A	1908	15.98	1908	15.98
R	10032	84.02	11940	100.00

Total 9th Grade Dropouts Adj Flag

ITDO09	Frequency	Percent	Cumulative Frequency	Cumulative Percent
A	2024	16.95	2024	16.95
R	9916	83.05	11940	100.00

Total 10th Grade Dropouts Adj Flag

ITDO10	Frequency	Percent	Cumulative Frequency	Cumulative Percent
A	1896	15.88	1896	15.88
R	10044	84.12	11940	100.00

Imputation Flags:

- A - Adjustment
- C - Combined with Data Provided Elsewhere by the State
- N - Not Applicable
- R - As Reported by the State
- T - Total Based on Sum of Internal or External Detail

**APPENDIX B - Imputation Flag Frequencies**  
**Common Core of Data, Local Education Agency Universe Dropout File:**  
**School Year 1999-2000**

Total 11th Grade Dropouts Adj Flag

ITD011	Frequency	Percent	Cumulative Frequency	Cumulative Percent
A	1833	15.35	1833	15.35
R	10107	84.65	11940	100.00

Total 12th Grade Dropouts Adj Flag

ITD012	Frequency	Percent	Cumulative Frequency	Cumulative Percent
A	1718	14.39	1718	14.39
R	10222	85.61	11940	100.00

Imputation Flags:

- A - Adjustment
- C - Combined with Data Provided Elsewhere by the State
- N - Not Applicable
- R - As Reported by the State
- T - Total Based on Sum of Internal or External Detail

**APPENDIX C - Reporting Practices and Guidelines**  
**Common Core of Data, Local Education Agency Dropout File: School Year 1999-2000**

Each year, CCD staff contact State Coordinators to verify their dropout reporting practice. There are three main ways in which a state might differ from the CCD definition (for a more detailed description of each component see later in this appendix):

- Alternative Reporting Calendar
- Summer Dropouts
- Adult Education/GED

Dropout data that conform to all components of the CCD definition are included in this file as reported by the state. Please note that starting with this file, states that do not conform to CCD's reporting calendar year (but conform to all other components) are on the file. The *Local Education Agency Universe Dropout File: School Year 1999-2000* contains a field (DROPEDEF) to identify dropout data that fully conform to the CCD definition (C), and dropout data based on an Alternative Reporting Calendar, but conform to the other two components (A). States that do not conform to the Summer Dropouts and/or the Adult Education/GED components are suppressed from the publication file.

The table below identifies the each state's conformance status.

<b>1999-2000 Dropout Conformance (for dropouts on 2000-2001 CCD)</b>				
State	Conforms (C)	Alternative Reporting Calendar (A)	Does not conform	Did not report any dropout data
Alabama		A		
Alaska		A		
Arizona				X
Arkansas	C			
California			X	
Colorado			X	
Connecticut	C			
Delaware	C			
District of Columbia	C			
Florida			X	
Georgia	C			
Hawaii			X	
Idaho			X	
Illinois		A		
Indiana			X	
Iowa	C			
Kansas			X	
Kentucky	C			
Louisiana	C			
Maine	C			
Maryland		A		
Massachusetts	C			
Michigan			X	
Minnesota	C			
Mississippi	C			
Missouri	C			
Montana	C			
Nebraska	C			
Nevada	C			
New Hampshire				X
New Jersey		A		

**APPENDIX C - Reporting Practices and Guidelines**  
**Common Core of Data, Local Education Agency Dropout File: School Year 1999-2000**

State	Conforms (C)	Alternative Reporting Calendar (A)	Does not conform	Did not report any dropout data
New Mexico	C			
New York			X	
North Carolina			X	
North Dakota	C			
Ohio	C			
Oklahoma		A		
Oregon	C			
Pennsylvania	C			
Rhode Island	C			
South Carolina			X	
South Dakota		A		
Tennessee		A		
Texas	C			
Utah	C			
Vermont		A		
Virginia		A		
Washington				X
West Virginia	C			
Wisconsin	C			
Wyoming	C			
Outlying Areas				
DODDS: DODS Overseas				X
DDESS: DODS Domestic				X
Bureau of Indian Affairs				X
American Samoa	C			
Guam	C			
Northern Marianas	C			
Puerto Rico		A		
Virgin Islands	C			
<b>TOTAL</b>	<b>31</b>	<b>11</b>	<b>11</b>	<b>6</b>

Please be aware that due to definitional clarification work between NCES and the states, some states' conformance status may not match their conformance status indicated on previous publications.

