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**Procedure Manual for School Staff for Withdrawals**

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**PROCEDURES FOR WITHDRAWING STUDENTS**

**GUARDIANSHIP – See WCSD Guardianship Procedures**

1. **Parent/guardian withdraws the child**

To withdraw a student, the parent/guardian should notify the school by either going to the school, notifying the school verbally or notifying the school in writing (email or paper).

a. If a parent/guardian calls the school to notify the school of a child’s withdrawal, the school should encourage the parent/guardian to come to school to withdraw the child. If that is impossible, then the school will withdraw the child and enter “by phone” on the Withdrawal Tab. Remind them to return any outstanding books or pay any outstanding fees. School must note the name of the parent/guardian on the Withdrawal Tab who requested the withdrawal.

b. If the parent/guardian sends a written withdrawal note or email to school with the student, the school should call the parent/guardian, verify the withdrawal, remind them to return any outstanding books or pay any outstanding fees. If the parent/guardian cannot be immediately reached, the schools should ask the student where the student is moving and what school the student will be attending so that the school can be contacted, and the student removed from the drop out report. The school must continue to try to contact the parent/guardian until the parent/guardian is reached. School must note the name of the parent/guardian on the Withdrawal Tab that requested the withdrawal. The note or email must be scanned into OnBase in the Withdrawal bucket.

c. If a parent/guardian notifies the school they are withdrawing the student, the school must ask if the parent/guardian intends to enroll the child in another school and indicate the answer on the Withdrawal Tab or at a minimum the name of the city and state to which they are moving. The city and state or the school to where the student is moving are a requirement on the Withdrawal Tab.

d. No adult who comes to withdraw a child should be allowed to take the child without verifying the adult’s identity and without verifying that the adult is the custodial parent/guardian.

**Enrollment Tab**

1. End date the student using the appropriate end status and end date.

**Withdrawal Tab:** The Withdrawal Tab must be completed for the withdrawing student.

1. Required fields must be completed. Please see [Withdrawal Tab instructions](https://www.washoeschools.net/cms/lib/NV01912265/Centricity/Domain/224/Withdrawal%20Tab.pdf).
2. Attendance will populate automatically.
3. Withdrawal grades should populate from the teachers’ grading window. Teachers are required to give withdrawal grades if the student was enrolled in school fourteen (14) or more school days. If a teacher wishes to change a grade, the teacher must send an email to the secretary/registrar. The email from the teacher must be scanned into OnBase in the Withdrawal file.
4. If a student was enrolled fewer than 14 school days, no grade may be given. The grade can be left blank.

**Note:** Any fines or fees, books, or electronic devices owed should be collected before the student withdraws. However, no records may be held for fees, books, or electronic devices owed.

1. **Records Request**
2. The Withdrawal Tab will follow the student for In-District transfers. Schools will be able to see transfer grades within the Withdrawal Tab.
3. State Records Transfer in Infinite Campus must be completed for any student transferring within Nevada but outside of the Washoe County School District and Washoe County School District sponsored charter schools.
4. All other requests for records must be referred to ScribOrder through the Student Accounting website.
5. All Records Request/ScribOrder receipts must be scanned into OnBase in the Withdrawal file.

**Student has enrolled in another school**

If another school calls to report a student enrolling, and the student has not withdrawn, the school must proceed with the withdrawal immediately so that the student may be enrolled where the student is attending.

**Student has withdrawn and not enrolled in another school**

If the parent/guardian has notified the school that the parent/guardian is withdrawing their child, the school must withdraw the student. The withdrawing school must follow up each week until the student has enrolled in another school. For students grades 9-12 this includes calling the school districts within the city where the student moved if the school is not known to try to locate the student. If the student has not enrolled in three weeks, the student must be reported to truancy.

1. **Withdrawal reasons and effective dates of withdrawal**

The effective date of withdrawal for all withdrawals is the last day the student physically attended with the following four exceptions;

* 1. **10 days whereabouts unknown** where the effective date is the 10th day absent; or
  2. **Runaway** where the effective date is the 10th day absent; or
  3. **20 days of consecutive absence**, student is withdrawn on the 20th day regardless of the absence code; or
  4. **W1b-** Per NAC 387.200, if a student enrolls in another school in the same district within 10 consecutive school days after a change of address, the effective withdrawal date changes from the last day of attendance to the day before the student enrolled at the new school. For example:

1. Student **A** withdrawals from Galena High School to enroll at Damonte Ranch High School. The effective date of withdrawal (end date in IC) is the last day student **A** was physically present at Galena High School. The last day of attendance falls on a Thursday.
2. Student **A** enrolls at Damonte Ranch High School the following Monday. During the enrollment process, Damonte Ranch High School updates the students’ address in IC.
3. The BIG W1b data validation report will pick up the enrollment gap overnight and flag Student **A**on Galena High School’s Dashboard.
4. Galena High School would then go into IC and change Student **A**’s end date to Friday, right before their enrollment at Damonte Ranch High School. (see i above)
5. The BIG W1b data validation report will detect a change in enrollment overnight and remove Student **A**from Galena High School’s Dashboard.
6. **Timeliness of recording and documenting withdrawals**

It is extremely important that students are withdrawn from IC, the Withdrawal Tab is completed fully, and all withdrawal documentation is scanned into the Withdrawal file in OnBase appropriately **on the day** the student withdraws. In the case of withdrawing students due to 10 days whereabouts unknown when there is no contact with parent/guardian or student for the 10 days, or for 20 days of consecutive absence no matter the reason for the absence, the student must be withdrawn from IC, the Withdrawal Tab is completed, and all withdrawal documentation is scanned into the Withdrawal file in OnBase appropriately **on the day** that it is determined that the student must be withdrawn.

a. Schools must not keep students enrolled in IC for allocations or any other reason by not withdrawing the student because WCSD receives payment for each day students are enrolled. Receiving payment for students who are required to be withdrawn by Nevada Law can result in a charge of misappropriation of tax dollars (supplanting).

b. Schools must withdraw the student regardless of whether the student owes fines, books, or electronic equipment.

