

**EXIT OUTCOME UPDATE FORM**  
**The California School Age Families Education (Cal-SAFE) Program**  
**INSTRUCTIONS (v1 June 09)**

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The 2008-09 school year represents the last FULL academic year for which we can collect data to include in the 2010 Cal-SAFE Program Report due to the California State Legislature in March 2010. Therefore, we want to get as complete a picture as we can of the positive outcomes attained by Cal-SAFE students. Some of these positive outcomes occur over the summer months for students who have permanently finished their education or exited the program.

For example, a student takes the CAHSEE in late Spring and leaves in June with a Certificate of Completion because she had not yet passed the CAHSEE. Later in July, she finds out that she did indeed pass the CAHSEE and now has earned a high school diploma. Or a student graduates in June and in July births a healthy baby – healthy because of the support services she received while in your Cal-SAFE Program. We want to capture all such positive outcomes for students and their children.

With this Exit Outcome Update Form, you can report these summer outcomes for any student who permanently exited your Cal-SAFE Program during or at the end of the 2008-09 school year.

Item #	Item Name	Definitions & Instructions
		<p><b>This form is available only ONLINE. Printing a hard copy of the completed form for the student's file is optional.</b></p> <p><b>Use this form to provide updated information for a student who PERMANENTLY exited your Cal-SAFE Program during at the end of the school year and is NOT expected to return in the Fall. Use this form to report an exited student's summer pregnancy outcome or a change in status concerning the student's academic outcome. You have until September 30, 2009, to enter updated outcome information on a student who permanently exited your Cal-SAFE Program in 2008-09.</b></p> <p><b>NOTE: Questions marked with an asterisk (*) are REQUIRED and must be answered.</b></p>
	<b>Student Name</b>	<p>You do not need to keep a paper copy of this completed form in the student's file. However, if you do decide you want a printed copy of this completed form you will need to (1) complete the form online, (2) review it for accuracy, (3) PRINT a hard copy for your files, (4) click the Submit button, and then (5) hand write the student's name on the hard copy.</p>

1	<b>1. *Student ID Number</b>	This is a REQUIRED field. Enter the Student ID Number. You should use the student's ID number assigned by the district's Student Information Management System or you can assign an ID number for use within your agency. Please keep in mind that the ID number MUST be UNIQUE to the student within your agency and should remain the same throughout the time the student is enrolled in your Cal-SAFE Program. If the student withdraws from your Cal-SAFE Program and then reenrolls in your agency's Cal-SAFE Program at a later date, you should use the same, unique student ID number for the student. However, if you receive a student from another Cal-SAFE Program in the state, you do not need to use the student ID number assigned by that Cal-SAFE Program. The student ID number simply needs to be unique within your own agency. Also please double check that the student's ID number is entered correctly before submitting this form to the online GradStar Database.
2	<b>2. *Agency code</b>	This is a REQUIRED field. Type in your 7 digit Agency Code assigned by the CDE in Sacramento. This code consists of your 2- digit county code plus your 5-digit district code. You can find the list of agency codes at <a href="http://www.gradstar.com">www.gradstar.com</a> in the file AgencyCodesV2Aug08.pdf. Once you enter this code into the form, in the future the data system will prompt you with this number and you should not have to retype it each time.
3	<b>3. *CAHSEE: Since exiting the Cal-SAFE Program, has the student passed the CAHSEE?</b>	Select one of the following options: <ul style="list-style-type: none"> <li>• Not Applicable. NO CHANGE in Student's status on passing the CAHSEE since exiting. [Select this option if you are NOT reporting a change in the student's status on passing the CAHSEE. For example, you would select this option if the student had already passed the CAHSEE two years ago in 10th grade, or the student took the CAHSEE and you still do not know the student's scores, or the student is not yet required to take the CAHSEE.)</li> <li>• Has now passed BOTH the English/Language Arts and Math sections of the CAHSEE since exiting.</li> <li>• Has now passed ONLY the English/Language Arts section of the</li> <li>• Has now passed ONLY the Math section of the CAHSEE since exiting.</li> </ul>
4	<b>4. *Academic Outcome: Since exiting the Cal-SAFE Program, the student has attained which of following academic outcomes has the student attained?</b>	This is a REQUIRED field. Select one of the following options: <ul style="list-style-type: none"> <li>• Not Applicable. Student's academic outcome has NOT changed since exiting.</li> <li>• Earned Diploma</li> <li>• Earned a CA High School Proficiency Certificate (CHSPE)</li> <li>• Earned a GED</li> <li>• Earned an Adult School Diploma</li> <li>• Received a Certificate of Completion</li> </ul>
5	<b>5. *Pregnancy Outcome: Since exiting the Cal-SAFE Program, student's pregnancy resulted in:</b>	Select one of the following options: <ul style="list-style-type: none"> <li>• Not applicable to this student</li> <li>* Live birth</li> <li>• Fetal Death</li> </ul>