# **APPENDIX C - Reporting Practices and Guidelines**

## **Common Core of Data, Local Education Agency Dropout File: School Year 1999-2000**

### **STATE REPORTING INSTRUCTIONS**

These are the instructions for reporting dropouts for the National Center for Education Statistics on the Common Core of Data (CCD) survey. These instructions ensure that the reported dropout data are comparable across all states' school districts. The dropout count is reported at the school district level on the CCD Local Education Agency Universe Survey.

#### **I. Dropout Definition**

The CCD dropout definition is based on a "snapshot" count of students at the beginning of the school year: A dropout is an individual who:

1. was enrolled in school at some time during the previous school year<sup>1</sup> and was not enrolled on October 1 of the current school year; or
2. was not enrolled on October 1 of the previous school year although expected to be in membership (i.e., was not reported as a dropout the year before); and
3. has not graduated from high school or completed a state- or district-approved educational program and
4. does not meet any of the following exclusionary conditions:
  - i. transfer to another public school district, private school, or state- or district-approved education program;
  - ii. temporary school-recognized absence due to suspension or illness, or
  - iii. death.

#### **For purposes of applying this dropout definition, the following definitions also apply:**

- A. *School year* is the 12-month period beginning on October 1, 1999 and ending September 30, 2000. Thus, it includes the summer following the regular school year.
- B. *School completer* is an individual who has graduated from high school or completed some other education program that is approved by the state or local education agency.
- C. *State- or district-approved program* is one that leads to the receipt of formal recognition of completion from school authorities. It may include special education programs, home-based instruction, and programs administered by a secondary education agency (but not adult or postsecondary) leading to a GED-based diploma or some other certification differing from the regular diploma. Programs recognized as legitimate by the state are considered approved even if the public education system does not directly administer them; home schooling and charter schools may be examples of such programs.
- D. *Transfer to another school or program* may be confirmed by a method selected by the state or school district. A transcript request, withdrawal notice signed by a parent that includes assurances the student will be enrolled elsewhere, and the like are acceptable. States are discouraged from accepting hearsay reports or unsubstantiated statements of intent from departing students.
- E. *Race/ethnicity* of dropouts is reported using the current standards set by the Office of Management and Budget. The categories approved for the CCD through the 2000-2001 school year are American Indian/Alaskan native; Asian/Pacific Islander; Black, not Hispanic; Hispanic; White, not Hispanic. Definitions are included in the CCD Instructions Manual. These categories are expected to change for the 2001-2002 reporting year.
- F. *Gender* of dropouts is to be reported as male or female.
- G. *Grade classifications*, grades 7 through 12, are used to report dropouts, not the student's age.
- H. *Ungraded dropouts* should be allocated to the grade most appropriate for their age.

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<sup>1</sup> A student who was enrolled in September, 1999; dropped out of school in February, 2000; and was not enrolled in school on October 1, 2000 would be reported as a 1999-2000 dropout (*previous year*) on the 2000-2001 CCD (*current year*).



## **APPENDIX C - Reporting Practices and Guidelines**

### **Common Core of Data, Local Education Agency Dropout File: School Year 1999-2000**

#### **II. Other Basic Guidelines**

The CCD reports an *event* dropout count – the number of students who leave school during a defined period of time, in this case, a calendar year. The count is taken on October 1, 2000, or the school day closest to this date, in order to agree with the CCD membership count that is taken on the same day.

The defining decision is whether a student is a dropout on October 1, 2000. A student who missed much of the previous school year (1999-2000) but who is in membership on October 1, 2000 is not a dropout, while a student who is not in membership on October 1, 2000 but who returns later in that school year is a dropout (for the previous year, 1999-2000). CCD publications compute a dropout rate by dividing the number of dropouts for a year by the membership count taken at the beginning of that year.

