

**Documentation to the NCES Common Core of Data
Local Education Agency Universe Dropout File:
School Year 1997-1998 (Revised)**

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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 (overseas), 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 LEA administrators, and the general public.

II. The Local Education Agency Universe Dropout File: School Year 1997-1998 (Revised)

A. Background

The *Local Education Agency Universe Dropout File: School Year 1997-1998* is a new file that contains agency dropout data and rates. Previous to the creation of this file, agency dropout data were available on the Local Education Agency Universe Survey only. This new file separates the dropout data into its own file and adds in two new variables to the file, dropout rates and enrollment base. Thus, this new file is constructed from data collected through the Public Elementary/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.¹ The study found that the major type of

¹ 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 and 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, 1997-98 dropout data are reported in the 1998-99 Local Education Agency Universe file. Thus, to calculate the dropout rate requires CCD files from 2 years, with the number of dropouts from the 1998-99 file must be divided by enrollment from the 1997-98 file.

non-conforming dropout reporting practice, the use of an alternative reporting calendar that takes 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 and continue to withhold publication of data from states that follow these variations in NCES files and publications. On this file, 29 states conform to the NCES definition of a dropout and 13 use an alternative reporting calendar. See appendix C for a list of each state's conformance status.

Revised file. The file that is documented in this text presents revised data that reflect corrections or resubmissions received within one year following the original submission of the *Local Education Agency Universe Dropout File: School Year 1997-1998* data. The revised file replaces the original 1997-98 dropout file. The file changes are as follows: Colorado and Kansas dropout data have been removed from the file, Oklahoma dropout data has been added to the file, and the field FIPST was added to the SAS file.

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 1997-1998* 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 conditions that characterize the data file.

Undercoverage and Vertical Consistency - Although CCD coverage of traditional public schools and school districts (those schools and districts typed as regular²) 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, 1998-1999. Also note that states whose 1997-1998 dropout data do not conform to the summer dropouts or the adult education/GED components of NCES's CCD dropout definition, and states that did not report 1997-1998 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

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

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.)

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 1997-1998* 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, and 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 is 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 states 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 95 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 51 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 2 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 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 - Each record includes a mailing zip code. 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 1997-1998) are indicated by a code of 1. Directory items taken from the agency file on which the dropout data were submitted (school year 1998-1999) are indicated with a code of 2. Note that new/added districts on the agency submission file (school year 1998-1999) 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 1997-1998 dropout counts, 29 states and outlying areas conformed to the CCD dropout definition, while an additional 13 conformed to all components of the CCD definition except for the alternative reporting calendar component. Data for the remaining 15 states/outlying areas were suppressed from publication.

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), 30 states, or if the data conform to all but the Alternative Reporting Calendar component (A), 13 states.

Computed Dropout Rate Fields³ - The agency dropout rate fields are computed by dividing the number of dropouts by the computed enrollment base. See appendix D for computation instructions.

Dropout rate by Grade/Grade Range (7-12)
Dropout rate by Race/Ethnicity³
Dropout rate by Gender³

Computed Enrollment Base Fields⁴ - 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.

Enrollment base by Grade/Grade Range (7-12)
Enrollment base by Race/Ethnicity⁴
Enrollment base by Gender⁴

³ Dropout Rate fields for Race/Ethnicity and Gender are not available for the 1997-1998 school year. These fields are filled with "N".

⁴ Enrollment Base fields for Race/Ethnicity and Gender are not available for the 1997-1998 school year. These fields are filled with "N".

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 1997-1998*.

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 more than 100 percent dropouts 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 8th grade in a K-8 district, but then fails to enroll in the 9-12th grade district in the fall, that 9-12th grade district would count the student as a dropout even if the district had not had a chance to include the student in its enrollment count.

