

**Revised STUDENT EXIT/WITHDRAWAL FORM**  
**The California School Age Families Education (Cal-SAFE) Program**  
**INSTRUCTIONS (v5 Sept 09)**

LATEST: Changes from V4 to V5: Removed references to 2008-09 and the Consolidated Application, added new FAQs, clarified instructions for exiting students who were expected to return for the next school year but did not. PREVIOUS: Changes from V3 to V4: Clarification of when to formally exit a student from the online GradStar Database (see italicized text), date fields no longer use drop-down menus to give the date (Now user types in date using the mm/dd/yy format.), and added a FAQ. Changes from v2 to v3: "Revised" added to form title, caution added to make sure student ID and agency code are correct before pressing Submit button, ranking of plans removed from Item #9 Plans Upon Exit , instructions changed for Item #9, added Item #18 concerning student's status at exit on passing the CAHSEE, added reminder to enter the exited student's Support Services Form into the online GradStar Database to show the services the student received before exiting, and added FAQ section.

Item #	Item	Definitions & Instructions
		<p><b>NOTE: The instructions for WHEN to use this form differ from the procedures used before the implementation of the online GradStar system. This form is to be used ONLY when a student PERMANENTLY withdraws from your Cal-SAFE Program. Please review the instructions below as to the new procedure for students who may leave your program but you expect they may return later in during the current school year.</b></p> <p><b>You should enter an Exit form into the online GradStar Database ONLY when a student:</b></p> <ul style="list-style-type: none"> <li>* PERMANENTLY leaves mid-year,</li> <li>* PERMANENTLY leaves at the end of the school year, or</li> <li>• Fails to re-enroll the following school year when you expected the student to return and has now PERMANENTLY left your Cal-SAFE Program.</li> </ul> <p><b>You should avoid enrolling, exiting, and reenrolling a student during the same academic year. The GradStar Database is really a data set of all students who have been served for even one day during the year. The GradStar Database does not have be constantly updated to reflect the exact number of active students you have in your program on a particular day.</b></p> <p><b>Do NOT complete this form if the student is simply changing schools or program sites within your own Cal-SAFE Program agency.</b></p> <p><b>Do NOT complete this form at the end of the school year on any student that you expect to return to your Cal-SAFE Program at the beginning of the next school year. This form is only for students who PERMANENTLY exit your Cal-SAFE Program.</b></p> <p><i>Unlike the procedure in past years before the implementation of the online GradStar system, you do NOT need to complete a Student Exit form for students who finish the school year and are expected to continue in the Cal-SAFE Program in the upcoming academic year.</i></p>

