

Below are some possible Strategies your agency might use to gather information about recording ***Reasons for Exiting***. The suggestions provided in this document are not “required” but for guidance in making this field easier to collect and more consistent from agency to agency.

Reasons for Exiting appears as field 15 on the CASAS Update Record.

There are additional options available in TE that are not listed on the Update Record. In TE: ***Records – Students – Records***

Exit Reason:		
☒ N/A	☐ Lack of child care	☐ Deceased
☐ Changed class or program	☐ Family problems	☐ Long term medical treatment
☐ Completed Program	☐ Own health problems	☐ Unknown reason
☐ Met Goal	☐ Lack of interest	☐ Other known reason
☐ End of program year	☐ Public safety	
☐ Got a job	☐ Administratively separated	
☐ Moved	☐ Released from Incarceration	
☐ Schedule conflict	☐ Active duty in armed services	
☐ Lack of transportation	☐ Incarcerated	

Item	Notes
Changed Class or Program Completed Program End of Program Year	<i>These three are mostly for agency related reasons rather than student reasons.</i> • Mark <i>Changed Class or Program</i> when the student moves to another class in a <i>different</i> instructional program. • <i>Example 1: An ESL student progresses on pre/post-testing and achieves a score that qualifies for a CTE program. Mark Changed Class or Program.</i> • <i>Example 2: ESL student transitions from ESL Beginning to ESL Intermediate. The student does not “Exit Program” so You do not need to mark a Reason for Exiting.</i> • The same factors should be considered when marking <i>Completed Program</i>. • <i>End of Program Year</i> is now an obsolete option with PoPs, unless the student is in an institutional or correctional setting.
Met Goal	• <i>Met Goal</i> suggests circumstances similar to the three options above, but reflects the choice and activity of the student, not the agency. • <i>Example: A student enrolls in ESL – EL Civics – Citizenship Preparation and then exits after passing the Oral Interview at USCIS. The student</i>

	<i>exited once s/he met goal of "Obtain U.S. Citizenship."</i>
Moved	• Mark if a student moves to a new location and is no longer able to attend class at the reporting agency. • Mark this only when moving is what specifically prevents the student from continuing program. • <i>Example: Student relocates back to their home country. Mark Moved.</i> • <i>Example: Student moves to a different neighborhood a few miles away, and no longer lives near a convenient bus route. Mark Lack of Transportation.</i>
Got a Job	• Mark this only when getting a job is specifically what prevents the student from continuing instruction at the reporting agency.
Schedule Conflict Lack of Transportation Lack of Child Care	• These three are similar. Select childcare or transportation when you know these issues are the cause of the student's exit. Use Schedule Conflict when you don't know the specific reason for the conflict. • <i>Example: Student's work schedule shifted, which affected a family member's ability to assume child care responsibility. Mark Lack of Child Care.</i> • <i>Example: Student's work schedule directly interferes with class attendance. Mark Schedule Conflict.</i>
Family Problems Own Health Problems	• <i>Example: Student had health concerns and is no longer attending class. Mark Own Health Problems.</i>

	• <i>Example: A family member had health concerns so student is no longer attending class. Mark Family Problems.</i>
Lack of Interest	• <i>Target this option if your agency is tracking student exits due to general dissatisfaction.</i> • <i>Example: Student is doing well in class, but decides adult education is not for her. Mark Lack of Interest.</i>
Public Safety	• <i>Example: Student decides that your school is in a high crime area, so s/he decides to stop attending. Mark Public Safety.</i>
Administratively Separated Released from Incarceration	These two options are mostly for correctional education. • Mark <i>Administratively Separated</i> when the agency takes action to expel the student from the class or school. • <i>Released from Incarceration</i> is only for corrections programs, and marked because the student completed time of incarceration.
Incarcerated Entered Military Service Deceased Long Term Medical Treatment	These four options are in TE but not on the Update Record. All four exempt the student from follow up reporting. • <i>Mark Incarcerated when a “non-incarcerated” student is sent to a correctional facility, and is no longer able to receive services or instruction from the (non-correctional) agency.</i> • <i>Long Term Medical Treatment = student is engaged in treatment that is scheduled to take three months or longer.</i>