4. Dropout counts reported outside of the grade span for that district have been retained as reported.
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: 1997-1998

A. File Characteristics

Two files are provided for the *Local Education Agency Universe Dropout File: School Year 1997-1998*: The SAS file is called DR971B.SD2 and the flat ASCII file is called DR971B.DAT. The first two characters of the file name indicate the type of file (DR = Dropout File), the third and fourth characters indicate the data year (97 = 1997-1998 dropout data), the fifth and sixth characters indicate the version number (1 = Public File, B = second version). The record layout (containing field name, field position, field length, field type, and field description) is located in appendix A.

The file contains 10,844 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 1997-1998, but were closed on the Local Education Agency Universe Survey, School Year 1998-1999.
- States whose 1997-1998 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 1997-1998 dropout counts.

B. Linking This File to Other CCD Files

Users can easily link the *Local Education Agency Universe Dropout File: School Year 1997-1998* 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, student, 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 1997-1998 (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 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. If merging these two files, closed agencies on the Local Education Agency Universe Survey contain a value of 2 in the Local Education Agency Universe Survey field called BOUND. This BOUND value on the Local Education Agency Universe Survey can be used to filter out the closed agencies so that the number of agencies on both files are similar.

Second, since dropout data are reported on the Local Education Agency Universe Survey for the following year (i.e., 1997-98 school year dropouts are reported on the 1998-99 Local Education Agency Universe Survey), this 1997-98 dropout file includes new/added agencies that were reported on the Local Education Agency Universe Survey: School Year 1998-1999 for which 1997-1998 dropout data are reported even though the agencies do not appear on the Local Education Agency Universe Survey: School Year 1997-1998 file. When linking the dropout file to the Local Education Agency Universe Survey for the School Year 1997-98, note that these new/added agencies will not have a matching record on the Local Education Agency Universe Survey: School Year 1997-1998 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>	<u>STABBREV</u>	<u>STATE NAME</u>	<u>FIPS</u>	<u>STABBREV</u>
Alabama	01	AL	North Carolina ⁵	37	NC
Alaska	02	AK	North Dakota	38	ND
Arizona	04	AZ	Ohio	39	OH
Arkansas	05	AR	Oklahoma	40	OK
California ⁵	06	CA	Oregon ⁵	41	OR
Colorado ⁵	08	CO	Pennsylvania	42	PA
Connecticut	09	CT	Rhode Island	44	RI
Delaware	10	DE	South Carolina ⁵	45	SC
District of Columbia	11	DC	South Dakota	46	SD
Florida ⁵	12	FL	Tennessee	47	TN
Georgia	13	GA	Texas ⁵	48	TX
Hawaii ⁵	15	HI	Utah	49	UT
Idaho	16	ID	Vermont	50	VT
Illinois	17	IL	Virginia	51	VA
Indiana ⁵	18	IN	Washington ⁵	53	WA
Iowa	19	IA	West Virginia	54	WV
Kansas ⁵	20	KS	Wisconsin	55	WI
Kentucky	21	KY	Wyoming	56	WY
Louisiana	22	LA			
Maine	23	ME	Department of Defense		
Maryland	24	MD	Dependents Schools ⁵	58	DD
Massachusetts	25	MA			
Michigan ⁵	26	MI	Bureau of		
Minnesota	27	MN	Indian Affairs ⁵	59	BI
Mississippi	28	MS			
Missouri	29	MO			
Montana	30	MT			
Nebraska	31	NE	<u>OUTLYING AREAS</u>		
Nevada	32	NV	American Samoa	60	AS
New Hampshire ⁵	33	NH	Guam	66	GU
New Jersey	34	NJ	Northern Marianas	69	MP
New Mexico	35	NM	Puerto Rico	72	PR
New York ⁵	36	NY	Virgin Islands	78	VI

⁵ This FIPS code does not appear on the file because of dropout nonconformance or reporting by the state or outlying area.