		<p>Do NOT complete this form if the student TEMPORARILY leaves your Cal-SAFE Program agency DURING the academic year and you expect that the student will possibly return during the current school year. If the student does not return and still is not present AT THE END of the academic year, then you can complete the Student Exit form at that time showing that the student permanently withdrew from the program.</p> <p>You might want to wait until the start of Spring semester to actually enter the Student Exit forms for students who did not show during the current academic year or who left mid-semester. This way you will know for sure that the students have permanently exited your Cal-SAFE Program.</p> <p>However, you should complete this form:</p> <ol style="list-style-type: none"> <li>1. When a student withdraws PERMANENTLY from your Cal-SAFE Program agency DURING the academic year. NOTE: Be sure to complete a Support Services RECEIVED Form for this student after you complete this Exit form.</li> <li>2. At the end of the academic year for a student who has:              Attained a high school diploma,              Attained a GED,              Attained High School Proficiency CHSPE,              Attained Adult School Diploma, or              Received a Certificate of Completion.</li> <li>3. At the end of the academic year for a student who is:              Leaving school and is not expected to enroll in ANY school setting for the upcoming academic year.              OR              Leaving the Cal-SAFE Program for good but is expected to enroll in a regular school setting in the upcoming academic year.</li> <li>4. At the end of the academic year for a student who temporarily withdrew (often due to 10 or more consecutive days of unexcused absence) and still did not return to your Cal-SAFE Program.</li> </ol> <p><b>NOTE: Items marked with an * are REQUIRED and must be answered.</b></p>
	<p><b>Student Name</b></p>	<p>For confidentiality purposes, no student names should be entered into the state-wide data system. Rather, 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. *Is this a correction/change to a STUDENT EXIT / WITHDRAWAL Form previously completed during this school year?</b>	This is a REQUIRED field. Select NO if you have not previously entered this form for this student into the data system during the current academic year. You will need to complete the entire form. Select YES if you have previously submitted this form (during the current academic year) for this student and realized that you made a mistake and need to make a correction OR if you have new data to enter for this student. If you are making a correction, you will need to complete the ENTIRE form including the field(s) you wish to correct/change. The Data Manager will then delete the previously completed form and substitute this one into the system. Because making a change/correction is so time consuming, we highly suggest that you review for accuracy your answers on the computer screen and make changes then BEFORE you hit the Submit button. Furthermore, we suggest that you submit a change form only if you have IMPORTANT new information on the student. By "important," we mean information that answers a required question, one marked with an *
2	<b>2. *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.
3	<b>3. Date Form Completed</b>	Using the format: mm/dd/yy, enter the date this form (Student Enrollment) was completed. Generally, it will be the date when the agency staff person enrolled the student. This means that if the agency staff member completed a paper form to enroll the student on Sept 5 but the information was not keyed into the online form until Sept 12, the date in this field would be Sept 5 and not Sept 12.
4	<b>4. *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 AgencyCodes09-10.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.
5	<b>5. *Exit Date</b>	This is a REQUIRED field. Using the format: mm/dd/yy, type in the date the student is exiting, or has exited, the Cal-SAFE Program.

6	<p><b>6. *What was the PRIMARY reason for the student's exit/permanent withdrawal? (Select only ONE.)</b></p>	<p>This is a REQUIRED field. Select ONE of the following options:</p> <p><b>Reasons A1-A5 are for students who have successfully completed the program.</b>  A1. Attained High School Diploma  A2. Attained GED  A3. Attained High School Proficiency (CHSPE)  A4. Attained Adult School Diploma  A5. Received Certificate of Completion.</p> <p><b>Reasons B1 - B7 are for students who are no longer eligible.</b>  B1. Aged Out (enrolled student reaches age 19 and has already completed one semester since 19<sup>th</sup> birthday; if student has active IEP, maximum age is 22)  B2. Dropped out and not expected to return. (Do not use this reason if student tends to 'drift' in and out of school; instead use a reason under option D. Student eligible but is withdrawing either temporarily or permanently such as D16. Unable to locate/unresponsive/unknown.)  B3. Expelled and no Cal-SAFE placement can be arranged  B4. Lost Custody of Child (and not pursuing)  B5. Miscarriage or Pregnancy Terminated  B6. Death of Student  B7. Death of Child</p> <p><b>Reasons C1-C16 are for students who are eligible but are withdrawing permanently.</b>  C1. Extended Maternity Leave (greater than 6 weeks)  C2. Ill, injured, or physically unable to go to school  C3. Family Issues (death, marriage, family refusal)  C4. Cal-SAFE child care not available  C5. Other child care issues  C6. Child health issues  C7. Transportation issues  C8. Employment issues  C9. Special needs that preclude participation  C10. Transferring to another Cal-SAFE agency  C11. Transferring to a non Cal-SAFE school  C12. Moving – school transfer status unknown  C13. Incarcerated  C14. Graduation not possible by age 19 (or age 22 if IEP)  C15. Dissatisfaction with the program  C16. C16. Unable to locate/unresponsive/unknown  C17. Other Please Specify Below</p>
7	<p><b>7. If TRANSFERRING to another Cal-SAFE agency, please enter new Agency ID # (if known) or name.</b></p>	<p>If the student is transferring to another Cal-SAFE program (a completely separate Cal-SAFE agency with its own separate "agency number"), indicate the 7-digit Agency ID number in the box provided or simply type in the name of the Cal-SAFE Program agency where the student is transferring. You can find the list of agency codes at <a href="http://www.gradstar.com">www.gradstar.com</a> in the file AgencyCodes09-10.pdf. Leave this item blank if the student is not transferring to another Cal-SAFE Program agency.</p>

