

SY2018-2019 Guidelines for Dropping Students from Enrollment

Introduction and Purpose

The purpose of this document is to provide guidance to schools for the process of dropping students due to non-attendance. These guidelines are based on the belief that the district has a responsibility to exhaust all reasonable means of attempting to locate a student that was previously enrolled but is no longer attending and has not officially withdrawn. The primary goal of following up on students that are no longer attending is to verify that students are safe, have stable housing and are actively enrolled in school. This practice is directly aligned to the district Model of Instruction and specifically aligned to the identified district priority of 'Establishing and Maintaining Effective Relationships with Students' (Design Question #8).

Beginning of the Year - Dropping 'No Shows' as of September 4th

Students that have not physically shown up for school by Tuesday, September 4th may be dropped from enrollment in Infinite Campus **once the school has exhausted all reasonable means of locating the student** (see below for definition of 'reasonable means'). It is extremely important that 'no shows' are withdrawn from Infinite Campus by using the 'No Show' check-box from the 'Enrollments' tab of the student profile in Infinite Campus (see graphic below). Please make sure both the 'No Show' box is checked and the 'End Date' is the same as the 'Start Date', which will ensure that we do not report attendance for these students to the state for the current school year. Select the 'State End Status' and type a note in the 'End Comments' that describes where the student went.

The screenshot shows the Infinite Campus interface for a student's enrollment. The 'Enrollments' tab is selected. In the 'General Enrollment Information' section, the following fields are highlighted with red circles and numbers:

- 1: 'No Show' checkbox (checked)
- 2: 'End Date' field (08/09/2018)
- 3: 'State End Status' dropdown menu (2: Transfer to a public school in a different district in Kansas)
- 4: 'End Comments' text area (Student transferred to Topeka HS in Topeka, Kansas - Records request received 8/15/18)

The district defines the reasonable steps for locating students by the following:

1. Attempt to contact student and family through all listed contact information in Infinite Campus.
 - a. Verbal confirmation of enrollment in another school system by a parent/guardian is sufficient for exiting a student in Infinite Campus but should be confirmed either verbally or in writing by the receiving school system.
 - b. Verbal confirmation of enrollment in another school district by the student or extended family members (anyone other than parent/guardian) is NOT sufficient for exiting a student in Infinite

Campus and enrollment must be confirmed either verbally or in writing by the receiving school system.

- c. For secondary schools, it is recommended that schools involve their family advocates in this process. The advocates should have previously established relationships with students that would assist in locating where a student may have gone.
2. Identify currently enrolled students that may have been acquainted with the student you are attempting to locate and inquire if they have any knowledge of where the student may have gone. Verbal confirmation of enrollment in another school district by a friend or acquaintance is NOT sufficient for exiting a student in Infinite Campus and enrollment must be confirmed either verbally or in writing by the receiving school system.
3. Attempt to search and locate student and parent(s)/guardian(s) in at least one social media site. Facebook is recommended as the first choice as this is the place most likely to be found based on a name search. Other options include Twitter and Instagram, among others. Please refer to the information above regarding what is sufficient confirmation for withdrawal from Infinite Campus.
4. Provide documentation of location efforts to the building principal (or designee) to certify reasonable efforts have been made. The building principal (or designee) will make the final determination of whether reasonable efforts have been made and approve the student for withdrawal from Infinite Campus. If not located, the student will need to be withdrawn with a '17: Unknown' State End Status.

Students that Physically Entered in Fall 2018 but No Longer Attending

Students that have physically attended at least part of one school day but are no longer attending are subject to the processes for reporting truancy if the school is unable to locate the student using the steps outlined above (truancy reporting process is listed below). It is important to remember that withdrawing a student in Infinite Campus once the truancy process has started will cancel all processes and supports established to date. Once the truancy process has begun, a student cannot be withdrawn in Infinite Campus unless the student has been located and it was verified that the student is actively enrolled in school. DO NOT EXIT a student in Infinite Campus with a '17: Unknown' code until the truancy process has concluded and all options for locating the student have been exhausted.

Process for Reporting Truancy

1. After three, consecutive, 5 days in the semester or 7 days in the school year of non-attendance, a letter is automatically generated and sent to the parent(s)/guardian(s) of the student.
2. Allow for three business days for receipt of notice of truancy then contact the parent(s)/guardian(s) of the student to determine if the student is enrolled in school elsewhere or if they are indeed truant.
3. If truancy is not resolved, then Student Services will refer to case to the Wyandotte County District Attorney for action.
4. Student must remain active in Infinite Campus through the truancy process or all supports and processes will be cancelled. Please contact Student Services regarding truancy inquires, processes and refer to the Truancy Flowchart ([click here](#) for chart).