#### **More guidelines:**

1. “*Summer dropouts*” are students who were not dropouts at the close of the previous school year (1999-2000) but who fail to enroll by October 1, 2000. Summer dropouts are reported as dropouts for the grade and school year for which they fail to report. For example, a student who completes the 10<sup>th</sup> grade in 1999-2000 but who is not re-enrolled on October 1, 2000 is reported as a 2000-2001 dropout for 11<sup>th</sup> grade.
2. Students who enroll in adult education programs are counted as dropouts *unless the elementary/secondary school system remains responsible for the student*. The intent of this guideline is to ensure that students who do not complete a program but for whom the district no longer takes responsibility are counted as dropouts.
  - i. This means that a student who enrolls in a school-operated program for high-risk students *is not a dropout*, even if that program is preparing the student to take the GED examination. Transfer to an alternative education setting, if it is part of the elementary/secondary education system, is not considered dropping out. Students enrolled in elementary/secondary education in prisons, hospitals, ‘store front’ locations or other nontraditional locations are not dropouts if the program is part of the elementary/secondary system.
  - ii. A student who leaves an elementary/secondary school and enrolls in adult education *is a dropout*. The exception to this guideline is the case in which the public school system monitors the student’s enrollment and reports the student as a dropout if the student drops out of the adult program. An example of this would be a cooperative arrangement between a public school district and a local technical institute that provides GED preparation for students referred directly by the district, if the district counted as dropouts those referred students who did not complete the GED study program. Students who drop out during the 1999-2000 school year but who have obtained a completion credential, such as a GED-based diploma or certificate of completion, on October 1, 2000 are not reported as dropouts.
3. An early college admissions student, one who transfers to a postsecondary program leading to a baccalaureate or associate’s degree, is not a dropout.
4. Students who fail to meet some graduation requirements, and who leave school without a diploma or other credential, are dropouts even if they have completed the 12<sup>th</sup> grade.
5. Students who leave the United States are not considered to be dropouts even if the school district cannot document the student’s subsequent enrollment in school.
6. Students who drop out during the 1999-2000 school year but are re-enrolled on October 1, 2000 are not reported as dropouts.
7. Students who drop out multiple times in a school year are reported only once for a single school year. However, students who drop out in more than one year are reported as dropouts for each year in which they are not in membership on October 1.
8. Underage dropouts, those who leave school when they are still too young to do so legally, should be reported on the CCD if they drop out of any of grades 7 through 12. These dropouts should be reported even if the state or district considers them “truants” rather than dropouts.

**APPENDIX C - Reporting Practices and Guidelines**  
**Common Core of Data, Local Education Agency Dropout File: School Year 1999-2000**

<b>Summary of School Leaver Status</b>	
A Student Who:	Dropout?
1. Graduated or received some other recognized credential, such as a certificate of attendance or GED	No
2. Only attended summer school in this school district (was not enrolled during the regular school year)	No
3. Left school without a diploma or other certification after passing the age up to which the district was required to provide a free, public education	Yes
4. Died	No
5. Gone; status is unknown	Yes
6. Moved to another district in this or some other state, not known to be in school	Yes
7. Moved out of the United States, enrollment status not known	No
8. Transferred, enrolled in:	
Another public school, a private school, or charter school	No
Home schooling	No
Early college (baccalaureate or associate's program)	No
Adult education program not administered by a regular school district	Yes
9. Is in an institution that is not primarily academic (military, possibly Job Corps, corrections, etc.)	
Offers a secondary education program	No
Does not offer a secondary education program	Yes
10. Is not in school, but known to be:	
Planning to enroll late (e.g., extended family vacation, seasonal work)	No
Ill, verified as legitimate	No
Ill, not verified as legitimate	Yes
Suffering long-term illness and not receiving education services (residential drug treatment, severe physical or mental illness)	No
Suspended or expelled, term of suspension or expulsion not yet over	No
Suspended or expelled, term of suspension or expulsion over	Yes
Expelled, no option to return	Yes
Expelled, enrolled in another school and/or district	No
11. In a nontraditional education setting, such as hospital/homebound instruction, residential special education, correctional institution, community or technical college:	
Program administered by agency considered a special school district or extension of regular school district	No
Program is off-campus offering of regular school district	No
Program not approved or administered by regular district; classified as adult education	Yes

