MIS Case Exit Form

STUDENT NAME:

| 1. OUTCOME DATA | Enter on **Outcomes** page |

Has all Outcome data been entered for this student? ☐
Yes

- ☐ All attained degrees, diplomas (GED or HS Diploma), and certificates are entered.
- ☐ All current employment placements are entered.
- ☐ All current educational placements are entered.
- ☐ All recidivism records are entered.*

*This needs to be done for all students that enter the program as youth or adult offenders at one year from the enrollment date (even if the student does not re-offend).

☐ **No**

| 2. EDUCATIONAL DATA | Enter on **Basic Skills Overview** page |

- ☐ All basic skills **Pre-tests** entered.
- ☐ All basic skills **Post-tests** entered *(All students must be post-tested).*

| 3. AT EXIT CONTACT INFORMATION | Enter on **Case Overview** page |

Phone (cell):   Phone (home):

Email address #1:

Email address #2:

| 4. EXIT TYPE | Enter on **Exit** page |

☐ **Successful**

☐ **Unsuccessful** (*If unsuccessful, use program exit policy*)

Note: All grantees must have an exit policy on file and adhere to that policy in determining when and why to exit participants as unsuccessful. Systematically, you can wait as long as 90 days to unsuccessfully exit a student and should be encouraging the youth to return to the program if they have stopped appearing before deciding they are unsuccessful.

☐ **Exit for Other Reasons**

- ☐ Family care
- ☐ Transferred or relocated
- ☐ Health/medical
- ☐ Deceased
- ☐ Reservist called to active duty

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