1. **Additional instructions: for special withdrawal situations**

Note: When a student is going to be absent for more than ten days the student must be withdrawn so the attendance does not impact the student upon the student’s return.

Withdrawing CIT Students

a. If a school knows a CIT student is withdrawing, the school should call the new school to advise of the transfer in progress and when to expect the new student.

b. When the CIT child is absent for unknown reasons, school personnel should contact the parent/guardian or adult acting as the guardian.

## 10-Day Rule – “If a pupil does not attend school for 10 consecutive days and the whereabouts of the pupil are UNKNOWN (no contact has been made with parent/guardian or pupil), the effective date of withdrawal is the 10th consecutive school day that the pupil failed to attend school.” (NAC 387.200 3)

1. The defining factor that allows the school to implement the 10-day rule is that the student’s whereabouts are unknown. Either the school cannot verify the whereabouts of a student and the student’s family, or if the school has made contact with the parent/guardian, no one, including the parent/guardian, knows or has contact with the student. If the student fits the 10-day rule, then the student may be withdrawn with the reason given for withdrawal being the 10-day Whereabouts Unknown Rule.

1. When a student reaches the 10th consecutive day of absence, the school must have documentation of attempts to contact with either the parent/guardian or the student in either the attendance notes tab or attendance comments in IC.

**Absent with an Expected Date of Return**

a. Schools may not withdraw students who are absent with an expected date of return that is 10 days or less.

1. Students who do not return on the expected date, will be withdrawn using the following codes:
2. W3E3 for students who did not return on the expected date who were known to be in the USA during their absence.
3. W2E for students known to be outside of the USA during their absence.
4. In both cases, the student is withdrawn to the last date of attendance.
5. Schools must advise the parent/guardian (s) that the school will withdraw the student from school when the parent/guardian, or a reliable adult has indicated an expected date of return that is 11 days or more. The rationale for this action is that the student will not have an inordinate amount of absences when they should be withdrawn as well as not taking taxpayer funding for days that we knowingly do not educate the student.
6. Documentation must be recorded on the Withdrawal Tab of the parent/guardian request to withdraw either by phone, by email, or in person as well as the full name of the parent/guardian and relationship, not just “mom” or “dad.”
7. Documentation of the student’s absence and the expected date of return must be recorded in the attendance notes tab or attendance comments in IC.

**Absent With No Expected Date of Return**

a. NAC 387.280 3 (cited above) applies to a student whom the parent/guardian has taken out of school but for whom the parent/guardian cannot or will not give an expected date of return. Because over the course of 10 days, the whereabouts of the child are not known, the child must be withdrawn using 10 days whereabouts unknown rule on the 10th day.

b. Once the parent/guardian informs the school that they are taking the child out of school but cannot give a date of return, we recommend that the school let the parent/guardian know that school personnel will be withdrawing the child if the student does not attend school for 10 days and **suggest to the parent/guardian that it would be best to withdraw the child now.**

c. Documentation of the above must be recorded in the attendance notes tab and attendance comments in IC.

**20 Days Rule**

* 1. If a student is enrolled at a school and has missed 20 consecutive days for any reason; the school **must** withdraw the student. This does not include the following exempt codes (AEL, FIN, ISS, SCH, SUS3, etc.).
  2. Documentation that the school knows where the student is and has tried to get the student back in school must be recorded in the attendance notes tab or attendance comments in IC.
  3. In cases where the student has an IEP and the school is working with the parent/guardians or the student to get the student back in school. The school must consult with Special Education Services regarding what PWN to send and withdrawing the student.

**Other Reasons for Withdrawal (NAC 387.215 (4))**

1. The school must withdraw a student if the student has died.
2. The school may also withdraw the student who is under age 7 (W4b) when parent/guardian requests the withdrawal.
3. The school may also withdraw students who are over age 18 (W3b). It is imperative that before this reason is used, appropriate school staff meet to identify and document the rationale for withdrawing the student using this category.
4. Documentation of either b or c above must be maintained and, if the child is withdrawn, scanned into the Withdrawal file in OnBase.
5. CHANGING GRADE LEVEL, PROGRAM, OR RETENTION DURING THE CURRENT SCHOOL YEAR

Changing Grade Level - If the student needs a grade level change for any reason during the school year, the student must be withdrawn W1a and re-enrolled R2 in the new grade level in IC. The Withdrawal Tab is not completed for students withdrawing W1a.

Retention during the current school year see Retained Student in IC procedure.

REQUIRED DOCUMENTATION FOR STUDENT WITHDRAWALS – SEE WITHDRAWAL TAB REQUIREMENTS.

RECORDS REQUESTED BY ANOTHER SCHOOL – https://washoeschoolsnv.scriborder.com/

#### MASTER REGISTER – SEE PROCEDURE MANUAL FOR SCHOOL STAFF FOR MASTER REGISTER.

#### CLASS RECORD BOOK – SEE CLASS RECORD BOOK PROCEDURE