

Target Audience –Data Managers, School Secretaries

This document provides definitions, usage rules, and required data elements for each enrollment type used within the student information system. It is intended to assist LEA staff in selecting the appropriate enrollment type and completing all necessary fields accurately.

1. R – Regularly Enrolled

When to use:

Use R for students who are enrolled and attending one of your district's schools in the standard way.

Key Rules:

- Membership school = the school the student physically attends.
 - No external school codes are required unless the student's status changes.
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2. O – Outplaced

When to use:

For students placed by the district into an educational program outside their home school (e.g., special education schools, homebound, hospitalized, etc).

Required Information:

- Enrollment School: 190 school with enrollment type O
 - SchCode_Out: Required
 - Indicates where the student has been *placed* or receiving services.
 - SchCode_Home: Required
 - Indicates the school the student *would attend* if not outplaced.
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3. G – GED Program

When to use:

For students who leave the regular high school program to pursue a GED.

Important Notes:

- Students typically transfer from regular enrollment after completing an Alternative Education Plan, which must be signed by:
 - The student, guidance counselor, GED Program contact and Superintendent.

Required Information:

- Enrollment School: 190 school with enrollment type G
- SchCode_Out: Required
 - Must be an approved GED program.
- SchCode_Home: Required
 - The high school from which the student transitioned to GED.

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- 4. A – Alternate Placement
 - When to use:
For students placed in an alternative learning program while remaining under the enrollment of their home school.
 - Who provides Placement Info:
 - Special Education Department
 - District Alternative Learning Program (if applicable)
 - Key Rules:
 - The student remains enrolled in the same school, but with an A enrollment type.
 - You must:
 - End the current Regular enrollment
 - Create a new enrollment with enrollment type A in the same school
 - SchCode_Out: Required
 - Must be an approved Alternative Program.

5. N – Transition Students

Enrollment

When to use:

For transition-aged students who remain with the district, often until age 22.

Required Information:

- Enrollment School: 190 school with enrollment type T
 - SchCode_Out: Required
 - Must be an approved Transition Program.
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6. S – Service-Only Students

When to use:

For students who receive services only, such as:

- Walk-in services
- Services provided to private school students following the LEA-developed IEP

Required Information:

- Enrollment School: 190 school with enrollment type S.
 - SchCode_Out: Required
 - Indicates where services are delivered
 - Examples:
 - If services occur at a private school, use that school's code.
 - If the student walks into a district school for services, use that district school's code.
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7. H – Homeschooled Students

When to use:

For students whose families elect to homeschool.

Even though LEAs are not required to report homeschoolers via enrollment, it has become beneficial because RIDE uses enrollment data to support assessments, and many students move between public school and homeschooling.

Required Information:

Enrollment

- Enrollment School: 190 school with enrollment type H
- SchCode_Out: ##900
 - Replace ## with your district's two-digit state code.

Summary Table

Enrollment Type	Used For	Enrollment School	Required Codes
R	Regularly enrolled students	School student attends	None
O	Outplaced students	190 school	SchCode_Out & SchCode_Home
G	GED programs	190 school	SchCode_Out (GED program), SchCode_Home
A	Alternate placement within district	Same school	SchCode_Out
N	Transition students	190 school	SchCode_Out
S	Service-only students	190 school	SchCode_Out (service location)
H	Homeschooled	190 school	SchCode_Out = ##900
E	State Funded Pre-School	School student attends	None

[Code Set for Enroll Type](#) from the Data Specifications

Notes:

- Contact us with any questions or odd scenarios around enrollment. We are always happy to help and want to ensure the LEA is getting the funding for all the students that are considered in the Funding Formula.
- Enrollment types included in Funding Formula are R, O, G, A, and N
- Enrollment Census Collection – [Data Specifications](#)