**Incarcerated Youth Help Doc**

Exiting students to Incarceration:

* If the facility is **outside** the district and houses a program that culminates in the award of a regular high school diploma, use exit code *323 - Transferred outside district by court order*.
* If the facility is **inside** the district and houses a program that culminates in the award of a regular high school diploma, use exit code *153 – Transferred to another school in this district or to an out-of-district placement*.
* If the facility houses an approved AHSEP or HSEP program and does not offer a regular high school diploma, use exit code *1089 – Transferred to an approved GED program (court placed).*
* If the facility does not have a program that culminates in a regular high school diploma or GED, use exit code *8338 – Incarcerated student, no participation in a program culminating in a regular diploma*.

Entering students in Incarceration (*districts where facility is located only*):

* If the facility houses a program that culminates in the award of a regular high school diploma, use enrollment code *0011 – Enrollment in building or grade* and the **BEDS code of the jail** as the building of enrollment.
* If the facility houses an approved AHSEP or HSEP program and does not offer a regular high school diploma, use enrollment code *5654 – Enrollment in AHSEP or HSEP program* and the **BEDS code of the approved program** (who is providing the GED program – BOCES?).
* If the facility does not have a program that culminates in a regular high school diploma or GED, you do not need to enroll them. NOTE: Incarcerated Youth are tracked through STAC reporting with regard to funding, so it is not necessary to enroll students who are not in an education program.

Exiting students from Incarceration (*districts where facility is located only*):

* If the student completes a regular high school diploma, use exit code *799 – Graduated (earned a Regents or local diploma)*.
* If the student earns a GED, use exit code *816 – Earned a High School Equivalency Diploma (GED).*
* If the student is returning to another NYS district, use exit code *170 – Transferred to another NYS public school outside this district with documentation*.
* If the student is returning to the district where the facility is located, use exit code *153 – Transferred to another school in this district or to an out-of-district placement*.
* If the student is not returning to school, use exit code *425 – Left school, no documentation of transfer*.

**Accountability**: If the facility houses a program that culminates in a regular high school diploma, the accountability will rest with the district where the facility is located. If the facility does not have a program resulting in a regular diploma, accountability will rest with the previous district.