**APPENDIX C - Reporting Practices and Guidelines**  
**Common Core of Data, Local Education Agency Dropout File: School Year 1999-2000**

**STATE DROPOUT VERIFICATION FORM**

1. **Alternative Reporting Calendar:** The CCD dropout count is based on an October-September school year in which a student's dropout status is determined at the beginning of the year. Some states follow a July-June calendar in which a student's dropout status is determined at the end of the school year. Under the CCD procedure, a student enrolled but not completing 1999-2000 who returns after October 1, 2000 is reported as a 1999-2000 dropout, while a student enrolled but not completing 1999-2000 who is enrolled on October 1, 2000 would not be a dropout. *Note that data not conforming with this condition will be published, with an explanation, by NCES.* Please indicate if your dropout report:

\_\_\_\_\_ conforms with CCD      \_\_\_\_\_ does not conform with the CCD

2. **Summer Dropouts:** Students who complete one school year but fail to enroll in the next school year should be counted as dropouts from the school year and grade for which they failed to return. For example, a student completing grade 10 in 1998-1999 who does not enroll the next year would be reported as a grade 11 dropout for 1999-2000. Please indicate if your dropout report:

\_\_\_\_\_ conforms with CCD      \_\_\_\_\_ does not conform with CCD

3. **Adult Education/GED:** Students who leave high school to enroll in adult education GED preparation should be reported as dropouts. They should not be counted as dropouts if the enroll in a secondary school GED program, or if the district tracks programs in adult education GED programs and reports the students as dropouts should they fail to complete the GED program. Also, students who have received a high school equivalency by October 1 are not dropouts regardless of where they prepared for the test. Please indicate if your dropout report:

\_\_\_\_\_ conforms with CCD      \_\_\_\_\_ does not conform with CCD

**APPENDIX D - Computation Instructions**  
**Common Core of Data, Local Education Agency Universe Dropout File:**  
**School Year 1999-2000**

**COMPUTATION OF DROPOUT RATE FIELDS**

$$Rg = Dg/Eg$$

Where

Rg = the 7-12 dropout rate (rounded to a single decimal place) <sup>1</sup>

Dg = the number of 7-12 dropouts

Eg = the 7-12 enrollment

**COMPUTATION OF ENROLLMENT BASE FIELDS**

1. Enrollment is not reported by grade at the agency level; enrollment on the dropout file is aggregated to the agency level from the *Public Elementary and Secondary School Universe* file.<sup>2</sup>
2. Ungraded enrollment within each agency is redistributed across other grades in proportion to the graded enrollment.
  - a. Subtract the ungraded enrollment from the total enrollment to get the total graded enrollment.
  - b. Compute the enrollment for each grade, 7-12, as a percentage of the total graded enrollment.
  - c. Increment the enrollment for each grade, 7-12, by its corresponding proportion of the ungraded enrollment (i.e., the ungraded enrollment multiplied by the percentage computed in step b).
3. Enrollment totals are computed for grade-range fields 7-12 and 9-12. The grade-range is set to M (Missing) if all of the individual grades are M (Missing), otherwise, the grade-range is set to the sum of the enrollment counts in each grade.
4. If a district reported all M or N (Missing or Not Applicable) dropouts, that district's enrollment base fields were set to N (Not Applicable).
5. If a district had no associated schools, that district's enrollment base fields were set to N (Not Applicable).

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<sup>1</sup> The rate is set to N (Not Applicable) if the corresponding enrollment (EBS) value is 0 (zero). The rate is set to M (Missing) if the number of dropouts or the enrollment is M. The rate is set to N (Not applicable), if the number of dropouts or the enrollment is N.

<sup>2</sup> Missing enrollment data in grade, race, or gender categories are treated as zero when calculating enrollment base fields. Enrollment base fields are set to N (Not Applicable) when all detail components are N. Enrollment base fields are set to M (Missing) when all detail components are M or a combination of M and N.