APPENDIX A - Record Layout

Common Core of Data, Local Education Agency Universe Dropout File: School Year 1997-1998

LRECL = 919

(*) Fields have one explicit decimal place

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

The file contains data for the school year 1997-1998 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 1997-1998 will be represented in this field as 1997).
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 (1997-1998), dropout data from submission year for which dropouts were reported (1998-1999). 2=Directory and dropout data from submission year for which dropouts were reported (1998-1999), 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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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 1997-1998

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.
DRP7	0748	0752	5*	N	Total 7th Grade Dropout Rate (see appendix D for computation procedures).
DRP8	0753	0757	5*	N	Total 8th Grade Dropout Rate (see appendix D for computation procedures).
DRP9	0758	0762	5*	N	Total 9th Grade Dropout Rate (see appendix D for computation procedures).
DRP10	0763	0767	5*	N	Total 10th Grade Dropout Rate (see appendix D for computation procedures).
DRP11	0768	0772	5*	N	Total 11th Grade Dropout Rate (see appendix D for computation procedures).
DRP12	0773	0777	5*	N	Total 12th Grade Dropout Rate (see appendix D for computation procedures).
DRP712	0778	0782	5*	N	Total 7-12th Grade Dropout Rate (see appendix D for computation procedures).
DRP912	0783	0787	5*	N	Total 9-12th Grade Dropout Rate (see appendix D for computation procedures).
DRPAM	0788	0792	5*	N	Total American Indian/Alaskan Native Dropout Rate (data not available for 1997-1998 school year).
DRPAS	0793	0797	5*	N	Total Asian/Pacific Islander Dropout Rate (data not available for 1997-1998 school year).
DRPHI	0798	0802	5*	N	Total Hispanic Dropout Rate (data not available for 1997-1998 school year).
DRPBL	0803	0807	5*	N	Total Black, not Hispanic Dropout Rate (data not available for 1997-1998 school year).
DRPWH	0808	0812	5*	N	Total White, not Hispanic Dropout Rate (data not available for 1997-1998 school year).

APPENDIX A - Record Layout

Common Core of Data, Local Education Agency Universe Dropout File: School Year 1997-1998

DRPM	0813	0817	5*	N	Total Male Dropout Rate (data not available for 1997-1998 school year).
DRPF	0818	0822	5*	N	Total Female Dropout Rate (data not available for 1997-1998 school year).
EBS7	0823	0828	6	N	Total 7th Grade Enrollment Base aggregated from the School Universe File (see appendix D for computation procedures).
EBS8	0829	0834	6	N	Total 8th Grade Enrollment Base aggregated from the School Universe File (see appendix D for computation procedures).
EBS9	0835	0840	6	N	Total 9th Grade Enrollment Base aggregated from the School Universe File (see appendix D for computation procedures).
EBS10	0841	0846	6	N	Total 10th Grade Enrollment Base aggregated from the School Universe File (see appendix D for computation procedures).
EBS11	0847	0852	6	N	Total 11th Grade Enrollment Base aggregated from the School Universe File (see appendix D for computation procedures).
EBS12	0853	0858	6	N	Total 12th Grade Enrollment Base aggregated from the School Universe File (see appendix D for computation procedures).
EBS712	0859	0864	6	N	Total 7-12th Grade Enrollment Base aggregated from the School Universe File (see appendix D for computation procedures).
EBS912	0865	0870	6	N	Total 9-12th Grade Enrollment Base aggregated from the School Universe File (see appendix D for computation procedures).
EBSAM	0871	0876	6	N	Total American Indian/Alaskan Native Enrollment Base aggregated from the School Universe File (data not available for 1997-1998 school year).
EBSAS	0877	0882	6	N	Total Asian/Pacific Islander Enrollment Base aggregated from the School Universe File (data not available for 1997-1998 school year).
EBSHI	0883	0888	6	N	Total Hispanic Enrollment Base aggregated from the School Universe File (data not available for 1997-1998 school year).
EBSBL	0889	0894	6	N	Total Black, not Hispanic Enrollment Base aggregated from the School Universe File (data not available for 1997-1998 school year).
EBSWH	0895	0900	6	N	Total White, not Hispanic Enrollment Base aggregated from the School Universe File (data not available for 1997-1998 school year).
EBSM	0901	0906	6	N	Total Male Enrollment Base aggregated from the School Universe File (data not available for 1997-1998 school year).
EBSF	0907	0912	6	N	Total Female Enrollment Base aggregated from the School Universe File (data not available for 1997-1998 school year).
DROPDEF0913	0913		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	0914	0914	1	A	If this field contains anything other than "R", the Total Grade 7 Dropouts count originally submitted was adjusted.

