



Enrollment/Withdrawal Code Help Sheet

STUDENT ENTRY

CD	DESCRIPTION/EXPLANATION	CMT
E1	Student enrolled at this school for the first time during the current school year including returning students from prior year. Not for BIE students. This code will be used for initial enrollment only.	
E2	Student whose initial enrollment was in a different school this current school year in another state, private school, home school or transfer in from a state-supported school. This code is for students coming from another state, private school or home school.	*City *State *School
E3	Student who enrolls in NM Public schools for the first time during the current school year from a Bureau of Indian Education school. Code only applies to BIE students.	*School *City *State
R1	Student that transfers from a school within the same district during the current school year. This code is for our students transferring within the Hobbs School District.	*School
R2	Students that are transferring within state of NM that aren't in the Hobbs School District. This applies to transfers within NM. BIE students don't apply.	*School *City *RR/NR
R3	Student dropped from Hobbs School District, never enrolls anywhere else , then returns to HMS. This code is to be used for HMS students that are dropped by the district then return without enrolling anywhere else.	

STUDENT WITHDRAWAL

CD	DESCRIPTION/EXPLANATION	CMT
D3	Student who was enrolled but who did not attend school. If they attended 1 or more days then this code does not apply.	
W1	Student has transferred out to another PED District or State Charter in NM. This code will be used for students transferring to a school within New Mexico.	*School *City *RR/NR
W2	Student that has been absent for ten (10) consecutive days must be dropped. Used for students not attending school (10 days) with active enrollment, may also be used for No Show.	

W4	Student exits to a non-diploma granting education setting such as vocational or GED program. Use this code for students that withdraw to get their GED or go to vocational/trade school.	*GED or VOC *City *State
W5	Student is detained in a court-ordered facility, such as out-of-state jail, expulsion or out-of-school suspension greater than 6 months. This applies to students who are detained or they have been expelled or suspended for 6+ months.	*Facility *City *State
W6	Student emigrated or moved outside of US; does not include military assignment or studying abroad. Student that has left the United States.	*Country
W7	Student exited school due to pregnancy.	
W8	Student who withdraws to a diploma-granting, non-public/private or BIE school that is recognized by NMPED. Doesn't include homeschool. This code is for those students going to a private/non-public school within NM.	*School *City *State
W9	Student dis-enrolled due to failure to provide satisfactory evidence of starting immunizations or completed immunizations. This applies to those students that do not have all their shots needed prior to attending school.	*Contact Date
W10	Moved out of state or studying abroad as a U.S. exchange student. Does not include Home Schooled. Use this code for students who moved out of New Mexico to another state.	*School *City *State
W19	Student transfers within HMS District. Do not use W1 for transfers from within.	
W81	Use this code for students withdrawing to be Home-Schooled. This should be used for students leaving to be home-schooled.	*Home-school Curriculum
WD	Student has died.	
WDO	Student is known to have dropped out of school. This code is for students that have been confirmed a drop-out by phone, email, home visit, etc.	*Confirm Date
WG	Graduated with a standard diploma. Does not include certificates of completion. High School Only This applies to regular and early graduates.	
WC	Student expected to graduate and completed coursework requirements but did not pass the High School Competency Exam. High School Only	

School =name of school, City =city/town, State =U.S. State, Country =Country outside U.S., RR=Records Received/Requested, NR =No Records Requested/Received