

Code	Descriptor	Definition	Notes	Federal Descriptor	Federal Definition
1	Attempts to contact unsuccessful	This category includes all children for whom an IFSP was not developed and Early Steps personnel have been unable to contact or locate the family or child after at least three consecutive documented attempts. This category also includes children with an IFSP who were inactive and reach the age of three, as well as DEI only children with or without an IFSP.		Attempts to contact unsuccessful	Include all children, under the age of 3, who had an active IFSP, and for whom Part C personnel have been unable to contact or locate the family or child after repeated, documented attempts. Include in this category any child who did not complete their IFSP and exited Part C before reaching age 3, and who has not been reported in categories 7-9 above.
2	Deceased	This category includes all children who died on or before their third birthday.		Deceased	Include all children who died before their third birthday, even if their death occurred at the age of exit. Include only children who died during the reporting period.
4	Completion of IFSP prior to reaching age 3.	This category includes all children who have not reached age 3, have completed their IFSP, and no longer require services under Early Steps.		Completion of IFSP prior to reaching maximum age for Part C	Include all children who have not reached age 3, have completed their IFSP, and no longer require services under IDEA, Part C.
5	Transfer to Other Center/District	Child's family has moved to another LES region for continued service. Contact has been made with the receiving LES.		N/A	N/A
6	Not eligible for Part B, exit with referrals to other programs	This category includes all children who reached their third birthday, were evaluated and determined not eligible for Part B, and were referred to other programs, which may include preschool learning centers, Head Start (but not receiving Part B services), and child care centers, and/or were referred for other services, which may include health and nutrition services, such as WIC.	MAY NOT BE USED FOR DEI ONLY CHILDREN.	Not eligible for Part B, exit with referrals to other programs	Include all children who reached age 3, were evaluated and determined not eligible for Part B, and were referred to other programs, which may include preschool learning centers, Head Start (but not receiving Part B services), and child care centers, and/or were referred for other services, which may include health and nutrition services, such as WIC.
7	Not eligible for Part B, exit with no referrals	This category includes all children who reached their third birthday, were evaluated and determined not eligible for Part B, but were not referred to other programs.	If a child has an IFSP and has a discharge code code of N, they are counted as if their exit code for 7 for OSEP reporting. MAY NOT BE USED FOR DEI ONLY CHILDREN.	Not eligible for Part B, exit with no referrals	Include all children who reached age 3, were evaluated and determined not eligible for Part B, but were not referred to other programs. This category may be used to report children whose parent did not consent to transition planning.
8	Withdrawal by parent or guardian prior to IFSP	This category includes all children whose parents declined all services prior to IFSP development.	Not counted to OSEP since no IFSP, Use 8. Rule: Can't choose if there is an IFSP date.	Withdrawn by	Include all children whose parents declined all services after an IFSP was in place, as well as children whose parents declined to consent to IFSP services and provided written or verbal indication of withdrawal from services.

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9	Withdrawn by parent or guardian after IFSP	This category includes all children whose parents declined all services after an IFSP was in place, as well as children whose parents declined to consent to IFSP services and provided written or verbal indication of withdrawal from services.	Not counted to OSEP if there is no IFSP.	parent (or guardian)	
A	Part B eligible, exiting Part C	This category includes all children determined to be eligible for Part B who exited (or will soon exit) Part C. This includes children who receive Part B services in conjunction with Head Start.	MAY NOT BE USED FOR DEI ONLY CHILDREN.	Part B eligible, exiting Part C	Include all children determined to be eligible for Part B during the reporting period and who exited (or will soon exit) Part C. This includes children who receive Part B services in conjunction with Head Start.
G	Aged out before Part C eligibility was determined	This category includes all children who reached three years of age before Part C eligibility was determined.	MAY NOT BE USED FOR DEI ONLY CHILDREN.	N/A	N/A
I	Inactive	This category includes all children who have been determined eligible for Part C, an IFSP has been developed, and the child and family have been unable to be located. This code is for temporary use and must be changed by the time the child has turned three.	MAY NOT BE USED FOR DEI ONLY CHILDREN.	N/A	N/A
M	Moved out of state	This category includes all children who moved out of state before their third birthday. Do not use this category for a child who moved within State (i.e., from one program to another) if services are known to be continuing.		Moved out of state	Include all children who moved out of state before their third birthday. Include only children who moved during the reporting period. Do not report a child who moved within State (i.e., from one program to another) if services are known to be continuing.
N	Not Eligible for Early Steps services	This category includes all children determined to NOT meet Part C/DEI Eligibility Criteria at initial evaluation or based on review of relevant collateral information.	If a child has an IFSP and has this discharge code, they are counted as if their exit code for OSEP is 7	N/A	N/A
O	Not considered for Part B	This category includes all children who reached their third birthday and were not referred to Part B. This category may be used to report children whose parent did not consent to a Part B referral.			Include all children who reached their third birthday and their Part B eligibility has not been determined. This category includes children who were referred for Part B evaluation, but for whom the eligibility determination has not yet been made or reported and children for whom parents did not consent to transition planning. Include in this category any child who reached age 3, and who has not been reported in categories 2-5 above.
P	Part B eligibility not determined	This category includes all children who reached their third birthday and their Part B eligibility has not been determined. This category includes children who were referred for Part B evaluation, but for whom the eligibility determination has not yet been made or reported.	MAY NOT BE USED FOR DEI ONLY CHILDREN.	Part B eligibility not determined	

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X	Administrative Close	No services in past year.	Counted to OSEP as "attempts to contact unsuccessful" if there is an IFSP.	Attempts to contact unsuccessful	Include all children, under the age of 3, who had an active IFSP, and for whom Part C personnel have been unable to contact or locate the family or child after repeated, documented attempts. Include in this category any child who did not complete their IFSP and exited Part C before reaching age 3, and who has not been reported in categories 7-9 above.