APPENDIX A - Record Layout

Common Core of Data, Local Education Agency Universe Dropout File: School Year 1997-1998

ITOTD08	0915	0915	1	A	If this field contains anything other than "R", the Total Grade 8 Dropouts count originally submitted was adjusted.
ITOTD09	0916	0916	1	A	If this field contains anything other than "R", the Total Grade 9 Dropouts count originally submitted was adjusted.
ITOTD10	0917	0917	1	A	If this field contains anything other than "R", the Total Grade 10 Dropouts count originally submitted was adjusted.
ITOTD11	0918	0918	1	A	If this field contains anything other than "R", the Total Grade 11 Dropouts count originally submitted was adjusted.
ITOTD12	0919	0919	1	A	If this field contains anything other than "R", the Total Grade 12 Dropouts count originally submitted was adjusted.

APPENDIX B - Imputation Flag Frequencies
Common Core of Data, Local Education Agency Universe Dropout File:
School Year 1997-1998

Total 7th Grade Dropouts Adj Flag

ITDO07	Frequency	Percent	Cumulative Frequency	Cumulative Percent
A	3342	30.82	3342	30.82
R	5824	53.71	9166	84.53
T	1678	15.47	10844	100.00

Total 8th Grade Dropouts Adj Flag

ITDO08	Frequency	Percent	Cumulative Frequency	Cumulative Percent
A	3275	30.20	3275	30.20
R	5866	54.09	9141	84.30
T	1703	15.70	10844	100.00

Total 9th Grade Dropouts Adj Flag

ITDO09	Frequency	Percent	Cumulative Frequency	Cumulative Percent
A	3597	33.17	3597	33.17
R	5499	50.71	9096	83.88
T	1748	16.12	10844	100.00

Imputation Flags:

A - Adjustment

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 1997-1998

Total 10th Grade Dropouts Adj Flag

ITD010	Frequency	Percent	Cumulative Frequency	Cumulative Percent
A	3484	32.13	3484	32.13
R	5535	51.04	9019	83.17
T	1825	16.83	10844	100.00

Total 11th Grade Dropouts Adj Flag

ITD011	Frequency	Percent	Cumulative Frequency	Cumulative Percent
A	3353	30.92	3353	30.92
R	5629	51.91	8982	82.83
T	1862	17.17	10844	100.00

Total 12th Grade Dropouts Adj Flag

ITD012	Frequency	Percent	Cumulative Frequency	Cumulative Percent
A	3286	30.30	3286	30.30
R	5711	52.67	8997	82.97
T	1847	17.03	10844	100.00

Imputation Flags:

A - Adjustment

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 1997-1998

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 1997-1998* 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.

1997-98 Dropout Conformance (for dropouts on 1998-99 CCD)				
State	Conforms (C)	Alternative Reporting Calendar (A)	Does not conform	Did not report any dropout data
Alabama		A		
Alaska	C			
Arizona		A		
Arkansas	C			
California			X	
Colorado			X	
Connecticut	C			
Delaware	C			
District of Columbia	C			
Florida			X	
Georgia	C			
Hawaii			X	
Idaho		A		
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
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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			X	
Pennsylvania	C			
Rhode Island	C			
South Carolina			X	
South Dakota		A		
Tennessee		A		
Texas			X	
Utah	C			
Vermont		A		
Virginia		A		
Washington				X
West Virginia	C			
Wisconsin		A		
Wyoming	C			
Outlying Areas				
DOD Dependents				X
American Samoa	C			
Guam	C			
Northern Marianas	C			
Puerto Rico		A		
Virgin Islands	C			
TOTAL	29	13	12	3

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 1997-1998

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 year¹ 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, 1997 and ending September 30, 1998. 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. *Sex* 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.