**APPENDIX D - Computation Instructions**  
**Common Core of Data, Local Education Agency Universe Dropout File:**  
**School Year 1999-2000**

**COMPUTATION OF DROPOUT FIELDS**

1. Total 9-12 dropouts by race is calculated by summing the reported male, female, and gender unknown fields, in grades 9-12, for a particular race category. Total 9-12 dropouts by gender is calculated by summing the 5 reported race fields, in grades 9-12, for a particular gender category. Missing dropout data are treated as zero when calculating these fields. Total dropouts by race and gender is set to N (Not Applicable) when all detail components are N. Total dropouts by race and gender are set to M (Missing) when all detail components are M or a combination of M and N.
  
2. Total dropouts are computed for grade-range fields 7-12 and 9-12. The grade-range is set to M (Missing) if all of the individual grades are M (Missing), otherwise the grade-range is set to the sum of the dropout counts in each grade.

## APPENDIX E - Data Tables

### Common Core of Data, Local Education Agency Universe Dropout File: School Year 1999-2000

#### Number of dropouts in each grade, by state: School Year 1999-2000

State	Number of Dropouts							
	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Grades 7-12	Grade 9-12
Alabama *	91	289	2,356	2,466	2,331	1,775	9,308	8,928
Alaska *	98	136	589	554	462	529	2,368	2,134
Arizona	—	—	—	—	—	—	—	—
Arkansas	528	648	1,442	1,977	2,254	1,964	8,813	7,637
California	—	—	—	—	—	—	—	—
Colorado	—	—	—	—	—	—	—	—
Connecticut	101	104	1,252	1,221	1,144	924	4,746	4,541
Delaware	7	26	411	415	290	221	1,370	1,337
District of Columbia	173	201	366	297	256	177	1,470	1,096
Florida	—	—	—	—	—	—	—	—
Georgia	749	1,197	8,216	7,443	6,244	5,272	29,121	27,175
Hawaii	—	—	—	—	—	—	—	—
Idaho	—	—	—	—	—	—	—	—
Illinois *	521	1,130	9,749	8,742	8,530	7,074	35,746	34,095
Indiana	—	—	—	—	—	—	—	—
Iowa	5	20	635	914	1,216	1,237	4,027	4,002
Kansas	—	—	—	—	—	—	—	—
Kentucky	100	212	2,572	2,621	2,450	1,802	9,757	9,445
Louisiana	1,333	1,898	6,572	5,073	3,943	3,411	22,230	18,999
Maine	8	18	325	491	589	572	2,003	1,977
Maryland *	4	58	2,734	2,582	2,420	2,036	9,834	9,772
Massachusetts	120	125	2,786	3,047	2,932	2,109	11,119	10,874
Michigan	—	—	—	—	—	—	—	—
Minnesota	201	265	1,210	2,249	3,238	5,093	12,256	11,790
Mississippi	472	581	1,922	1,816	1,555	1,278	7,624	6,571
Missouri	139	304	2,538	3,376	3,459	2,523	12,339	11,896
Montana	33	45	385	525	595	584	2,167	2,089
Nebraska	58	87	829	940	969	867	3,750	3,605
Nevada	236	227	587	954	1,496	2,311	5,811	5,348
New Hampshire	—	—	—	—	—	—	—	—
New Jersey *	146	211	2,830	2,715	2,428	2,294	10,624	10,267
New Mexico	293	368	1,915	1,667	1,290	900	6,433	5,772
New York	—	—	—	—	—	—	—	—
North Carolina	—	—	—	—	—	—	—	—
North Dakota	6	12	149	258	275	321	1,021	1,003
Ohio	1,923	2,203	8,318	6,225	6,808	8,035	33,512	29,386
Oklahoma *	474	658	2,758	2,678	2,446	1,855	10,869	9,737
Oregon	371	550	1,891	2,263	2,861	2,694	10,630	9,709
Pennsylvania	46	155	3,627	5,529	6,200	6,249	21,806	21,605
Rhode Island	1	36	631	557	517	391	2,133	2,096
South Carolina	—	—	—	—	—	—	—	—
South Dakota *	52	62	279	389	394	380	1,556	1,442
Tennessee *	393	514	1,991	2,321	2,871	3,485	11,575	10,668
Texas	1,231	3,195	15,204	13,511	11,216	14,459	58,816	54,390
Utah	410	275	534	1,017	1,647	2,969	6,852	6,167
Vermont *	12	19	274	364	446	407	1,522	1,491
Virginia *	340	476	3,313	2,801	2,582	3,685	13,197	12,381
Washington	—	—	—	—	—	—	—	—
West Virginia	26	96	768	1,035	970	935	3,830	3,708
Wisconsin	253	222	1,219	1,179	1,357	2,686	6,916	6,441
Wyoming	22	31	224	472	516	503	1,768	1,715
Outlying areas, DOD Dependents Schools and Bureau of Indian Affairs								
DODDS: DODs Overseas	—	—	—	—	—	—	—	—
DDESS: DODs Domestic	—	—	—	—	—	—	—	—
Bureau of Indian Affairs	—	—	—	—	—	—	—	—
American Samoa	14	10	12	7	20	6	69	45
Guam	—	—	463	294	202	118	1,077	1,077
Northern Marianas	7	9	77	42	27	10	172	156
Puerto Rico *	271	225	246	559	411	303	2,015	1,519
Virgin Islands	45	33	243	105	31	30	487	409