8	<b>8. FOLLOW UP: Enter the time when you want to follow-up with this student:</b>	<p>This is an optional item. However, if you would like to follow-up with the student about something in the future, such as whether the student has obtained a job, you should select one of the following options:</p> <ul style="list-style-type: none"> <li>• End of 1st Quarter</li> <li>• End of 2nd quarter (end of Fall Semester)</li> <li>• End of 3rd Quarter</li> </ul> <p>Three times a year (at the end of the 1<sup>st</sup> quarter, at the end of the Fall semester, and in June) your agency will receive an Excel file that includes all the data that you have entered using this form. You can then use this field to create a list of students you wish to contact.</p>
9	<b>9. *Plans upon Exit: Which of the following does the student expect to pursue in the future? Select up to 5 likely options.</b>	<p>This is a REQUIRED field. From the choices listed below, select up to 5 most likely options. You must select at least one of the options to answer the question. Unlike previous the previous form, you do NOT need to rank order the student's future plans.</p> <ul style="list-style-type: none"> <li>A. Pursue Graduation from high school</li> <li>B. Pursue GED/HS Proficiency</li> <li>C. Look for Job</li> <li>D. Have a Job</li> <li>E. Pursue/Enroll Vocational Training</li> <li>F. Pursue/Enroll Community College</li> <li>G. Pursue/Enroll Four-Year College</li> <li>H. Military</li> <li>I. Stay-at-Home Parenting</li> <li>J. Other, Please specify in the box below.</li> </ul> <p><b>Because this is a required question, even if you marked the reason for exit in Item #6 as "Unable to Locate/Unresponsive/Unknown," you need to complete this question. Therefore, in this case simply mark "J. Other" and type "Unknown" in the box below.</b></p>
10	<b>10. If one of the student's TOP 5 future plans is not listed above, type it in the box and include the priority number as well. Example: 5 = Travel</b>	<p>If you selected J: Other for Item #9, please type in the student's plans in the box and also indicate the priority number. For example, if the student plans to travel full time after graduation, type 5 = Travel. If you marked the reason for exit in Item #6 as "Unable to Locate/Unresponsive/Unknown" and marked "J. Other in #9, simply type "Unknown"</p>
11	<b>11. Work/Employment Status at EXIT</b>	<p>Select one of the following options for the student's work/employment status at the time of exit. Note: if either "c. Working" or "d. In job training," are selected, specify hours per week in next item, #12)</p> <ul style="list-style-type: none"> <li>a. Not working or seeking employment</li> <li>b. Seeking employment</li> <li>c. Working (Specify hours per week in item #12 below.)</li> <li>d. In job training (Specify hours per week in item #12 below.)</li> <li>e. Unknown</li> </ul>