¹ A student who was enrolled in September, 1997; dropped out of school in February, 1998; and was not enrolled in school on October 1, 1998 would be reported as a 1997-1998 dropout (*previous year*) on the 1998-1999 CCD (*current year*).

APPENDIX C - Reporting Practices and Guidelines

Common Core of Data, Local Education Agency Dropout File: School Year 1997-1998

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, 1997, 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, 1997. A student who missed much of the previous school year (1996-97) but who is in membership on October 1, 1997 is not a dropout, while a student who is not in membership on October 1, 1997 but who returns later in that school year is a dropout (for the previous year, 1996-97). 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 (1996-97) but who fail to enroll by October 1, 1997. 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 10th grade in 1996-1997 but who is not re-enrolled on October 1, 1997 is reported as a 1997-98 dropout for 11th 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 1996-97 school year but who have obtained a completion credential, such as a GED-based diploma or certificate of completion, on October 1, 1997 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 12th 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 1996-97 school year but are re-enrolled on October 1, 1997 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 1997-1998

Summary of School Leaver Status	
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 1997-1998

STATE DROPOUT VERIFICATION FORM

- 1. Alternative Reporting Calendar:** Whether you consider the summer to be part of the school year that precedes it, or the school year that follows it, can affect how you determine dropouts. States that use a "July through June" calendar usually determine dropout status on the last day of the academic year. The CCD dropout definition is based on an October-September calendar cycle with the summer months considered part of the school year preceding them. Students who were enrolled at some time during the previous school year (1997-1998) but are not enrolled on October 1 of the current school year (1998-1999) are dropouts. However, students who are enrolled on October 1 of the current school year are not dropouts. For example, a student who was enrolled in 1997-1998 but is not enrolled on October 1 of the 1998-1999 school year is a dropout, even if the student returns to school at some time after October 1. On the other hand, a student who was enrolled at some time during 1997-1998 but was not enrolled at the end of that school year (say, June 1998) is not considered to be a dropout if that student is enrolled on October 1 of the 1998-1999 school year. *Dropout totals that do not conform with the "Alternative Reporting Calendar" component of the CCD definition will be published in files and publications with a flag denoting that an alternative calendar was used.*

_____ conform: October calendar cycle (reporting year begins on the first day of school)
: Dropout if "late returnee"
: Not a dropout if "October recapture"

_____ do not conform: June calendar cycle (reporting year ends on the last day of school)
: Not a dropout if "late returnee"
: Dropout if "October recapture"

- 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 grade and school year for which they failed to return - not the school year and grade they completed.

_____ conform: Dropout for the school year to which they failed to return

_____ do not conform: Dropout for the school year that they completed

- 3. Adult Education/GED:** Students who leave high school and then enroll in an adult education program preparing them for the General Educational Development (GED) test should be counted as Dropouts. They should **not** be counted as Dropouts if the students are in a secondary school program preparing them for the GED, or if the district tracks students in GED programs and counts them as graduates if they finish the program. Also, students who have completed the GED by the October 1 count date are considered high school completers, and are not counted as dropouts.

_____ conform: Dropout if in adult ed. (program other than one of the exceptions noted above)
: Not a Dropout if in secondary school adult ed.
: Not a Dropout if in adult ed. where student is tracked/counted as graduate if finish

_____ do not conform: Not a Dropout if in adult ed. (program other than one of the exceptions noted above)
: Dropout if in secondary school adult ed.
: Dropout if in adult ed. where student is tracked/counted as graduate if finish

APPENDIX D - Computation Instructions
Common Core of Data, Local Education Agency Universe Dropout File:
School Year 1997-1998

COMPUTATION OF DROPOUT RATE FIELDS

$$Rg = Dg/Eg$$

Where

Rg = the dropout rate (rounded to a single decimal place) for grade or grade range 'g'

Dg = the number of dropouts for grade or grade range 'g'

Eg = the total enrollment in grade or grade range 'g'

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.¹
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 and dropout totals are computed for grade-range fields 7-12 and 9-12. If an enrollment or dropout count is missing for any grade in the grade range, the grade range is set to missing.
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).

