

## Administrative Procedure 340 Appendix B Enrolment and Withdrawal Keys

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### ENROLMENT KEY

Ministry Code	Title	When to use
Exch std	Exchange Student	Student is in an exchange program.
From FN	Transfer from a First Nation school in Saskatchewan	Student previously attends First Nation school.
From HB	Transfer from home-based in SK	Home based student transferring to school based
From OoC	Transferred from out-of-country schooling	Origin school is outside Canada.
From OoP	Transferred from out-of-province schooling in Canada	Origin school is within Canada excluding Saskatchewan.
From SK (PSHICC)	Transfer from another Saskatchewan school (Public, Separate, Historical, Independent, Custody and Care)	Origin school is within Saskatchewan but excludes First Nation School.
NB School	Not base school	Student is home schooling or based in another school
New	New (no previous schooling)	Student never attended school. If student attended Pre-K and transferring to another school, destination school must use any of the transfer reasons.
Readmiss	Readmission	Student left your school but didn't enrol anywhere else and is coming back to your school.

## WITHDRAWAL KEY

Ministry Code	Title	When to use
Cancel/No Show	Enrolment cancelled/no show	Student never showed up in school. <b>DO NOT USE THIS</b> if student showed up even for 1 day and decided not to continue attending in your school.
Comp Sch	Completed Schooling	Student completed the grade 12 credits. Use discontinued schooling reason if student is in gr. 12 but did not complete credits and is not transferring to any school. <b>DO NOT USE THIS</b> when withdrawing an <b>upgrading student</b> who already completed schooling in the past (use DS-OTHER).
Completed FIP	Completed Functional Integrated Program	Student is graduating in Functional Integrated program.
Deceased	Deceased	
DS-Dissatisfied	Dissatisfied With School – Discontinued Schooling	Not valid for students under the age of 16.
DS-Employment	Employment – Discontinued schooling	Not valid for students under the age of 16. However, this is valid for Colony schools as some stop schooling in grade 9 for work.
DS-Health	Health Reasons - Discontinued schooling	Student is discontinuing due to health reasons. Valid reason for all age group.
DS-Monitored	Monitored – Discontinued schooling	Student with whom you have contact but who is not attending school (truant). Valid for all age group.
DS-No Reason	Unknown Reason - Discontinued schooling	Not valid for students under the age of 16.
DS-Non Attend	Discontinued schooling, with reason of “non-attendance”	Valid for all age group.
DS-Not Base	Discontinued schooling, with a reason of "non-based"	Not valid for students under the age of 16. Student is discontinuing schooling from a non-base/secondary school (student is not based/primary anywhere).
DS-Other	Other Reason – Discontinued Schooling	Not valid for students under the age of 16. <b>USE THIS</b> when withdrawing an <b>upgrading student</b> who already completed schooling in the past.
DS-Other ED	Other Education - Discontinued schooling	Not valid for students under the age of 16.
Expelled	Expelled	
Tr to FN	Transferred to another First Nation Saskatchewan school	Student is transferring to a First Nation SK school.
Tr to HB	Transferred to home-based in SK	Student is transferring from school based to home schooling.
Tr to OoC	Transferred to out-of-country schooling	Student is moving out of country.
Tr to OoP	Transferred to out-of-province schooling within Canada	Student is moving out of province.
Tr to SK (PSHICC)	Transferred to another Saskatchewan school (Public, Separate, Historical, Independent, Custody and Care)	Student is transferring to another SK school except First Nation SK school.