12	<b>12. Work (or Job Training) hours per week at EXIT</b>	<p>Select one of the following options for the number of hours per week that the student works or attends job training at the time of exit:</p> <ul style="list-style-type: none"> <li>• Student is not working or in job training.</li> <li>• 1 to 10 hours per week</li> <li>• 11 to 20 hours per week</li> <li>• 21 to 30 hours per week</li> <li>• 31 to 40 hours per week</li> <li>• More than 40 hours per week</li> <li>• Unknown</li> </ul>
13	<b>13. *Student Marital Status at EXIT</b>	<p>This is a REQUIRED item. Select one of the following options that describes the student's <u>current</u> marital status at time of exit:</p> <ul style="list-style-type: none"> <li>• Single, never married</li> <li>• Married</li> <li>• Separated, divorced or widowed</li> <li>• Unknown</li> </ul>
14	<b>14. *Pregnancy/Parenting Status (if male, partner's status) at EXIT</b>	<p>This is a REQUIRED item. Select one of the following options that describes the student's (if male, partner's) <u>current</u> pregnancy status at time of exit:</p> <ul style="list-style-type: none"> <li>• Expectant only, NOT parenting other children</li> <li>• Expectant AND parenting one or more children</li> <li>• Parenting only, NOT expectant</li> <li>• Not expectant or parenting</li> </ul>
15	<b>15. If EXPECTANT at EXIT, due date (if male, partner's due date)</b>	<p>Using the format: mm/dd/yy, type in the student's pregnancy due date. If student is male, enter partner's due date.</p>
16	<b>16. *Last Grade COMPLETED at Exit</b>	<p>This is a REQUIRED field. Select one of the following options that describes the last grade or educational level <u>successfully completed</u> by the student at time of exit. For example, if at the time of exit, the student has earned only the equivalent credits of 9<sup>th</sup> grade, select 9<sup>th</sup> grade, no matter the student's age or number of years enrolled in school.</p> <p>Select one of the following options:</p> <ul style="list-style-type: none"> <li>• Successfully completed program [Attained a diploma, GED, high school proficiency through CHSPE, Adult School diploma or received Certificate of Completion]</li> <li>• Completed GED Pretest</li> <li>• 11<sup>th</sup> grade</li> <li>• 10<sup>th</sup> grade</li> <li>• 9<sup>th</sup> grade</li> <li>• 8<sup>th</sup> grade</li> <li>• 7<sup>th</sup> grade</li> <li>• 6<sup>th</sup> grade</li> <li>• Below 6<sup>th</sup> grade</li> <li>• Other Please specify in Item #17 below.</li> <li>• Unknown</li> </ul>
17	<b>17. If you selected "Other" for Item #16, please specify in the box.</b>	<p>If you selected "Other" for item #16 above, please specify in the box.</p>

<p>18</p>	<p><b>18. *As of the exit date, has the student passed BOTH sections of the CAHSEE?</b></p>	<p>This is a REQUIRED field. Select the option below that reflects the student's status on passing the CAHSEE <b>at the time the student permanently left</b> your Cal-SAFE Program:</p> <ul style="list-style-type: none"> <li>• Yes, passed both English/Language Arts AND Math</li> <li>• No, passed only English/Language Arts</li> <li>* No, passed only Math</li> <li>No, has not passed either section</li> <li>• Not applicable, student is in middle school or 9th grade</li> </ul>
		<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. PRINT a copy of the completed form for your files. (If you already have a hand-completed paper version there is no need to print a hard-copy of the completed online form. However, you should write a note on the paper copy giving the date when you entered the information into the online GradStar Database.)</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>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 <b>CLICK HERE</b> message.</p> <p>If you are sure that this student will not return to your Cal-SAFE Program, you should enter the information from the student's REVISED Support Services/Needs Assessment v.2 form into the online Support Services Received form to show the services that the student received before exiting. OR you can wait until April or May and enter this student's support services information into the online GradStar Database at the same time you enter the information for all the other students in your program.</p> <p>Three times a year (at the end of the 1<sup>st</sup> quarter, at the end of the 1<sup>st</sup> semester, and in June) your agency will receive an Excel file that includes all the data that you have submitted during the current academic year using this Student Exit Form.</p>
<p><b>Frequently Asked Questions</b></p>		<p><b>Answers</b></p>
<p>Should I exit any students from last year that have not returned this year?</p>		<p>Yes, please complete a Student Exit form on any student that you expected to return this academic year, but did not enroll.</p>