¹ Note: Missing enrollment data for a grade in any one school in a particular district are treated as zero.

APPENDIX E - Data Tables

Common Core of Data, Local Education Agency Universe Dropout File: School Year 1997-1998

Number of dropouts in each grade, by state: School Year 1997-1998

State	Number of Dropouts							
	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Grades 7-12	Grade 9-12
Alabama *	145	449	3,189	2,690	2,424	1,738	10,635	10,041
Alaska	132	134	455	445	382	404	1,952	1,686
Arizona *	1,220	1,446	6,441	5,769	4,479	3,653	23,008	20,342
Arkansas	369	539	1,270	1,884	2,177	1,927	8,166	7,258
Connecticut	145	164	1,371	1,314	1,267	990	5,251	4,942
Delaware	3	16	542	493	331	196	1,581	1,562
District of Columbia	186	204	627	744	479	279	2,519	2,129
Georgia	728	1,193	8,802	7,044	5,586	5,113	28,466	26,545
Idaho *	169	259	1,036	1,448	1,365	1,192	5,469	5,041
Illinois *	773	1,254	10,269	10,215	9,541	7,543	39,595	37,568
Iowa	19	27	657	1,081	1,429	1,368	4,581	4,535
Kentucky	302	464	2,600	2,603	2,608	2,186	10,763	9,997
Louisiana	2,290	2,769	8,179	6,299	4,704	5,028	29,269	24,210
Maine	5	11	329	474	521	560	1,900	1,884
Maryland *	18	94	2,804	2,563	2,227	2,038	9,744	9,632
Massachusetts	53	131	1,872	2,251	2,362	1,673	8,342	8,158
Minnesota	215	325	1,471	2,808	3,683	4,671	13,173	12,633
Mississippi	416	712	2,763	2,260	1,674	1,227	9,052	7,924
Missouri	153	316	3,010	3,978	3,778	2,695	13,930	13,461
Montana	45	79	581	590	574	488	2,357	2,233
Nebraska	55	88	849	1,082	1,062	1,014	4,150	4,007
Nevada	367	447	892	1,415	2,417	3,142	8,680	7,866
New Jersey *	1,535	1,462	3,263	2,939	2,800	2,421	14,420	11,423
New Mexico	760	731	2,274	2,014	1,571	946	8,296	6,805
North Dakota	2	11	175	286	340	268	1,082	1,069
Ohio	1,348	1,787	8,100	6,542	6,756	7,999	32,532	29,397
Oklahoma *	525	785	2,841	2,920	2,659	1,896	11,626	10,316
Pennsylvania	31	175	4,498	5,308	5,956	5,388	21,356	21,150
Rhode Island	23	32	638	623	464	336	2,116	2,061
South Dakota *	25	27	279	335	372	280	1,318	1,266
Tennessee *	965	733	2,712	2,865	3,354	3,187	13,816	12,118
Utah	724	634	878	1,731	2,253	3,136	9,356	7,998
Vermont *	8	6	307	411	453	437	1,622	1,608
Virginia *	467	673	4,543	3,648	3,347	3,330	16,008	14,868
West Virginia	38	141	729	1,135	1,092	928	4,063	3,884
Wisconsin *	181	195	1,653	1,317	1,577	2,436	7,359	6,983
Wyoming	14	29	304	609	550	540	2,046	2,003
Outlying Areas								
American Samoa	10	2	19	29	7	13	80	68
Guam	—	—	624	332	289	129	1,374	1,374
Northern Marianas	3	15	93	60	51	68	290	272
Puerto Rico *	441	410	435	863	529	336	3014	2163
Virgin Islands	62	28	209	105	58	46	508	418

— Not available.

* This state reported on an alternative July through June cycle rather than the specified October through September cycle.

