

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**-test entered (*all students must be post-tested).

3. At Exit Contact info (enter into 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 strategy)

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