Frequently Asked Questions	Answers
What should I do if a student leaves during the year but I think she will be back?	Do NOT complete a Student Exit form if you suspect the student is only temporarily leaving your Cal-SAFE Program agency and you expect she will return DURING the same academic year. If the student in fact does not return and still is not present AT THE END of the academic year, then you can complete the Student Exit form at that time showing that the student permanently withdrew from the program.
What should I do if I know for sure that a student is not coming back to our program?	In this case, with the student PERMANENTLY withdrawing from your Cal-SAFE Program agency, you should complete the Student Exit form and enter it into the online GradStar Database. Also you will need to complete a Support Services Received form.
When should I enter an exited student's REVISED Support Services/Needs Assessment v.2 information into the online GradStar Database?	The REVISED Support Services/Needs Assessment v.2 is a paper-only form that you use to plan and monitor services that the student will receive during the current academic year. You do not enter the entire form into the GradStar Database. However, you do use the student's paper-only REVISED Support Services/Needs Assessment to complete the online-only Support Services Received form. As to when you enter the exited student's Support Services RECEIVED information into GradStar, you have two choice: (1) You can enter the student's support services information in the online Support Services RECEIVED form at the time the student exits OR (2) You can wait until April or May and enter this student's support services information at the same time you enter the information for all the other students in your program. The key is this: You definitely want to enter the exited student's support services data into the system sometime before June 15.
What should I do if I have exited a student mid-year thinking she would not come back and yet now she has returned?	You will need to complete another Student Enrollment Form for her but this time for Item #5: *Cal-SAFE Enrollment Status you should mark "Returning in the same academic year (for a student who attended your Cal-SAFE Program in this SAME academic year, exited, and now has returned in this SAME academic year.)" Also make sure that use her same ID number from before. You need to complete only the mandatory items, those marked with an * since the student is already in the GradStar system. All other items on the Student Enrollment Form are optional. As for the other forms that you generally complete at enrollment, you do NOT need to complete another Child Information Form or Child Care Enrollment Form for the student's child since children are never formally exited from the GradStar Database and the child's data still exists in the database. The only exception would be if IMPORTANT information on the child has changed since the student exited from the program.

Frequently Asked Questions	Answers
<p>Let's say that in June a senior student leaves because she has completed her schooling. For Item #6: What was the PRIMARY reason for the student's exit/permanent withdrawal? I marked that she received a Certificate of Completion because she did not pass both sections of the CAHSEE. Later in mid-July, I find out that she actually did pass the CAHSEE when she took it in late May. We just didn't know her score until July. Now, she has received a high school diploma instead of a Certificate of Completion. What should I do to report this positive outcome?</p>	<p>The online-only Exit Outcome Update form allows you to submit changes about important outcomes such as passing the CAHSEE, receiving a diploma, or birthing a healthy child for students AFTER they exit your Cal-SAFE Program. You have until Sept 30 to report these updated outcomes for the previous school year.</p>
<p>When a student exit the program, how do I exit the child from the online GradStar Database?</p>	<p>There is no method to officially exit the child from the online GradStar Database. The Evaluation Reports on The Cal-SAFE Program requires that we give only a total count of the number of children Cal-SAFE students have birthed or parented. Furthermore, the state-wide evaluation report requires information concerning the following three items: (1) if the child attended Cal-SAFE sponsored child care for any amount of time during the school year (2) if the child's immunizations are up-to-date and (3) the child's age category at enrollment. All other items on The Child Information Form and Child Care Enrollment Form are for local use.</p>
<p>I mistakenly exited a student that I thought had graduated over the summer. He didn't graduate and is currently enrolled this year. What should I do?</p>	<p>Don't worry about the Exit form from the previous year. As far as you knew at that time, he was exiting the program. For this school year now that he has returned, simply complete a Student Enrollment Form for this student for the current academic year, marking that he is a RETURNING student.</p>
<p>If a student moves out of the district, should I do an Exit form now?</p>	<p>Yes, if you think the student will not return to your Cal-SAFE Program during the current school year, complete an Exit form now. However, if you think the student might return to your Cal-SAFE Program during the year, we suggest that you don't complete the Exit form just yet. At the end of the year, you can complete the Exit form when you know for sure the student left your program.</p>
<p>I exited a student that didn't show up as expected this school year. Now, she just walked into my office. What should I do?</p>	<p>Don't worry about the Exit form. Simply complete a Student Enrollment Form for this student for the current academic year, marking that she is a RETURNING student.</p>

