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STATE OF NEVADA

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STATE PUBLIC CHARTER SCHOOL AUTHORITY

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November 14, 2012

TO: Charter School Directors
FROM: Steve Canavero, Director
State Public Charter School Authority
RE: Request for approval of legend of symbols per NAC 387.163

Pursuant to NAC 387.163, each charter school must obtain approval for their legends of symbols and system of recording enrollment and attendance prior to opening and if any changes are made. Your compliance with NAC 387.163 is measured during the Pupil Enrollment and Attendance Audit. There are two elements to this regulation: Legend of Symbols and System of Recording.

You must submit a copy of the requested Legends of Symbols from PowerSchool. These can be found on our website at: <http://charterschools.nv.gov/>. Because we are serving as your Powerschool, we have prepared this information for you along with a template cover letter that you must customize to your school to submit along with the legends and symbols.

The second required element to complying with NAC 387.163 is for each school to document and submit the System of Recording. This is a description of the internal controls that your school uses to ensure Powerschool is updated daily with correct information. Your submission should be in narrative form. Below is an example of a submitted "System of Recording" that was accepted by the Audit group at NDE. You may follow the example posted on our website when documenting your own System of Recording.

To clarify:

- 1) As your Powerschool district we have provided on our website a copy of the Legend of Symbols required for you to submit and:
- 2) A template letter for Audit of your school's System of Recording

Submit to

Michelle Kiehne, Auditor
Nevada Department of Education
700 E. Fifth Street, Suite 111B
Carson City, NV 89701

Please don't hesitate to call or email with any questions.

CC: Allyson Kellogg

PowerSchool

Attendance Codes

Code	Description	Teachers Assign	Counts ADA	Presence	Sort
	Present	Yes	Yes	Present	1
A	Absent	Yes	Yes	Absent	2
T	Tardy	Yes	Yes	Present	3
L	Late Excused		Yes	Present	4
E	Excused Absence		Yes	Absent	5
X	Excused and Exempt		Yes	Absent	6
P	Pre-Arranged		Yes	Absent	7
U	Unexcused		Yes	Absent	8
S	School Activity		Yes	Present	9
D	Truant		Yes	Absent	10
J	Juvenile Detention Center		Yes	Present	11
I	In School Refocus		Yes	Present	12
H	Home Bound		Yes	Present	13
O	Out of School Suspension		Yes	Absent	14
F	First Day		Yes	Present	15

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Entry Codes

Code	Meaning	Sort Order
EB3001	Original Entry	1
RB3002	Re-entry	2
EB3003	No state Funding	3
EB3004	Home School	4
EB3005	Private School	5
EB3006	Other	6

Note: This list of entry codes applies to all schools using this PowerSchool server.

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Exit Codes

Code	Meaning	Sort Order
W1(A)	Withdraw: still enrolled in same school and/or program	5
W1(B)	Withdraw: to a different school, not charter, within the same district.	6
W1(C)	Withdraw: to district sponsored charter school within same district	7
W1(D)	Withdraw: receiving services within same district but not assigned to a school	8
W2(A)	Transferred: receiving services at another NV public school/agency (not charter)	9
W2(B)	Transferred: receiving services at a nonpublic NV K-12 school/setting	10
W2(C)	Transferred: receiving equivalent instruction at home (NRS 392.070)	11
W2(D)	Transferred: receiving services at a public/nonpublic school in another state	12
W2(E)	Transferred:receiving services at a public/nonpublic school in another country	13
W2(F)	Transferred: receiving services at a state sponsored charter school	14
W3(A)I	Withdrawn by student/parent/guardian: credit deficiency	15
W3(A)II	Withdrawn by student/parent/guardian: pregnancy	16
W3(A)III	Withdrawn by student/parent/guardian: marriage	17
W3(A)IV	Withdrawn by student/parent/guardian: employment	18
W3(A)V	Withdrawn by student/parent/guardian: medical condition/rehab	19
W3(A)VI	Withdrawn: by juvenile division for district court NRS392.090	20
W3(A)VII	Withdrawn by student/parent/guardian: self/parental supported NRS 392.100	21
W3(A)VIII	Withdrawn by student/parent/guardian: apprenticeship NRS 392.10	22
W3(A)IX	Withdrawn by student/parent/guardian: other reasons not in W3(a)I thru W3(a)VIII	23
W3(B)	Withdrawn: Student withdrawn because age exceeds age restrictions	24
W3(C)I	Withdrawn: student removed for reasons other than health: permanent expulsion	25
W3(C)II	Withdrawn: student removed for reason other than health: discipline/eligibility	26
W3(D)I	Withdrawn: to adult basic education or GED program	27
W3(D)II	Withdrawn:to adult basic education or adult vocational/educational program	28
W3(E)I	Withdrawn: unknown status; absence of ten consecutive days; whereabouts unknown	29
W3(E)II	Withdrawn: unknown status; absent entire stat month; no expected return date	30
W3(E)III	Withdrawn: unknown status; unexplained absences as in NAC 387.220	31
W3(F)	Withdrawn; attendance excused; completed 12 grades elem/high school NRS 392.060	32
W3(G)	Withdrawn; attendance excused; residence distance to nearest school (NRS 392.080)	33
W4(A)	Exited; neither completed nor dropped out; deceased	34
W4(B)	Exited: neither completed nor dropped out; under age for compulsory attendance	35
W4(C)	Exited: already has completion credential or past state age guarantees education	36

Note: This list of exit codes applies to all schools using this PowerSchool server.