— Data missing.

\* This state reported on an alternative July through June cycle rather than the specified October through September cycle (Alternative Reporting Calendar, ARC).

## APPENDIX E - Data Tables

### Common Core of Data, Locale Education Agency Universe Dropout File: School Year 1999-2000

#### Number of enrollments in each grade, by state: School Year 1999-2000

State	Number of Enrollments							
	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Grades 7-12	Grade 9-12
Alabama *	58,243	55,519	60,408	51,697	45,424	42,045	313,336	199,574
Alaska *	10,683	10,575	11,568	10,217	8,624	8,381	60,048	38,790
Arizona	10,254	10,188	10,472	10,020	8,373	7,509	56,816	36,374
Arkansas	35,375	35,514	36,768	35,170	31,933	29,403	204,163	133,274
California	—	—	—	—	—	—	—	—
Colorado	—	—	—	—	—	—	—	—
Connecticut	42,012	40,692	43,504	38,843	34,516	31,400	230,967	148,263
Delaware	9,179	8,957	10,101	8,583	7,283	6,480	50,583	32,447
District of Columbia	3,952	4,213	4,887	3,896	3,544	2,969	23,461	15,296
Florida	—	—	—	—	—	—	—	—
Georgia	108,865	106,503	125,301	97,961	82,916	72,308	593,854	378,486
Hawaii	—	—	—	—	—	—	—	—
Idaho	—	—	—	—	—	—	—	—
Illinois *	148,279	149,134	164,355	145,142	126,242	118,588	851,740	554,327
Indiana	—	—	—	—	—	—	—	—
Iowa	36,943	38,618	42,187	39,907	38,538	37,845	234,038	158,477
Kansas	—	—	—	—	—	—	—	—
Kentucky	49,548	49,016	57,042	47,701	43,574	39,236	286,117	187,553
Louisiana	59,688	56,346	64,618	53,556	46,461	42,696	323,365	207,331
Maine	15,914	16,391	17,243	15,754	14,416	13,182	92,900	60,595
Maryland *	65,339	63,219	70,846	61,121	55,135	51,011	366,671	238,113
Massachusetts	75,084	72,818	77,974	68,769	62,601	56,605	413,851	265,949
Michigan	—	—	—	—	—	—	—	—
Minnesota	65,565	67,514	71,016	68,826	66,192	66,835	405,948	272,869
Mississippi	39,989	38,435	40,556	35,038	30,239	27,262	211,519	133,095
Missouri	69,689	70,184	76,192	70,052	64,744	58,200	409,061	269,188
Montana	12,619	12,980	13,548	12,894	12,009	11,580	75,630	50,031
Nebraska	21,689	22,327	24,733	22,953	21,580	21,526	134,808	90,792
Nevada	24,911	24,266	24,614	22,659	20,548	18,139	135,137	85,960
New Hampshire	—	—	—	—	—	—	—	—
New Jersey *	97,993	93,931	94,578	85,536	77,494	73,860	523,392	331,468
New Mexico	25,148	25,322	29,307	25,601	22,054	18,941	146,373	95,903
New York	—	—	—	—	—	—	—	—
North Carolina	—	—	—	—	—	—	—	—
North Dakota	8,670	9,127	9,668	9,388	9,390	9,294	55,537	37,740
Ohio	143,632	144,117	161,399	140,088	148,706	140,311	878,253	590,504
Oklahoma *	46,890	47,280	50,496	46,655	42,846	40,206	274,373	180,203
Oregon	42,231	42,898	45,820	43,414	40,284	37,030	251,677	166,548
Pennsylvania	142,668	142,439	154,447	138,438	129,340	121,578	828,910	543,803
Rhode Island	12,358	11,835	12,827	11,322	10,160	9,308	67,810	43,617
South Carolina	—	—	—	—	—	—	—	—
South Dakota *	10,341	10,634	11,262	10,663	9,817	9,697	62,414	41,439
Tennessee *	68,350	66,302	75,384	66,363	58,517	53,649	388,565	253,913
Texas	303,344	298,159	357,166	273,371	241,876	216,015	1,689,931	1,088,428
Utah	35,294	35,977	36,786	37,840	37,760	37,430	221,087	149,816
Vermont *	5,236	5,299	8,767	8,376	7,811	7,030	42,519	31,984
Virginia *	87,102	86,202	96,151	81,416	72,950	70,403	494,224	320,920
Washington	—	—	—	—	—	—	—	—
West Virginia	22,500	22,459	23,957	22,124	21,201	21,038	133,279	88,320
Wisconsin	57,189	57,803	70,575	62,803	59,489	56,161	364,020	249,028
Wyoming	7,366	7,650	7,980	7,871	7,321	7,028	45,216	30,200
Outlying areas, DOD Dependents Schools and Bureau of Indian Affairs	—	—	—	—	—	—	—	—
DODDS: DODs Overseas	—	—	—	—	—	—	—	—
DDESS: DODs Domestic	—	—	—	—	—	—	—	—
Bureau of Indian Affairs	—	—	—	—	—	—	—	—
American Samoa	1,134	1,050	1,062	929	827	727	5,729	3,545
Guam	2,446	2,442	3,457	2,234	1,717	1,392	13,688	8,800
Northern Marianas	711	90	746	567	441	344	2,899	2,098
Puerto Rico *	51,422	47,345	44,862	45,324	39,284	35,557	263,794	165,027
Virgin Islands	2,064	1,563	2,083	1,593	1,205	1,113	9,621	5,994