Frequently Asked Questions	Answers
<p>After we complete a form and move onto a new form for the same student, we're having to log in each time. Is there a way around this?</p>	<p>Here are three ways to avoid logging in each time: (1) When you first encounter the user ID/name &amp; password dialog box, you can tell your browser to "Remember this password in my keychain" usually by clicking a box. From then on, the browser will automatically fill in both the user ID/name and password when you see the dialog box and all you would have to do is click "Log In". Note: Some of the exact wording of these phrases and selections vary depending on the browser you are using, such as FireFox, Explorer, Safari etc. (2) After completing and entering the online form and you see the on-screen message: "You have completed the STUDENT ENROLLMENT FORM of the Cal-SAFE Program. Please CLICK HERE to return to the GradStar Forms page." Don't click on "CLICK HERE" but instead go into the History menu of your browser and select the URL for the online GradStar forms. It should say "Eval Forms Online." This will take you directly back to the URLs on the secure GradStar forms and you can select another form without filling in the access codes. Again, you might find the phrases/wording slightly different depending on the browser you are using. (3) Finally, you can bookmark the <a href="http://www.gradstar.com/secure">www.gradstar.com/secure</a> webpage and return to the list of URLs for the forms without having to reenter the access codes.</p>
<p>I mistakenly entered a student using the online 2008-09 form instead of the 2009-10 form. What should I do?</p>	<p>Notify Brenda of the mistake. Please send her the student's ID number and your agency number and she will rectify the situation, switching the student to the 2009-10 data set.</p>
<p>When I print out a copy of a completed online GradStar form, it takes SOOO much paper. How can I print it out without killing so many trees?</p>	<p>You can reduce the number of pieces of paper you use by telling your printer to print several pages to one piece of paper. Right before you hit the Submit button, go into the main menu of your Internet browser and select "Print." Your printer will then show its Print dialogue box that asks you to specify such things as the number of copies, layout, paper handling, color/b&amp;w, and print quality. At this stage, you can specify that the printer reduce the size of the GradStar form so that you can get 2 or more pages on one piece of paper. Some printers even allow you to specify that the printer print the GradStar form on both sides of the piece of paper. For example, I use an Epson Office Jet 4300 series printer and under the Layout section of the printer dialogue box I can select "4" under the Pages Per Sheet option. The printer would then automatically reduce the pages of the completed GradStar Student Enrollment, printing 4 pages on each piece of paper. Generally, thus for each of the GradStar forms I could print out the completed online form on one piece of paper for documentatio</p>
<p>When I enter my agency code should I enter it using the hyphen or not? For example, my agency code is XX-XXXXX. Should I enter it as XX-XXXXX or without the hyphen as XXXXXXXX?</p>	<p>It's up to you -- without or with the hyphen works just fine. All we ask that everyone in your district use the same method -- everyone entering the agency code with the hyphen or everyone entering the agency code without the hyphen. Being consistency makes it simpler for the Branagh folks to easily extract your agency's data from the statewide database.</p>