APPENDIX E - Data Tables

Common Core of Data, Local Education Agency Universe Dropout File: School year 1997-1998

Percentage of dropouts in each grade, by state: School Year 1997-1998

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	0.8	5.0	5.1	5.1	3.9	3.3	4.8
Alaska	1.3	1.3	4.3	4.7	4.5	5.2	3.4	4.6
Arizona *	1.9	2.4	9.7	9.9	9.2	8.3	6.7	9.4
Arkansas	1.0	1.5	3.4	5.3	6.8	6.5	3.9	5.4
Connecticut	0.4	0.4	3.3	3.6	3.9	3.3	2.4	3.5
Delaware	—	0.2	5.3	5.6	4.5	2.9	3.1	4.7
District of Columbia	3.7	4.4	12.2	15.9	12.9	9.0	9.6	12.8
Georgia	0.7	1.2	7.2	7.4	7.0	7.4	5.0	7.3
Idaho *	0.9	1.3	5.1	7.3	7.5	7.0	4.8	6.7
Illinois *	0.5	0.9	6.6	7.2	7.4	6.2	4.7	6.9
Iowa	—	0.1	1.6	2.7	3.7	3.6	1.9	2.9
Kentucky	0.6	0.9	4.5	5.2	5.8	5.4	3.7	5.2
Louisiana	3.6	4.8	12.2	11.2	10.0	11.9	8.8	11.4
Maine	—	0.1	2.0	3.1	3.7	4.3	2.0	3.2
Maryland *	—	0.2	4.2	4.4	4.2	4.3	2.8	4.3
Massachusetts	0.1	0.2	2.6	3.4	3.9	3.1	2.1	3.2
Minnesota	0.3	0.5	2.2	4.2	5.8	7.6	3.4	4.9
Mississippi	1.0	1.8	6.4	6.2	5.5	4.4	4.1	5.8
Missouri	0.2	0.5	4.0	5.9	6.1	4.8	3.5	5.2
Montana	0.3	0.6	4.2	4.5	4.7	4.3	3.1	4.4
Nebraska	0.3	0.4	3.5	4.7	4.9	4.9	3.1	4.4
Nevada	1.6	2.0	4.0	6.6	12.9	19.9	7.1	10.1
New Jersey *	1.7	1.7	3.6	3.5	3.6	3.4	2.8	3.5
New Mexico	2.9	2.9	7.6	7.7	7.2	5.2	5.6	7.1
North Dakota	—	0.1	1.8	2.9	3.6	3.1	1.9	2.8
Ohio	0.9	1.3	5.1	4.6	4.8	6.1	3.8	5.1
Oklahoma *	1.1	1.6	5.5	6.1	6.4	5.0	4.2	5.8
Pennsylvania	—	0.1	2.9	3.8	4.7	4.6	2.6	3.9
Rhode Island	0.2	0.3	5.0	5.6	4.8	3.8	3.2	4.9
South Dakota *	0.2	0.3	2.5	3.1	3.7	2.9	2.1	3.1
Tennessee *	1.4	1.1	3.6	4.5	6.2	6.4	3.7	5.0
Utah	2.0	1.7	2.3	4.4	5.9	8.5	4.1	5.2
Vermont *	0.1	0.1	3.4	5.2	6.2	6.3	3.4	5.2
Virginia *	0.5	0.8	5.0	4.5	4.7	4.9	3.3	4.8
West Virginia	0.2	0.6	2.9	4.6	4.8	4.3	2.9	4.1
Wisconsin *	0.3	0.3	2.4	2.0	2.6	4.3	2.0	2.8
Wyoming	0.2	0.4	3.7	7.2	7.3	7.6	4.3	6.4
Outlying Areas								
American Samoa	1.0	0.2	2.0	3.1	0.9	1.8	1.5	2.0
Guam	—	—	18.9	14.3	18.9	9.9	10.6	16.2
Northern Marianas	0.5	2.6	16.0	10.8	12.0	13.6	8.8	13.2
Puerto Rico *	0.8	0.9	1.0	1.9	1.4	1.0	1.1	1.3
Virgin Islands	2.9	1.9	9.8	6.3	5.0	3.7	5.2	6.8

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

— Not available.

* This state reported on an alternative July through June cycle rather than the specified October through September cycle.