— Ungraded students are prorated into the 9-12th grade total for dropout rate calculation purposes (see technical notes for further detail).

For those states that did not report dropouts, no prorated 9-12th grade enrollment was calculated.

\* This state reported on an alternative July through June cycle rather than the specified October through September cycle (Alternative Reporting Calendar, ARC).

## APPENDIX E - Data Tables

### Common Core of Data, Local Education Agency Universe Dropout File: School year 1999-2000

#### Percentage of dropouts in each grade, by state: School Year 1999-2000

State	Percentage of Dropouts							
	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Grades 7-12	Grade 9-12
Alabama *	0.2	0.5	3.9	4.8	5.1	4.2	3.0	4.5
Alaska *	0.9	1.3	5.1	5.4	5.4	6.3	3.9	5.5
Arizona	—	—	—	—	—	—	—	—
Arkansas	1.5	1.8	3.9	5.6	7.1	6.7	4.3	5.7
California	—	—	—	—	—	—	—	—
Colorado	—	—	—	—	—	—	—	—
Connecticut	0.2	0.3	2.9	3.1	3.3	2.9	2.1	3.1
Delaware	0.1	0.3	4.1	4.8	4.0	3.4	2.7	4.1
District of Columbia	4.4	4.8	7.5	7.6	7.2	6.0	6.3	7.2
Florida	—	—	—	—	—	—	—	—
Georgia	0.7	1.1	6.6	7.6	7.5	7.3	4.9	7.2
Hawaii	—	—	—	—	—	—	—	—
Idaho	—	—	—	—	—	—	—	—
Illinois *	0.4	0.8	5.9	6.0	6.8	6.0	4.2	6.2
Indiana	—	—	—	—	—	—	—	—
Iowa	—	0.1	1.5	2.3	3.2	3.3	1.7	2.5
Kansas	—	—	—	—	—	—	—	—
Kentucky	0.2	0.4	4.5	5.5	5.6	4.6	3.4	5.0
Louisiana	2.2	3.4	10.2	9.5	8.5	8.0	6.9	9.2
Maine	0.1	0.1	1.9	3.1	4.1	4.3	2.2	3.3
Maryland *	—	0.1	3.9	4.2	4.4	4.0	2.7	4.1
Massachusetts	0.2	0.2	3.6	4.4	4.7	3.7	2.7	4.1
Michigan	—	—	—	—	—	—	—	—
Minnesota	0.3	0.4	1.7	3.3	4.9	7.6	3.0	4.3
Mississippi	1.2	1.5	4.7	5.2	5.1	4.7	3.6	4.9
Missouri	0.2	0.4	3.3	4.8	5.3	4.3	3.0	4.4