Frequently Asked Questions	Answers
How do I know what my agency code is?	At the <a href="http://www.gradstar.com">www.gradstar.com</a> website under the Evaluation Forms and Material section, you can download the file: AgencyCodes09-10.pdf. This file contains the agency code that your agency should be using.
As a program housed in the County Office of Education, I have students who attend schools in several school districts. At the end of the Fall semester, several students will transfer to another school in different district served by our program. The change in school will result in a new student ID number. What should I do about the student's ID number in GradStar?	We suggest that you not change the student's ID number within the GradStar system. Rather, you would make a note in your local database that the student is now attending another school/district within your program and now has a new ID number. The reason for NOT changing the student's ID within the GradStar system is this: For state-wide reporting purposes, we need to be able to provide an unduplicated count of students (and children) served by a particular agency for any length of time during the academic year. This means we need a consistent GradStar ID # that a student keeps during the academic year no matter where she attends within an agency's Cal-SAFE Program.
As a program housed in the County Office of Education, I have students who attend schools in several school districts. Some of these districts serve students in K-8 only. This year I have a student who was at a junior high in a K-8 districts. She is now enrolled in a 9-12 district and has a new ID number. What should I do about her ID number in GradStar?	We suggest that you make no change of the student's ID number within GradStar. This way her information over the years will be grouped together. However, you would make a note in her paper file and your local database that she is now in a different school, different district and has a new ID number.  One way to avoid this with future students is to use the permanent student ID number that the State of California is assigning each student within the state's student data base.
I'm not sure which students I've entered into the GradStar Database and which I have not yet entered. How can I keep track of what I've done?	First, we suggest that you put a ✓ mark and the date entered at the top of each paper form you enter into the system. Second, we suggest that you keep an Excel spreadsheet that includes the student's name, ID number and which forms you've entered into the GradStar Database for the student. On the <a href="http://www.gradstar.com">www.gradstar.com</a> website under the Additional Helpful Resources subsection, you can download an Excel template (GradStarDataEntryLogV1LeT08Sept18.xls) that you can use to keep track of the students and children you enter into the GradStar Database.  Later, when you receive the GradStar data files for your agency, you can use this Excel spreadsheet to double check that you've entered everyone into the system. Also, this same Excel spreadsheet can help you match the students names to their ID numbers and information in the GradStar files.
In our agency we simply assign a very simple ID number to a student -- such as 01, 02. My colleague at another Cal-SAFE Program says that they do their student ID numbers the very same way. Won't that get the information on our students mixed up their students?	When we extract the data for your agency, we use the student ID number AND your agency number. This way it does not matter if you duplicate another student's ID number used in another agency. However, you should not ever assign the same ID number to another student, even if that student attends your program during a future school year. This means that across the life of your program (from 2008 on), you should have only one student with the ID number 01.

Frequently Asked Questions	Answers
Often I get interrupted as I'm entering a form into the online GradStar Database. Can I leave a form and come back and complete later?	If you simply keep the form open on your computer's desk, you can come back and complete it. GradStar will not time you out. BUT if you close and leave the browser window showing the <a href="http://www.zoomerang.com">www.zoomerang.com</a> site where the GradStar forms are located, then you will not be able to finish the form and submit. However, in most browsers you can open up new windows while keeping other Internet site windows open. This way you can keep the incomplete GradStar form open (and actually hidden from view if you wish) while you take care of interruptions. Then later, you can complete and submit the form.
If I don't skip a field on a form, does GradStar automatically fill in with a default answer?	GradStar has no default answers on the forms. If you skip a MANDATORY field marked with an *, you must answer the question before you can submit the form. If you skip a non-mandatory field, GradStar will simply leave that field blank.
What if the school does NOT issue an ID number?	We suggest that you create an ID number for students -- perhaps even something as simple as using the student's birthdate plus a 1 for female and 2 for male. So if Brenda LeTendre were a student attending your program had her birthdate is March 15, 1992, then her ID number would be 31519921. You just want to make sure that you don't give that same ID number to another student AND that you keep a list somewhere (perhaps in an Excel file) that includes Brenda LeTendre ID 31519921 so you know to which ID goes with which student.
I forgot to print a copy of the completed online GradStar form before hitting Submit. What should I do to document that I entered the student's form into GradStar?	<p>If you were inputting the information from a hand completed paper copy of the form then, you really don't have to print the online form because you already have a paper copy of the information -- albeit hand completed. You should, however, write on the paper form the date when you entered the information into the online GradStar system.</p> <p>If you were interviewing the student as you filled out the form online and forgot to print it out before hitting the Submit key, then you can complete by hand a paper version of the form and put it in the student's folder. This will provide documentation in the student's folder.</p>
When should I enter a correction into the GradStar system?	Please enter a correction to a GradStar form only if the correction rectifies the information in a MANDATORY field marked with an *. Otherwise, simply log the change of information on the student's paper form and any other local student/child database that you might have. For example, you do not need to enter a corrected Student Enrollment form each time a student changes where she attends school in your district. You would note this change on the student's paper Student Enrollment form and in your local database.