

# Student Exit

## Purpose & Introduction

The primary goal of tracking students that are no longer attending this district is to verify students are safe, have stable housing and are actively enrolled in school. This practice is directly aligned to the district Model of Instruction. The procedures below comply with state requirements and provide guidance to schools for the process of dropping students when they transfer out of district or do not attend regularly.

When parent says student is leaving our district, follow steps below (***do not wait for record request from new school to exit student – some schools do not send requests for records***).

**First day of school for student grade level** – delete enrollments for 21/22, since no attendance data has been entered.

## Applying local end status

Then, if the student attended our district last school year, update the local end status in the student's enrollment tab to match where the student is going. Enter any comments relevant to student's exit.

### *Example*

If a parent says my student is going to Turner district, we need to enter a local end status in the 20/21 enrollment to say, "transfer to a public school in a different district in Kansas." In the end comments, add the calendar date of when you are entering the local end status.

If no 20/21 enrollment in our district, this exit is complete.

### *Example*

Student enrolled in our district from a different district, then goes back to that district (no last year enrollment to update), then no further action, exit is complete.

**After the first day of school for student grade level** - attendance data should have been entered, and we cannot delete 21/22 enrollment. We must send truancy letters if student does not show up (***do not click "no show" in enrollment***).

## Truancy

Students that have physically attended at least part of one school day, but are no longer attending, are subject to truancy process if the school is unable to locate the student using the steps outlined under **District defined steps for locating students** below.

Once the truancy process has been initiated, **do not** withdraw students until they are located and receiving school has verified enrollment.

The following attendance letters should be sent to the student's family, see below.

3 unexcused consecutive day absences

5 unexcused absences in a term

7 unexcused absences for the year

Truancy Department will assist in the search to locate where the student went after 10 days of student absence with no parent response.

### Applying local end status

**After the first day of school for student grade level** - if the student leaves our district, click on the 21/22 enrollment, apply an end date, enter an appropriate local end status, and enter any comments relevant to student's exit.

#### Example

If a parent says my student is going to a Missouri school, we need to enter a local end status in the enrollment to say, "transfer to public school in a different state." There are many end statuses to apply according to where the student is going.

The screenshot shows the 'General Enrollment Information' form. It includes fields for Calendar (21-22 Carl Bruce Middle School), Schedule (read only) with a dropdown menu, Grade (07), Class Rank Exclude, External LMS Exclude, Start Date (08/11/2021), End Date, End Action, Service Type (P: Primary), Local Start Status (01: Enrolled), Local End Status (Select a Value), State Start Status (01: Enrolled), State End Status, Start Comments, and End Comments. Three blue arrows point to the End Date, Local End Status, and End Comments fields, which are highlighted in yellow.

### District defined steps for locating students

Attempt to contact student and family through all listed contact information in Infinite Campus.

#### Contact by Parent/Guardian

Verbal confirmation of enrollment in another school district by parent/guardian is sufficient for exiting a student. Confirm student's enrollment at receiving school either verbally or in writing.

#### Contact by Non-Parent/Guardian

**Not** sufficient for exiting a student without receiving school confirmation.

#### Contact by Student Networks

Identify currently enrolled students that may have been acquainted with the student in question. Verbal confirmation of enrollment in another school district by student networks is **not** sufficient for exiting a student. Confirm student's enrollment at receiving school either verbally or in writing.

#### Contact by Social Media

Search for students/parents on Facebook, Twitter, or Instagram, among others. Verbal confirmation of enrollment in another school district by social media is **not** sufficient for exiting a student. Confirm student's enrollment at receiving school either verbally or in writing.

*Family Advocates are Resources*

Family advocates should be involved in locating students as they have previously established relationships with them.

**Cannot locate student**

Document contact efforts in student PLP log. PLP log screen shots on next page.

Go to index > student information > plp > general > search for student in search tab > click contact log > enter date, time, contact type, who you tried to contact and details if applicable > click save.

Print or screenshot plp log and deliver to principal or designee to certify reasonable efforts have been made. Building principal or designee will make the final determination for student withdrawal.

*L17 withdrawal*

If withdrawing student on these terms, go to student enrollment tab and enter L17 “unknown” for the local end status. This exit is “unresolved” and will show up on Certify as a rule violation that requires resolving.

*Students cannot have L17 until truancy process is complete.*

**PLP log screen shots on next page.**

## PLP Contact Log Screen Shots