Montana	0.3	0.3	2.8	4.1	5.0	5.0	2.9	4.2
Nebraska	0.3	0.4	3.4	4.1	4.5	4.0	2.8	4.0
Nevada	0.9	0.9	2.4	4.2	7.3	12.7	4.3	6.2
New Hampshire	—	—	—	—	—	—	—	—
New Jersey *	0.1	0.2	3.0	3.2	3.1	3.1	2.0	3.1
New Mexico	1.2	1.5	6.5	6.5	5.8	4.8	4.4	6.0
New York	—	—	—	—	—	—	—	—
North Carolina	—	—	—	—	—	—	—	—
North Dakota	0.1	0.1	1.5	2.7	2.9	3.5	1.8	2.7
Ohio	1.3	1.5	5.2	4.4	4.6	5.7	3.8	5.0
Oklahoma *	1.0	1.4	5.5	5.7	5.7	4.6	4.0	5.4
Oregon	0.9	1.3	4.1	5.2	7.1	7.3	4.2	5.8
Pennsylvania	—	0.1	2.3	4.0	4.8	5.1	2.6	4.0
Rhode Island	—	0.3	4.9	4.9	5.1	4.2	3.1	4.8
South Carolina	—	—	—	—	—	—	—	—
South Dakota *	0.5	0.6	2.5	3.6	4.0	3.9	2.5	3.5
Tennessee *	0.6	0.8	2.6	3.5	4.9	6.5	3.0	4.2
Texas	0.4	1.1	4.3	4.9	4.6	6.7	3.5	5.0
Utah	1.2	0.8	1.5	2.7	4.4	7.9	3.1	4.1
Vermont *	0.2	0.4	3.1	4.3	5.7	5.8	3.6	4.7
Virginia *	0.4	0.6	3.4	3.4	3.5	5.2	2.7	3.9
Washington	—	—	—	—	—	—	—	—
West Virginia	0.1	0.4	3.2	4.7	4.6	4.4	2.9	4.2
Wisconsin	0.4	0.4	1.7	1.9	2.3	4.8	1.9	2.6
Wyoming	0.3	0.4	2.8	6.0	7.0	7.2	3.9	5.7
Outlying areas, DOD Dependents Schools and Bureau of Indian Affairs								
DODDS: DODs Overseas	—	—	—	—	—	—	—	—
DDESS: DODs Domestic	—	—	—	—	—	—	—	—
Bureau of Indian Affairs	—	—	—	—	—	—	—	—
American Samoa	1.2	1.0	1.1	0.8	2.4	0.8	1.2	1.3
Guam	—	—	13.4	13.2	11.8	8.5	7.9	12.2
Northern Marianas	1.0	10.0	10.3	7.4	6.1	2.9	5.9	7.4
Puerto Rico *	0.5	0.5	0.5	1.2	1.0	0.9	0.8	0.9
Virgin Islands	2.2	2.1	11.7	6.6	2.6	2.7	5.1	6.8

— Data missing.

\* This state reported on an alternative July through June cycle rather than the specified October through September cycle (Alternative Reporting Calendar, ARC).

Note: The denominator for each percentage is the enrollment base for that grade or grade range.