<b>6</b>	<p><b>6. *The child's Birth Weight was: [If the student's pregnancy ended in fetal death, select Unknown.]</b></p>	<p>Select one of the following options:</p> <ul style="list-style-type: none"> <li>• Not applicable to this student</li> <li>• Normal (more than 2500 grams, or 5 lbs. 8 oz.)</li> <li>• Low birth weight -- under 2,500 grams (5 lbs. 8 oz.)</li> <li>• Unknown</li> </ul> <p>The definition for a low birth weight baby is set by the Center for Disease Control, Vital Statistics section.</p>
		<p><b>Now that you have completed all the fields, do NOT hit the Submit button until you do the following:</b></p> <p><b>A. Review all fields for accuracy. In particular please double check that the Student's ID number and your agency's code are entered correctly. If you need to change information, please do so now.</b></p> <p><b>B. If you want a paper copy of this completed form for the student's file, print it NOW.</b></p> <p><b>C. Handwrite in the student's name.</b></p> <p><b>D. Then hit the Submit button to enter the information into the state-wide Cal-SAFE Data Base.</b></p> <p><b>After you hit the Submit button, the system will notify you of any REQUIRED items that you have not yet answered. Simply return to those items, provide the data, and then hit the Submit button again. The online system will then let you know it has received your completed form. To return to the GradStar Forms site, simply click on the CLICK HERE message.</b></p>

Frequently Asked Questions	Answers
<p>I don't work over the summer plus we often don't know the CAHSEE scores for some of our students until late August. What should I do about updating the student's outcomes from the summer months?</p>	<p>You have until September 30, 2009 to enter an Exit Outcome Update Form for a student into the GradStar Database. Thus, once you return from the summer break and know the CAHSEE results and other positive outcomes (birthing a healthy baby or receiving a diploma), you can enter the information into the GradStar Database.</p>

<p>I've already put in the 2008-09 Support Services Received Form for a student and on that form I marked that she received a Certificate of Completion because she did not pass the CAHSEE. But now in late May, I find out that she has passed the CAHSEE and thus will receive a High School Diploma. Do I need to enter another Support Services Received Form as a correction to now indicate that she is getting a diploma?</p>	<p>You do NOT need to enter a corrected Support Services Received Form for this student. You can simply update the diploma information by completing an Exit Outcome Update Form. It's a much simpler and faster way to let the GradStar Database know of the update on the student's diploma.</p>
<p>One of my students permanently exited at mid-year. I entered into the GradStar Database a Student Exit Form for her. On the Item #6: What was the PRIMARY reason for the student's exit/permanent withdrawal? I marked "A5. Received Certificate of Completion" because she had not yet passed the CAHSEE. I have also entered a Support Services Received Form for her and on this form I marked that she had not passed the CAHSEE and that she received a Certificate of Completion. Now, I have received her CAHSEE scores and she has passed and will get a high school diploma. Do I need to submit a correction for both the Student Exit Form and the Support Services Received Form?</p>	<p>No, you do NOT need to submit a corrected Student Exit Form or corrected Support Services Received Form for this student. You can simply update the student's information by completing an Exit Outcome Update Form for her, marking that she passed both sections of the CAHSEE and that she received a High School Diploma.</p>
<p>Because of budget cuts our Cal-SAFE Program will not operate this coming school year, 2009-10. Should I fill out an Exit Outcome Update Form all my students since none of them will be returning in Fall 2009?</p>	<p>It's indeed a loss for the students and their children that your Cal-SAFE Program is closing. Our hope is that the data you provide about the positive outcomes for students and their children will help convince state and local decision-makers of the continued need for the services that the Cal-SAFE Program provides to the students of California. Thus, you should complete an Exit Outcome Update Form for any one of your students who attains one of the positive outcomes over the summer: passing the CAHSEE, attaining a diploma, or birthing a healthy child.</p>